

10 January 2024

To: Councillors Alistair Bounds, Jo Day, Jayne French-Drayton, Pam Lusby-Taylor, Steve Masters, Vaughan Miller, Andy Moore, Gary Norman (Chairperson), Elizabeth O'Keeffe and Meg Thomas.

Substitutes: All remaining Members of the Council.

Dear Councillor

You are summoned to attend a meeting of the **Policy & Resources Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 15th January at 7.30pm**. The meeting is open to the press and the public.

Yours sincerely,

Liz Manship

Liz Manship
Finance & Corporate Services Manager

AGENDA

- 1. Apologies for absence**
Chairperson
- 2. Declarations of interest and dispensation**
Chairperson
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes (Appendix 1)**
Chairperson
To approve the minutes of a meeting of the Policy & Resources Committee held on Monday 21 November 2023 (previously circulated).
- 4. Questions and Petitions from members of the public**
Chairperson
- 5. Members' questions and petitions**
Chairperson

All questions for this meeting must be submitted to the RFO by 2.00 pm on Friday 12 January 2024.

6. Review of the Council's Strategy 2024-2028 (Appendix 2)

Chairperson

6.1 To note the recommendations from the Strategy Working Group 12th December 2023 (Appendix 2.1)

6.2 To recommend that Full Council on 22 January approves the draft review of the Council Strategy 2024 - 2028. (Appendix 2.2)

7. Services Revenues for the 2024/25 Financial Year (Appendix 3)

Chairperson

To approve the recommendations of the Community Services Committee in respect to the service revenues for football, cemetery, markets and allotments, as detailed in the minutes of meeting held 11th December 2023 item 9 (Appendix 3.1). The 2023 service provision for the allotments is attached for information (Appendix 3.2).

8. 2024-25 Budget and Precept (Appendix 4)

Chairperson

To approve the budget for 2024/25 in order that the Council can consider its adoption and formally set its precept when it meets on 22 January 2024.

9. Ear-Marked Reserves (Appendix 5)

Chairperson

To resolve to recommend to Council for approval the amendments to the Council's Ear-marked reserves as attached at Appendix 5.

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

Chairperson

To note there are currently no debts over £500 and more than three months old.

11. List of Payments (Appendix 6)

Chairperson

To note the payments made during the period 1 October 2023 to 31 December as attached at Appendix 6

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

12. Budget Monitoring Quarter 3, 2023/24 (Appendices 7, 7.1 and 7.2)

Chairperson

12.1. To receive the Income and Expenditure Account for the period ended 31st December 2023, Appendix 7.1.

12.2. 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 7.2.

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

13. Internal Audit Report (Appendix 8)

Chairperson

To receive the second interim internal audit report for the financial year 2023/24 from Auditing Solutions Ltd, and **to approve** the recommendations, as attached at Appendix 8.

14. Memorandum of Understanding – Allotments for the Labouring Poor (Appendix 9)

Chairperson

To resolve to recommend to Council the agreement of the Memorandum of Understanding with the charity 'Allotment for Labouring Poor' as attached at Appendix 9.

15. Health and Safety Report (Appendix 10)

Chairperson

To receive an update, as attached at Appendix 10

16. Grants Subcommittee (Appendix 11)

Chairperson

To receive the draft minutes from the meeting of the Grants Subcommittee on 19th October 2023, as attached at Appendix 11.

17. Forward Work Programme for Policy and Resources Committee meetings 2023/24 (Appendix 12)

Chairperson

To note and agree any other items that Members resolve to add to the Forward Work Programme as attached at Appendix 12.

**Minutes of a meeting of the Policy & Resources Committee held on
Tuesday 21st November 2023 at 7.30 pm, in The Elsie Kimber Room, Town Hall, Newbury.**

Present

Councillors Alistair Bounds, Jo Day, Jayne French-Drayton, Ian Jee (sub), Pam Lusby-Taylor, Steve Masters, Vaughan Miller, Andy Moore and Elizabeth O'Keeffe

In attendance

Hugh Peacocke, Chief Executive Officer (CEO).

