

7 October 2020

To: The Leader and Deputy Leader of the Council;
Councillors Jeff Cant, Jo Day, Sue Farrant, Jon Gage, Stephen Masters,
Gary Norman, Elizabeth O’Keeffe, Erik Pattenden,

Substitutes: Councillors Jeff Beck, Roger Hunneman, David Marsh, Martha Vickers and
Tony 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 on
Zoom on **Monday 12 October 2020 at 7.00 pm**. The meeting is open to the press and the
public.

Join Zoom Meeting

<https://us02web.zoom.us/j/83679301740?pwd=M0xkMVdiOGJaakx1S1k4cTNhS0poZz09>

Meeting ID: 836 7930 1740

Passcode: 932626

Yours sincerely,

Hugh Peacocke,
Chief Executive Officer and RFO

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 meetings of the Policy & Resources Committee held on Monday 20 July 2020 and Wednesday 30 September 2020.

4. Questions and Petitions from members of the public

Chairperson

5. Members' questions and petitions

Chairperson

(Please note that questions from Councillors and Members of the public must be submitted in writing by 2 pm on the day of the meeting)

6. Health and Safety Report (Appendix 2)

Chairperson

To receive the quarterly Health and Safety report as attached at Appendix 2 and comment as appropriate.

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

7. List of Payments (Appendix 3)

Chairperson

To note the payments made during the period 1 July 2020 to 30 September 2020 as attached at Appendix 3.

8. Income and Expenditure Account 2019/20 (Appendices 4 and 4a)

Chairperson

8.1. To receive the Income and Expenditure Account for the period ended 30 September 2020.

8.2. To resolve to approve expenditure against cost centres that are over the annual budget, in accordance with this Council's financial regulation (4.2), as listed in Appendix 4a.

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

Chairperson

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

10. Strategic Risk Register (Appendix 5)

Chairperson of the Audit Working Group

To consider the recommendations of the Audit working Group and

To resolve to approve the amended Strategic Risk Register

11. Preparation for the 2020/21 Budget Round (Appendix 6)

Chairperson

11.1. To note the attached budget production plan with a target to produce a draft budget for e-mail distribution before Christmas, so that full discussions can take place at the Policy & Resources Committee meeting on 18 January 2021 and at the

subsequent Council meeting on Monday 1 February 2021. See the attached Budget schedule for 2021/22 in Appendix 6.

11.2. To note that Council and each Committee / Sub-Committee is asked to consider its budget needs for 2021/22, in time for inclusion in the draft budget (and / or revised Strategy) being prepared over the next few months.

11.3. To make the Leader, The Chief Executive Officer and the Responsible Financial Officer aware of any particular projects or capital acquisitions that may need to be undertaken in 2021/22 so that they may be considered by the relevant Committee for inclusion in the draft budget and the Council's Strategy. Such suggestions should be submitted with as much detail as possible by the 6th of November 2020.

12. Report from the Climate Emergency Working Group (Appendix 7)

Councillor Chris Foster, Chairperson of the Working Group

12.1 To receive a report from the Community Services Manager and the Climate Change Working Group and

12.2 To consider the recommendations of the Working Group

13. The Council Strategy 2019 to 2024 (Appendix 8)

Councillor Martin Colston, Chairperson of the Strategy Working Group

13.1 To consider the report from the Chief Executive Officer and the Strategy Working Group

13.2 To note the action plan report at 30 September 2020 and any amendments arising from same

13.3 To consider the following items referred to the Committee from the Strategy Working Group:

- a) To provide an annual contribution to the Community Youth Project at Greenham Community Centre
- b) To invest in noticeboards in other parts of Newbury in order to assist in communicating with residents who do not choose social media as their main form of gaining information.

14. Report on Key Performance Indicators (Appendix 9)

Chairperson

14.1 To note the Key Performance Indicators for August/ September 2020/21.

14.2 To consider existing and additional Key Performance Indicators for the Policy and Resources Committee.

15. CCLA Mandate (Appendix 10)

Chairperson

To appoint 4 named signatories to the account and amend the Mandate accordingly.

16. Financial Regulations (Appendix 11)

Chairperson

To Approve amendments to the Council's Financial Regulations

17. Criteria for Grant Aid (Appendix 12)

Councillor Gary Norman, Chairman, Grants Subcommittee.

To Approve the proposed amendment to the Council's criteria for awarding grants to community organisations.

18. Forward Work Programme for Policy and Resources Committee meetings 2020/21 (Appendix 13)

Chairperson

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

19. Exclusion of the press and public

Chairperson

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

20. Staff Sub Committee

Chairperson

To receive a report from the staff sub-committee meetings held on 14 August and 17 September

**Minutes of a meeting of the Policy & Resources Committee held on
Monday 20th July 2020 at 7.00 pm. (Zoom meeting)**

Present

Councillors: Martin Colston (Chairperson); Sue Farrant; Jon Gage; Stephen Masters; Gary Norman, Elizabeth O’Keeffe; Erik Pattenden and Tony Vickers.

In attendance

Hugh Peacocke, Chief Executive Officer, Cllr. Nigel Foot (non-voting member)

1. Apologies for absence

Councillors: Olivia Lewis; Jo Day

Absent: Councillor Jeff Cant,

2. Declarations of interest and dispensations

The Chief Executive Officer declared that Councillors Stephen Masters Erik Pattenden and Tony Vickers are also Members of West Berkshire District Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council (WBC) business. A dispensation is in place to allow all Members to discuss the budget and the precept.

Councillor Erik Pattenden declared a disclosable pecuniary interest in item no. 20 and said that he would withdraw from the meeting for that item.

3. Minutes

Proposed: Councillor Elizabeth O’Keeffe

Seconded: Councillor Sue Farrant

Resolved: That the minutes of the meeting of the Policy & Resources Committee held on Monday 20 January 2020 be approved as a correct record and signed by the Chairperson.

4. Questions and petitions from members of the public

There were none.

5. Members’ questions and petitions

There were none.

6. Health and safety reports

The information was received and noted by the Committee.

The Committee noted the exceptional issues that had arisen in dealing with the Coronavirus pandemic and thanked the Council Staff for the way that they had dealt with these.

7. List of Payments

The Committee noted the lists of payments made during Quarter 1 2020-2

8. Income and Expenditure Account 2020/21

The Committee Noted the Income and Expenditure Account for the period ended 30 June 2020.

Proposed: Councillor Martin Colston

Seconded: Councillor Steve Masters

Resolved: To **approve** expenditure against any cost centres that are over the annual budget, in accordance with this Council's financial regulation

9. Internal Audit Report

The Committee received the final interim internal audit report for the financial year 2019/20 from Auditing Solutions Ltd. It was noted that there were no issues arising and the Committee thanked the CEO and the staff for the satisfactory report.

10. Grants Sub-Committee

The Committee received a report from the subcommittee Chairman, Councillor Gary Norman.

The date of the next Grants subcommittee meeting was confirmed as 1st September.

11. Newbury Library Service

The Committee received a report from Mr. Paul James, Culture and Libraries Manager, West Berkshire Council.

Proposed: Councillor Martin Colston

Seconded: Councillor Sue Farrant

Resolved: To pay the first quarter of the annual budgeted contribution to West Berkshire Council for Newbury Library (£3,750)

12. Newbury Youth Project

The Committee considered the 3-year Service Level Agreement with Berkshire Youth for the provision of Youth Outreach services in Newbury. members asked for the following amendments:

- The Council can appoint a Link Councillor to liaise with the Waterside centre when Berkshire Youth are operating from there
- Councillors can suggest locations which the project might address.

The Committee expressed the satisfaction of the Council that this agreement would soon be in place and thanked Councillor Elizabeth O'Keeffe, The CEO and Berkshire Youth for their work in delivering the Agreement.

Proposed: Councillor Jon Gage

Seconded: Councillor Steve Masters

Resolved: To **Approve** the 3-year Service Level Agreement with Berkshire Youth for the provision of Youth Outreach services in Newbury.

13. CIL and Section 106 Monies

The Committee noted the balances available and considered the future use of CIL and Section 106 monies received.

Proposed: Councillor Martin Colston

Seconded: Councillor Tony Vickers

Resolved:

A. That the balance of Section 106 funds (£12,541) is allocated to the proposed Community Café in Victoria Park.

B. £10,000 CIL is allocated towards the City Recreation grounds project to complete all the works in phase 1 to include new seats & benches, replace all the bins (not just the 2 new ones) and provide CCTV security in the area

C. £8,600 CIL is allocated to erect deer- proof fencing to protect the new 120 tree enclosure to be provided at Wash Common.

14. Membership of Working Groups

Proposed: Councillor Martin Colston

Seconded: Councillor Sue Farrant

Resolved: That the membership of the Audit Working Group and The Strategy Working Group for the 2020/21 Municipal Year remains unchanged, that is, as follows:

A. Audit Working Group: Councillor Stephen Masters (chair), Councillor Martin Colston, Councillor Vaughan Miller and Councillor Gary Norman

B. Strategy Working Group: Cllrs Martin Colston, Jo Day, Chris Foster, Roger Hunneman and Erik Pattenden. (Subs: Martha Vickers and Olivia Lewis)

15. Mayor's Benevolent Fund Accounts

The meeting noted the summary financial report for the Mayor's Benevolent Fund 2019/20

16. Forward Work Programme for Policy and Resources Committee meetings 2020/21
Noted.

17. Exclusion of the Press and Public

Proposed: Councillor Jon Gage

Seconded: Councillor Steve Masters

Resolved: That the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential financial business to be transacted.

18. Debts over £500 and more than three months old- loss of income due to Coronavirus

The meeting heard that Town Hall tenants had not paid rent during the lockdown. Government guidance in this matter is that the period is not rent-free and tenants in arrears should agree payment terms with their landlords. The Council would be flexible, supporting the tenants and their businesses, but a balance was needed between the Council's duty to the public and the obligations of the tenants.

The meeting considered how the Council might deal with any of these matters.

Proposed: Councillor Elizabeth O’Keeffe

Seconded: Councillor Sue Farrant

Resolved: To authorise officers to deal with the Town Hall tenants and resolve matter outstanding, following consultation with the Chairman of the Policy and Resources Committee.

19. Council lands at Hutton Close and Sayers Close.

The Committee considered the valuation reports received on these lands.

Proposed: Councillor Martin Colston

Seconded: Councillor Sue Farrant

Resolved: To authorise officers to explore future use options on these lands.

(The meeting requested that the relevant reports be received in time for the next Strategy review in October)

(Councillor Steve Masters left the meeting at this point)

20. CCTV in the Town Hall

The Committee received a report from the CEO recommending a new CCTV system in the Town Hall, for reasons of health and safety, as well as security, to protect the assets and staff of the council, as well as Councillors and members of the public.

Proposed: Councillor Erik Pattenden

Seconded: Councillor Elizabeth O’Keeffe

Resolved: To approve the proposal for CCTV and associated IT infrastructure in the Town Hall, to be funded with the £5,000 provision in the Policy and Resources Committee Project Fund and the balance from reserves.

(Councillor Erik Pattenden and Steve Masters left the meeting at this point)

21. Website contract

The Committee heard that following staff losses the provision of website design and support services had been reviewed. It was felt that the Council did not have sufficient work to employ someone full-time in this role and that better value for money could be achieved through the use of outside consultants, as required.

A design brief had been prepared and 5 suppliers invited to quote. 4 responses had been received. The meeting considered the responses and requested the CEO to have the proposals further researched to enable the Committee to make a decision in this matter.

**Minutes of a meeting of the Policy & Resources Committee held on
Wednesday 30th September 2020 at 6.00 pm. (Zoom meeting)**

Present

Councillors: Martin Colston (Chairperson); Jeff Beck (substitute for Jeff Cant), Jo Day, Olivia Lewis; Gary Norman; Elizabeth O’Keeffe and Erik Pattenden.

In attendance

Hugh Peacocke, Chief Executive Officer,
Stephen Sharp, Mint Consultants.

22. Apologies for absence

Councillors: Jeff Cant, Sue Farrant; Jon Gage; Stephen Masters.

23. Declarations of interest and dispensations

Councillor Erik Pattenden declared a disclosable pecuniary interest in item No. 4 (Newbury Town Council Website) and said that he would withdraw from the meeting for that item.

24. Exclusion of the Press and Public

Proposed: Councillor Elizabeth O’Keeffe

Seconded: Councillor Jeff Beck

Resolved: That the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential financial business to be transacted.

25. Newbury Town Council Website

The Chairman welcomed Stephen Sharp to the meeting and explained that he had been appointed as the Council’s Consultant/ Project manager for this project.

The meeting considered his report and accepted his recommendation.

Proposed: Councillor Elizabeth O’Keeffe

Seconded: Councillor Jeff Beck

Resolved: That the Council offers the contract for the supply, build and delivery of the Council’s new website to Appcentric Ltd.

Health & Safety Report for P&R Committee - Last Updated 05/10/2020
Appendix 2

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.

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 Officer	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	N/A	Improved Town Hall Safety
HS5	Town Hall Fire Alarm Testing	Officers	Included in staff cost	On going	Weekly	N/A	N/A	Compliance with legislation
HS6	Town Hall Disabled Toilet Alarm Testing	Officers	Included in staff cost	On going	Monthly	N/A	N/A	Improved Town Hall Safety
HS7	Risk Management Strategy and Strategic Risk Register Review	Council	Included in staff cost	15/10/2019	Agreed at P&R 14.10.19	October 2020	Audit Working Group to consider following Management Team input	Ensured risk strategy is still correct
HS8	Town Hall Safety Inspections (quarterly)	Safety Officer / Caretaker	Included in staff cost	20 December 2019	Completed 20/12/2019	End March 2020 - delayed due to Lockdown	N/A	Improved Town Hall Safety
HS9	Annual Play Area Inspection by ROSPA accredited inspection company	Contractor / Safety Officer / Community Services Manager	Approx. £700	End March 2020	Completed 20-26 March 2020	End March 2021	Playground R&M budget	Legal requirement Safety for users
HS10	Boiler Servicing & Gas Safety Certificate for Servery	Safety Officer / Subcontractor	£200.00	End Jan 2020	Completed 08/01/2020	End Jan 2021	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 2020	Engineer appointment Booked 17/07/2020	End July 2021	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS12	Lift Inspection (annually)	Subcontractor / Safety Officer	Included in Insurance	End June 2019	Completed 20/06/2019	June 2020 delayed due to Lockdown	Legal requirement	Improved Town Hall safety / compliance with legislation
HS13	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 April 2020	Delayed due to Lockdown - Completed 10/07/2020	End July 2021	Various Contracts / R&M budgets	Improved safety / compliance with legislation
HS14	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
HS15	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
HS16	Lift Service (6 monthly) Changing to quarterly March 2019	Safety Officer / Subcontractor	From March 2019 £320/annual	End Jan 2020	Delayed due to Lockdown - Awaiting date from Contractor	Jan 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS17	Independent Town Hall Annual Fire Risk Assessment Review (annually)	Safety Officer / Community Services Manager	£175.00	End May 2020	Delayed due to lockdown - Completed 15/06/2020	End June 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS18	Town Hall (PAT) Portable Electrical Appliance Testing (annually)	Safety Officer / Caretaker	Included in staff cost	End July 2019	Completed 31/07/2019	W/C 13 July 2020 - delayed due to staff illness	Officer Time	Improved Town Hall safety / compliance with legislation
HS19	Lightning Conductor Maintenance / Inspection (annually) Test Strike UK Limited	Safety Officer / Subcontractor	£110.00	End Jan 2020	Scheduled for November 2020	End of January 2022	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS20	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

Health & Safety Report for P&R Committee - Last Updated 05/10/2020

Appendix 2

Appendix 1

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Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS21	Shaw Cemetery (PAT) Portable Electrical Appliance Testing (annually)	Safety Officer / Subcontractor	Under taken by GM Contractors	End July 2019	Completed 25/07/2019	W/C 20 July 2020	Shaw Cemetery R&M budget	Improved Shaw Cemetery safety / compliance with legislation
HS22	Town Hall Emergency Light Test (6 monthly)	Safety Officer / Subcontractor	£165.00	End June 2020	Delayed due to lockdown - Completed 20/07/2020	End Jan 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS23	Bandstand Electrical Supply Testing (annually)	Safety Officer / Subcontractor	£120.00	End June 2020	Delayed due to lockdown - Completed 27/07/2020	End July 2021	Victoria Park R&M budget	Improved Bandstand safety / compliance with legislation
HS24	Town Hall Fire Alarm Maintenance (quarterly)	Safety Officer / Subcontractor	Included in contract	End March 2020	Completed 20/07/2020	End October 2020 - Awaiting Date from Engineer	Town Hall Contract	Information for Emergency Services and Town Hall occupants
HS25	Town Hall Fire Alarm - Major System-improvement works	Safety Officer / Subcontractor	£4,110.00	End October 2018	Completed 03/10/2019	One-Off	Town Hall R&M budget	Improved system safety for Town Hall users
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	2020/21	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 2019	Completed 30/10/2019	End October 2020	N/A	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
HS39	Review of Victoria Park Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS40	Review of Newtown Road Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	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 2019	Completed 30/10/2019	End October 2020	N/A	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 2019	Completed 30/10/2019	End October 2020	N/A	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 2019	Completed 30/10/2019	End October 2020	N/A	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 2019	Completed 30/10/2019	End October 2020	N/A	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 2019	Completed 30/10/2019	End October 2020	N/A	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 2019	Completed 30/10/2019	End October 2020	N/A	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 2019	Completed 30/10/2019	End October 2020	N/A	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 2019	Completed 30/10/2019	End October 2020	N/A	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 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets

Health & Safety Report for P&R Committee - Last Updated 05/10/2020

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Appendix 1

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Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS50	Review of Footway Lighting Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	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 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets

Date: 05/10/2020

Newbury Town Council 2020/2021

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Time: 12:05

Cashbook 1

User: MGG

Current Account

Payments made between 01/07/2020 and 30/09/2020

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/07/2020	BACS P/L Pymnt Page 1105	BACS Pymnt	123.00	123.00		500			BACS P/L Pymnt Page 1105
02/07/2020	Southern Electric	DD3	693.94	693.94		500			F/Way night - 02.06- 01.07
02/07/2020	Officers Account	O/Line	1,876.97			220		1,876.97	Top up Officer A/C
03/07/2020	Vodafone	DDa	82.24	82.24		500			GMO & Caretaker Mobiles
07/07/2020	BACS P/L Pymnt Page 1103	BACS Pymnt	716.65	716.65		500			BACS P/L Pymnt Page 1103
07/07/2020	BACS P/L Pymnt Page 1104	BACS Pymnt	-716.65	-716.65		500			BACS P/L Pymnt Page 1104
13/07/2020	Southern Electric	DD4	41.85	41.85		500			Old toilet block VP01.04-26.06
14/07/2020	Handelsbanken	CHARGES	61.22			4050	110	61.22	Bank charges
16/07/2020	Southern Electric	DD2	965.49	965.49		500			VP Spor Pavillion 01.04-26.06
17/07/2020	BACS P/L Pymnt Page 1091	BACS Pymnt	16,611.39	16,611.39		500			BACS P/L Pymnt Page 1091
20/07/2020	Crown Gas & Power	DD1	71.15	71.15		500			31/05/20-30/06/20
21/07/2020	BACS P/L Pymnt Page 1100	BACS Pymnt	-965.86	-965.86		500			BACS P/L Pymnt Page 1100
21/07/2020	Streamline Merchant Services	DD	35.34	35.34		500			Card transaction charges
22/07/2020	Amazon	CARD	11.95		1.99	4240	220	9.96	Laminating pouches
22/07/2020	Amazon	CARD	-11.95		-1.99	4240	220	-9.96	Laminate pouches correction
22/07/2020	Everflow Ltd	DDa	735.82	735.82		500			592665/11952/Everf Ltd
22/07/2020	Stripe	STRIPE	10.58		1.60	1360	345	-16.00	Pay as you go Tennis
						4050	110	1.54	Charges Stripe 22/07/20
						1360	345	24.00	Refunds
						1360	345	-0.56	AdjustmentsStripe 22/07/20
24/07/2020	Southern Electric	DD	225.89	225.89		500			Purchase Ledger DDR Payment
24/07/2020	Southern Electric	DD1	126.67	126.67		500			Purchase Ledger DDR Payment
24/07/2020	Together Technology Ltd	DDb	333.00	333.00		500			Unlimited Telephone supp
27/07/2020	BACS P/L Pymnt Page 1101	BACS Pymnt	-716.65	-716.65		500			BACS P/L Pymnt Page 1101
28/07/2020	Blackbox Solutions	DD	30.00	30.00		500			Print Scan Support Charge
28/07/2020	Together Technology Ltd	DDa	124.68	124.68		500			PSTN Line Rental
28/07/2020	Together Technology Ltd	DDb	160.55	160.55		500			Internet Package

Subtotal Carried Forward:

20,627.27

18,678.50

1.60

1,947.17

Current Account

Payments made between 01/07/2020 and 30/09/2020

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
30/07/2020	Zoom	CARD	14.39		2.40	4265	220	11.99	Zoom meeting - Elisa Adams
30/07/2020	Zoom -	CARD	-14.39		-2.40	4265	220	-11.99	Correction - wrong account
31/07/2020	Salaries	SALARIES	30,444.27			4000	100	17,297.02	Salaries July 2020
						4000	100	6,678.37	HMRC July 2020
						4000	100	6,468.88	Pension July 2020
03/08/2020	West Berkshire Council	STD ORD	123.00			4405	305	123.00	Rates - Shaw Cemetery
04/08/2020	Vodafone	DD	82.24	82.24		500			GMO & Caretaker mobiles
05/08/2020	The Post Office	CARD	36.48			4235	220	36.48	Stamps for P&H letters
05/08/2020	The post office	CARD	-36.48			4235	220	-36.48	CORRECTION - wrong account
07/08/2020	BACS P/L Pymnt Page 1110	BACS Pymnt	27,569.66	27,569.66		500			BACS P/L Pymnt Page 1110
10/08/2020	Southern Electric	DD	383.74	383.74		500			suite 4 town hall
10/08/2020	Southern Electric	DDa	208.92	208.92		500			suite 2 town hall
10/08/2020	Southern Electric	DDb	148.97	148.97		500			market pillar 2
10/08/2020	Southern Electric	DDc	67.91	67.91		500			change room city playgr
10/08/2020	Southern Electric	DDe	127.52	127.52		500			market pillar
10/08/2020	Southern Electric	DDf	1,810.33	1,810.33		500			town hall
10/08/2020	Southern Electric	DDg	891.70	891.70		500			may-july town hal
10/08/2020	Southern Electric	DDh	161.14	161.14		500			mayor suite
10/08/2020	Southern Electric	DDi	368.19	368.19		500			W COMM CHANG RMS
14/08/2020	Handelsbanken	CHARGES	65.49			4050	110	65.49	Bank charges
14/08/2020	Siemens Financial Services Ltd	DDa	156.00	156.00		500			Quarterly leases - Franking
17/08/2020	Crown Gas & Power	DD	45.93	45.93		500			TOWN HALL, july
18/08/2020	Southern Electric	DD	761.68	761.68		500			2JUL-3AUG
19/08/2020	Streamline Merchant Services	DD	38.37	38.37		500			card process July
24/08/2020	BACS P/L Pymnt Page 1124	BACS Pymnt	25,207.43	25,207.43		500			BACS P/L Pymnt Page 1124
24/08/2020	Everflow Ltd	DD	325.45	325.45		500			14.09to 13.10.20
24/08/2020	Southern Electric	DDa	130.46	130.46		500			Shaw Cemetery 4415/305
26/08/2020	Together Technology Ltd	DD260820	333.00	333.00		500			Town Hall Phones
27/08/2020	Blackbox Solutions	DD250820	30.00	30.00		500			Print Scan Support Charge
27/08/2020	Frama (UK) Ltd	DD270820	200.00	200.00		500			Postage download 27.08.20
27/08/2020	Together Technology Ltd	DD270820	124.68	124.68		500			Town Hall -

Subtotal Carried Forward:

110,433.35 77,851.82

1.60

32,579.93

Current Account

Payments made between 01/07/2020 and 30/09/2020

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
27/08/2020	Together Technology Ltd	DD27082020	160.55	160.55		500			Analogue Phones Town Hall - Broadband
28/08/2020	Salaries	SALARIES	30,155.84			4000	100	17,063.05	Salaries - August 2020
						4000	100	6,642.99	HMRC - August 2020
						4000	100	6,449.80	LGPS - August 2020
31/08/2020	Zoom	CARD	14.39		2.40	4265	220	11.99	Zoom Meeting
31/08/2020	Zoom	CARD	-14.39		-2.40	4265	220	-11.99	Correction - wrong account
01/09/2020	WBC	DD	123.00			4405	305	123.00	Rates Shaw Cemetery
01/09/2020	CF Corporate Finance Ltd	DDa	290.40	290.40		500			Copier lease - 01.09.2020
03/09/2020	Vodafone	DDb	82.24	82.24		500			GMO & Caretaker mobiles
11/09/2020	BACS P/L Pymnt Page 1133	BACS Pymnt	53,527.67	53,527.67		500			BACS P/L Pymnt Page 1133
14/09/2020	Handelsbanken	CHARGES	75.38			4050	110	75.38	Bank Charges
16/09/2020	Southern Electric	DDe	671.47	671.47		500			4.8-1.9.20
21/09/2020	Streamline Merchant Services	DDc	37.98	37.98		500			aug card pay
22/09/2020	Everflow Ltd	DDd	687.09	687.09		500			WATER 14.10-13.11
24/09/2020	BACS P/L Pymnt Page 1148	BACS Pymnt	93,124.87	93,124.87		500			BACS P/L Pymnt Page 1148
24/09/2020	Together Technology Ltd	DD	333.00	333.00		500			One System rental
24/09/2020	Digital Post Solutions Ltd	DDe	90.00	90.00		500			Postage tariff update
25/09/2020	Blackbox Solutions	DDC	30.00	30.00		500			01 Aug 2020 to 31 Aug 2020 pri
25/09/2020	Salaries	SALARIES	30,306.99			4000	100	17,121.97	Salaries - September
						4000	100	6,482.20	Berkshire Pension Fund
						4000	100	6,702.82	HMRC
28/09/2020	Together Technology Ltd	DDa	124.68	124.68		500			PSTN Line Rental Analogue
28/09/2020	Together Technology Ltd	DDb	160.55	160.55		500			TTL Gold Internet Package
30/09/2020	BACS P/L Pymnt Page 1153	BACS Pymnt	136,436.55	136,436.55		500			BACS P/L Pymnt Page 1153
30/09/2020	Zoom	CARD	14.39		2.40	4265	220	11.99	Zoom meeting - Elisa
30/09/2020	Zoom	CARD	-14.39		-2.40	4265	220	-11.99	Wrong account
30/09/2020	St Bartholomews	Std Ord	212.50			4400	421	212.50	St Barts/Parsons Rental
Subtotal Carried Forward:			457,064.11	363,608.87	1.60			93,453.64	

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
Total Payments:			457,064.11	363,608.87	1.60			93,453.64	

Date: 05/10/2020

Newbury Town Council 2020/2021

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Time: 12:06

Cashbook 3

User: MGG

Officers Account

Payments made between 01/07/2020 and 30/09/2020

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
02/07/2020	Amazon uk	CARD	11.95		1.99	4240	220	9.96	Laminating Pouches
14/07/2020	Information Commisioner	Card	60.00	60.00		500			Data protection 2020-21
14/07/2020	Handelsbanken	CHARGES	4.40			4050	110	4.40	Handelsbanken Charges CB3 June
22/07/2020	The Society of Local Council C	220720	398.00	398.00		500			Full Membership - Hugh Peacock
30/07/2020	ZOOM	CARD	14.39		2.40	4265	220	11.99	Zoom meeting - Elisa Adams
05/08/2020	The Post Office	CARD	36.48			4235	220	36.48	Stamps for P&H letters
12/08/2020	E-Bay (david's card)	CARD	49.45		8.24	4425	335	41.21	Garden Scythes- City Rec
12/08/2020	E-bay (David's card)	CARD	8.95		1.49	4425	335	7.46	Grass slasher - City Rec
14/08/2020	Handelsbanken	CHARGES	1.60			4050	110	1.60	Bank Charges
24/08/2020	Pluralsight	CARD	117.26			4250	220	117.26	IT Training-T Hiller
31/08/2020	ZOOM	CARD	14.39		2.40	4265	220	11.99	Zoom - online meeting
02/09/2020	Poat Office	CARD	6.70			4235	220	6.70	Postage - Hugh
02/09/2020	Post Office	CARD	6.70			4235	220	6.70	Postage - Hugh
04/09/2020	Currys	CARD	134.90		22.50	4250	220	112.40	Monitor - Hugh home
04/09/2020	Currys	CARD	0.09		0.02	4250	220	0.07	Hugh Monitor
09/09/2020	Amazon UK	CARD	29.99		5.00	4250	220	24.99	Keyboard-Hugh home
11/09/2020	White Stuff	CARD	20.00			4220	220	20.00	Staff summer event
11/09/2020	Marks & Spencer	CARD	85.00			4220	220	85.00	Staff Summer Event
14/09/2020	Handelsbanken	CHARGES	1.60			4050	110	1.60	Bank charges
23/09/2020	Lloyds bank	CARD	70.00			4220	220	70.00	Staff Summer event
24/09/2020	Amazon	CARD	43.99		7.33	4250	220	36.66	Docking station - Hugh
30/09/2020	Zoom	CARD	14.39		2.40	4265	220	11.99	Zoom Meeting - Elisa
Total Payments:			1,130.23	458.00	53.77			618.46	

Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
<i>bowling gr pest</i>	02/07/2020	10345SM53	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 07/08/2020 by Online Payment Ref A15							
A22 Active Heating Services Ltd							
<i>Serviced boiler</i>	19/07/2020	16789	1	147.60	0.00	147.60	0.00
					0.00	147.60	
Above paid on 07/08/2020 by Online Payment Ref 13872/1385							
A7 Hughes & Salvidge t/a Aasvogel Skip Hire							
<i>SKIP HIRE ALLOTM</i>	18/07/2020	256693	1	292.61	0.00	292.61	0.00
					0.00	292.61	
Above paid on 07/08/2020 by Online Payment Ref A7							
A9 ACAS							
<i>lockdown: key</i>	01/07/2020	06/15962	1	75.00	0.00	75.00	0.00
					0.00	75.00	
Above paid on 07/08/2020 by Online Payment Ref A9							
C16 CT Electrical Newbury Ltd							
<i>bandstand electrics</i>	31/07/2020	7251	1	240.00	0.00	240.00	0.00
					0.00	240.00	
Above paid on 07/08/2020 by Online Payment Ref C16							
C34 Mr Alan P Cornwall							
<i>Key deposit refund - lost key</i>	27/07/2020	REFUND - KEY270720	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 07/08/2020 by Online Payment Ref C34							
D12 DCK Accounting Solutions Ltd							
<i>july payroll</i>	23/07/2020	P1966	1	92.28	0.00	92.28	0.00
					0.00	92.28	
Above paid on 07/08/2020 by Online Payment Ref P1104							

Continued over page

Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
E12 elliswhittam							
<i>HR Consultancy - Job Evaluatio</i>	22/07/2020	SINV018866	1	420.00	0.00	420.00	0.00
					0.00	420.00	
Above paid on 07/08/2020 by Online Payment Ref E12							
G27 Greengage Environmental Ltd							
<i>BREEAM Ecology</i>	22/07/2020	12416	1	1,544.28	0.00	1,544.28	0.00
					0.00	1,544.28	
Above paid on 07/08/2020 by Online Payment Ref G27							
J2 JS Maintenance Services							
<i>WHARF TOILETS</i>	15/07/2020	A5241	1	552.08	0.00	552.08	0.00
<i>BROKEN WIND GENTS</i>	17/07/2020	A5243	1	85.96	0.00	85.96	0.00
<i>GENTS BOLT</i>	27/07/2020	A5244	1	45.96	0.00	45.96	0.00
					0.00	684.00	
Above paid on 07/08/2020 by Online Payment Ref J2							
L22 Lanes Group Plc							
<i>02590204/12017/1661/Lanes Grou</i>	30/06/2020	02590204	1	2,598.00	0.00	2,598.00	0.00
					0.00	2,598.00	
Above paid on 07/08/2020 by Online Payment Ref L22							
L23 Lyreco UK Ltd							
<i>NOTEBOOK memo</i>	31/07/2020	6520210411	1	223.58	0.00	223.58	0.00
					0.00	223.58	
Above paid on 07/08/2020 by Online Payment Ref L23							
M13 David Morris							
<i>Key refund - Lacross</i>	27/07/2020	REFUNDCORRECTION	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 07/08/2020 by Online Payment Ref M13							

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Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M28	Minster Cleaning Services						
Daily Office Cleaning aug	01/08/2020	7318	1	1,460.18	0.00	1,460.18	0.00
					0.00	1,460.18	
Above paid on 07/08/2020 by Online Payment Ref INV29354							
N28	Newbury BID CIC						
Contribution to Newbury CCTV	30/04/2020	1453	1	12,000.00	0.00	12,000.00	0.00
Survey Monkey Standard	05/08/2020	1466	1	49.50	0.00	49.50	0.00
					0.00	12,049.50	
Above paid on 07/08/2020 by Online Payment Ref N28							
N7	Newbury News Ltd						
Grants	30/07/2020	SIN673955	1	162.00	0.00	162.00	0.00
					0.00	162.00	
Above paid on 07/08/2020 by Online Payment Ref SIN654247							
R20	RBS Software Solutions						
Regular visit	27/07/2020	28204	1	225.00	0.00	225.00	0.00
					0.00	225.00	
Above paid on 07/08/2020 by Online Payment Ref R20							
R37	REED FINANCE						
ah WEEK ENDING 26/06/2020	03/07/2020	0235861272	1	449.10	0.00	449.10	0.00
ah week end 03/07/2020	17/07/2020	0235915555	1	449.10	0.00	449.10	0.00
HERINGTON FOR WEEK ENDING 10/0	17/07/2020	0235915556	1	449.10	0.00	449.10	0.00
ANGELA HERINGTON	24/07/2020	0235945944	1	479.04	0.00	479.04	0.00
ENDING 24/07/2020	24/07/2020	0235971110	1	449.10	0.00	449.10	0.00
					0.00	2,275.44	
Above paid on 07/08/2020 by Online Payment Ref R37							
S62	Star Rubber Environmental Ltd						
15L of SRE-Virucide	02/07/2020	2893	1	206.28	0.00	206.28	0.00
					0.00	206.28	
Above paid on 07/08/2020 by Online Payment Ref S62							

Continued over page

Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S7 Sawscape Play Ltd							
<i>pole to the Giant Swing.</i>	27/07/2020	1268	1	1,044.00	0.00	1,044.00	0.00
					0.00	1,044.00	
Above paid on 07/08/2020 by Online Payment Ref S7							
T30 Technique Limited							
<i>Annual 36 Mailboxes</i>	23/07/2020	51146	1	917.57	0.00	917.57	0.00
<i>Wireless Solution</i>	31/07/2020	51224	1	2,732.34	0.00	2,732.34	0.00
					0.00	3,649.91	
Above paid on 07/08/2020 by Online Payment Ref T30							
W1 West Berkshire District Council							
<i>license fee Vic pk</i>	27/07/2020	208787491006	1	70.00	0.00	70.00	0.00
					0.00	70.00	
Above paid on 07/08/2020 by Online Payment Ref W1							
Total Purchase Ledger Payments						0.00	27,569.66

Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
<i>Pest Management Inspection</i>	02/07/2020	10345SM54	1	151.20	0.00	151.20	0.00
<i>Wasp Nest Treatment - 25/06/</i>	06/07/2020	10420SM9	1	60.00	0.00	60.00	0.00
					0.00	211.20	
Above paid on 17/07/2020 by Online Payment Ref A15							
A20 A & S Meats							
<i>Market management</i>	07/07/2020	46	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	
Above paid on 17/07/2020 by Online Payment Ref A20							
C10 Crescent Signs Ltd							
<i>MANUFACTURE 3NO. SHAW CEMETERY</i>	03/07/2020	19051	1	327.60	0.00	327.60	0.00
					0.00	327.60	
Above paid on 17/07/2020 by Online Payment Ref 17108/1710							
D18 Document Despatch							
<i>leaflets for council tax</i>	30/04/2020	49488	1	16.30	0.00	16.30	0.00
					0.00	16.30	
Above paid on 17/07/2020 by Online Payment Ref D18							
E14 Environmental Solutions Ltd							
<i>shredding & recycling jun</i>	30/06/2020	14456	1	31.70	0.00	31.70	0.00
					0.00	31.70	
Above paid on 17/07/2020 by Online Payment Ref E14							
E20 Every Property Certificate Ltd T/A Easy							
<i>COMMERCIAL EPC</i>	24/06/2020	EPC11141960	1	450.00	0.00	450.00	0.00
<i>Asbestos Survey</i>	25/06/2020	EPC11142000	1	714.00	0.00	714.00	0.00
<i>Floorplans lease plan</i>	26/06/2020	EPC11142016	1	930.00	0.00	930.00	0.00
					0.00	2,094.00	
Above paid on 17/07/2020 by Online Payment Ref E20							

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Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
F23	Firsty						
<i>Monthly Support - May 2020</i>	30/06/2020	9968	1	450.00	0.00	450.00	0.00
					0.00	450.00	
Above paid on 17/07/2020 by Online Payment Ref F23							
H11	Healthmatic Ltd						
<i>cleani toilet 01/04/2020 -30.6</i>	07/07/2020	10101	1	3,444.00	0.00	3,444.00	0.00
					0.00	3,444.00	
Above paid on 17/07/2020 by Online Payment Ref INV7984							
J2	JS Maintenance Services						
<i>A5237/11934/16 Main WATER</i>	01/07/2020	A5237	1	205.21	0.00	205.21	0.00
<i>A5238/11933/TRAMPLOLINE</i>	02/07/2020	A5238	1	243.68	0.00	243.68	0.00
<i>paint for allotment gate</i>	10/07/2020	A5240	1	51.64	0.00	51.64	0.00
					0.00	500.53	
Above paid on 17/07/2020 by Online Payment Ref J2							
M28	Minster Cleaning Services						
<i>Daily Office Cleaning July</i>	01/07/2020	7186	1	1,460.18	0.00	1,460.18	0.00
					0.00	1,460.18	
Above paid on 17/07/2020 by Online Payment Ref INV29354							
R20	RBS Software Solutions						
<i>Consultancy 26/6.20</i>	27/06/2020	28148	1	225.00	0.00	225.00	0.00
<i>Ray Campbell on Tue 07/07/</i>	07/07/2020	28165	1	225.00	0.00	225.00	0.00
					0.00	450.00	
Above paid on 17/07/2020 by Online Payment Ref R20							
R37	REED FINANCE						
<i>A HERINGTON FOR WEEK ENDI 19/6</i>	19/06/2020	0235844474	1	269.46	0.00	269.46	0.00
					0.00	269.46	
Above paid on 17/07/2020 by Online Payment Ref R37							

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Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R9 Ricahrdson Commercial							
<i>valuation Hutton Close and Say</i>	01/07/2020	20/664	1	1,020.00	0.00	1,020.00	0.00
					0.00	1,020.00	
Above paid on 17/07/2020 by Online Payment Ref R9							
S11 South West Hygiene							
<i>SANITARY UNIT RENTAL/SERVICE</i>	14/07/2020	231555	1	179.11	0.00	179.11	0.00
					0.00	179.11	
Above paid on 17/07/2020 by Online Payment Ref S11							
S13 Mole Country Stores							
<i>Gorilla Tape for posters</i>	22/06/2020	200416005	1	2.80	0.00	2.80	0.00
<i>gorilla tape</i>	22/06/2020	IN200416005	1	2.80	0.00	2.80	0.00
					0.00	5.60	
Above paid on 17/07/2020 by Online Payment Ref New068							
S2 SSE Contracting Ltd							
<i>STREETLIGHTING ju</i>	25/06/2020	0 5 6 6 2 2	1	1,385.18	0.00	1,385.18	0.00
<i>STREETLIGHTING R</i>	25/06/2020	0 5 6 7 5 8	1	98.53	0.00	98.53	0.00
					0.00	1,483.71	
Above paid on 17/07/2020 by Online Payment Ref S2							
S24 Sundog Hire Ltd							
<i>ditch at allotments off Greenh</i>	07/07/2020	1106	1	240.00	0.00	240.00	0.00
					0.00	240.00	
Above paid on 17/07/2020 by Online Payment Ref S24							
T30 Technique Limited							
<i>Watchguard 1 Year Basic Securi</i>	08/07/2020	51036	1	474.00	0.00	474.00	0.00
					0.00	474.00	
Above paid on 17/07/2020 by Online Payment Ref T30							

Continued over page

Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
W29							
Waterplay Solutions Ltd							
<i>Splash park maintenance</i>	23/06/2020	0400NEW	1	2,634.00	0.00	2,634.00	0.00
					0.00	2,634.00	
Above paid on 17/07/2020 by Online Payment Ref W29							
Total Purchase Ledger Payments					0.00	16,611.39	

Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
bowling gr pest	02/07/2020	10345SM53	1	90.00	0.00	90.00	0.00
					<u>0.00</u>	<u>90.00</u>	
Above paid on 07/08/2020 by Online Payment Ref A15							
A22 Active Heating Services Ltd							
Serviced boiler	19/07/2020	16789	1	147.60	0.00	147.60	0.00
					<u>0.00</u>	<u>147.60</u>	
Above paid on 07/08/2020 by Online Payment Ref 13872/1385							
A7 Hughes & Salvidge t/a Aasvogel Skip Hire							
SKIP HIRE ALLOTM	18/07/2020	256693	1	292.61	0.00	292.61	0.00
					<u>0.00</u>	<u>292.61</u>	
Above paid on 07/08/2020 by Online Payment Ref A7							
A9 ACAS							
lockdown: key	01/07/2020	06/15962	1	75.00	0.00	75.00	0.00
					<u>0.00</u>	<u>75.00</u>	
Above paid on 07/08/2020 by Online Payment Ref A9							
C16 CT Electrical Newbury Ltd							
bandstand electrics	31/07/2020	7251	1	240.00	0.00	240.00	0.00
					<u>0.00</u>	<u>240.00</u>	
Above paid on 07/08/2020 by Online Payment Ref C16							
C34 Mr Alan P Cornwall							
Key deposit refund - lost key	27/07/2020	REFUND - KEY270720	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
Above paid on 07/08/2020 by Online Payment Ref C34							
D12 DCK Accounting Solutions Ltd							
july payroll	23/07/2020	P1966	1	92.28	0.00	92.28	0.00
					<u>0.00</u>	<u>92.28</u>	
Above paid on 07/08/2020 by Online Payment Ref P1104							

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Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
E12 elliswhittam							
HR Consultancy - Job Evaluatio	22/07/2020	SINV018866	1	420.00	0.00	420.00	0.00
					<u>0.00</u>	<u>420.00</u>	
Above paid on 07/08/2020 by Online Payment Ref E12							
G27 Greengage Environmental Ltd							
BREEAM Ecology	22/07/2020	12416	1	1,544.28	0.00	1,544.28	0.00
					<u>0.00</u>	<u>1,544.28</u>	
Above paid on 07/08/2020 by Online Payment Ref G27							
J2 JS Maintenance Services							
WHARF TOILETS	15/07/2020	A5241	1	552.08	0.00	552.08	0.00
BROKEN WIND GENTS	17/07/2020	A5243	1	85.96	0.00	85.96	0.00
GENTS BOLT	27/07/2020	A5244	1	45.96	0.00	45.96	0.00
					<u>0.00</u>	<u>684.00</u>	
Above paid on 07/08/2020 by Online Payment Ref J2							
L22 Lanes Group Plc							
02590204/12017/1661/Lanes Grou	30/06/2020	02590204	1	2,598.00	0.00	2,598.00	0.00
					<u>0.00</u>	<u>2,598.00</u>	
Above paid on 07/08/2020 by Online Payment Ref L22							
L23 Lyreco UK Ltd							
NOTEBOOK memo	31/07/2020	6520210411	1	223.58	0.00	223.58	0.00
					<u>0.00</u>	<u>223.58</u>	
Above paid on 07/08/2020 by Online Payment Ref L23							
M13 David Morris							
Key refund - Lacross	27/07/2020	REFUNDCORRECTION	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
Above paid on 07/08/2020 by Online Payment Ref M13							

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Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M28							
Minster Cleaning Services							
Daily Office Cleaning aug	01/08/2020	7318	1	1,460.18	0.00	1,460.18	0.00
					0.00	1,460.18	
Above paid on 07/08/2020 by Online Payment Ref INV29354							
N28							
Newbury BID CIC							
Contribution to Newbury CCTV	30/04/2020	1453	1	12,000.00	0.00	12,000.00	0.00
Survey Monkey Standard	05/08/2020	1466	1	49.50	0.00	49.50	0.00
					0.00	12,049.50	
Above paid on 07/08/2020 by Online Payment Ref N28							
N7							
Newbury News Ltd							
Grants	30/07/2020	SIN673955	1	162.00	0.00	162.00	0.00
					0.00	162.00	
Above paid on 07/08/2020 by Online Payment Ref SIN654247							
R20							
RBS Software Solutions							
Regular visit	27/07/2020	28204	1	225.00	0.00	225.00	0.00
					0.00	225.00	
Above paid on 07/08/2020 by Online Payment Ref R20							
R37							
REED FINANCE							
ah WEEK ENDING 26/06/2020	03/07/2020	0235861272	1	449.10	0.00	449.10	0.00
ah week end 03/07/2020	17/07/2020	0235915555	1	449.10	0.00	449.10	0.00
HERINGTON FOR WEEK ENDING 10/0	17/07/2020	0235915556	1	449.10	0.00	449.10	0.00
ANGELA HERINGTON	24/07/2020	0235945944	1	479.04	0.00	479.04	0.00
ENDING 24/07/2020	24/07/2020	0235971110	1	449.10	0.00	449.10	0.00
					0.00	2,275.44	
Above paid on 07/08/2020 by Online Payment Ref R37							
S62							
Star Rubber Environmental Ltd							
15L of SRE-Virucide	02/07/2020	2893	1	206.28	0.00	206.28	0.00
					0.00	206.28	
Above paid on 07/08/2020 by Online Payment Ref S62							

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Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S7 Sawscape Play Ltd							
pole to the Giant Swing.	27/07/2020	1268	1	1,044.00	0.00	1,044.00	0.00
					<u>0.00</u>	<u>1,044.00</u>	
Above paid on 07/08/2020 by Online Payment Ref S7							
T30 Technique Limited							
Annual 36 Mailboxes	23/07/2020	51146	1	917.57	0.00	917.57	0.00
Wireless Solution	31/07/2020	51224	1	2,732.34	0.00	2,732.34	0.00
					<u>0.00</u>	<u>3,649.91</u>	
Above paid on 07/08/2020 by Online Payment Ref T30							
W1 West Berkshire District Council							
license fee Vic pk	27/07/2020	208787491006	1	70.00	0.00	70.00	0.00
					<u>0.00</u>	<u>70.00</u>	
Above paid on 07/08/2020 by Online Payment Ref W1							
Total Purchase Ledger Payments					<u>0.00</u>	<u>27,569.66</u>	

Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
<i>Nest Treatment 17/07/</i>	04/08/2020	10582SM9	1	60.00	0.00	60.00	0.00
					0.00	60.00	
Above paid on 24/08/2020 by Online Payment Ref A15							
A20 A & S Meats							
<i>Market Management August 2020</i>	06/08/2020	47	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	
Above paid on 24/08/2020 by Online Payment Ref A20							
A22 Active Heating Services Ltd							
<i>expansion vessel pressure reli</i>	06/08/2020	16851	1	396.35	0.00	396.35	0.00
					0.00	396.35	
Above paid on 24/08/2020 by Online Payment Ref 13872/1385							
A49 Andrea Pellegram Ltd							
<i>Neighbourhood Development Plan</i>	09/07/2020	324	1	1,400.00	0.00	1,400.00	0.00
					0.00	1,400.00	
Above paid on 24/08/2020 by Online Payment Ref A49							
B31 Blewburton Limited							
<i>consultan BREEM reg</i>	13/08/2020	713	1	3,018.00	0.00	3,018.00	0.00
					0.00	3,018.00	
Above paid on 24/08/2020 by Online Payment Ref B31							
B41 Berkshire Pressure Cleaning							
<i>Cleaning of the War Memorial.</i>	13/08/2020	P5789	1	216.00	0.00	216.00	0.00
					0.00	216.00	
Above paid on 24/08/2020 by Online Payment Ref B41							
C10 Crescent Signs Ltd							
<i>RELOCATE SERVICE DOGS</i>	10/08/2020	19127	1	175.20	0.00	175.20	0.00
<i>SNEEZE SCREEN</i>	14/08/2020	19138	1	640.80	0.00	640.80	0.00
					0.00	816.00	
Above paid on 24/08/2020 by Online Payment Ref 17108/1710							

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Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C16	CT Electrical Newbury Ltd						
<i>Bandstand inspection</i>	31/07/2020	CT7251	1	240.00	0.00	240.00	0.00
<i>TEST FOOTB CHANG city rec</i>	06/08/2020	CT7252	1	300.00	0.00	300.00	0.00
					0.00	540.00	
Above paid on 24/08/2020 by Online Payment Ref C16							
C65	Carbon Footprint Ltd						
<i>appraisal to proposal</i>	10/08/2020	6038	1	1,380.00	0.00	1,380.00	0.00
					0.00	1,380.00	
Above paid on 24/08/2020 by Online Payment Ref C65							
E20	Every Property Certificate Ltd T/A Easy						
<i>Floorplans</i>	13/08/2020	11143171	1	534.00	0.00	534.00	0.00
					0.00	534.00	
Above paid on 24/08/2020 by Online Payment Ref E20							
F5	Foxes Tree Services & Son Ltd						
<i>Tree Work at Newtown Road</i>	19/08/2020	3327	1	828.00	0.00	828.00	0.00
					0.00	828.00	
Above paid on 24/08/2020 by Online Payment Ref F5							
G6	Greentips						
<i>tree Victor Pk, Walton way 5th</i>	25/07/2020	TW.0017.IN	1	1,200.00	0.00	1,200.00	0.00
					0.00	1,200.00	
Above paid on 24/08/2020 by Online Payment Ref G6							
G9	Bunzl Greenham						
<i>TRAFFI SANITISING WIPE</i>	17/08/2020	14/759641	1	325.30	0.00	325.30	0.00
<i>CAN WATERING PLASTIC GREEN 9 L</i>	17/08/2020	14/759750	1	112.75	0.00	112.75	0.00
					0.00	438.05	
Above paid on 24/08/2020 by Online Payment Ref N288940							

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Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
I5	Insideout Site Services						
<i>window clean</i>	06/08/2020	VR10167	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 24/08/2020 by Online Payment Ref I5							
J2	JS Maintenance Services						
<i>taps wharf</i>	31/07/2020	A5248	1	475.00	0.00	475.00	0.00
<i>allotm shed roof</i>	04/08/2020	A5249	1	282.56	0.00	282.56	0.00
<i>A5250/12026/JS Maint shelf</i>	06/08/2020	A5250	1	98.50	0.00	98.50	0.00
<i>PLOT 44 POST</i>	10/08/2020	A5251	1	74.14	0.00	74.14	0.00
<i>BREAK IN TOOL SHED</i>	13/08/2020	A5252	1	151.98	0.00	151.98	0.00
<i>CLIMBING FRAME SLIDE</i>	20/08/2020	A5253	1	207.98	0.00	207.98	0.00
					0.00	1,290.16	
Above paid on 24/08/2020 by Online Payment Ref J2							
LENNOX	Mr J Lennox						
<i>Refund for duplicate payment</i>	11/08/2020	REFUND-TENNIS	1	45.00	0.00	45.00	0.00
					0.00	45.00	
Above paid on 24/08/2020 by Online Payment Ref LENNOX							
N7	Newbury News Ltd						
<i>sandleford</i>	06/08/2020	SIN674070	1	450.00	0.00	450.00	0.00
					0.00	450.00	
Above paid on 24/08/2020 by Online Payment Ref SIN654247							
S13	Mole Country Stores						
<i>spray knapsack</i>	01/07/2020	200434267	1	129.00	0.00	129.00	0.00
<i>masks</i>	25/07/2020	200479690	1	4.99	0.00	4.99	0.00
					0.00	133.99	
Above paid on 24/08/2020 by Online Payment Ref New068							
S24	Sundog Hire Ltd						
<i>Herras fencing panel.</i>	04/08/2020	1139	1	480.00	0.00	480.00	0.00
					0.00	480.00	
Above paid on 24/08/2020 by Online Payment Ref S24							

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Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S35	Scion Communications Ltd						
<i>cctv</i>	10/08/2020	11107	1	6,566.88	0.00	6,566.88	0.00
					0.00	6,566.88	
Above paid on 24/08/2020 by Online Payment Ref S35							
W1	West Berkshire District Council						
<i>Prem licence-Market</i>	06/08/2020	208787-492455	1	180.00	0.00	180.00	0.00
<i>Library contriibution 1st Qtr)</i>	12/08/2020	208787-492516	1	3,735.00	0.00	3,735.00	0.00
					0.00	3,915.00	
Above paid on 24/08/2020 by Online Payment Ref W1							
Total Purchase Ledger Payments					0.00	25,207.43	

Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13	Acclaim Fabrications						
<i>bench and weld studs</i>	09/09/2020	PA0132	1	315.00	0.00	315.00	0.00
<i>post at fifth road park to 5 b</i>	09/09/2020	PA0137	1	440.00	0.00	440.00	0.00
<i>Repairs to swing seat and to</i>	09/09/2020	PA0144	1	100.00	0.00	100.00	0.00
<i>Gate post removal and remake</i>	09/09/2020	PA0145	1	540.00	0.00	540.00	0.00
<i>Skylings fence</i>	09/09/2020	PA0147	1	3,790.00	0.00	3,790.00	0.00
<i>Slide repairs</i>	09/09/2020	PA0148	1	500.00	0.00	500.00	0.00
<i>Emergency repairs</i>	09/09/2020	PA0149	1	210.00	0.00	210.00	0.00
<i>Blossoms field swing repairs</i>	09/09/2020	PA0150	1	345.00	0.00	345.00	0.00
					0.00	6,240.00	