38. Apologies for absence

Councillor Gary Norman, substituted by Councillor Ian Jee

39. Declarations of interest and dispensations

There were no declarations of interest.

40. Minutes of the meeting of the Policy and Resources Committee held on 16th October 2023.

Proposed: Councillor Elizabeth O'Keeffe

Seconded: Councillor Steve Masters

Resolved: That the minutes of the meeting of the Policy & Resources Committee held on Monday 16th October 2023 be approved as a correct record and signed by the Chairperson.

41. Post of Chief Executive Officer

The Committee considered the recommendations from the Staff Subcommittee and the staffing arrangements for the post, as well as relevant salary scale and conditions, the related Job Description and Person Specification and made some clerical amendments. The meeting added the following criteria to the essential requirements for the Post:

- Experience of budget preparation and oversight
- Experience of working in a political environment.

The meeting agreed the recruitment and selection processes for appointment to the post, including the revised schedule (attached).

Proposed: Councillor Steve Masters

Seconded: Councillor Jayne French-Drayton

Resolved: To Approve the appropriate staffing arrangements for the post of Chief Executive Officer and relevant salary scale and conditions, the related Job Description and Person Specification as attached ; and such recruitment and selection processes as are required for appointment to the post.

The Chairman declared the meeting closed at 08:30 pm.

Signed: _____
Chairman

Date: _____

Newbury Town Council

Strategy Working group

Notes of meeting held at 3.30 pm, 12th December 2023.

Councillors present: Gary Norman (Chair), Vaughan Miller, Andy Moore (Zoom), Jo Day (Zoom), David Marsh) Zoom) and pam Lusby Taylor.

In Attendance: Hugh Peacocke (CEO) and Tracy Predeth (CEO)

1. Strategy 2024-2028

Members considered the draft as circulated and amended as follows:

Add at 1.A.1 d) "... Boules Piste in Victoria Park, *should funding become available.*"

Amend 1.A.1 e) to read: *"To provide facilities for football in Victoria Park"*

1. A.7. b) Support Newbury Flood Forum

At 2.9.D.a. delete ~~once Covid allows~~

The meeting agreed that the draft Strategy, as amended above, be recommended for approval by the Council's Policy and resources Committee.

2. 2024-2033- Setting the Direction

1. Explore options for community offer in Victoria Park:

Noted that as authorised by Council in September, officers are obtaining proposals for upgrades to existing facilities in the Park, while external funding is also being sought for the proposed new community café. Both proposals are running in parallel at the moment, but it is a priority that the Council determines which path to follow, ASAP.

2. Explore options re future of the Town Hall.

Officers had contacted a property agent regarding sale and lease back. Estimates are that the Council might realise up to £1M on a slae, with payback of £80K per annum over 10 years. A new lease would have to be agreed after that. It was felt that taking out a loan to refurbish/ upgrade the Town Hall might be a better option. To be explored.

3. Explore options to continue as a burial authority

Draft strategy agreed above, includes the following at 1. d. 2:

Explore options to ensure that burials can continue in the parish for the next 25 years

The most straightforward way to achieve this would be to extend the cemetery at Shaw. Officers estimate that this has about 3 to 5 years to run. Exploring with land agent possibilities on adjoining lands. It is reported that Donnington New Homes may have some options on this land. The Planning Authority has been contacted and suggested consulting the Environmental Protection Agency and submitting a pre-planning application.

Currently there are provisions in the draft budget for 24/25 for surveys to progress this m matter.

4. Future of playgrounds to be reviewed on a case-by-case basis

Members and officers have already looked at issues around playgrounds in the Nightingales. Exploring options around closing 2 smaller playgrounds and upgrading the 2 larger ones. Land from 2 smaller ones might be sold to raise funds to upgrade the others. Officers exploring options.

5. Review council assets/ lands

The Council should continually monitor assets and lands to ensure they remain suitable for the purpose they are intended and to provide best value to the community and the council tax payers.

6. If precept needs a “lift” this is the year to do it

Members considered the financial information provided by the CEO.