Above paid on 11/09/2020 by Online Payment Ref A13

A15	HawkEye Pest Control Ltd						
<i>Pest Inspection-WM Allot</i>	31/08/2020	10641SM28	1	114.00	0.00	114.00	0.00
<i>Pest Inspection-Southbys</i>	31/08/2020	10641SM29	1	126.00	0.00	126.00	0.00
<i>Pest Inspection-DF Allot</i>	31/08/2020	10641SM30	1	108.00	0.00	108.00	0.00
<i>Pest Inspection-WC Allot</i>	31/08/2020	10641SM31	1	84.00	0.00	84.00	0.00
<i>Pest Inspection-OTP Allot</i>	31/08/2020	10641SM32	1	96.00	0.00	96.00	0.00
<i>Pest Inspection Parsons</i>	31/08/2020	10641SM33	1	84.00	0.00	84.00	0.00
					0.00	612.00	

Above paid on 11/09/2020 by Online Payment Ref A15

A20	A & S Meats						
<i>Market Management -Sept 2020</i>	03/09/2020	48	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	

Above paid on 11/09/2020 by Online Payment Ref A20

A7	Hughes & Salvidge t/a Aasvogel Skip Hire						
<i>Southby Allotments, Greenham R</i>	05/09/2020	258598	1	292.61	0.00	292.61	0.00
					0.00	292.61	

Above paid on 11/09/2020 by Online Payment Ref A7

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Linked to Cashbook 1**Entered Month 6
by user MGG**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C16	CT Electrical Newbury Ltd						
<i>T/Hall, Suite 7 repairs</i>	27/08/2020	CT7254	1	1,952.39	0.00	1,952.39	0.00
<i>Market Trader Sockets</i>	28/08/2020	CT7255	1	190.80	0.00	190.80	0.00
<i>6m lighting test</i>	03/09/2020	CT7259	1	210.00	0.00	210.00	0.00
<i>5 yr inspectionj and test</i>	04/09/2020	7260	1	5,700.00	0.00	5,700.00	0.00
					0.00	8,053.19	

Above paid on 11/09/2020 by Online Payment Ref C16

C26	C & D Security						
<i>service padlock Parsons</i>	06/09/2020	927	1	24.00	0.00	24.00	0.00
<i>open locked store room by Toli</i>	06/09/2020	932	1	142.20	0.00	142.20	0.00
<i>Restricted Security Keys</i>	06/09/2020	933	1	24.00	0.00	24.00	0.00
<i>Greenham Road, SIDE GATE</i>	06/09/2020	934	1	141.60	0.00	141.60	0.00
<i>Town Hall Mater Key</i>	06/09/2020	935	1	126.00	0.00	126.00	0.00
<i>Anker Project Restricted Keys,</i>	06/09/2020	936	1	48.00	0.00	48.00	0.00
<i>replace top lock</i>	06/09/2020	938	1	384.66	0.00	384.66	0.00
<i>Anker Project Restricted Keys,</i>	06/09/2020	939	1	240.00	0.00	240.00	0.00
<i>and replace with PF4</i>	06/09/2020	940	1	186.00	0.00	186.00	0.00
<i>Dairy Farm Allotments, padlock</i>	06/09/2020	941	1	186.00	0.00	186.00	0.00
					0.00	1,502.46	

Above paid on 11/09/2020 by Online Payment Ref C26

C59	Canal & River Trust						
<i>agree 3579 access towpath</i>	20/08/2020	138424	1	94.50	0.00	94.50	0.00
					0.00	94.50	

Above paid on 11/09/2020 by Online Payment Ref 8083919

D2	Mr B Digby						
<i>VJ Day - Civic Duties</i>	10/09/2020	BD10.09.20	1	25.00	0.00	25.00	0.00
					0.00	25.00	

Above paid on 11/09/2020 by Online Payment Ref D2

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Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
F23	Firsty						
Monthly Support - July 2020	01/08/2020	10045	1	330.00	0.00	330.00	0.00
Monthly Support - August 2020	31/08/2020	10091	1	360.00	0.00	360.00	0.00
					0.00	690.00	
Above paid on 11/09/2020 by Online Payment Ref F23							
G1	Gardner Leader LLP						
Professional fees - Land sale	02/09/2020	PROFORMA 110	1	2,000.00	0.00	2,000.00	0.00
					0.00	2,000.00	
Above paid on 11/09/2020 by Online Payment Ref NEW103/105							
G22	The Good Exchange Ltd						
Grants - GS-Committee 01.09.20	01/09/2020	GRABTS010920	1	13,635.00	0.00	13,635.00	0.00
					0.00	13,635.00	
Above paid on 11/09/2020 by Online Payment Ref G22							
L2	Mrs J Lewis						
Robe repairs	10/09/2020	JL100920	1	48.50	0.00	48.50	0.00
					0.00	48.50	
Above paid on 11/09/2020 by Online Payment Ref L2							
M16	Mint Consultancy						
Project Manage - New website	01/09/2020	M10203	1	1,500.00	0.00	1,500.00	0.00
					0.00	1,500.00	
Above paid on 11/09/2020 by Online Payment Ref M16							
M28	Minster Cleaning Services						
Office Cleaning	31/08/2020	7459	1	1,460.18	0.00	1,460.18	0.00
					0.00	1,460.18	
Above paid on 11/09/2020 by Online Payment Ref INV29354							
N7	Newbury News Ltd						
out and About	03/09/2020	SIN674444	1	90.00	0.00	90.00	0.00
Out and About	03/09/2020	SIN674481	1	210.00	0.00	210.00	0.00
					0.00	300.00	
Above paid on 11/09/2020 by Online Payment Ref SIN654247							

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Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
O5	Fenland Leisure Products Ltd						
<i>Large Swing Seat</i>	08/09/2020	SIN037104	1	728.40	0.00	728.40	0.00
					0.00	728.40	
Above paid on 11/09/2020 by Online Payment Ref O5							
R20	RBS Software Solutions						
<i>Software Annual Support</i>	30/08/2020	SM22086	1	206.40	0.00	206.40	0.00
<i>Ray - Regualr consultation</i>	31/08/2020	28256	1	225.00	0.00	225.00	0.00
					0.00	431.40	
Above paid on 11/09/2020 by Online Payment Ref R20							
R37	REED FINANCE						
<i>A H week end 14.8</i>	14/08/2020	0236044295	1	449.10	0.00	449.10	0.00
<i>Angela Herington-w/e 21.08.20</i>	21/08/2020	0236067854	1	449.10	0.00	449.10	0.00
					0.00	898.20	
Above paid on 11/09/2020 by Online Payment Ref R37							
S24	Sundog Hire Ltd						
<i>Carry out repairs to tarmac in</i>	26/08/2020	3029	1	511.20	0.00	511.20	0.00
					0.00	511.20	
Above paid on 11/09/2020 by Online Payment Ref S24							
T30	Technique Limited						
<i>Adobe Acrobat DC Teams</i>	07/09/2020	51679	1	247.39	0.00	247.39	0.00
					0.00	247.39	
Above paid on 11/09/2020 by Online Payment Ref T30							
Z2	Zurich Management Services						
<i>CYBER Insurance 20-21</i>	01/09/2020	CYBER001	1	471.03	0.00	471.03	0.00
<i>General insurance 20-21</i>	01/09/2020	GENERAL	1	12,466.61	0.00	12,466.61	0.00
					0.00	12,937.64	
Above paid on 11/09/2020 by Online Payment Ref YLL-272085							
Total Purchase Ledger Payments					0.00	53,527.67	

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A7	Hughes & Salvidge t/a Aasvogel Skip Hire						
<i>Southby Allotments, skip</i>	11/09/2020	258853	1	292.61	0.00	292.61	0.00
					0.00	292.61	
Above paid on 24/09/2020 by Online Payment Ref A7							
C39	CSA 07 Football Club						
<i>Refund-2019/20 Football-Covid</i>	24/09/2020	REFUND240920	1	324.00	0.00	324.00	0.00
					0.00	324.00	
Above paid on 24/09/2020 by Online Payment Ref C39							
C41	Mr James Clayton						
<i>Wedding refund - cancelled</i>	10/09/2020	CR5425	1	420.00	0.00	420.00	0.00
					0.00	420.00	
Above paid on 24/09/2020 by Online Payment Ref C41							
D12	DCK Accounting Solutions Ltd						
<i>Salaries - August 2020</i>	31/08/2020	P1998	1	92.28	0.00	92.28	0.00
					0.00	92.28	
Above paid on 24/09/2020 by Online Payment Ref P1104							
H14	Huck Nets (UK) Ltd						
<i>steel wire brush</i>	10/09/2020	264448	1	116.39	0.00	116.39	0.00
					0.00	116.39	
Above paid on 24/09/2020 by Online Payment Ref H14							
J2	JS Maintenance Services						
<i>SWING HAMILTON CT</i>	14/09/2020	A5256	1	144.00	0.00	144.00	0.00
					0.00	144.00	
Above paid on 24/09/2020 by Online Payment Ref J2							
N28	Newbury BID CIC						
<i>jun20-may21 1.5%</i>	07/09/2020	MARKET BID	1	168.75	0.00	168.75	0.00
<i>jun20-may21</i>	07/09/2020	T HALL NT2	1	84.00	0.00	84.00	0.00
<i>jun20-may21</i>	07/09/2020	TON HALL BID	1	97.50	0.00	97.50	0.00

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
1.5 % jun20-may 21	07/09/2020	WHARF BID	1	210.00	0.00	210.00	0.00
					0.00	560.25	

Above paid on 24/09/2020 by Online Payment Ref N28

N7 Newbury News Ltd

General Feature	21/09/2020	65759	1	90.00	0.00	90.00	0.00
					0.00	90.00	

Above paid on 24/09/2020 by Online Payment Ref SIN654247

P16 PKF Littlejohn LLP

Governance & Accountabilit Ret	11/09/2020	SB20200836	1	2,400.00	0.00	2,400.00	0.00
					0.00	2,400.00	

Above paid on 24/09/2020 by Online Payment Ref BE0057

R20 RBS Software Solutions

Campbell on Fri 07/08/20	07/07/2020	28234	1	225.00	0.00	225.00	0.00
Campbell on Fri 17/07/20	17/07/2020	28183	1	225.00	0.00	225.00	0.00
consult	11/09/2020	28270	1	225.00	0.00	225.00	0.00
					0.00	675.00	

Above paid on 24/09/2020 by Online Payment Ref R20

S62 Star Rubber Environmental Ltd

Safer Surface at City Rec Spor	16/09/2020	2972	1	4,738.50	0.00	4,738.50	0.00
					0.00	4,738.50	

Above paid on 24/09/2020 by Online Payment Ref S62

S71 Smart Integrated Solutions

supp closed circuit tv	10/09/2020	4754	1	744.00	0.00	744.00	0.00
					0.00	744.00	

Above paid on 24/09/2020 by Online Payment Ref S71

W1 West Berkshire District Council

june main by continental	18/09/2020	208787 494248	1	27,509.28	0.00	27,509.28	0.00
july gds maint by contint	18/09/2020	208787 494249	1	27,509.28	0.00	27,509.28	0.00

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>gds maint by continental</i>	18/09/2020	208787 494250	1	27,509.28	0.00	27,509.28	0.00
					0.00	82,527.84	
Above paid on 24/09/2020 by Online Payment Ref W1							
Total Purchase Ledger Payments					0.00	93,124.87	

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B56 Berkshire Youth							
Proje partne agreem AUG JAN 21	09/09/2020	3025	1	12,500.00	0.00	12,500.00	0.00
					<u>0.00</u>	<u>12,500.00</u>	
Above paid on 30/09/2020 by Online Payment Ref B56							
C16 CT Electrical Newbury Ltd							
upgrade to ceo office	15/09/2020	7263	1	3,939.71	0.00	3,939.71	0.00
					<u>0.00</u>	<u>3,939.71</u>	
Above paid on 30/09/2020 by Online Payment Ref C16							
D2 Mr B Digby							
Wedding duties - 19.09.20	19/09/2020	WEDDING190920	1	30.00	0.00	30.00	0.00
					<u>0.00</u>	<u>30.00</u>	
Above paid on 30/09/2020 by Online Payment Ref D2							
E20 Every Property Certificate Ltd T/A Easy							
Asbestos Survey	22/09/2020	EPC11144188	1	402.00	0.00	402.00	0.00
					<u>0.00</u>	<u>402.00</u>	
Above paid on 30/09/2020 by Online Payment Ref E20							
H11 Healthmatic Ltd							
Wharf Cleaning 01.07 to30.09	29/09/2020	10276	1	3,444.00	0.00	3,444.00	0.00
					<u>0.00</u>	<u>3,444.00</u>	
Above paid on 30/09/2020 by Online Payment Ref INV7984							
J5 JTM Renovations							
SASH WINDOW SERVICE	17/09/2020	05082020	1	355.00	0.00	355.00	0.00
					<u>0.00</u>	<u>355.00</u>	
Above paid on 30/09/2020 by Online Payment Ref J5							
L28 Local Authority Events Organisers Group							
LAEOG MEMBERSHIP	24/09/2020	01.04/20	1	100.00	0.00	100.00	0.00
					<u>0.00</u>	<u>100.00</u>	
Above paid on 30/09/2020 by Online Payment Ref L28							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M56	McCarthy Bainbridge Ltd						
VP Cafe-Consultancy work	29/09/2020	3674	1	780.00	0.00	780.00	0.00
					0.00	780.00	
Above paid on 30/09/2020 by Online Payment Ref M56							
N7	Newbury News Ltd						
Open for Business' 24/9/2020	24/09/2020	SIN674778	1	90.00	0.00	90.00	0.00
part-time caretaker-handyman	24/09/2020	SIN674820	1	720.00	0.00	720.00	0.00
					0.00	810.00	
Above paid on 30/09/2020 by Online Payment Ref SIN654247							
P15	David Pawley Clock & Sundial maker						
service clock town h	22/09/2020	96652	1	270.00	0.00	270.00	0.00
ser broadw clock	22/09/2020	96653	1	270.00	0.00	270.00	0.00
					0.00	540.00	
Above paid on 30/09/2020 by Online Payment Ref P15							
P25	Playdale Playgrounds Llimited						
City Wobble Board play equ	15/09/2020	39980	1	11,020.44	0.00	11,020.44	0.00
					0.00	11,020.44	
Above paid on 30/09/2020 by Online Payment Ref P25							
Q2	The Quoin Consultancy						
CDM Advice	11/09/2020	10463	1	3,276.00	0.00	3,276.00	0.00
					0.00	3,276.00	
Above paid on 30/09/2020 by Online Payment Ref Q2							
R37	REED FINANCE						
Temp, A Herington-w/e 31.08.20	29/09/2020	0236011494	1	449.10	0.00	449.10	0.00
Temp, A Herington-w/e 07.08.20	29/09/2020	0236011495	1	449.10	0.00	449.10	0.00
					0.00	898.20	
Above paid on 30/09/2020 by Online Payment Ref R37							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S30 Severnside Relocatable Systems Ltd							
IRONCLAD 21' x 8' single skin	21/08/2020	5182	1	6,643.20	0.00	6,643.20	0.00
					<u>0.00</u>	<u>6,643.20</u>	
Above paid on 30/09/2020 by Online Payment Ref S30							
S41 Sundog Grounds Maintenance Ltd							
Shaw Cemetery footpath repairs	26/08/2020	3029	1	511.20	0.00	511.20	0.00
					<u>0.00</u>	<u>511.20</u>	
Above paid on 30/09/2020 by Online Payment Ref S41							
S62 Star Rubber Environmental Ltd							
TigerMulch Safer Surface.	02/09/2020	2956	1	58,114.50	0.00	58,114.50	0.00
prepare ground with type 1 sto	18/09/2020	2973	1	33,072.30	0.00	33,072.30	0.00
					<u>0.00</u>	<u>91,186.80</u>	
Above paid on 30/09/2020 by Online Payment Ref S62							
Total Purchase Ledger Payments					<u>0.00</u>	<u>136,436.55</u>	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>								
4000 Salaries/NI/PAYE	30,307	181,527	456,500	274,973		274,973	39.8%	
4010 Misc Staff Expenses	0	0	2,500	2,500		2,500	0.0%	
4045 Salary Reallocation	(30,307)	(181,527)	(451,625)	(270,098)		(270,098)	40.2%	
4255 Professional Fees	0	1,148	0	(1,148)		(1,148)	0.0%	
Staff :- Indirect Expenditure	0	1,148	7,375	6,227	0	6,227	15.6%	0
Net Expenditure	0	(1,148)	(7,375)	(6,227)				
<u>110 Central Services</u>								
1076 Precept Received	553,586	1,107,171	1,107,071	(100)			100.0%	
1090 Interest Received	4	1,421	5,000	3,579			28.4%	
1990 Miscellaneous Income	0	0	5	5			0.0%	
Central Services :- Income	553,589	1,108,592	1,112,076	3,484			99.7%	0
4045 Salary Reallocation	1,834	10,988	28,394	17,406		17,406	38.7%	
4050 Bank Charges	175	953	2,000	1,047		1,047	47.7%	
4060 NYC	0	0	300	300		300	0.0%	
4065 Local Democracy Week	0	0	600	600		600	0.0%	
4250 IT	575	2,305	0	(2,305)		(2,305)	0.0%	
Central Services :- Indirect Expenditure	2,585	14,246	31,294	17,048	0	17,048	45.5%	0
Net Income over Expenditure	551,004	1,094,346	1,080,782	(13,564)				
<u>200 P&R General</u>								
4045 Salary Reallocation	2,902	17,381	51,543	34,162		34,162	33.7%	
4100 Members Allowances	0	0	750	750		750	0.0%	
4110 Bus Shelter Advertising	0	0	800	800		800	0.0%	
4120 Precept Leaflet	0	14	1,200	1,186		1,186	1.1%	
4125 P&R Projects Fund	0	0	5,000	5,000		5,000	0.0%	
P&R General :- Indirect Expenditure	2,902	17,395	59,293	41,898	0	41,898	29.3%	0
Net Expenditure	(2,902)	(17,395)	(59,293)	(41,898)				
<u>210 Grants & Contributions</u>								
4150 Grants for Climate Change Proj	0	0	10,000	10,000		10,000	0.0%	
4155 Berkshire Youth; Youth Worker	12,500	12,500	25,000	12,500		12,500	50.0%	
4160 Contribution to BID Xmas light	0	0	12,000	12,000		12,000	0.0%	
4170 Volunteer Centre	0	0	500	500		500	0.0%	
4180 Grant Sub Committee	13,635	18,899	24,500	5,601		5,601	77.1%	
4185 CAB Grant	0	0	20,000	20,000		20,000	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4190 CCTV	620	12,620	12,000	(620)		(620)	105.2%	
4205 WBC - contribution to library	0	3,735	15,000	11,265		11,265	24.9%	
4210 Defibs	0	0	4,000	4,000		4,000	0.0%	
Grants & Contributions :- Indirect Expenditure	26,755	47,754	123,000	75,246	0	75,246	38.8%	0
Net Expenditure	(26,755)	(47,754)	(123,000)	(75,246)				
<u>220 Corporate Services</u>								
1990 Miscellaneous Income	0	188	25	(163)			750.0%	
Corporate Services :- Income	0	188	25	(163)			750.0%	0
4200 Visitor Information Centre	0	0	1,500	1,500		1,500	0.0%	
4220 Training and Development	175	320	7,000	6,680		6,680	4.6%	
4225 Advertising Recruitment	600	600	1,000	400	1,010	(610)	161.0%	
4230 Telephone	308	2,623	5,650	3,027		3,027	46.4%	
4235 Postage	88	785	2,200	1,415		1,415	35.7%	
4240 Printing/Stationery	0	276	3,200	2,924		2,924	8.6%	
4245 Office Equipment	0	50	2,000	1,950		1,950	2.5%	
4250 IT	1,172	13,896	11,600	(2,296)	692	(2,988)	125.8%	
4255 Professional Fees	6,572	15,239	8,000	(7,239)	850	(8,089)	201.1%	
4260 Audit	2,000	15	3,800	3,785		3,785	0.4%	
4265 Subscriptions	112	3,796	4,400	604		604	86.3%	
4270 Photocopier Charges	267	683	3,000	2,317		2,317	22.8%	
4275 Advertising General	150	860	1,200	340	95	245	79.6%	
4280 Recycling Costs	0	53	900	847		847	5.9%	
4285 GM contract admin fee (WBC)	0	0	2,700	2,700		2,700	0.0%	
4290 Capital exp computers etc	0	0	6,500	6,500		6,500	0.0%	
4420 Insurance	6,469	12,884	14,500	1,616		1,616	88.9%	
4425 Repairs and Maintenance	0	208	0	(208)		(208)	0.0%	
Corporate Services :- Indirect Expenditure	17,913	52,288	79,150	26,862	2,647	24,215	69.4%	0
Net Income over Expenditure	(17,913)	(52,100)	(79,125)	(27,025)				
<u>290 Town Hall</u>								
1270 Suite Lease Income	3,423	17,425	36,000	18,575			48.4%	
1275 Solar Panel Income	0	0	400	400			0.0%	
1280 Chamber Hire	(420)	(420)	6,500	6,920			(6.5%)	
1990 Miscellaneous Income	0	0	10	10			0.0%	
Town Hall :- Income	3,003	17,005	42,910	25,905			39.6%	0
4045 Salary Reallocation	4,180	25,038	60,738	35,700		35,700	41.2%	
4265 Subscriptions	0	132	0	(132)		(132)	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4310 Reconnect Drinking Fountain	0	0	1,850	1,850		1,850	0.0%	
4315 Town Hall Survey	0	0	8,700	8,700		8,700	0.0%	
4320 Town Hall Refurb	0	0	5,000	5,000		5,000	0.0%	
4335 Town Hall Maintenance Fund	0	2,190	0	(2,190)	475	(2,665)	0.0%	
4345 Replacement Solar Panel Invert	0	0	1,500	1,500		1,500	0.0%	
4405 Rates	182	10,785	10,771	(14)		(14)	100.1%	
4410 Water	687	728	500	(228)		(228)	145.5%	
4415 Energy Supplies	74	5,511	11,400	5,889		5,889	48.3%	
4416 Energy Conservation Projects	0	1,150	12,140	10,990		10,990	9.5%	
4425 Repairs and Maintenance	11,820	29,134	57,500	28,366	4,789	23,577	59.0%	
4430 Maint. Contracts	1,217	3,650	14,163	10,513		10,513	25.8%	
4440 Fire Extinguishers	0	1,171	700	(471)		(471)	167.3%	
4445 Security	0	342	800	458		458	42.7%	
Town Hall :- Indirect Expenditure	18,159	79,830	185,762	105,932	5,264	100,667	45.8%	0
Net Income over Expenditure	(15,157)	(62,825)	(142,852)	(80,027)				
<u>295 Weddings</u>								
1280 Chamber Hire	225	225	2,500	2,275			9.0%	
Weddings :- Income	225	225	2,500	2,275			9.0%	0
4045 Salary Reallocation	117	703	1,422	719		719	49.4%	
4340 Weddings expenditure	30	1,445	1,000	(445)		(445)	144.5%	
Weddings :- Indirect Expenditure	147	2,148	2,422	274	0	274	88.7%	0
Net Income over Expenditure	78	(1,923)	78	2,001				
<u>300 Newtown Road Cemetery</u>								
1300 Cemetery Income	0	0	10	10			0.0%	
1990 Miscellaneous Income	0	0	100	100			0.0%	
Newtown Road Cemetery :- Income	0	0	110	110			0.0%	0
4045 Salary Reallocation	166	992	2,413	1,421		1,421	41.1%	
4315 Town Hall Survey	0	0	3,500	3,500	3,500	0	100.0%	
4355 Toilet Hire NRC	0	0	1,300	1,300		1,300	0.0%	
4405 Rates	0	377	378	1		1	99.8%	
4410 Water	0	5	0	(5)		(5)	0.0%	
4415 Energy Supplies	0	215	800	585		585	26.9%	
4416 Energy Conservation Projects	0	0	1,000	1,000		1,000	0.0%	
4425 Repairs and Maintenance	0	165	11,730	11,565	563	11,002	6.2%	
4430 Maint. Contracts	2,713	4,821	11,150	6,329		6,329	43.2%	
4435 Maint. Contracts Unscheduled	0	0	1,200	1,200	150	1,050	12.5%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4436 Headstone Survey	0	0	2,000	2,000		2,000	0.0%	
4440 Fire Extinguishers	0	50	100	50		50	50.1%	
Newtown Road Cemetery :- Indirect Expenditure	2,878	6,627	35,571	28,944	4,213	24,732	30.5%	0
Net Income over Expenditure	(2,878)	(6,627)	(35,461)	(28,834)				
<u>305 Shaw Cemetery</u>								
1300 Cemetery Income	7,137	20,260	35,000	14,740			57.9%	
Shaw Cemetery :- Income	7,137	20,260	35,000	14,740			57.9%	0
4045 Salary Reallocation	1,491	8,932	21,722	12,790		12,790	41.1%	
4250 IT	0	642	1,160	518		518	55.3%	
4265 Subscriptions	0	95	0	(95)		(95)	0.0%	
4315 Town Hall Survey	0	0	6,400	6,400	2,950	3,450	46.1%	
4400 Rent Payable	0	0	1,000	1,000		1,000	0.0%	
4405 Rates	123	246	1,228	982		982	20.0%	
4410 Water	0	333	1,110	777		777	30.0%	
4415 Energy Supplies	28	227	1,700	1,473		1,473	13.4%	
4416 Energy Conservation Projects	0	0	1,860	1,860		1,860	0.0%	
4425 Repairs and Maintenance	862	1,955	13,560	11,605	2,073	9,531	29.7%	
4430 Maint. Contracts	14,752	24,887	60,471	35,584		35,584	41.2%	
4435 Maint. Contracts Unscheduled	0	0	2,000	2,000		2,000	0.0%	
4436 Headstone Survey	0	0	3,560	3,560		3,560	0.0%	
4440 Fire Extinguishers	0	125	250	125		125	50.1%	
Shaw Cemetery :- Indirect Expenditure	17,257	37,443	116,021	78,578	5,023	73,555	36.6%	0
Net Income over Expenditure	(10,120)	(17,183)	(81,021)	(63,838)				
<u>310 Markets</u>								
1320 Market Income	3,006	13,162	34,000	20,838			38.7%	
1990 Miscellaneous Income	0	0	20	20			0.0%	
Markets :- Income	3,006	13,162	34,020	20,858			38.7%	0
4045 Salary Reallocation	1,693	10,140	25,575	15,435		15,435	39.6%	
4265 Subscriptions	0	358	360	2		2	99.4%	
4275 Advertising General	75	359	2,500	2,141		2,141	14.4%	
4360 Market Management	1,100	6,638	13,500	6,862		6,862	49.2%	
4365 Free Car Parking	0	0	4,000	4,000		4,000	0.0%	
4366 Market Strategy	0	0	4,000	4,000		4,000	0.0%	
4405 Rates	(56)	5,558	8,236	2,679		2,679	67.5%	
4415 Energy Supplies	0	736	1,000	264		264	73.6%	
4425 Repairs and Maintenance	159	344	2,100	1,756		1,756	16.4%	
Markets :- Indirect Expenditure	2,971	24,133	61,271	37,138	0	37,138	39.4%	0
Net Income over Expenditure	36	(10,971)	(27,251)	(16,280)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>315 War Memorial</u>								
4045 Salary Reallocation	244	1,462	5,505	4,043		4,043	26.6%	
4425 Repairs and Maintenance	0	180	1,000	820		820	18.0%	
War Memorial :- Indirect Expenditure	244	1,642	6,505	4,863	0	4,863	25.2%	0
Net Expenditure	(244)	(1,642)	(6,505)	(4,863)				
<u>320 Footway Lighting</u>								
4045 Salary Reallocation	244	1,463	5,506	4,043		4,043	26.6%	
4415 Energy Supplies	0	2,416	7,100	4,684		4,684	34.0%	
4425 Repairs and Maintenance	0	1,156	9,000	7,844	2,142	5,702	36.6%	
Footway Lighting :- Indirect Expenditure	244	5,035	21,606	16,571	2,142	14,429	33.2%	0
Net Expenditure	(244)	(5,035)	(21,606)	(16,571)				
<u>325 Clock House</u>								
4045 Salary Reallocation	244	1,463	5,505	4,042		4,042	26.6%	
4415 Energy Supplies	77	454	620	166		166	73.2%	
4425 Repairs and Maintenance	225	225	3,000	2,775		2,775	7.5%	
Clock House :- Indirect Expenditure	546	2,141	9,125	6,984	0	6,984	23.5%	0
Net Expenditure	(546)	(2,141)	(9,125)	(6,984)				
<u>330 Street Furniture</u>								
4045 Salary Reallocation	244	1,462	5,506	4,044		4,044	26.6%	
4415 Energy Supplies	0	214	0	(214)		(214)	0.0%	
4425 Repairs and Maintenance	0	0	5,400	5,400	6,672	(1,272)	123.6%	
4435 Maint. Contracts Unscheduled	0	0	0	0	215	(215)	0.0%	
4460 Grit Bins	0	516	4,500	3,984		3,984	11.5%	
Street Furniture :- Indirect Expenditure	244	2,193	15,406	13,213	6,887	6,326	58.9%	0
Net Expenditure	(244)	(2,193)	(15,406)	(13,213)				
<u>335 Recreation Grounds</u>								
1355 Income - Pitches	204	766	2,200	1,434			34.8%	
Recreation Grounds :- Income	204	766	2,200	1,434			34.8%	0
4045 Salary Reallocation	898	5,379	13,823	8,444		8,444	38.9%	
4410 Water	0	166	600	434		434	27.6%	
4415 Energy Supplies	(43)	804	2,000	1,196		1,196	40.2%	
4423 Upgrading	0	0	2,440	2,440		2,440	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4425 Repairs and Maintenance	1,206	1,844	6,940	5,096	5,416	(321)	104.6%	
4430 Maint. Contracts	6,600	11,300	27,053	15,753		15,753	41.8%	
4435 Maint. Contracts Unscheduled	0	0	2,500	2,500	2,265	235	90.6%	
4580 PPE	0	61	0	(61)		(61)	0.0%	
Recreation Grounds :- Indirect Expenditure	8,661	19,554	55,356	35,802	7,681	28,121	49.2%	0
Net Income over Expenditure	(8,457)	(18,788)	(53,156)	(34,368)				
<u>336 City Recreation Ground</u>								
4423 Upgrading	0	0	125,000	125,000		125,000	0.0%	
City Recreation Ground :- Indirect Expenditure	0	0	125,000	125,000	0	125,000	0.0%	0
Net Expenditure	0	0	(125,000)	(125,000)				
<u>340 Play Areas</u>								
4045 Salary Reallocation	1,257	7,528	17,033	9,505		9,505	44.2%	
4423 Upgrading	0	0	108,000	108,000		108,000	0.0%	
4424 Skylings	0	0	24,000	24,000		24,000	0.0%	
4425 Repairs and Maintenance	7,701	9,314	8,000	(1,314)	3,146	(4,460)	155.8%	
4430 Maint. Contracts	5,207	8,979	21,343	12,364		12,364	42.1%	
4435 Maint. Contracts Unscheduled	0	0	1,000	1,000		1,000	0.0%	
Play Areas :- Indirect Expenditure	14,165	25,821	179,376	153,555	3,146	150,409	16.1%	0
Net Expenditure	(14,165)	(25,821)	(179,376)	(153,555)				
<u>345 Victoria Park</u>								
1360 Income - Tennis Courts	1,132	8,656	9,000	344			96.2%	
1380 Income - Bowling Club	0	450	900	450			50.0%	
1385 Income - Kiosk/Cafe	0	0	4,000	4,000			0.0%	
1500 Other open spaces income	0	1,950	2,300	350			84.8%	
1990 Miscellaneous Income	(10)	1,390	250	(1,140)			556.0%	
Victoria Park :- Income	1,122	12,446	16,450	4,004			75.7%	0
4045 Salary Reallocation	2,655	15,902	29,744	13,842		13,842	53.5%	
4265 Subscriptions	0	70	0	(70)		(70)	0.0%	
4275 Advertising General	175	175	0	(175)		(175)	0.0%	
4325 PWLB Loan Interest	0	0	5,000	5,000		5,000	0.0%	
4355 Toilet Hire NRC	0	0	700	700		700	0.0%	
4410 Water	0	658	3,500	2,842		2,842	18.8%	
4415 Energy Supplies	(165)	1,804	1,700	(104)		(104)	106.1%	
4425 Repairs and Maintenance	(160)	3,556	17,700	14,144	1,890	12,254	30.8%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4430 Maint. Contracts	14,755	24,892	61,306	36,414		36,414	40.6%	
4435 Maint. Contracts Unscheduled	0	0	2,500	2,500		2,500	0.0%	
4440 Fire Extinguishers	0	100	200	100		100	50.1%	
4445 Security	0	121	500	379		379	24.2%	
4465 Tennis Courts Maintenance Fund	0	0	3,600	3,600		3,600	0.0%	
4475 VP LTA Registration Fee	0	0	330	330		330	0.0%	
4480 Music at the Bandstand	0	0	2,720	2,720		2,720	0.0%	
4485 VP tennis court promotion	0	0	1,500	1,500		1,500	0.0%	
4490 VP Fun Day	0	0	2,500	2,500	255	2,245	10.2%	
4525 Fees	0	0	45,000	45,000		45,000	0.0%	
4530 Other Expenditure	0	0	440,100	440,100		440,100	0.0%	
4535 Hoist	0	0	12,000	12,000		12,000	0.0%	
Victoria Park :- Indirect Expenditure	17,260	47,278	630,600	583,322	2,145	581,177	7.8%	0
Net Income over Expenditure	(16,138)	(34,832)	(614,150)	(579,318)				
350 Open Spaces								
1395 Wayleave Income	0	0	25	25			0.0%	
Open Spaces :- Income	0	0	25	25			0.0%	0
4045 Salary Reallocation	898	5,378	13,824	8,446		8,446	38.9%	
4400 Rent Payable	0	79	175	96		96	45.0%	
4410 Water	0	22	100	78		78	21.7%	
4425 Repairs and Maintenance	0	723	12,350	11,627	390	11,237	9.0%	
4430 Maint. Contracts	17,512	29,487	70,868	41,381		41,381	41.6%	
4435 Maint. Contracts Unscheduled	0	0	3,000	3,000	690	2,310	23.0%	
Open Spaces :- Indirect Expenditure	18,410	35,689	100,317	64,628	1,080	63,548	36.7%	0
Net Income over Expenditure	(18,410)	(35,689)	(100,292)	(64,603)				
355 Floral Displays and Trees								
1990 Miscellaneous Income	0	0	2,050	2,050			0.0%	
Floral Displays and Trees :- Income	0	0	2,050	2,050			0.0%	0
4045 Salary Reallocation	452	2,709	5,889	3,180		3,180	46.0%	
4425 Repairs and Maintenance	0	0	400	400		400	0.0%	
4430 Maint. Contracts	5,187	8,944	21,258	12,314		12,314	42.1%	
4470 Tree Maintenance	0	0	5,000	5,000		5,000	0.0%	
4500 Tree planting	0	0	3,000	3,000		3,000	0.0%	
4505 Edible Crops	0	0	300	300		300	0.0%	
4510 Additional Floral Displays NIB	0	0	1,500	1,500		1,500	0.0%	
Floral Displays and Trees :- Indirect Expenditure	5,639	11,653	37,347	25,694	0	25,694	31.2%	0
Net Income over Expenditure	(5,639)	(11,653)	(35,297)	(23,644)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>360 Britain & Newbury In Bloom</u>								
1600 Sponsorship	0	0	500	500			0.0%	
Britain & Newbury In Bloom :- Income	0	0	500	500			0.0%	0
4045 Salary Reallocation	656	3,931	15,297	11,367		11,367	25.7%	
4425 Repairs and Maintenance	0	0	0	0	754	(754)	0.0%	
4710 Newbury In Bloom	0	0	7,000	7,000	120	6,880	1.7%	
Britain & Newbury In Bloom :- Indirect Expenditure	656	3,931	22,297	18,367	874	17,493	21.5%	0
Net Income over Expenditure	(656)	(3,931)	(21,797)	(17,867)				
<u>420 Wash Common Allotment</u>								
1400 Allotment Income	0	3,260	3,200	(60)			101.9%	
Wash Common Allotment :- Income	0	3,260	3,200	(60)			101.9%	0
4045 Salary Reallocation	391	2,345	5,781	3,437		3,437	40.6%	
4410 Water	0	428	600	172		172	71.4%	
4425 Repairs and Maintenance	419	820	1,600	780		780	51.3%	
4430 Maint. Contracts	342	870	1,398	528		528	62.2%	
4435 Maint. Contracts Unscheduled	0	0	280	280		280	0.0%	
4450 Extra security measures	0	0	1,000	1,000		1,000	0.0%	
Wash Common Allotment :- Indirect Expenditure	1,152	4,462	10,659	6,197	0	6,197	41.9%	0
Net Income over Expenditure	(1,152)	(1,202)	(7,459)	(6,257)				
<u>421 Allotments (except Wash Common</u>								
1400 Allotment Income	0	19,151	19,000	(151)			100.8%	
1990 Miscellaneous Income	0	0	40	40			0.0%	
Allotments (except Wash Common :- Income	0	19,151	19,040	(111)			100.6%	0
4045 Salary Reallocation	1,957	11,722	28,906	17,184		17,184	40.6%	
4400 Rent Payable	213	425	850	425		425	50.0%	
4410 Water	0	2,654	3,500	846		846	75.8%	
4425 Repairs and Maintenance	1,371	4,672	9,400	4,728	98	4,630	50.7%	
4430 Maint. Contracts	1,705	3,142	6,983	3,841		3,841	45.0%	
4435 Maint. Contracts Unscheduled	0	0	1,730	1,730		1,730	0.0%	
4450 Extra security measures	0	0	3,000	3,000		3,000	0.0%	
Allotments (except Wash Common :- Indirect Expenditure	5,245	22,616	54,369	31,753	98	31,655	41.8%	0
Net Income over Expenditure	(5,245)	(3,465)	(35,329)	(31,864)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>425 West Mills Allotment</u>								
4425 Repairs and Maintenance	0	243	0	(243)		(243)	0.0%	
West Mills Allotment :- Indirect Expenditure	0	243	0	(243)	0	(243)		0
Net Expenditure	0	(243)	0	243				
<u>430 Wharf Toilets</u>								
4045 Salary Reallocation	471	2,820	5,743	2,923		2,923	49.1%	
4195 Wharf Toilets Contract	2,870	5,740	11,500	5,760		5,760	49.9%	
4405 Rates	210	7,196	7,096	(100)		(100)	101.4%	
4425 Repairs and Maintenance	119	2,096	2,000	(96)		(96)	104.8%	
Wharf Toilets :- Indirect Expenditure	3,669	17,852	26,339	8,487	0	8,487	67.8%	0
Net Expenditure	(3,669)	(17,852)	(26,339)	(8,487)				
<u>500 CP,A&L General</u>								
4045 Salary Reallocation	2,020	12,097	23,778	11,681		11,681	50.9%	
4600 CPA&L Committee Fund	0	0	500	500		500	0.0%	
4620 Music in the Market Place	0	0	1,000	1,000		1,000	0.0%	
4625 Art Trail	0	0	1,000	1,000		1,000	0.0%	
4636 VE/VJ Day Celebrations	0	0	2,000	2,000		2,000	0.0%	
CP,A&L General :- Indirect Expenditure	2,020	12,097	28,278	16,181	0	16,181	42.8%	0
Net Expenditure	(2,020)	(12,097)	(28,278)	(16,181)				
<u>505 Civic Responsibility</u>								
4045 Salary Reallocation	2,432	14,569	31,766	17,197		17,197	45.9%	
4651 Mayors Allowance 2020-21	0	0	2,500	2,500		2,500	0.0%	
4655 Honorarium	74	824	3,375	2,552		2,552	24.4%	
4660 Mayor Making	0	0	2,500	2,500		2,500	0.0%	
4665 Remembrance	0	0	2,400	2,400		2,400	0.0%	
4670 Regalia and Robes	0	0	2,000	2,000		2,000	0.0%	
4680 Civic Hospitality & Events	0	0	1,500	1,500		1,500	0.0%	
4690 Twin Towns	0	0	250	250		250	0.0%	
4700 Civic Award Scheme	0	160	1,000	840		840	16.0%	
4705 Watership Brass	0	650	650	0		0	100.0%	
Civic Responsibility :- Indirect Expenditure	2,506	16,203	47,941	31,738	0	31,738	33.8%	0
Net Expenditure	(2,506)	(16,203)	(47,941)	(31,738)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
600 Planning & Highways								
1120 Grants & Donations Received	0	0	200	200			0.0%	
Planning & Highways :- Income	0	0	200	200			0.0%	0
4045 Salary Reallocation	2,859	17,123	46,211	29,088		29,088	37.1%	
4800 P & H Committee Fund	0	41	1,000	959		959	4.1%	
4805 Heritage Working Group	0	0	3,000	3,000	406	2,594	13.5%	
4810 Town Design St. & Town Plan	0	0	10,000	10,000		10,000	0.0%	
4815 Signage	0	0	10,000	10,000		10,000	0.0%	
4820 Canal Corridor	0	0	10,000	10,000		10,000	0.0%	
Planning & Highways :- Indirect Expenditure	2,859	17,164	80,211	63,047	406	62,641	21.9%	0
Net Income over Expenditure	(2,859)	(17,164)	(80,011)	(62,847)				
900 Capital & Projects								
1805 Loan Proceeds	0	0	250,000	250,000			0.0%	
1900 S.106 income received	0	0	51,000	51,000			0.0%	
1905 CIL income received	0	0	318,000	318,000			0.0%	
Capital & Projects :- Income	0	0	619,000	619,000			0.0%	0
4905 CIL Expenditure	100,464	113,714	318,000	204,286	163,088	41,197	87.0%	
9010 CAPEX VP Cafe	3,715	10,497	485,100	474,603	30,276	444,327	8.4%	10,497
9040 CAPEX Tree Maintenance Reserve	0	2,190	5,000	2,810	7,200	(4,390)	187.8%	
Capital & Projects :- Indirect Expenditure	104,179	126,401	808,100	681,699	200,564	481,135	40.5%	10,497
Net Income over Expenditure	(104,179)	(126,401)	(189,100)	(62,699)				
6000 plus Transfer from EMR	3,715	10,497						
Movement to/(from) Gen Reserve	(100,464)	(115,904)						
Grand Totals:- Income	568,286	1,195,055	1,889,306	694,251			63.3%	
Expenditure	279,267	654,985	2,959,991	2,305,006	242,171	2,062,835	30.3%	
Net Income over Expenditure	289,019	540,070	(1,070,685)	(1,610,755)				
plus Transfer from EMR	3,715	10,497						
Movement to/(from) Gen Reserve	292,734	550,567						

Newbury Town Council

Policy and Resources Committee 12th October 2020

Item 9: In Year Budget Monitoring 2020/21

Expenditure budget lines that vary more than £500 or 15% of the budget are explained below.

Items in italics were reported at an earlier meeting of the committee

Overspent budget lines

Cost Centre	Code	Description	Reason
100	4255	Professional Fees	Accounts Temp
110	4250	IT	Firsty - Monthly support
210	4190	CCTV	Support for CCTV (Smart Integrated Solutions)
220	4225	Advertising Recruitment	Replacement for Gillian, Tony & Restructuring. Purchase Orders need to be checked
220	4250	IT	New Laptops and Office 365
220	4255	Professional Fees	Sale of Land. New Website. Neighbourhood Plan
290	4335	Town Hall Maint. Fund	Work done by Every Property Certificate Ltd (Asbestos Survey, Floor Plans etc) PO 1672. David email dated 28/09/20 – RJC Received new budget codes but this has not been mentioned. Should this be from an EMR? If so which one?
290	4440	Fire Extinguishers	Contract paid twice. Monies to be refunded.
295	4340	Wedding Expenditure	8 Months of Wedding Licence + Wedding Adverts
330	4425	R & M	PO 1555 Dtd 31/12/19 – Relocation of the Bus Stop
340	4425	R & M	£5,536 New Iron clad Storage Unit – CCTV? EMR?
360	4425	R & M	PO 1703 Dtd 20/07/20 The Secret Garden Project
900		All Codes	Should all this expenditure be from EMR like 9010, which has already been confirmed with David.

Public Report to Policy and Resources Committee, 12 October 2020

Newbury Town Council Strategic Risk Register

	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score**	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk***
R.01	Contractors not supplying agreed services	8	54	4032	All tasks are controlled by defined contracts and/or service level agreements. All contracts/agreements are monitored with corrective action taken and reported as required. Written procurement procedures are used and credit checks made on all potential suppliers.	List of preferred suppliers created. To be used to find alternatives quickly.	65	54	3020
R.02	Council action(s) having unintended negative impact on other parties	8	65	4840	Transparent procedures and processes in place to minimise risk in day-to-day service operations. Effective project management, action-planning and risk management procedures for all defined projects, events and services. Regular inspections of all assets and facilities to which the public have access. Insurance in place. Councillors available to discuss any issues at any time. Expert advice sought when appropriate.	Incidents discussed and analysed at Leader/Chief Exec. Meetings and at management team meetings. <u>Risk assessments completed.</u> Any recommendations tabled at appropriate Council Committee.	8	42	3216
R.03	Malicious misrepresentation and Media Misreporting	65	54	3020	Relevant senior Councillors made available to issue statements and meet journalists. Use of the procedure for dealing with persistent and abusive complainers. Press Releases issued whenever possible to announce projects/events. Relevant Councillors made available to issue statements, meet journalists. Better reports presented to decision-making meetings and available to the public and the media	Make "Handling the press" training available to relevant Councillors and staff. Record instances of media misreporting in a log. Review and assess significance of this risk.	54	4	2016
	Risk or Trigger Event	Impact	Probability	Inherent Risk Score*	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk**
R.04	Significant change in funding, sudden	5	54	2520	Reserves policy in place. Insurance to cover major identifiable risks.	Use of Public Works Loan Board and other sources to obtain funds.	32	54	158

	large unexpected expenditure				Reserves position frequently monitored. Four-year budget planning in place.	Use reserves. Increase precept. Increase income from services			
R.05	Disaster impacting on the town	68	51	308	Emergency contact list and list of resources maintained by the Community Services Team. Key individuals will make themselves available. Active monitoring of information sources. Accept instructions from Category 1 responders, i.e. emergency services, West Berkshire Council.	Take part in consultations and exercises run by Category 1 responders. Initiate and/or take part in post-incident reviews. Undertake Counter-terrorism training.	57	51	257
R.06	Sudden loss of key staff	78	41	288	Use of agencies, locums etc	Train up other members of staff to do part of role and identify possible alternatives.	67	41	247
R.07	Fraud, misconduct, gross underperformance	6	32	1812	Preventative measures in place, including payments authorisation, quarterly internal audits, spot checks. Audit reports reviewed. Insurance cover for identifiable risks. Performance management procedures in place, including monthly reviews and annual appraisals. List of payments and Income and Expenditure presented quarterly to P & R.	Review of recruitment process effectiveness. Consider obtaining news management service if an incident occurs. Additional management performance training	6	21	126
R.08	Sudden loss of staff	5	43	2015	Flexible allocation of tasks to create ease of workload sharing. Succession planning in place. Annual review/updating of job descriptions. Updating of succession plans. Staff development to increase resilience.	Continue preparing/ reviewing manuals for each service function. Cross training of staff	32	43	126
R.09	One off activities - experiencing problematic delivery or unexpected consequences	6	42	2412	One-off activities given individual risk assessment, risk management plans, discussed with WBC Safety Advisory Group. Expert/professional advice sought when appropriate.	Ensure post-event reviews are always undertaken and, where appropriate, measures introduced to prevent recurrence.	6	21	126

	Risk or Trigger Event	Impact	Probability	Inherent Risk Score *	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk **
R.10	Confidential or sensitive information being disclosed	5	42	2040	Councillor and staff induction and training in place. Security measures in place, e.g. use of safe(s), shredder. (Very little confidential information is held).	Regular review of training to ensure it is up-to-date with latest advice. Regular review of the impact on processes arising from changes in procedures, e.g. credit card payments, on-line banking. Councillor training needed for new Data Protection Regs <u>and use of email-</u>	5	34	155
R.11	Loss of I.T. facilities	65	1	65	Disaster recovery service in place. Daily data back-up in place. Hardware replacement service in place. All documents and emails in 'the Cloud'	Regular testing of disaster recovery service. <u>Warranties?</u> <u>1 spare laptop</u>	35	1	35
R.12a	<u>Physical</u> Loss of Town Hall due to fire, flood or similar major event	36	1	36	Management Team called together to agree priorities. Set up short term recovery in an alternative location. Establish medium/long term plan to return to Town Hall. Insurance in place to cover costs. 'the Cloud' in use so staff can work remotely.	WBC have agreed they will provide emergency office accommodation for NTC staff. Staff have technology to enable flexible and remote working. <u>Meetings can be virtual</u>	34	1	24
R.12b	<u>Loss of access to Town Hall</u>	4	8	32	<u>Zoom/ Virtual events</u>	<u>Zoo/ remote working.</u> <u>Covid-secure measures</u>	3	8	24
R.13	Loss of Town Hall contents including civic regalia	5	2	10	All contents including regalia insured. Most valuable regalia kept in alarmed Town Hall safe. Attendant with Mayor at all times when full chain is worn. All regalia and contents insured with up to date valuations. All important paperwork scanned and in cloud. <u>CCTV installed in Town Hall</u>	Explore back up into the Cloud, and cloud-based cemetery and accounts software	4	1	4
R.14	Loss of <u>non-precept rental</u> income for <u>Victoria Park Cafe</u>	2	4	8	Risk is not current <u>Accounting procedures</u>	<u>Budget adjustments</u> CIL money to be ring-fenced to cover the PWLB loan repayments <u>on the VP Cafe</u> , to avoid affecting the precept	1	4	4
R.15	<u>Loss of telecommunications</u>	8	2	16	<u>Phone system is hosted, which means it benefits from certain resiliences. Town Hall phones can be diverted to mobiles/ remote points. And being software based, it can be</u>	<u>UPS for the network switch at the town hall, and all routers / firewalls.</u> <u>To be considered:</u>	4	1	4

					<u>easily moved to new hardware if required.</u>	<u>A second, diverse internet connection at the town hall</u> <u>A load balanced phone server, should anything happen to the current one</u>			
--	--	--	--	--	--	---	--	--	--

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

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

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

Considered by Audit Working Group ~~30.9.19~~

6.10.20

Schedule for 2021/22 Budget

Date	Action
24.09.20	NTC Team meeting
09.10.20	RFO to prepare 6 monthly figures and give to management team
13.10.20	Agenda published for full council 19.10, inviting members proposals for Budget, and also Strategy review
16.10.20	Management team to give their draft budgets to the RFO
19.10.20	Full Council, inviting members proposals for budget and Strategy review.
23.10.20	RFO to prepare the first draft budget for Management Team
06.11.20	Closing date for Members' proposals
16.11.20	P&H committee to discuss their draft budget and Council Strategy
17.11.20	Management team meet to consider draft budgets, including any issues arising from the Strategy review.
30.11.20	CPA&L to discuss their draft budget and Council Strategy
02.12.20	Staff Sub to agree budget
4.12.20	Draft budget for Leader's briefing
14.12.20	Community Services Committee to discuss their draft budget incl. charges for cemetery, allotments, markets etc and Council Strategy
18.12.20	RFO to produce a composite budget to include the recommendations of all relevant committees and sub committees
21.12.20	Receive Council Tax Base information from WBDC
23.12.20	Send draft budget to all members
07.01.21	Leader's Briefing
12.1.21	Draft budget to go out with P&R agenda for meeting on 18.1.21
18.01.21	P & R Committee considers draft budget and recommends precept to Council
26.1.21	Final budget/precept calculation to go out with Council agenda for meeting on 01.02.21
01.02.21	Council approves budget and Precept
02.02.21	RFO sends precept demand to WBDC

Newbury Town Council

Public Report to: Policy & Resources Committee, 12th October 2020

Agenda Item No 12:

Climate Change Working Group Report & Recommendations

Background

At the Council Meeting on 10th June 2019, a motion was passed which included

- i) the steps the Council should take to develop a clear evidence-based and **fully costed strategy to ensure the Council's activities are carbon neutral by 2030**
- ii) how best to engage, consult and work with relevant experts, potential partner organisations, outside bodies and community groups in the development of the strategy
- iii) the processes and structures the Council should employ to monitor and evaluate the implementation of the strategy
- iv) Explore how NTC can support and promote a wider program of activities to help Newbury become more sustainable.

At the P&R Committee Meeting of 14th October 2019, it was further Resolved that:

the recommendations of the Climate Change Working Group Appendix 6.1 be adopted, subject to the following amendments:

2.6 To review the energy supply contract and seek opportunities for cost savings or reduction in carbon emissions with the aim of using a totally green energy supply as soon as financially viable.

3.2 Use the Newbury Town Council website and social media to promote community work, schemes, ideas etc on climate change and associated environmental issues. To facilitate information exchange to show leadership e.g. through coffee mornings type events in the chamber.

4.1 To Procurement items – to consider carbon assessment of all procurement (including green space, consumables etc)

4.2 To include an environmental assessment report on future reports to the council (along with financial impact, etc)

4.3 To review all business tenancy agreements to ensure tenants minimise energy usage by considering energy efficiency and monitoring its use and supporting carbon reduction initiatives.

Update position

Climate Change Working Group meetings

Since 14th October 2019, the CCWG have met 6 times to discuss and take forward the recommendations of the Council, minutes attached in section 6.2

The principle outcomes include:

Energy efficiency & supply

A reduction, year on year 2019 to 2020 of over 30% across the board which equated to an audited 37% reduction in the Councils carbon footprint against a target of 5 % set of this period please see Appx 6.4.

An investment to date of £5,468 has been made in re lighting the Town Hall, new efficient heating systems and controls to reduce wastage.

Consumption is managed as far as possible with regular manual readings of meters, monitoring of use of lighting & heating throughout the estate.

New Smart meters are ordered and acknowledged by the suppliers; installation dates are awaited. This will enable remote reading and weekly data being made available for management of consumption

Communication & publicity

Despite Covid-19 having postponed the Spring 2020 Workshop, a successful September 2020 Workshop via Zoom was held with 3 Guest speakers and an attendance more than 50. Copy of the slides are available in Appendix 6.3 and a recording link will be circulated to all participants.

PR on Climate Change matter is issued on the Town Councils media as appropriate.

Procurement and Projects / waste & re-cycling

The new Café is the first new Council project which will be Carbon neutral and with an aim to achieve BREEAM Excellent. The new pathway in City Recreation ground is made from recycled rubber, wet poured, new segregated waste bins for a separated waste trial and solar powered lights are being installed as part of the change in procurement toward low carbon use materials & practices.

New letting of the Town Hall facilities include new modern low energy lighting & controlled heating to encourage Tenants to receive carbon consumption.

Green management

The Green Spaces Working Group is instrumental in setting out plans for better environmental managed. The new wildflower meadow in City Recreation ground has been a success, change I management pattern in Newtown Rd cemetery has allowed unusual species to flourish, major tree planning programmes are in hand.

Climate Change Working Group

The Climate Change Working Group has monitored, directed & overseen the achievement set out about in the first full years of its being set up.

The recommendation to the Committee is for the Working Group to continue with its work in reduced the Councils carbon emission and achieve the requirement as set out in the Resolution of 10th June 2019, above

Recommendation: To maintain the current Working Group structure to monitor manage and keep reviewing ideas to move this agenda forward.

David W Ingram

6th October 2020

P&R Committee Meeting of 14th October 2019

Climate Change Working Group Recommendations to P&R Committee for adoptions.

The initial Recommendations were:

- 1.1 To agree an annual reduction target, from 2020/21 onward, averaging 7 Tonnes CO2e, to be reviewed in April annually.
- 1.2 To seek opportunities for carbon offset within our own operations first, e.g. by supporting local energy or carbon sequestration projects i.e. trees

Energy Efficiency & Supply

- 2.1 To agree an energy supply reduction for Newbury Town Council of 5 % based on the consumption figures included in the Carbon Footprint Appraisal Report 2018/19, base line, by 31st March 2020
- 2.2 To agree an allocation of funding to Carbon Change Fund, initially £15,000 for 2019/20, thereafter on a rolling basis for energy efficiency initiatives.
- 2.3 To monitor and manage supply consumption on a monthly basis & report consumption to P&R Committee on a bi-annual basis
- 2.4 To provide appropriate information to educate and encourage Staff, Members, Tenants and users of Newbury Town Council facilities in opportunities for energy efficiency and reduction in consumption to support the Climate Change Agenda.
- 2.5 To seek opportunities for further development of renewable energy supply on Newbury Town Council sites and consider support for or participation in community energy projects
- 2.6 To review the Energy supply Contract and seek opportunities to improve / enhance efficiency / reductions in costs and Carbon emissions with the aim of using a totally Green Energy supply as soon as financially viable.
- 2.7 Review control of and provision of street lighting to make energy efficiency savings where cost effective and safe to do so.

Communications & Publicity

- 3.1 To organise a bi-annual Climate Change Workshop / Forum to update the Public on progress and solicit feedback & information to inform the Strategy Review process.

- 3.2 Use the Newbury Town Council website & social media to promote community work, schemes, ideas, etc on climate change and association environmental issues. For information exchange (e.g. through coffee morning type events in coffee morning slot in Chamber) Showing leadership in the community.

Procurement and Projects

- 4.1 Procurement items – to consider carbon impact of all procurement (including greenspace, consumables, etc)
- 4.2 To include an environmental impact report on future reports to the council (along with financial impact, etc)
- 4.3 To review all Business Tenancy agreement to ensure Tenants minimise energy usage by monitoring use, efficiency measured & efficient use and support associated Carbon reduction initiatives.

Waste & Recycling

- 5.1 Measures to improve recycling from NTC bins – segregated bin trial on one site and replacement on rolling basis.

Infrastructure & Transport

6. 1 To lobby, promote & encourage improvement to transport infrastructure, cycle facilities, interconnect cycle highways, carbon & pollution reduction

Trees and Greenspace Management

- 7.1 Biodiversity – continue to seek opportunities for tree planting and support community involvement and leadership. Estimate potential for carbon sequestration on Newbury Town Council estate over lifetime of plantings as contribution to our carbon offset. Publicise co-benefits of planting ('wild' woodland feel for health, wellbeing, biodiversity etc)

Climate Change Working Group

- 8.1 To maintain the current Working Group structure to monitor manage and keep reviewing ideas to move this agenda forward.

Signed: David W Ingram, Community Services Manager, 7th October 2019



Climate Change Community Workshop

Saturday 19th September 2020



Workshop Protocols

- 1. The workshop will be recorded and the recording will be posted on the Newbury Town Council website**
- 2. All participants will be muted to allow the speakers to present**
- 3. Speakers will present for around 15 minutes each, and there will then be 5 minutes for questions**
- 4. If you have questions, please use the chat feature to send them in, and we will then put as many as we can to the speakers**
- 5. Speakers will be controlling their own slides, so there will be some set up prior to each presentation as the speaker takes control of the screen. Please bear with us!**

Agenda

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- | | | |
|---------------|--|---|
| • 2.30 | Introduction | Cllr Martin Colston, Leader of NTC |
| • 2.40 | NTC Climate Strategy: results from year 1 | Cllr Chris Foster, Chair of Climate Working Group
David Ingram, Community Services Manager |
| • 2.55 | Launch of NTC Climate Grant | Cllr Chris Foster, Chair of Climate Working Group |
| • 3.05 | Green Corridors | Dr Sam Cartwright, BBOWT |
| • 3.25 | Break | |
| • 3.35 | Carbon Reduction & Rural Transport Challenges | Robert Williams, Reading Buses |
| • 3.55 | Young People Fighting Climate Change | Lois Ryan, Student, climate striker, YS4C/XR member |
| • 4.15 | Closing remarks | Cllr Martin Colston, Leader of NTC |

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



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

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

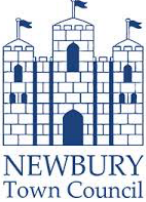
- Lobby and work with other bodies to further the interests of the people of Newbury, especially Newbury BID, West Berkshire Council & Thames Valley Police

- Funded by annual Precept, developer contributions & other income

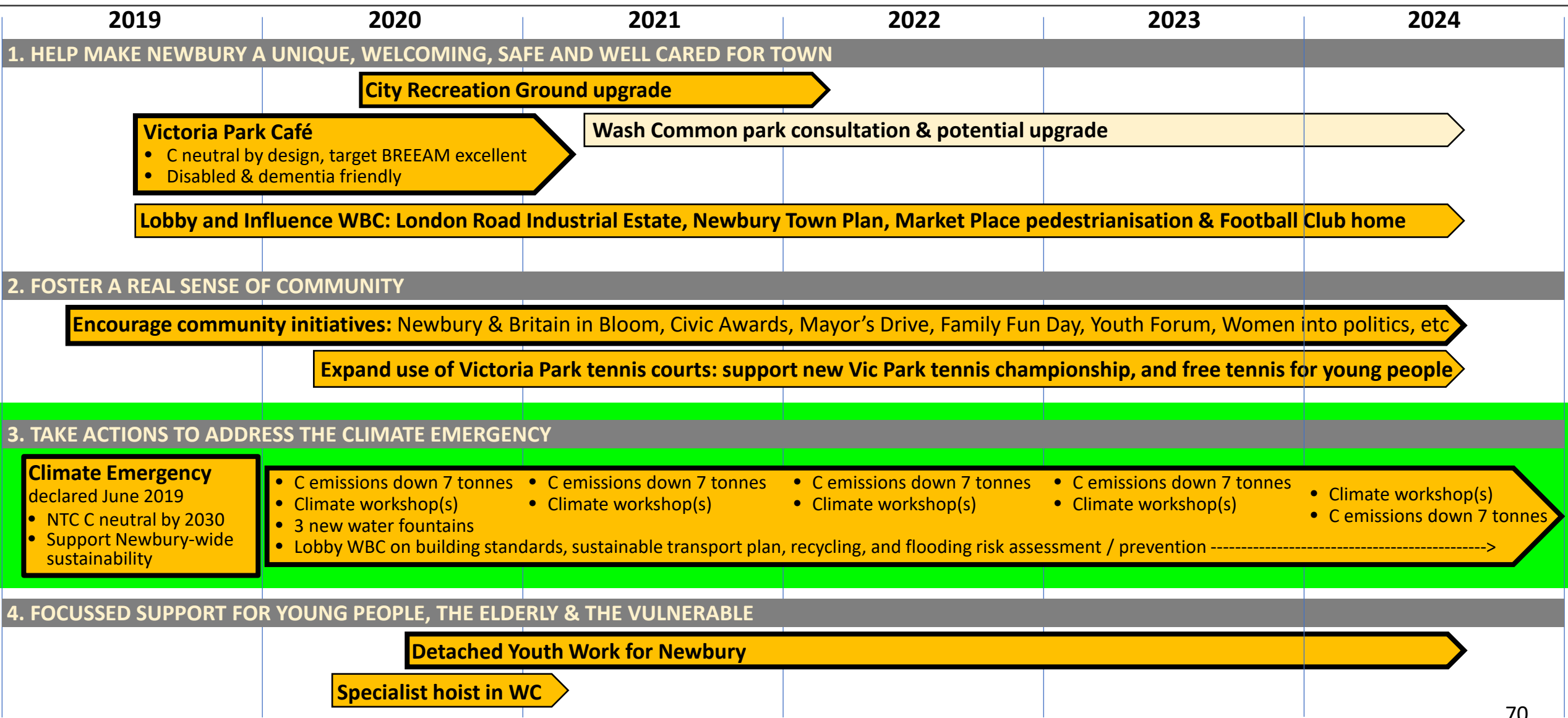


- Planning & building control
- Roads, transport & parking
- Licensing
- Care & housing
- Schools, learning & libraries
- Consumer & environmental protection
- Rubbish & recycling
- Leisure, parks & countryside
- Tax & benefits

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



Summary of Key Strategic Actions 2019-2024





Climate Change Working Group – Cross-party

- **Chris Foster** – Chair
- **Steve Masters** – Vice Chair
- **Jeff Beck**
- **Martin Colston**
- **Nigel Foot**
- **Roger Hunneman**
- **Olivia Lewis**
- **David Marsh**
- **Vaughan Miller**
- **Sarah Slack**
- **Martha Vickers**

3: Take actions to address the climate emergency

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

- Becoming carbon neutral will be a core ongoing priority for NTC, and will result in clear targets and potentially new ways of working across the organisation
 - NTC direct carbon footprint has been independently measured and certified at 68.11 tonnes per year. Therefore, to become carbon neutral by 2030, NTC will need to reduce its annual carbon footprint by an average of at least 7 tonnes every year, although the reduction is unlikely to be linear
1. The Climate Emergency Working Group will continue to develop our plans and recommendations to deliver net zero carbon
 - a) In December 2019, agree a clear carbon reduction plan for 2020 with aspiration to deliver a full year equivalent reduction of at least 7 tonnes
 - b) In December every year, starting in 2020, agree the detailed carbon reduction plan and budget for the following year, and an outline plan for the remaining years to 2030
 2. For existing operations we will:
 - a) Prioritise real reductions in our energy usage by cutting out waste and by investing in more efficient systems and ways of working. For example in the Town Hall we will invest in insulation, efficient heating, low energy bulbs, systems to automatically turn off the lights, etc.
 - b) We will also look to offset where this makes sense; and will not simply buy offsets as an easy way to reduce our carbon footprint. Instead we will prioritise by offsetting through primarily local means and opportunities within our operations. For example solar electricity generation, additional tree and shrub planting, grants to local organisations supporting our carbon-neutral / Climate Emergency principles, etc.
 3. For all new projects, activities and procurement decisions we will:
 - a) Ensure carbon impact is a core decision making criteria when making recommendations about new projects, activities and procurement decisions. We will always aim to minimise the carbon impact, and target net zero where practical and cost effective. To this end, from November 2019, environmental impact considerations will become part of the NTC standard report template.
 - b) Redesign the new café in Victoria Park to enable carbon neutral operation, and target BREEAM Excellent for its construction
 4. Ensure that management of our green spaces and support for nature and horticulture projects more widely across Newbury is designed, where feasible and cost effective, to maximise environmental benefits and biodiversity.
 5. Once our current contract ends, we will move to green tariffs (certified 100% matched by renewable sources) for our energy supply. In the meantime we will explore options within our current contract.
 6. From March 2020, our carbon footprint will be publicly reported annually as a new KPI.

3: Take actions to address the climate emergency

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

1. Starting in September 2019, NTC will hold at least one Climate Change Community Workshop per year to:
 - a) Update local residents & environmental groups on progress towards making the activities of NTC carbon neutral, and gather feedback & suggestions
 - b) Encourage & support actions to help make Newbury as a whole more environmentally sustainable, & gather suggestions on how NTC can best help
2. By mid April 2020, launch a Climate Fund to support local environmental groups with projects that will reduce CO2 emissions and other actions that benefit the climate in the parish of Newbury
 - a) NTC will be able to take credit for an appropriate share of any carbon reduction and use this to offset total emissions and help deliver zero carbon
3. Use our influence and network where appropriate and cost effective to:
 - a) Support local community organisations in their 'green initiatives'
 - b) Support a local 'Green Directory' to ensure residents know what resources, offers and support they can access
4. By end 2020, reconnect the drinking water fountain on the Town Hall, and install new drinking water taps in the City recreation Ground and Blossoms Field
5. During 2020, investigate cost effective ways of increasing the current recycling rate from waste collected from our parks. Decide in October 2020 whether to implement new arrangements
6. Lobby WBC to:
 - a) Update their planning guidelines to require key environmental features in order to receive planning support, e.g. solar panels for electricity and hot water, electricity storage batteries, ground / air source heat pumps, electric car changing point, etc. This should also be added to their Local Plan review
 - b) (Repeat of 1.G.4): Work with Newbury BID and other relevant organisations to lobby WBC for the permanent pedestrianisation of the Market Place, excluding Mansion House and Wharf Streets. Aim for decision by end 2020
 - c) (Repeat of 1.G.1.b): Develop an environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport. This should also be added to their Local Plan review
 - d) Support the wider use of electric vehicles (cars and bicycles), and to install an adequate number charge points in suitable, secure parking spaces that are reserved for those vehicles
 - e) Radically expand the range of materials and product types that are collected kerb-side for recycling
7. Encourage local community groups to set up market stalls at no / heavily reduced fees to promote green initiatives e.g. refillables



Agenda

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What do we measure?



Scope 1 Direct Emissions	Scope 2 Energy Indirect	Scope 3 Other Indirect
Fuel combustion	Consumption of purchased electricity, heat steam and cooling	Purchased materials and fuels
Owned Transport		Transport related activities
Process emissions		Waste disposal
Fugitive Emissions		Leased assets, outsourcing and franchising
		Sold goods and services



Newbury: a town we can all be proud of

Newbury Town Council: Year 1 Carbon Footprint Reduction



CO₂e
Assessed
Organisation

- April 2018 – March 2019:

68.11 tonnes of CO₂ *



CO₂e
Reduced
Organisation

- April 2019 – March 2020:

42.29 tonnes of CO₂ *

37.5%

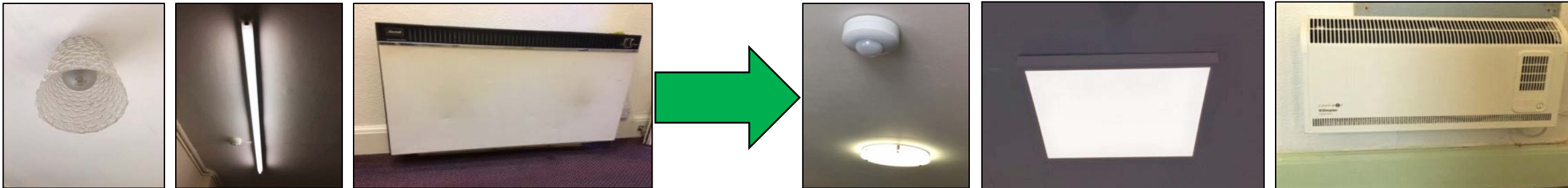
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Newbury Town Council: Year 1 Carbon Footprint Reduction by Area

Carbon Footprint Area	Year 0 April 2018 to March 2019	Year 1 April 2019 to March 2020	Up / Down	Comment
Electricity Consumption	58.64	36.61	-37.6%	More Solar power generation in Town Hall
Gas – Town hall	7.69	5.52	-28.3%	Servicing & control
Grey Fleet	1.17	0.15	-87.4%	Less mileage
Public Transport	0.62	0.03	-63.0%	Less business travel
Total Tonnes	68.11	42.29	-37.9%	Active /conscious effort to reduce
Tonnes / capita	1.6	1.0	-37.5%	Like for like population figs
Wider Initiatives		<ul style="list-style-type: none"> • Wildflower meadows • Tree & hedge planting 		
Input from 2019 Workshop				Key part of our discussions with many ideas incorporated into our plans

Year 1 Carbon Reduction Activities

- **Move to more efficient use of energy**



- **Wildflower meadow**



Tree Planting



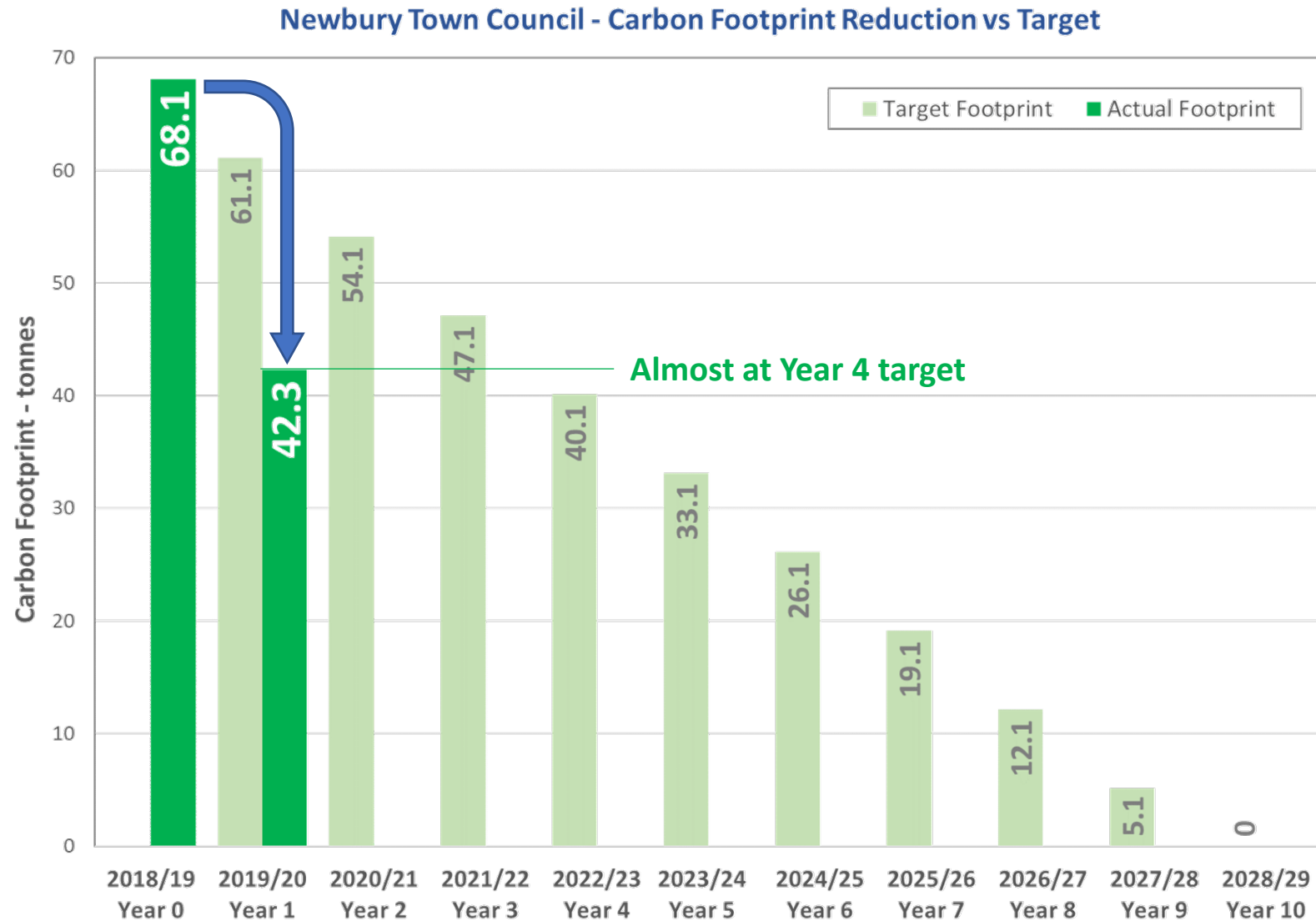
Waste rubber paving





Newbury: a town we can all be proud of

Newbury Town Council – Carbon Footprint Reduction vs Target





Newbury: a town we can all be proud of

Newbury Town Council: Years 2 to 4 Carbon Footprint Reduction Plan

Carbon Footprint Area	Year 0 April 2018 to March 2019	Year 1 April 2019 to March 2020	Year 2 April 2020 to March 2021	Year 3 April 2021 to March 2022	Year 4 April 2022 to March 2023
Electricity Consumption	58.64	36.61	Lighting, heating & controls	Additional solar + All Tenants' Suites	Insulation & secondary glazing
Gas – Town hall	7.69	5.52			
Grey Fleet	1.17	0.15			
Public Transport	0.62	0.03			
Total Tonnes	68.11	42.29	≥ 7.0 reduction	≥ 7.0 reduction	≥ 7.0 reduction
Tonnes / capita	1.6	1.0			
Wider Initiatives		<ul style="list-style-type: none"> • Tree planting • Wildflower meadow 	<ul style="list-style-type: none"> • Sustainable Café • Water fountains x 3 • Tree planting • Carbon Grants 	<ul style="list-style-type: none"> • Thermal insulation • Carbon Grants • Street lighting 	<ul style="list-style-type: none"> • Insulation & 2ndary glazing • Carbon Grants • Tree planting



Newbury: a town we can all be proud of

Newbury Town Council Carbon Footprint Reduction

- **Any Questions?**
 - On Year 1 reductions already achieved
 - On future plans
- **Any Suggestions?**





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Newbury Town Council Climate Grant

- **New Grants to support local environmental groups with projects that will reduce CO2 emissions and other actions that benefit the climate in the parish of Newbury**
 - NTC will be able to take credit for an appropriate share of any carbon reduction and use this to offset total emissions
- **£10,000 available in grants per year for the next 3 years**
- **Recipients of these grants will be expected to report back to NTC on the project outcomes, and to give a summary of the impact and learnings at future Climate Workshops**
- **Applications are open now, and the closing date is 31st December**

Standard NTC Grant Criteria:	Additional criteria for climate grants:
Based within Newbury (parish) and mainly serving/benefitting Newbury residents.	Excludes activities which are statutorily funded
Provides benefits to the wider community beyond interest of members	Priority for projects which meet priorities and targets in the council strategy & benefit widest number of people
Project is not reliant on donations to fund the total	Preference to organisations that have not received a grant from NTC recently
Long term commitments to sustainability, equality and diversity	Demonstrate potential benefits in the application



Newbury: a town we can all be proud of

Newbury Town Council Climate Grant

- **Any questions on the Climate Grant?**



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The importance of ecological networks & the Town Council's role in restoring them



Dr Sam Cartwright
Head of Wider Countryside Conservation, BBOWT
Chair, Berkshire Local Nature Partnership

Who we are – Berks, Bucks & Oxon Wildlife Trust ('BBOWT')

Berkshire
Buckinghamshire
Oxfordshire



- Three county Wildlife Trust
- One of **46** local Wildlife Trusts in national movement
- Collaboration across the network as needed
- **85** nature reserves (covering 2,636 ha)
- More than **120** staff and **1,800+** active volunteers
- Around **55,000** members
- We are focussed on *all* aspects of nature conservation



Our Core Work

*“make local areas
wilder and make
nature part of life,
for everyone”*

Advocacy &
advice

Communities

Managing
natural
habitats

Our Core Work



Our Core Work



Species
projects

Our
reserves

Agreements
with 3rd
parties

Professional
advice /
consultancy

Managing
natural
habitats

Our Core Work



World fails to meet a single target to stop destruction of nature – UN report

'Humanity at a crossroads' after a decade in which all of the 2010 Aichi goals to protect wildlife and ecosystems have been missed

Tues 15th
September



▲ Coral
James C
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wildli
devas

'Lost decade for nature' as UK fails on 17 of 20 UN biodiversity targets

UK government said it failed on two-thirds of targets, but RSPB analysis is bleaker – and suggests UK is moving backwards in some areas

Mon 14th
September



▲ The high brown fritillary butterfly is a species in decline in the UK. Photograph: Sandra Standbridge/Getty Images.

The UK has failed to reach 17 out of 20 UN biodiversity targets agreed on 10 years ago, according to an analysis from conservation charity RSPB that says

The scale
of the
problem

Wildlife in 'catastrophic decline' due to human destruction, scientists warn

By Helen Briggs
BBC Environment correspondent

10 September 2020

f b t e Share

Thurs 10th
September



Wildlife is under pressure from habitat loss, including deforestation

Wildlife populations have fallen by more than two-thirds in less than 50 years, according to a major report by the conservation group WWF.

Shocking state of English rivers revealed as all of them fail pollution tests

Data reveals just 14% of good ecological standard and none of good chemical standard

Thurs 17th
September

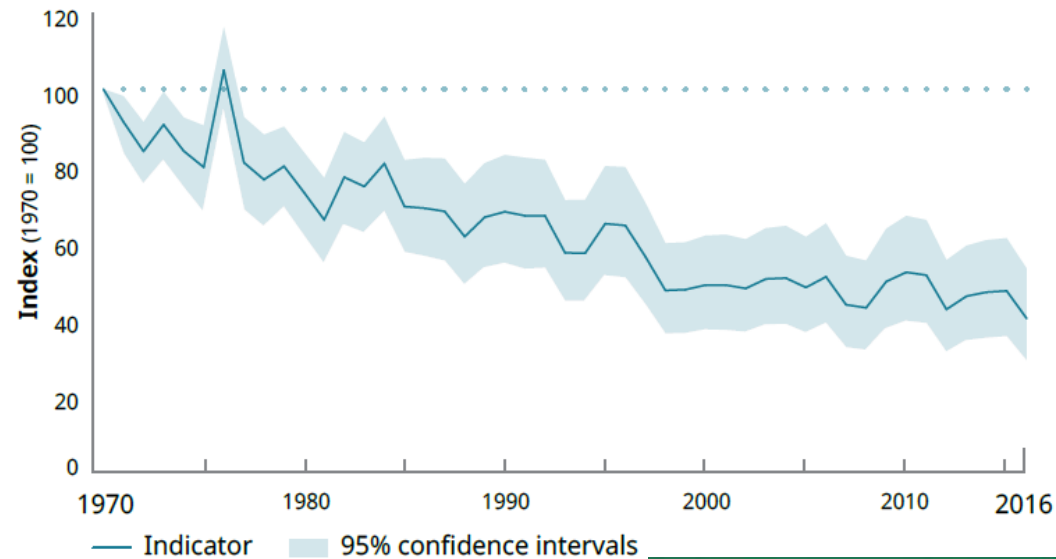


▲ Data reveals just 14% of English rivers are of 'good' ecological standard. Photograph: David Levene/The Guardian

All English rivers have failed to meet quality tests for pollution amid concerns over the scale of sewage discharges and agricultural and industrial

Ecological emergency

UK Biodiversity Indicator: Change in the relative abundance of UK priority species, 1970 to 2016



Source: jncc.gov.uk/ukbi-C4a



Ecological emergency

- The UK is already one of the most nature-depleted countries in the world
- The best remaining sites are under threat
 - Isolated
 - Visitor damage & disturbance
 - Poorly managed
 - Pollution
 - Cat predation

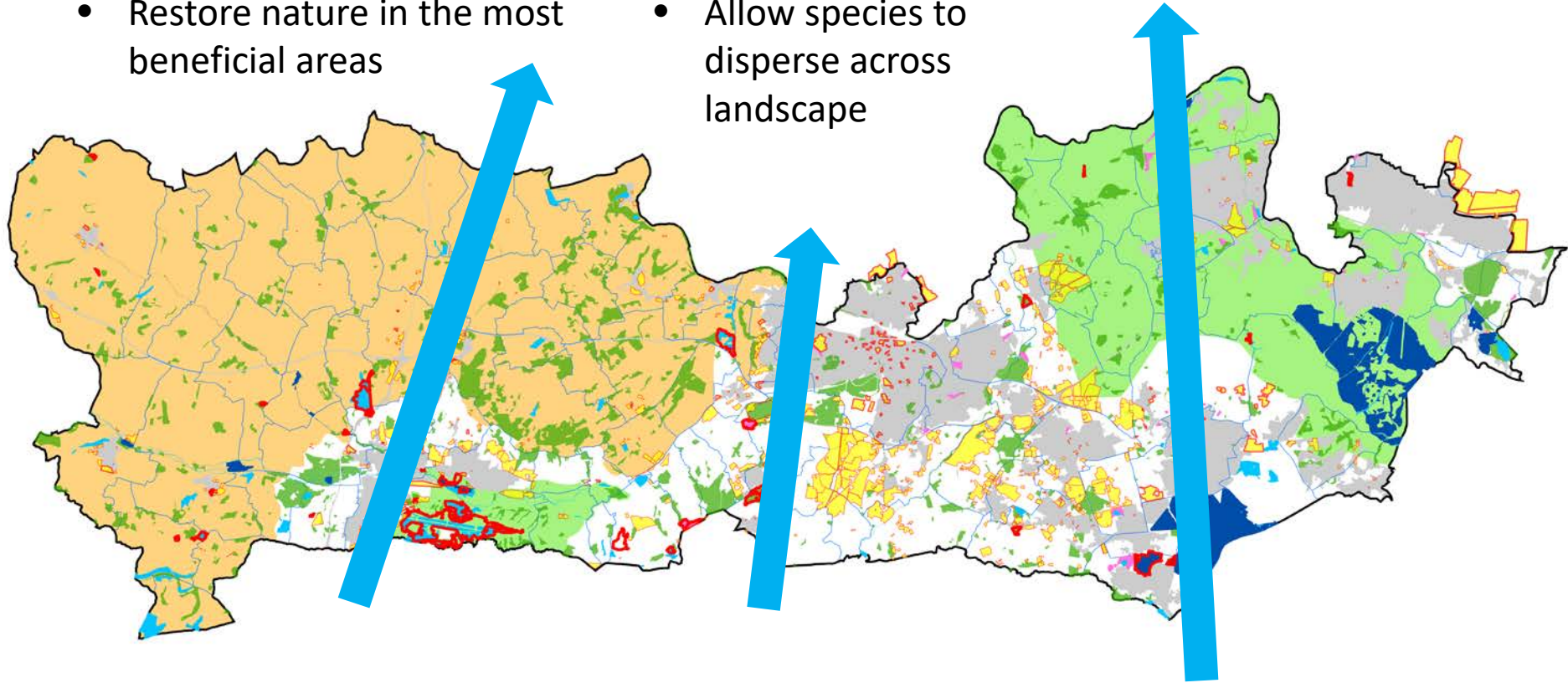


Ecological emergency

- 
- The UK is already one of the most nature-depleted countries in the world
 - The best remaining sites are under threat
 - Isolated
 - Visitor damage & disturbance
 - Poorly managed
 - Pollution
 - Cat predation
 - Land converted to built development
 - New roads are additional barriers
 - Remaining green spaces are over-managed ('green deserts')

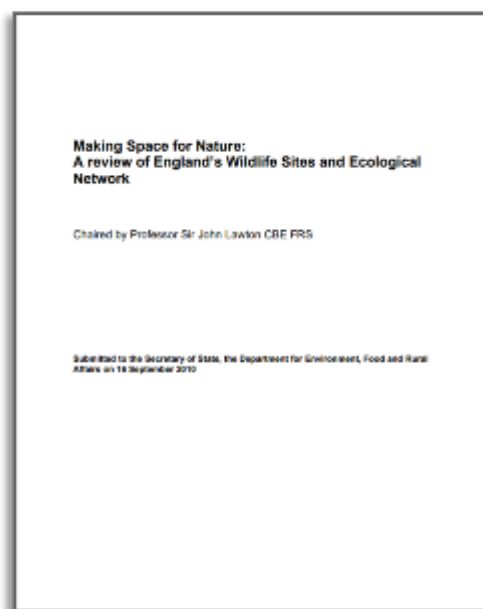
What needs to happen?

- Restore nature in the most beneficial areas
- Allow species to disperse across landscape



Creating local 'Nature Recovery Networks'

Network of connected
habitats based on Lawton's
principles



[The Lawton Review 2010](#)
["Making Space for Nature"](#)



Beyond the strategic network: rewild every space

Berkshire
Buckinghamshire
Oxfordshire



“

Every space in Britain must be used to help wildlife.

Sir David Attenborough

The role of Town & Parish Councils

- NERC Act 2006 **duty to conserve and enhance biodiversity** applies to all public authorities
- Ensure biodiversity enhancement included in **neighbourhood plans**
- Consider wildlife when **commenting on planning applications**
- Consider wildlife when **managing land**
- **Encourage** individual & community action for wildlife



Manage Council land for wildlife

- “Rewild” **10%** of amenity areas
- Create “**Pocket Parks**” in neglected areas
- Road verges & grassland –
cut less, cut later, remove cuttings
- **Reduce hedge cutting** to every other year
where practical and allow some trees in
hedge line to grow
- Plant **native** species wherever suitable
- Plant **fruit trees**
- Log piles, leave scrubby corners
- **Record** the biodiversity in your area

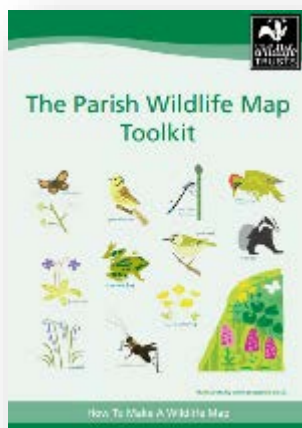


Encourage your community

- Central point of contact & **information** for community
- Encourage **personal 'light living'**, car shares, alternatives to single use, buy local, more plants in diet
- Encourage wildlife gardening, aim for **10% wilder private gardens**
- Encourage wildlife friendly **allotment** management
- Engage with faith community e.g. **Eco Church** model



Resources



http://www.northwessexdowns.org.uk/uploads/File_Management/Publications/Planning/Parish_Wildlife_Toolkit_WEBv2.pdf



https://www.plantlife.org.uk/application/files/3315/7063/5411/Managing_grassland_road_verges_Singles.pdf



<https://www.wildlifetrusts.org/gardening> & <https://www.wildaboutgardens.org.uk/>



https://www.wildlifetrusts.org/sites/default/files/2018-06/Nature_recovery_network_final.pdf



https://www.linkedin.com/posts/phiale-mehring-b8008445_simple-suds-for-local-people-activity-6569294516736655360-tOBI/



<https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/environmentalndplanning/countryside/naturalenvironment/communitybiodiversityguide.pdf>



https://www.plantlife.org.uk/application/files/8315/7347/2498/Road_verge_guide_17_6.pdf



<https://ecochurch.arochoa.org.uk/resources/>

Thank you

Contact us

info@bbowt.org.uk

Join us

<https://www.bbowt.org.uk/join-us>



Agenda

- | | | |
|---------------|--|---|
| • 2.30 | Introduction | Cllr Martin Colston, Leader of NTC |
| • 2.40 | NTC Climate Strategy: results from year 1 | Cllr Chris Foster, Chair of Climate Working Group
David Ingram, Community Services Manager |
| • 2.55 | Launch of NTC Climate Grant | Cllr Chris Foster, Chair of Climate Working Group |
| • 3.05 | Green Corridors | Dr Sam Cartwright, BBOWT |
| • 3.25 | Break | |
| • 3.35 | Carbon Reduction & Rural Transport Challenges | Robert Williams, Reading Buses |
| • 3.55 | Young People Fighting Climate Change | Lois Ryan, Student, climate striker, YS4C/XR member |
| • 4.15 | Closing remarks | Cllr Martin Colston, Leader of NTC |



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Addressing Climate Change

Robert Williams
Chief Executive Officer

19 September 2020





How do we achieve a zero-carbon future?



What are the pro's and con's of solutions?



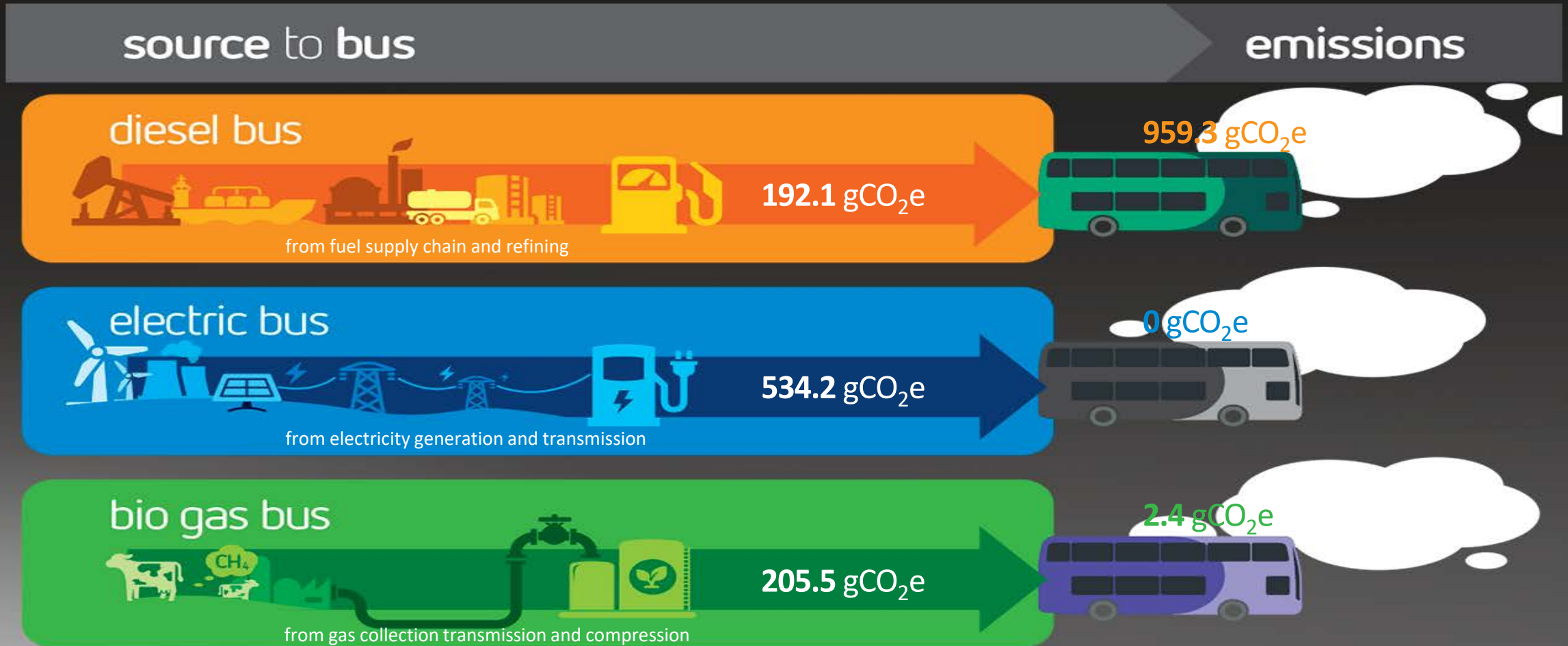
What are the costs?



What is sustainable?



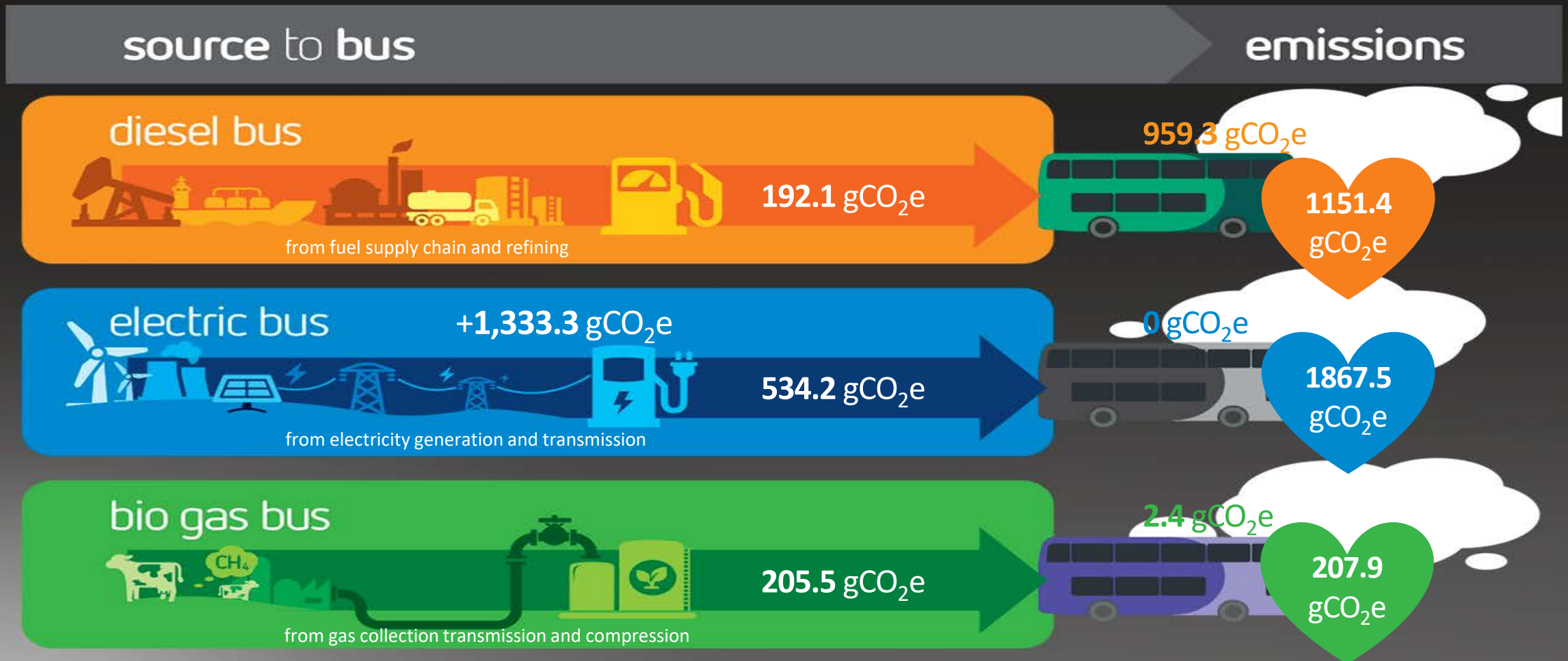
Fuel Source Emissions



data source: low carbon vehicle partnership certificates (per passenger km)
www.lowcvp.org.uk/Hubs/leb/LEBCertificates.htm

Readingbuses

Whole Operation Emissions



data source: low carbon vehicle partnership certificates (per passenger km)
www.lowcvp.org.uk/Hubs/leb/LEBCertificates.htm

Readingbuses

Limitations



Diesel

300-mile range

86 seats



Electric

150-mile range

70 seats



Bio Gas

250-mile range

70 seats




Additional infrastructure required for gas & electric



Electric range degrades over time







Cost of Vehicle

 Fuel Type	Double Deck 11.5m	Single Deck 10.8m
 Diesel	£250,000	£175,000
 Electric	£500,000	£370,000
 Bio Gas	£320,000	n/a



Cost of Fuel

	Fuel Type	Fuel (inc. delivery)	Bus Service Operators Grant (excl. LCEB)	Net Cost
	Diesel	£1.0000 per litre @ 0.346 litre per km	£0.3803 per litre	£0.2144 per km £17k per annum
	Electric km	£0.1660 per KWh @ 1.69 kWh per km	None	£0.2805 per £23k per annum
	Bio Gas	£0.9799 per kg @ 0.429 kg per km	£0.2077 per kg	£0.3313 per km £27k per annum



Total Annual Cost

 Fuel Type	Depreciation	Fuel	Total
 Diesel	£17k	£17k	£34k
 Electric	£33k	£23k	£56k
 Bio Gas	£21k	£27k	£48k



in Newbury



Q&A

Robert Williams
Chief Executive Officer





Agenda

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Next steps and response

From a student's perspective

Lois Ryan - student, climate striker, YS4C/XR member

Strikes' achievements

- Small steps
- Locally - climate emergency, NTC work
- Nationally/internationally - climate emergency, profile raising: empathy/understanding/support but still inadequate action - gap between wanting to do something and wanting to do enough.
- Maintaining momentum difficult. Not a fixed position, no support, so much going on. Difficulties commanding attention. Support always extremely welcome.
- Listened to locally in some areas. Not enough from certain places. Needs more pressure coming from right places.

Top three concerns

Climate concerns for the future

- Human loss of life
- Humanitarian crises surrounding immediate impacts
- Loss of biodiversity

Three reasons to be hopeful

- Hope itself. Despair leads to inaction, whereas hope is actively refusing complacency/fatalism
- Compassion of young people
- Learning from covid. Ability to stop/reflect. Value of life.

Action from NTC (& WBC)

What we'd like to see next

- Collaboration
- Work with schools.
- Can WBC follow NTC carbon footprint reduction?
- CYCLE LANES PLEASE
- Comms (see 1)



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Climate Change Community Workshop

Saturday 19th September 2020



Carbon Footprint Appraisal Report



Assessment Period:
1st April 2019 – 31st March 2020

Executive Summary

Carbon Footprint Ltd has assessed the greenhouse gas (GHG) emissions of Newbury Town Council from 1st April 2019 to 31st March 2020 based on a dataset provided by the company.

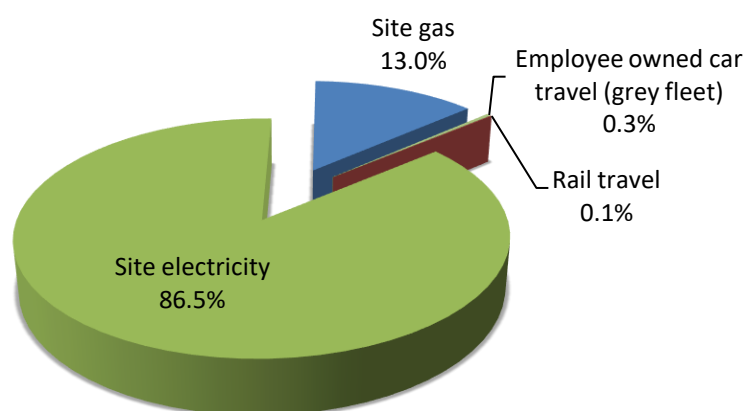
Current Performance

- Emissions have decreased by 37.9% since the previous year.
- Emissions have predominantly decreased through reduced electricity consumption and/or increased electricity generation from roof-top Solar Photovoltaic (PV) panels.
- The most significant emission source is electricity consumption, accounting for 86.5% of Newbury Town Council's carbon footprint.

Recommendations

- **Offset the GHG emissions created within this data period with high-quality verified carbon credits.** Follow this link: <https://www.carbonfootprint.com/offset.aspx?r=project&o=43>
- Regularly record generation data from the Town Hall's Solar PV system.
- Continue working on energy efficiency upgrades such as improved lighting.
- Consider expanding the scope of the assessment to include additional Scope 3 emissions such as contractor fuel use and employee commuting.

Breakdown of carbon footprint



	1 st April 2018 to 31 st March 2019	1 st April 2019 to 31 st March 2020	% change from previous year
Total Tonnes CO₂e	68.12	42.29	-37.9%
Tonnes of CO₂e per employee	6.19	3.52	-43.1%
Tonnes of CO₂e per £M turnover	36.92	27.11	-26.6%
Kg of CO₂e per capita	1.60	1.00	-37.5%

Newbury Town Council should consider offsetting its emissions to become a net zero carbon organisation. Carbon offsetting is the process of funding climate change solutions, helping to combat the current global climate crisis.

Newbury Town Council has announced a 'Climate Change Emergency' and has set the internal goal of becoming Carbon Neutral by 2030. After completing this appraisal, by offsetting 100% of the associated emissions, Newbury Town Council will be certified as a 'Carbon Neutral Organisation', and by doing so would achieve their goal 10 years early.

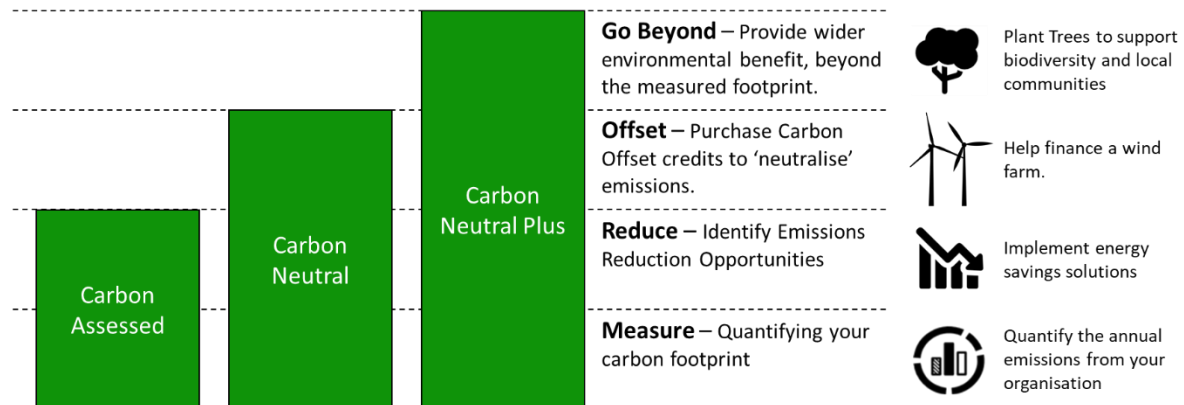


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Quality Control

Report issue number:	1.0
Date:	20 August 2020
Calculations completed by:	Jenny Webb
Calculations reviewed by:	Georgina Whitlock
Report produced by:	Jenny Webb
Report reviewed by:	Georgina Whitlock
Director approval:	John Buckley

1 Introduction

1.1 Newbury Town Council's Carbon Management Journey

Carbon Footprint provides a simple six step annual journey to enhance your sustainability credentials whilst complying to best practice and differentiating your brand. Newbury Town Council has completed the first step of its carbon management journey.



Measure



Aim



Reduce



Offset



Communicate



Comply

The purpose of this report is to:

- Summarise the results of the carbon footprint assessment
- Provide practical recommendations to enhance Newbury Town Councils sustainability programme and reduce emissions

1.2 What is a carbon footprint?

A carbon footprint is a measure of the impact our activities have on the environment in terms of the amount of greenhouse gases produced, measured in units of carbon dioxide equivalents (CO₂e). A carbon footprint is made up of two parts, direct emissions and indirect emissions.

1. Direct emissions:

Direct emissions are produced by sources which are owned or controlled by the reporting organisation and include electricity use, burning oil or gas for heating, and fuel consumption as a result of business travel or distribution. Direct emissions correspond to elements within scopes 1, 2 and 3 of the World Resources Institute GHG Protocol, as indicated in Table 1.

Table 1: Direct emissions sources

Footprint	Activity	Scope
Direct	Electricity, heat or steam generated on-site	1
	Natural gas, gas oil, LPG or coal use attributable to company owned facilities	1
	Company-owned vehicle travel	1
	Production of any of the 6 GHGs	1
	Consumption of purchased electricity, heat steam and cooling	2
	Employee business travel (using transport not owned by the company)	3

2. Indirect emissions:

Indirect emissions result from a company's upstream and downstream activities. These are typically from outsourced/contract manufacturing, and products and the services offered by the organisation. Indirect emissions correspond to scope 3 of the World Resources Institute GHG Protocol excluding employee business travel as indicated in Table 2.

Table 2: Indirect emissions sources

Footprint	Activity	Scope
Indirect	Employee commuting	3
	Transportation of an organisation's products, materials or waste by another organisation	3
	Outsourced activities, contract manufacturing and franchises	3
	GHG emissions from waste generated by the organisation but managed by another organisation	3
	GHG emissions from the use and end of life phases of the organisation's products and services	3
	GHG emissions arising from the production and distribution of energy products, other than electricity, steam and heat, consumed by the organisation	3
	GHG emissions from the production of purchased raw or primary materials	3
	GHG emissions arising from the transmission and distribution of purchased electricity	3

For businesses, the assessment focuses on direct emissions, as these lie under the control of the organisation. However, we ask companies to recognise that there is an indirect emissions footprint and select suppliers based on their environmental credentials alongside price and performance.

1.3 Why is it important?

Over the past two decades the effects of climate change have accelerated. Considerable evidence exists proving climate change has been exacerbated by human activity. Changes in our post-industrial lifestyles have altered the chemical composition of the atmosphere, generating a build-up of greenhouse gases – primarily carbon dioxide, methane, and nitrous oxide levels – raising the average global temperature.

The consequences of inaction will be disastrous. Sea level will continue to rise and local climate conditions to be altered causing an increase in extreme weather events, affecting forests, crop yields, and water supplies. It will also affect human health, accelerate species extinction, and disrupt many ecosystems.

Climate change is a global threat which will impact the lives of everyone on the planet. Hence, it is vital that all individuals, businesses, organisations and governments work towards the common goal of reducing greenhouse gas emissions. This carbon footprint assessment will enable Newbury Town Council to continue doing its bit by monitoring, reducing and offsetting its emissions.

1.4 BS ISO 14064-1:2018

This GHG report has been prepared in accordance with Part 1 of BS ISO 14064: 2018. The GHG inventory, report, or statement has not been verified.

This standard requires the estimation of likely error margin based on a simple error analysis, to identify uncertainty in the calculations. Our simple error analysis provides a level of uncertainty based on the accuracy of the data provided. This shows the error for each emissions source, as well as the sum of these divided by the total emissions, to produce a total percentage error.

1.5 Calculation Methodology

The carbon footprint appraisal is derived from a combination of client data collection and data computation by Carbon Footprint's analysts.

Carbon Footprint's analysts have calculated Newbury Town Council's footprint using the 2019 conversion factors developed by the UK Department for Environment, Food and Rural Affairs (Defra) and the Department for Business, Energy & Industrial Strategy (BEIS). These factors are multiplied with the company's GHG activity data. Carbon Footprint has selected this preferred method of calculation as a government recognised approach and uses data which is realistically available from the client, particularly when direct monitoring is either unavailable or prohibitively expensive.

Additional methodology information is presented in Annex A

1.6 Abbreviations

A/C	Air Conditioning
BEIS	Department for Business, Energy & Industrial Strategy
CO ₂	Carbon Dioxide
CO ₂ e	Carbon Dioxide Equivalent
Defra	Department for Environment, Food and Rural Affairs
EU	European Union
GHG	Greenhouse Gas
IPCC	Intergovernmental Panel on Climate Change
ISO	International Standards Organisation
km	Kilometres
kWh	Kilowatt Hours
PR	Public Relations
PV	Photovoltaics
UN	United Nations

2 Calculation scope and accuracy

2.1 Scope of this work

Carbon Footprint has assessed the GHG emissions from 1st April 2019 to 31st March 2020 resulting from the energy consumption at Newbury Town Council's facilities and its business transport activities.

2.2 Organisational & reporting boundaries

The organisation has accounted for all quantified GHG emissions and/or removals from facilities over which it has operational control. The assessment covers the following reporting boundaries:

Figure 1: Assessment boundary

Scope 1 Direct Emissions	Scope 2 Energy Indirect	Scope 3 Other Indirect
<u>Fuel combustion</u> Natural gas	<u>Consumption of purchased electricity, heat steam and cooling</u> Electricity	<u>Purchased materials and fuels</u> Water, paper
<u>Owned Transport</u> None		<u>Transmission and distribution of energy</u> Electricity
<u>Process emissions</u> None		<u>Leased assets outsourcing and franchising</u> None
<u>Fugitive emissions</u> Refrigerants		<u>Transport related activities</u> Car, bus, air and rail travel
		<u>Sold goods and services</u> None
		<u>Waste Disposal</u> Residual & Recyclable

Key:

<div>Within the assessment boundary</div>	<div>Not included within assessment boundary</div>
---	--

Indirect GHG sources that are outside the assessment boundary have been excluded from quantification as it is not technically feasible or cost effective, to include these in the GHG assessment.

2.3 Calculation accuracy & materiality

The result of a carbon footprint calculation varies in accuracy depending on the data set provided. The more accurate the data supplied, the more accurate the final result which will subsequently allow for better targeting of areas where improvements can be made. Materiality is determined by the percentage contribution of each element to the overall footprint.

The data provided is derived from energy bills, expenses claims and data collected by Newbury Town Council (Table 3). **Based on the accuracy of the data provided, a simple error analysis has been used to estimate the error margin for the appraisal results.**

Table 3: Assessment accuracy, materiality and simple error analysis

Dataset	Source of data and comments	Accuracy	Materiality	Uncertainty	Estimated Error Margin (tCO ₂ e)
Site electricity	Consumption recorded from actual and estimated readings.	Good	High (>20%)	10%	3.66
Site gas	Gas consumption at the town hall has been extrapolated from meter readings covering a 5-month period.	Good	Medium (5-20%)	10%	0.55
Grey fleet	Vehicle details and mileage were sourced from internal expense claims.	Excellent	Very Low (<1%)	1%	0.0015
Rail travel	Travel details sourced from internal expense claims.	Excellent	Very Low (<1%)	1%	0.0003
Total				+/- 9.96%	+/- 4.21

To improve the accuracy of future assessments, Newbury Town Council should record regular meter readings for electricity, gas and solar generation from roof-top PVs and keep a log internally with the date and reading.

To improve accuracy for future assessments, please see recommendations provided in Section 5.



3 Carbon Footprint Results

3.1 Summary of results

The total carbon footprint for Newbury Town Council for the period ending 31st March 2020 was **42.29 tonnes CO₂e**. The following table and graphs provide a summary of results for Newbury Town Council's carbon footprint calculation by scope and source activity.

Table 4: Results of Newbury Town Council's carbon footprint assessment by scope and source activity

Scope	Activity	Tonnes CO ₂ e
Scope 1	Site gas	5.52
Scope 1 Sub Total		5.52
Scope 2	Electricity generation	33.74
Scope 2 Sub Total		33.74
Scope 3	Electricity transmission & distribution	2.86
	Employee owned car travel (grey fleet)	0.15
	Rail travel	0.03
Scope 3 Sub Total		3.04
Total tonnes of CO₂e		42.29
Tonnes of CO₂e per employee		3.52
Tonnes of CO₂e per £M turnover		27.11
kg of CO₂e per capita		1.00

Electricity consumption accounts for almost 90% of the Council's measured carbon footprint (Figures 2 & 3), and should therefore be the main focus of its reduction efforts.

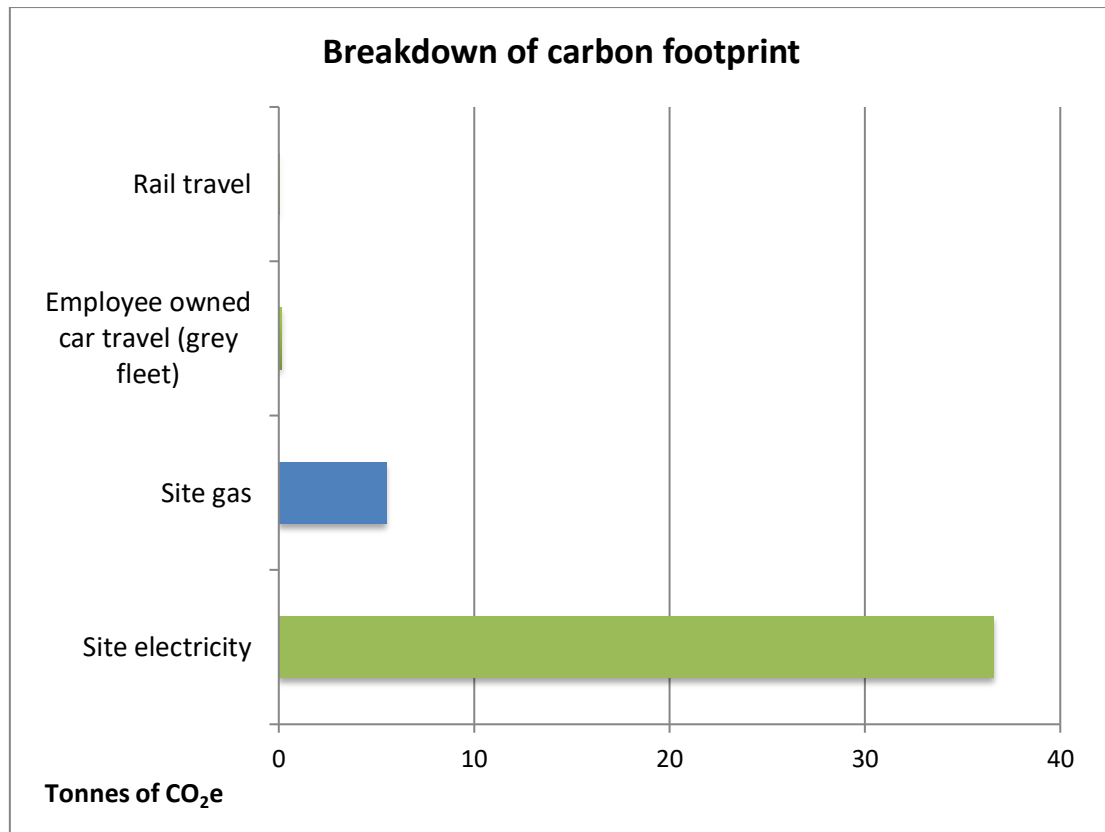


Figure 2: Contribution in tonnes of CO₂e of each element of Newbury Town Council's carbon footprint

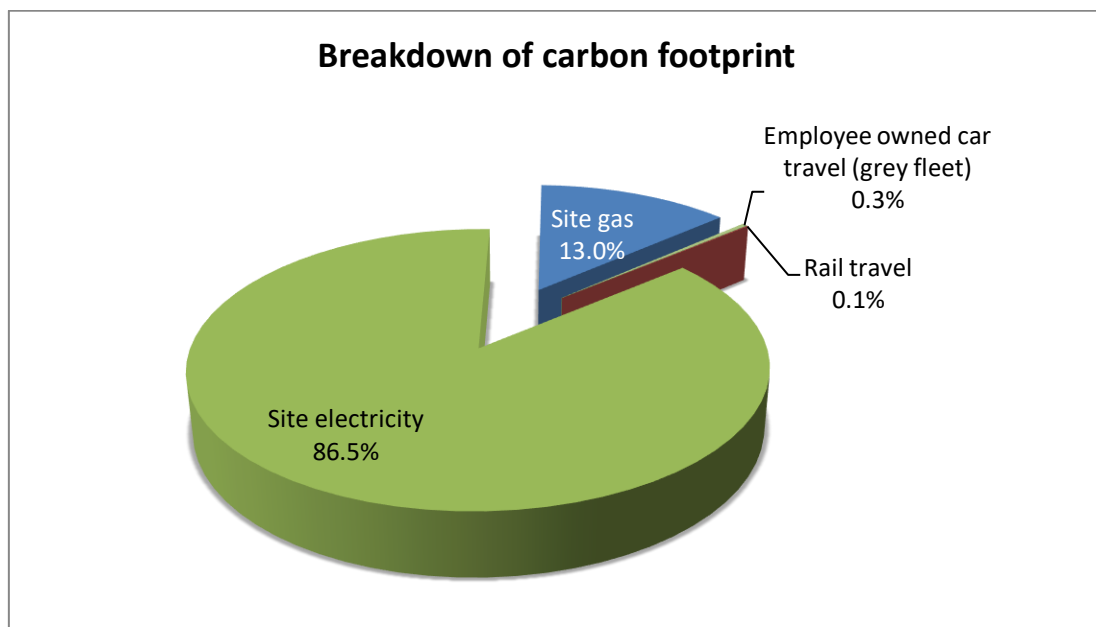


Figure 3: Percentage contribution of each element of Newbury Town Council's carbon footprint



4 Comparison and Benchmarking

4.1 Comparison to base year emissions

The table and graph below show historical emissions per activity, as well as Newbury Town Council's total carbon footprint and carbon intensity metrics (tonnes of CO₂e per employee, per £M turnover and Kg CO₂e per capita).

Table 5: Newbury Town Council's carbon footprint comparison and percentage change

Element	Footprint year		% change on previous year
	2018/19	2019/20	
Site electricity	58.64	36.61	-37.58%
Site gas	7.69	5.52	-28.28%
Employee owned car travel (grey fleet)	1.17	0.15	-87.36%
Bus travel	0.06	0	-100.00%
Taxi travel	0.0014	0	-100.00%
Rail travel	0.07	0.03	-62.98%
Flights	0.49	0	-100.00%
Total Tonnes of CO₂e	68.12	42.29	-37.91%
Tonnes of CO₂e per employee	6.19	3.52	-43.09%
Tonnes of CO₂e per £M turnover	36.92	27.11	-26.57%
kg of CO₂e per capita	1.60	1.00	-37.50%

Newbury Town Council has decreased its total carbon footprint by 37.91% between this period and the baseline year, with reductions achieved in every element of the Council's footprint.

Site emissions:

The total decrease in emissions is predominately due to a 37.58% emissions reduction from electricity consumption, which has decreased by 58,875 kWh (30.84%) since the previous year. Figure 4 shows the decrease is predominately from the Town Hall. It is important to note that because the Town Hall has a solar PV system, these figures do not necessarily mean that Newbury Town Council has reduced its total energy demand. The Council has reduced the quantity of energy consumed from the UK national grid, but due to lack of data it is unknown how much energy it consumed from the on-site solar panels. The Town Hall did have Solar PV present within the previous appraisal period, however a damaged converter resulted in reduced generation capacity. For the entire 2019/20 period, all solar panels have been operating at full capacity and as a result, are expected to have generated more electricity compared to the previous year, hence the reduced need for grid electricity.

Although we cannot quantify how much Newbury town Council has reduced total electricity consumption by, the organisation has made great efforts to reduce consumption by installing motion

sensors and increasing employee awareness of internal energy efficiency efforts. The Council has also achieved a reduction in gas consumption by 11,783 kWh (28.20%).

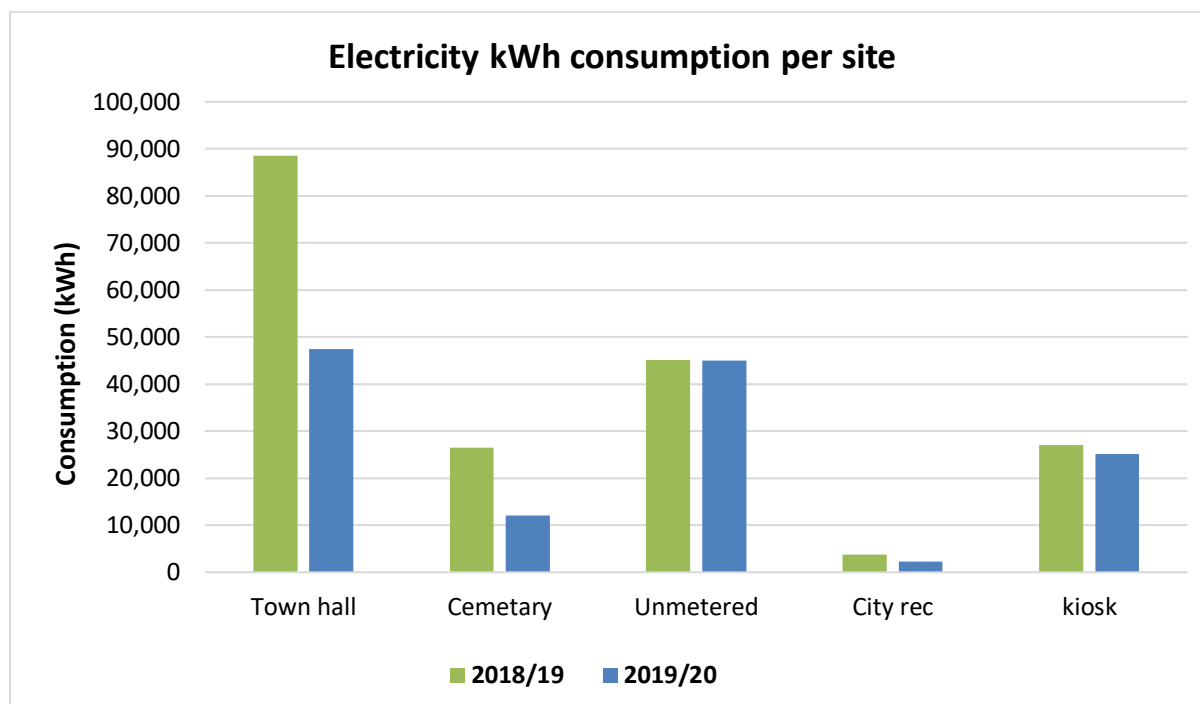


Figure 4: Electricity consumption comparison per site

Note:

'Town Hall' includes meters for the following: Town Hall, 155, Mayor Suite, Suite 2 & 4, Band Stand and Clock Tower.

'Kiosk' includes: Victoria Park, Market Pillar 1 & 2.

'City rec' includes: city rec and wash common.

'Unmetered' includes street lighting.

Staff business travel:

Within this appraisal period, the Council did not have any taxi, bus or air travel, which has contributed to the drop in emissions (Figure 5). Furthermore, grey fleet mileage has decreased by 1,687 miles (52.23%), leading to a decrease in emissions by 1.02 tonnes CO₂e (87.36%).

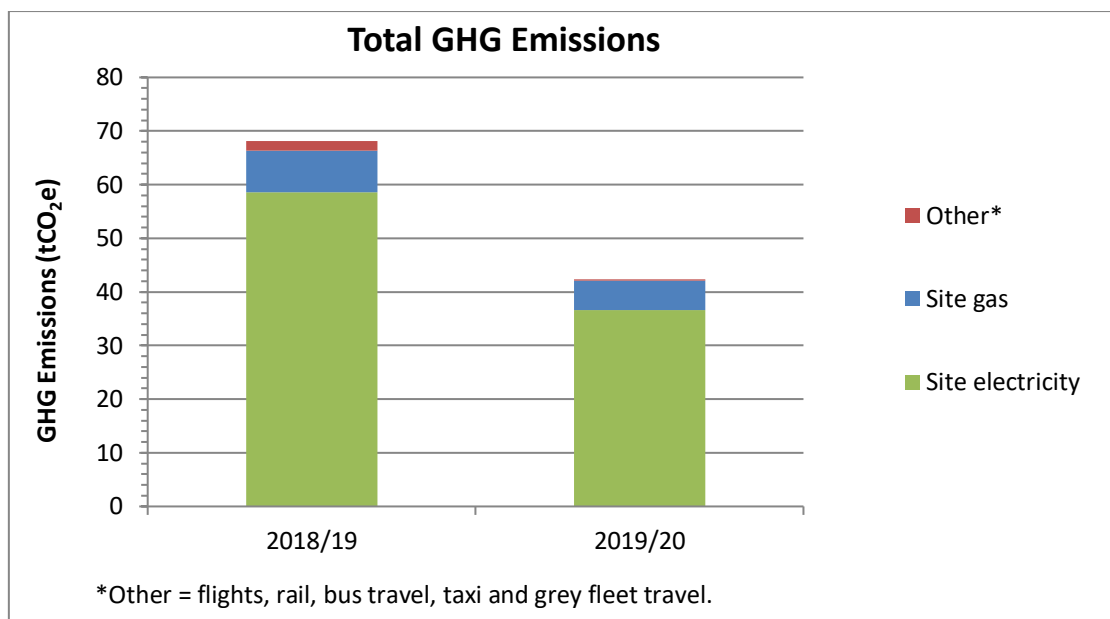


Figure 5: Detailed emissions comparison for the various aspects of Newbury Town Council's emissions

Benchmarked against employee numbers and company turnover (adjusted for inflation) the carbon emissions statistics show a sharp decrease since the previous year (Figure 6).

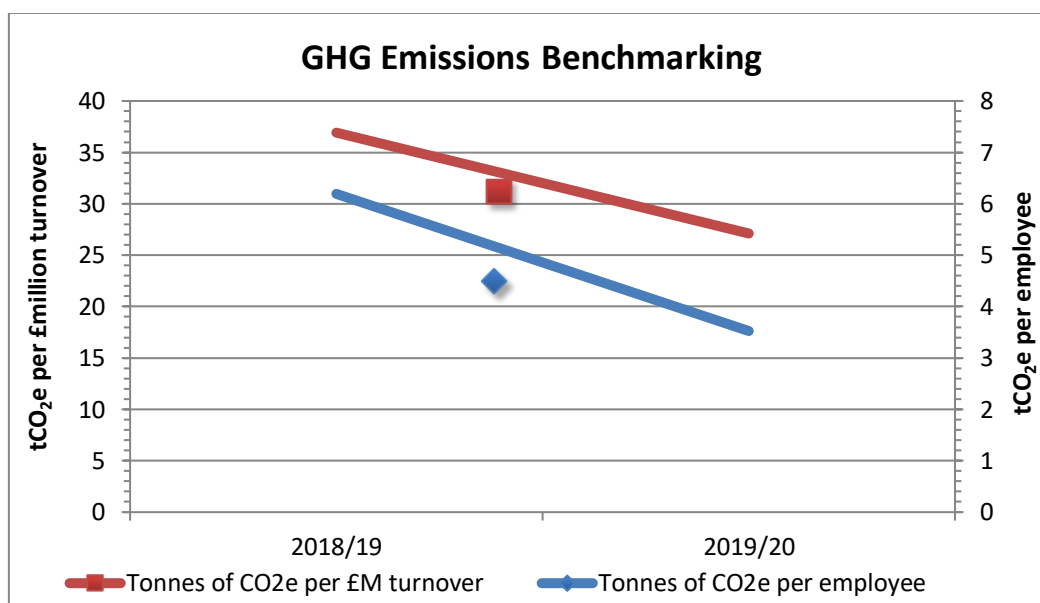


Figure 6: Carbon footprint of Newbury Town Council for internal benchmarks

Carbon Footprint recommends that organisations use the base-year GHG inventory as a benchmark to measure against. When using the base-year GHG inventory as a benchmark, organisations can set realistic reduction targets and measure their progress year on year. This can also provide excellent marketing opportunities, where real figures can demonstrate Newbury Town Councils commitment towards helping fight climate change.



5

Key Recommendations

Carbon Footprint Ltd advises organisations to work towards the reduction of their emissions. In so doing this will maximise business benefits through reduced energy and travel costs, and new marketing opportunities.

Below are top level recommendations to ensure Newbury Town Council leverages the most out of being a carbon footprint approved business.

- 1. Offset the GHG emissions produced during this data period to make the councils operational footprint Net Zero and fund projects which are providing solutions to climate change.**
2. The current COVID-19 situation is forcing organisations to review their current travel needs and policy. I recommend Newbury Town Council evaluates the effectiveness of using remote meetings and limited travel, and re-define what the organisation classifies as “essential” travel.
- 3. Monitor and regularly record actual meter readings for each site as well as the generation data from the Town Hall photovoltaic system.**
4. Monitor the council’s usage of electricity and travel during the year, to ensure you stay on track towards meeting targets.
5. Investigate opportunities to switch onto renewable tariffs. This will reduce the market-based emissions. (Please note, this current assessment only includes location-based results).
6. Investigate setting up an ‘energy champions’ scheme within the office to maximise energy efficiency and identify opportunities to reduce energy wastage.
7. Undertake a “switch off” campaign, in which your staff go around the office at the end of a day and switch off all electrical equipment that is not needed/on standby.
8. Investigate ways of reducing emissions (in buildings and in travel), and implement the most cost-effective solutions.
9. The Council has internal targets to reduce emissions by 10% each year. These should be regularly reviewed and adjusted accordingly (i.e. increased or brought forward if target is met ahead of schedule).
10. Communicate targets and actions to employees, customers and other stakeholders.
11. Market Newbury Town Council as “Carbon Footprint Approved” by using the branding on all its marketing and sales materials, including web site, leaflets, business cards, e-mails, letter headed paper etc.

Contact Carbon Footprint Ltd if Newbury Town Council would like to discuss these or any other carbon management activities.



6 Carbon Footprint Standard

6.1 Brand endorsement

Newbury Town Council, in conjunction with Carbon Footprint Ltd, has assessed its carbon footprint and shown a reduction of 37.91% based on its absolute emissions since the previous year. By achieving this Newbury Town Council has qualified to use the Carbon Footprint Standard branding. This can be used on all marketing materials, including website and customer tender documents, to demonstrate Newbury Town Council's carbon management achievements.



The Carbon Footprint Standard is recognition of Newbury Town Council's organisation's commitment to carbon management. The text to the right-hand side of the logo demonstrates what level Newbury Town Council have achieved in line with international best practice.

6.2 Communicate

Make sure Newbury Town Council communicate its actions and achievements effectively, both within the organisation, to help develop your culture, and externally to help improve its brand image.

When promoting Newbury Town Council's actions, utilise all marketing channels available, such as website, newsletters, brochures, press releases, conferences/events and social media etc.

Ensure to:

- Explain why climate change matters to Newbury Town Council (for more information visit: www.carbonfootprint.com/warming.html).
- Tell the story of where Newbury Town Council has come from, the progress Newbury Town Council have made and what your commitment is for the future (e.g. targets).
- Be clear and accurate about what Newbury Town Council has achieved – take care not to exaggerate.
- Use the Carbon Footprint Standard branding provided, certificates, images of any offset projects Newbury Town Council is supporting and graphs of the Council's carbon performance, to help communicate your point in a clear and enticing manner.

7 References

1. BEIS GHG Conversion Factors for Company Reporting (July 2019)
2. Guidelines to Defra's Greenhouse Gas (GHG) Conversion Factors for Company Reporting – annexes (June 2013)
3. The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard, Revised Edition (March 2004)

A. Annex A – Calculation Methodology (Additional Notes)

A.1 How is the carbon footprint calculated?

Carbon Footprint confirms that the methodology used to quantify the carbon footprint meets the following principles:

- The subject and its boundaries have been clearly identified and documented.
- The carbon footprint has been based on primary activity data unless the entity could not demonstrate that it was not practicable to do so, in which case an authoritative source of secondary data relevant to the subject was used.
- The methodology employed minimised uncertainty and yielded accurate, consistent and reproducible results.
- Emission factors used are germane to the activity concerned and current at the time of quantification.
- Conversion of non-CO₂ greenhouse gases to CO₂e has been based upon the 100-year Global Warming Potential figures published by the IPCC or national (Government) publication.
- Carbon footprint calculations have been made exclusive of any purchases of carbon offsets.
- All carbon footprints have been expressed as an absolute amount in tCO₂e.

A.2 Biomass

There are no CO₂ emissions from the combustion of biomass to be considered within this report.

A.3 Greenhouse gas removals

Within the calculation of Newbury Town Council's carbon footprint, there are no business processes resulting in the reduction of greenhouse gases from the atmosphere to be deducted from the calculation.

A.4 Scope 1 emissions breakdowns

The table below demonstrates the company's Scope 1 CO₂e emissions in their respective greenhouse gases.

Table 6: CO₂e Emissions breakdown for Scope 1 emissions into their greenhouse gases.

Activity	kg CO ₂ e	kg CO ₂ in CO ₂ e	kg CH ₄ in CO ₂ e	kg N ₂ O in CO ₂ e
Site gas	5,515.50	5,505.31	7.25	2.95
Total	5,515.50	5,505.31	7.25	2.95

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 August 2020	Status (RAG)
1.	Open a new café in Victoria Park	Easter 2021	CSM	<i>Planning application October 2020?</i>	
2.	Finalise plans for upgrades to the City Recreation Ground	January 2020	CSM	<i>Completed</i>	Completed
3.	Upgrade City Recreation Ground	2020 to 2022	CSM	On target, progressing well	
4.	Decision and plan on Green Flag for Wash Common park, initial phase investment.	Decision and plan by end 2020, Start 2021	CSM	Draft plan for end of 2020	
5.	Refurbishment / replacement of playground and other park equipment	Rolling programme from April 2020	CSM	Plan prepared and approved.	
6.	Planting & managing new tree stock	Rolling programme from 2020	CSM	Ongoing	
7.	Explore options for our land at Hutton Close	By end 2020	CEO	Legal inquiries ongoing	
8.	Explore taking ownership of Greenham House Gardens from WBC	decision by April 2021	CSM	Programme of works to be undertaken by WBC agreed but delayed by Covid	

B. Run vibrant charter and farmers' markets

1.	A new, coherent strategy for town's Charter, Farmers' and Artisan markets with Newbury BID and other invited bodies	By end 2020	CSM	Consultant's costs excessive. Review.	
2.	Run an annual meeting with all market traders and agree joint action plan to enhance our market	Nov. 2020	CSM	Cant happen at the moment. Individual meetings at times.	

C. Run thriving Allotments

1.	Maintain and run high quality allotments, and promote allotments to new tenants targeting > 97% occupancy		CSM	Currently at 100% and a waiting list.	
2.	Encourage and support competitions within and between allotments		CSM	Annual Allotment awards. <i>New lockdown awards for allotmenters.</i>	
3.	Organise an annual meeting with allotment holders to agree action plan for the following year		CSM	Virtual meeting held.	

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

Strategy	Item	Deadline	Lead	Position at 31 August 2020	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 April 2020,	CSM	<i>ongoing</i>	

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	By end Q2 2020	CSM	Members consensus is New Build in Cafe	
2.a)ii	Install as soon as practical	by mid 2021 at the latest	CSM		
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 end 2020,	CEO	GWR grant bid unsuccessful (Covid-related) CIL allocated in budget. Awaiting developments from WBC	
3.b)	Work with local community groups like the Newbury Society and City Arts to promote and extend the Town Trail and other visual arts initiatives.	Spring 2021	CM	Further research required of the art pieces present in the Town	
4.b)	Provide defibrillators in appropriate locations and assist other bodies who wish to provide them		CSM	There is a consensus that Newbury is well supplied? Provide map of locations	
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 2020	CEO	Some limited responses from operators.	
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 towards promotional video- awaiting response from BID	

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

Strategy	Item	Deadline	Lead	Position at 31 August	Status (RAG)
1.	Lobby West Berkshire Council to adopt the following into their new Local Plan , expected in Q1/Q2 2020 a)The relevant parts of the Newbury Town Plan 2019-2036 b)An environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport c)Opposition to the use of Permitted Development Rights for change of use to residential in established employment areas, and request the planning authority to seek article 4 directions in this matter		CEO	Local plan is running very late. Amended response to take account of Climate emergency Responded re Settlement boundary issues	
2.	London Road Industrial Estate redevelopment a) Institute regular meetings with West Berkshire Council following each meeting of the LRIE Project Board to ensure prompt updates and opportunity for NTC to provide input	Q4 2019	CEO	One meeting held. Avison Young met P & H Committee. P & H to respond to draft development brief	
	b) Ensure full participation and input into any consultation on the redevelopment of the LRIE	Timing dependent on WBC	CEO		
3.	Newbury Vision 2036 a) Lobby WBC to ensure NTC is represented on the core project team for the development of the new Newbury Vision 2036		CEO	Motion passed at P & H 14/9	
	b) Ensure the Newbury Town Plan 2019-2036 and the views of our residents form a central part of the input to any consultation on the new Newbury Vision 2036		CEO	Submission reviewed by P & H. Sent to dual-hatted members to pursue with WBDC. Remind members at the next consultation stage of the process	
4.a	Lobby WBC to Provide a suitable football facility for Newbury's Men's, Ladies and Youth teams to play football at an equivalent or better standard than the old ground provided. This should be within the Newbury settlement area, with good walking and cycling access to the town centre, good public transport links and adequate parking. Inability to provision a suitable alternative site should result in the ground on Faraday Road being returned to its former standard or being redeveloped to an even better standard, with 3/4G pitches providing higher availability for matches and training		CEO	Lobbying ongoing	
4.b	Devolve to NTC powers under S215 of the Planning Act Lobby WBC to take action under S.215, where appropriate.		CEO	This has been refused previously. Bi-annual review at P & H	

4.c	Complete a Conservation Area Appraisal for the town		CEO	A very long time outstanding. Some progress promised from WBDC	
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G. Provide a strong voice for Newbury to push the following with WBC, Newbury BID, etc

Strategy	Item	Deadline	Lead	Position at 31 August 2020	Status (RAG)
5.	Work with Newbury BID and other relevant organisations to lobby WBC for the permanent pedestrianisation of the Market Place, excluding Mansion House and Wharf Streets	Decision by end Q3 2020 2021	CEO	Town Centre WG set up	
6.	Neighbourhood Development Plan a) 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	By end 2020,	CEO	WG set up. Consultants report received.	
	b) Decide whether to move forward with a Neighbourhood Development Plan based on both the cost benefit investigation and the success or otherwise of G1-G4 above	By end Q1 2021	CEO		
7.	Work with and support the Canal Corridor Working Group to prepare an action plan for the future development and protection of the Canal Corridor	By the end of Q3 2020 2021	CEO	Suspended due to covid crisis and staffing issues	

2. Foster a real sense of community

B. Stage and support enjoyable and inclusive community events

Strategy	Item	Deadline	Lead	Position at 31 August 2020	Status (RAG)
1.	Work with and support the tennis coaches to stage a Victoria Park tennis championship.	Target first one in 2020 2021	CSM	Suspended due to covid crisis	
2.	Explore options for utilising downtime on the Victoria Park tennis courts to offer free tennis to young people	By end Q2 2020	CSM	Discussions with LTA & Newbury Tennis Very little downtime now.	
3.	Support the re-establishment of Art in the Park and other public arts events	Summer 2021	CM	Art organisations keen to re-establish for Summer 2021	
4.	Work with Newbury BID and other parties to explore options for a Christmas Market in Newbury from 2020	From 2020 2021	CEO/ CSM	Suspended due to covid crisis	

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	1 April 2020	CM	Judging completed; awards made later.	
	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	1 April 2020	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 August 2020	Status (RAG)
1.b)	Agree the detailed carbon reduction plan and budget for the following year, and an outline plan for the remaining years to 2030	December every year, starting in 2020	CSM	Completed	Completed
2.	Prioritise real reductions in our energy usage by cutting out waste and by investing in more efficient systems and ways of working		CSM	Ongoing	
5.	We will move to green tariffs (certified 100% matched by renewable sources) for our energy supply.	Once our current contract ends	CSM		
6.	Our carbon footprint will be publicly reported annually as a new KPI	From March 2020	CSM	To be reported at CS Committee 21 September	

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

Strategy	Item	Deadline	Lead	Position at 31 August 2020	Status (RAG)
1.	NTC will hold at least one Climate Change Community Workshop per year		CSM	One held on 26/4, second planned for 19/9	
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 April 2020	CSM	£10K allocated in budget. To be launched at second workshop.	
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	By end 2020	CSM	£1,850 provided in budget	
	Install new drinking water taps in the City recreation Ground and Blossoms Field	By end 2020	CSM	£2,440 provided in budget	
5.	Investigate cost effective ways of increasing the current recycling rate from waste collected from our parks	During 2020	CSM	Recycling bins in City Rec	
	Decide whether to implement new arrangements	October 2020 Q1 2021	CSM	Community services 21.09	
6.	Lobby WBC to: a) Update their planning guidelines to require key environmental features in order to receive planning support, e.g. solar panels for electricity and hot water, electricity storage batteries, ground / air source heat pumps, electric car changing points, etc. This should also be added to their Local Plan review		CEO	Responded to Local Plan Review and WBDC Environmental Strategy. Encourage dual-hatted members to pursue at District level	
	d) Support the wider use of electric vehicles (cars and bicycles), and to install an adequate number charge points in suitable, secure parking spaces that are reserved for those vehicles		CEO	WBDC to consult on trial	
	e) Radically expand the range of materials and product types that are collected kerbside for recycling		CEO	Wrote to WBDC	

7.	Encourage local community groups to set up market stalls at no / heavily reduced fees to promote green initiatives e.g. refillables		CSM		
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4. Focused support for youth, the elderly and the vulnerable

A. Provide funding to support youth work in Newbury

Strategy	Item	Deadline	Lead	Position at 31 March	Status (RAG)
1.	Launch a new fund dedicated to delivering much needed youth work for Newbury, running from April 2020 to March 2024.	From April 2020	CEO	Funds provided in budget. 3- year SLA in place from 1 August 2020	Completed

B. Support initiatives to make Newbury a more inclusive town

1.	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 Check re accreditation	Completed
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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.	Completed
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Suspended due to coronavirus emergency



Newbury Town Council Key Performance Indicators 2020-21

Indicator	Frequency											
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Accounts												
Percentage of invoices paid within 30 days of receipt by Corporate Services Team (excluding disputed invoices)												
Council expenditure to be within 5% budget HUGH												
Amount of bad debt over £500 and more than 3 months old (aim to reduce this over the year)												
Achieving budgeted income from chamber lettings (£6,500)												
Achieving budgeted income from Suite Lettings (£36,000)												
Unqualified financial audit												
Website/social media												
Number of Facebook followers (aim for 10 new p.m. 120 pa)												
Number of Twitter followers (aim for 10 new pm, 120 pa)???												
Number of hits on website (sessions) to increase in year ???												
All agendas published within 3 clear days prior to the meeting												
Communication with Public												
Publish minutes of meetings within 2 working days of Corporate 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												
Complaints dealt with within 5 working days												
Produce 4 press releases each month												
Produce a newsletter every month												
Community Services												
Undertake monthly detailed play area inspections												
Market Income in line with budget (£34,000)												
Allotment income in line with budget												
Shaw Cemetery income in line with budget (£35,000)												
Shrub and flower beds weeded as per contract												
pond cleaned 6 times pa or more if needed												
Contractors quote for Unscheduled Works within a week												
Frequency of grass cutting – based on length of grass												
Frequent litter picking, based on times per site per contract												
Contractors inspecting playgrounds weekly & competently												
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												
Each staff member to undertake 6 hours training per quarter (pro-rata)												
number of staff working days lost to sickness - target no more than 4 per month												

Explanation of colours in chart

	Green = target met
	Yellow = target close but not met
	Red = target not met
	Purple = KPI monitoring suspended due to Covid19

Mandate Form

For amendments to Account Details

Important information – Please read before completing this form

This document must be read and completed in conjunction with the relevant Public Sector Deposit Fund Prospectus. Copies are available on our website, www.ccla.co.uk, by email to clientservices@ccla.co.uk or by calling us on free phone 0800 022 3505.

This mandate will supersede any other instructions we hold.

This form should be completed in full in BLOCK CAPITALS using black ink.

All pages of this form should be returned to CCLA, Senator House, 85 Queen Victoria Street, London EC4V 4ET. Please ensure that all the required documents are enclosed as failure to do so may delay any future transactions.

Please call our Client Services Team on free phone 0800 022 3505 if you require any help with the form.

Section 1 About your Organisation

Date (dd/mm/yyyy)

1.1 Account name

1.2 Account numbers for which this mandate applies

1.3 Organisation's office address – All correspondence will be addressed to the correspondent at this address

Postcode

1.4 Telephone number

DIRECTORS' (OR EQUIVALENT) AUTHORISATION

This section must be read, completed and signed by a minimum of two and up to four directors (or equivalent) who have authority to give CCLA Investment Management Limited ("CCLA") instructions on behalf of the investing organisation concerning the use or transfer of money or shares.

Data Protection Regulation (GDPR)

In accordance with our regulatory obligations, and as set out in our Privacy Notice, information will be retained for a minimum of six years after the end of our relationship with you.

- As required under GDPR, consent must be given before any communication can be sent to your personal e-mail address about services other than those already provided.
- At any time, you can ask for your personal data to be removed from CCLA databases unless it is required to be retained for legal or regulatory reasons. Please email us at clientservices@ccla.co.uk or telephone us at 0800 022 3505.
- If you change your email address, or any of the other information we hold is inaccurate or out of date, please email us at client_services@ccla.co.uk
- You can contact the CCLA office to receive a copy of any of your personal data currently held by us once we have received proof of your identity.
- Any details you give us will be held in accordance with current data protection legislation.
- We will not share your personal data with third parties, unless we have your permission to do so in accordance with your contract with us, or we are required to do so by law.
- We do not sell any personal data held.
- When you give us personal data, we take steps to ensure that it is treated securely. Information you send to us electronically is transmitted over the internet, but this cannot be guaranteed to be 100% secure. As a result, while we strive to protect your personal data, CCLA cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems mainly in password accessed databases.
- We do not collect information automatically from our website.
- Personal data will be retained in CCLA's systems which are password protected.

Please see the website for details of CCLA's Privacy Notice and full details of CCLA's Data Protection Policy are available on request.

Anti-Money laundering

We may need to ask you for documentation to assist us in verifying your identity. We must verify your identity in accordance with regulatory requirements. We normally do this using electronic means but occasionally we have to ask for extra documents from you to complete this process.

How your money may be held

Where you provide money to us by way of an electronic transfer in order to invest in The Public Sector Deposit Fund ("PSDF"), if we have not paid this money to the depositary of the Company by the end of the business day following the date of receipt of the money, we are required to treat this money as client money and pay this money into a client money account. Please note that, until the end of the business day following the date of receipt of the money, it is possible that your money will not be held as client money and therefore will not be segregated under the FCA's client money rules.

Where you provide money to us by way of a cheque in order to invest in The PSDF, we will treat this money as client money and will pay it into a client money account by close of business on the day following receipt, where it will remain until such time as it is paid to the depositary of the Company.

In addition, we are required to treat as client money any redemption proceeds which we continue to hold at the end of the business day following the day that we receive your redemption proceeds from the Depositary. You acknowledge and agree that, until this time, it is possible that these proceeds will not be held as client money and therefore will not be segregated under the FCA's client money rules.

FATCA

The UK International Tax Compliance (United States of America) Regulations 2014 (the **UK Regulations**) came into force on 30 June 2014 and implement the *"Agreement between the Government of the United Kingdom of Great Britain and Northern Ireland and the Government of the United States of America to Improve International Tax Compliance and to Implement FATCA"* (commonly known as **FATCA**). Under UK Regulations, Financial Institutions must identify all reportable accounts and establish the tax residency of all account holders not just in respect of US persons. More background on how FATCA has been implemented in the UK can be found in HMRC's Guidance Notes at:

<https://www.gov.uk/government/publications/uk-us-automatic-exchange-of-information-agreement>

In order to comply with the UK Regulations, the Manager may be required to collect certain information about each Unitholder's tax residence(s), and determine whether it is obliged to submit certain account information to UK tax authorities, who may pass it on to other tax authorities.

Unitholders may also be asked to provide additional information to the Manager to enable the Fund to satisfy its obligations. Institutional Unitholders may be required to provide a Global Intermediary Identifications Number (**GIIN**). Failure to provide requested information may subject a Unitholder to liability for any resulting US withholding taxes, US tax information reporting and/or mandatory redemption, transfer or other termination of the Unitholder's interest in its Units. The GIIN for the Fund is available on request.

By signing the authorisation section of this application form, we confirm that:

- The shares to which this form relates are and will at all times be on behalf of the investing organisation;
- We have read and understood the contents of the Funds Key Investor Information Document ("KIID") and the Prospectus;
- We have read the important information page displayed on the website <http://www.psdf.co.uk/downloads/> and accept its content;
- The investing organisation is eligible to invest in the PSDF under the Prospectus;
- The persons signing below are duly authorised to sign on behalf of the investing organisation;
- We will inform CCLA immediately should the investing organisation cease to qualify at which time disinvestment from the PSDF will be required;
- The main contact and authorised signatories for this account are known to us;
- We shall notify CCLA of any subsequent changes of directors (or equivalent), main contact and/or authorised signatories;
- The investing organisation is a UK Public Sector body which is entitled to receive distributions from the Fund gross of tax;

We authorise you to:

- Conduct the account(s) as instructed in this mandate form.
- Accept faxed instructions that purport to be properly issued in accordance with this form. We indemnify you against any costs or loss arising from your acting on such instructions.
- Accept email instructions (Please sign and return the attached email indemnity).

Accounts should be operated by any one, or any two, of the authorised signatories.

Any one of the authorised signatories

Any two of the authorised signatories

First Director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

First Director needs to complete sections 2.1 to 2.4

Second Director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

Second Director needs to complete sections 2.5 to 2.8

Third Director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

Third Director needs to complete sections 2.9 to 2.12

Fourth Director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

Fourth Director needs to complete sections 2.13 to 2.16

First Director (or equivalent)

2.1 Title Forename

Middle name Surname

Date of birth (dd/mm/yyyy) Position

Daytime Telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that data will only be used according to terms stated on page 2 and will be held securely.

Home address

Postcode Date moved to this address (dd/mm/yyyy)

If you have lived at this address for less than three years please provide details of your previous address below.

Postcode Date moved to this address (dd/mm/yyyy)

Please provide one or more of the following for identity checking purposes

Driving Licence number (*Example: DILLI853185AS9AF*)

Country Code

Expiry date (dd/mm/yyyy)

Passport number - 2nd line of machine readable zone

e.g. 4510164327

e.g. GBR

e.g. 6908061F

e.g. 9406236

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e.g. 14

2.2 Will you be the correspondent for this account? (correspondence will be sent to the address as stated in section 1.3)

Yes

No

2.3 Will you be an authorised signatory for this account?

Yes

No

Signature

Date (dd/mm/yyyy)

I confirm that to the best of my knowledge all of the above information that I have provided is correct as at the date of signing.

2.4 If you do not want to receive information on CCLA's other products and services, by post please tick here

2.5 Second Director (or equivalent)

Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Daytime Telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that data will only be used according to terms stated on page 2 and will be held securely.

Home address

Postcode

Date moved to this address (dd/mm/yyyy)

If you have lived at this address for less than three years please provide details of your previous address below

Postcode

Date moved to this address (dd/mm/yyyy)

Please provide one or more of the following for identity checking purposes

Driving Licence number (Example: DILLI853185AS9AF)

Passport details

Country Code

Expiry date (dd/mm/yyyy)

Passport number - 2nd line of machine readable zone

e.g. 4510164327

e.g. GBR

e.g. 6908061F

e.g. 9406236

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e.g. 14

2.6 Will you be the correspondent for this account? (correspondence will be sent to the address as stated in section 1.3)

Yes

No

2.7 Will you be an authorised signatory for this account?

Yes

No

Signature

--

Date (dd/mm/yyyy)

I confirm that to the best of my knowledge all of the above information that I have provided is correct as at the date of signing.

2.8 If you do not want to receive information on CCLAs other products and services, by post please tick here

2.9 Third Director (or equivalent)

Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Daytime Telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that data will only be used according to terms stated on page 2 and will be held securely.

Home address

Postcode

Date moved to this address (dd/mm/yyyy)

If you have lived at this address for less than three years please provide details of your previous address below.

Postcode

Date moved to this address (dd/mm/yyyy)

Please provide one or more of the following for identity checking purposes

Driving Licence number (*Example: DILLI853185AS9AF*)

Country Code

Expiry date (dd/mm/yyyy)

Passport number - 2nd line of machine readable zone

e.g. 4510164327

e.g. GBR

e.g. 6908061F

e.g. 9406236

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e.g. 14

2.10 Will you be the correspondent for this account? (correspondence will be sent to the address as stated in section 1.3)

Yes

No

2.11 Will you be an authorised signatory for this account?

Yes

No

Signature

Date (dd/mm/yyyy)

I confirm that to the best of my knowledge all of the above information that I have provided is correct as at the date of signing.

2.12 If you do not want to receive information on CCLA's other products and services, by post please tick here

2.13 Fourth Director (or equivalent)

Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Daytime Telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that data will only be used according to terms stated on page 2 and will be held securely.

Home address

Postcode

Date moved to this address (dd/mm/yyyy)

If you have lived at this address for less than three years please provide details of your previous address below

Postcode

Date moved to this address (dd/mm/yyyy)

Please provide one or more of the following for identity checking purposes

Driving Licence number (Example: DILLI853185AS9AF)

Passport details

Country Code

Expiry date (dd/mm/yyyy)

Passport number - 2nd line of machine readable zone

e.g. 4510164327

e.g. GBR

e.g. 6908061F

e.g. 9406236

<	<	<	<	<	<	<	<	<	<	<	<	<	<
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e.g. 14

2.14 Will you be the correspondent for this account? (correspondence will be sent to the address as stated in section 1.3)

Yes

No

2.15 Will you be an authorised signatory for this account?

Yes

No

Signature

--

Date (dd/mm/yyyy)

I confirm that to the best of my knowledge all of the above information that I have provided is correct as at the date of signing.

2.16 If you do not want to receive information on CCLA's other products and services, by post please tick here

Section 3 Correspondent details for this account

(To whom all correspondence will be sent. All correspondence will be sent to the address stated in Section 1.3)

If no correspondent has been selected in Section 2, please complete this section.

3.1 Title

Forename

Middle name

Surname

Position

Telephone number

Email address

Signature

I confirm that to the best of my knowledge all the above information that I have provided is correct at the date of signing

3.2 Will the correspondent also be an authorised signatory?

Yes

No

3.3 If you do not want to receive information on CCLA's other products and services, please tick this box

Section 4 Other Signatories that are authorised to operate the account

4.1 Other Signatory that is authorised to operate this account

Title

Forename

Middle name

Surname

Position

Telephone number

Email address

Signature

--

I confirm that to the best of my knowledge all the above information that I have provided is correct at the date of signing

4.2 If you do not want to receive information on CCLA's other products and services, please tick this box

4.3 Other Signatory that is authorised to operate this account

Title

Forename

Middle name

Surname

Position

Telephone number

Email address

Signature

--

I confirm that to the best of my knowledge all the above information that I have provided is correct at the date of signing

4.4 If you do not want to receive information on CCLA's other products and services, please tick this box

Section 5 Nominated bank details

No third party payments will be undertaken

(All withdrawals will be paid to the nominated bank account)

5.1 Do you wish to change the withdrawal instructions

Yes **Please go to 5.2**

No **Please go to 5.3**

5.2 Nominated bank account details:

Bank name

Branch name

Account name

Sort code

Account number

Please send a certified copy of a bank statement, original paying in slip or voided cheque confirming that the account is held in the investing organisation's name. The certification must be carried out by one of the following:

- *Representative of an FCA or EU equivalent regulated firm (e.g. bank manager)*
- *Solicitor / Accountant / Notary or Church Minister*
- *Director of a VAT registered Charity or Officer of the British Armed Forces or Government Department Official*
- *Official of an overseas Embassy, Consulate or High Commission*
- *Any CCLA Investment Management Limited employee*

The professional should be a different person to the one named on the document and should sign, print their name and provide their full address and profession.

Dividend payments:

5.3 Do you wish to change the income payment instructions

Yes **Please go to 5.4**

No **Please go to section 6**

5.4 Automatically be reinvested and additional shares created, please tick here.

OR

5.5 Pay by electronic transfer to your nominated bank account in section 5.2, please tick here.

Section 6 Email Indemnity

Instructions on a CCLA form, sent by e-mail to us as a PDF, and signed in accordance with the account mandate, can be accepted if we have the relevant indemnity.

Please complete this form if you would like us to accept instructions by email and return a PDF copy to CCLA by email to correspondence@ccla.co.uk. We cannot accept any email instructions until we have received the PDF copy of this form.

Important Information: A PDF version of a CCLA form attached to your email is your instruction to us and should be sent to correspondence@ccla.co.uk. Do not send the original documentation in the post and do not resend the email and/or the attachment as your instruction may be processed again. This mailbox will automatically upload the PDF for processing so any additional information contained in the body of the email will not be seen. If you have any additional information about the instruction please send your email and PDF to clientservices@ccla.co.uk

Authority to accept email instructions

Client name

Client number(s)

In consideration of CCLA agreeing to accept from us, notwithstanding the terms of the relevant mandate, from time to time instructions purporting to come from us in the form of email instructions in relation to our account(s), we confirm that:

- We are aware of the possible risks involved in connection with the giving of any email instructions inasmuch as, but not limited to CCLA not being in a position to verify our signatures to the original document, email instructions purportedly with respect to our account and as given by us and CCLA not being able to distinguish that such email instructions have not come from us
- We undertake to keep CCLA fully indemnified at all times from: all actions; proceedings; claims; loss; damage; costs and expenses including consequential losses/damages which may be brought against CCLA or suffered or incurred by CCLA and which shall have arisen either directly or indirectly out of or in connection with CCLA accepting email instructions purportedly from us and acting thereon, whether or not the same are from us

Authorisation

Signature

Print name

Daytime telephone number

Signature

Print name

Daytime telephone number

Date (dd/mm/yyyy)

Section 7

Please tick to confirm all of the documents are enclosed:

Bank statement, original paying in slip or voided cheque confirming account details in Section 5.

Bank statement requirement

If sending a certified copy of a bank statement confirming the bank details. The certification must be carried out by one of the following:

- Representative of an FCA or EU equivalent regulated firm (e.g. bank manager)
- Solicitor / Accountant / Notary or Church Minister
- Director of a VAT registered Charity or Officer of the British Armed Forces or Government Department official
- Official of an overseas Embassy, Consulate or High Commission
- Any CCLA Investment Management Limited employee

The professional should be a different person to the one named on the document and should sign, print their name and provide their full address and profession

A copy of your governing document or other evidence (such as minutes or signatory list) confirming those named in Section 2 are authorised to act on behalf of your organisation.

Before returning this form please ensure all of the above documents are enclosed. Failure to do so will delay your application.

Newbury Town Council
Audit Working Group
6 October 2020

Current Regulation	Proposed Regulation
<p>18. RESERVES POLICY</p> <p>18.1. The Council will normally maintain the following specific named earmarked reserves funded from revenue:</p> <p>a) Capital Equipment Reserve (usually £5,000)</p> <p>b) Committee Reserves (comprising budget allocations for specific projects – agreed at April Policy and Resources committee meeting)</p> <p>c) Election Administration Fund (based on projected elections)</p> <p>18.2 The sum total of the above named reserves plus the general reserves must always be a minimum of four months annual revenue expenditure.</p>	<p>18. RESERVES POLICY</p> <p>18.1. The Council will normally maintain the following specific named earmarked reserves funded from revenue:</p> <p>a) Capital Equipment Reserve (usually £5,000)</p> <p>b) Earmarked Committee Reserves (comprising budget allocations for specific projects – agreed at April Policy and Resources committee meeting)</p> <p>c) Election Administration Fund (based on projected elections)</p> <p>18.2 The sum total of the above named reserves plus the general reserves must always be a minimum of four three months* annual revenue expenditure.</p>

***NALC: The Good Councillor's guide to finance and transparency**

Local councils need to hold an amount in reserves to meet unexpected expenditure, otherwise they could run out of money before the end of the financial year. A council should typically hold between 3 and 12 months expenditure as a general reserve. If the general reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community.



CRITERIA FOR GRANT AID

Priority will be given to organisations which:

- Are based within the boundary of Newbury Town Council or which serve wholly or mainly the residents of Newbury.
- Would give benefit to the greatest number and range of Newbury town residents.
- Provide a benefit for the wider community beyond progressing the interest of its members.
- Have made an effort to raise funds themselves and are not reliant on donations to fund the total project
- Show a commitment to sustainability.
- Show a commitment to equality and diversity

In addition

- Grants will not be awarded to bodies for activities which are statutorily funded.
- Priority will be given to those organisations whose objectives meet the priorities and targets laid down in the Council's Strategy.
- Preference will be given to organisations **seeking capital- one-off funding, rather than ongoing revenue support** ~~that have not received a grant from Newbury Town Council in recent years.~~

CRITERIA FOR SHORT-LISTING

- Application to the Good Exchange is complete and all required documentation received by the deadline
- Application assessed against the above criteria
- Short-listed applicants **MAY BE** invited to attend the scheduled Grant Sub-Committee meeting to make a short presentation and answer questions from Members of the Grant Sub-Committee.

Town Hall, Market Place, Newbury, RG14 5AA

(01635) 35486 towncouncil@newbury.gov.uk
 (01635) 40484 www.newbury.gov.uk
 @NewburyTC NewburyTC

Newbury Town Council is committed to continuing to make Newbury a better place to live, work and visit

Newbury Town Council

Work Programme for Policy and Resources Committee Meetings

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
April	To resolve to earmark reserves and deferred grants
	Financial Regulations Review. It is good practice to review Financial Regulations annually.
	Standing Orders/ scheme of delegations –to Full Council
	Review of Contributions for Newbury Library
	Write off bad debts
July 2019	Report from grants Sub-Committee (re June meeting)
	Review Working Groups and their membership (AWG)
	Mayor's Benevolent Fund Accounts
	Review of Contributions for Newbury Library
October	Prep for Budget
	Risk management strategy and Strategic risk register
	Investments
	Recommendations to Full Council re Council Strategy
	Receive report from Climate Emergency Working Group
	To receive a report from the Staff sub-Committee
January	Budget
	Review of Contributions for Newbury Library
	Review of S.106 and CIL moneys
	Recommendations to Full Council re Council Strategy
	Report from Grants subcommittee (if met)