Going forward:

- Strategy WG to meet again w/c 8/1/24- CEO to arrange date
- Strategy WG to meet at least quarterly to review options and issues from 2 above.

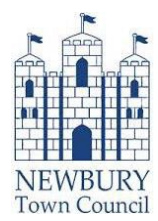
This concluded the official business of the meeting



Strategy 2024-2028

Version 5. Strategy Working Group December 2023

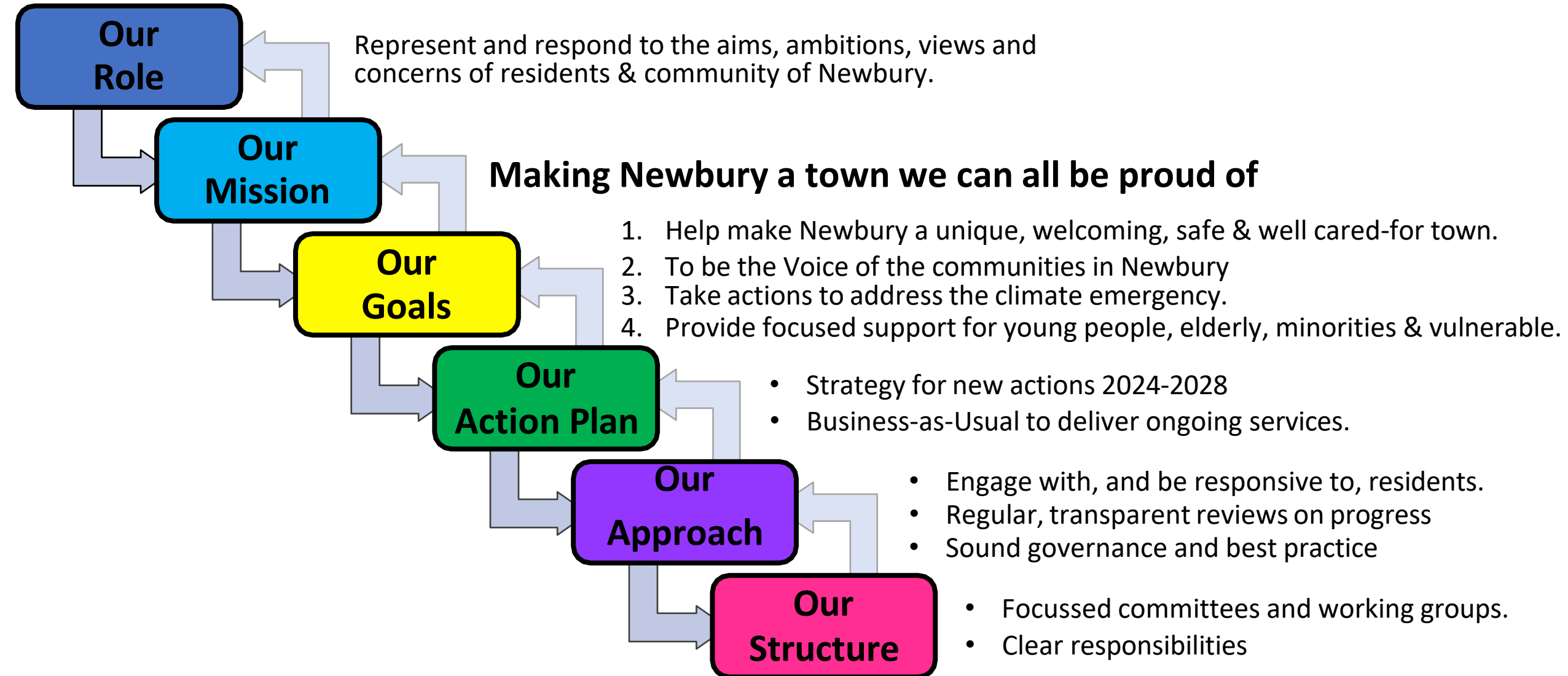
Making Newbury a town we can all be proud of



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Summary for our strategy



Newbury Town Council Role – *What we deliver*



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

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

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

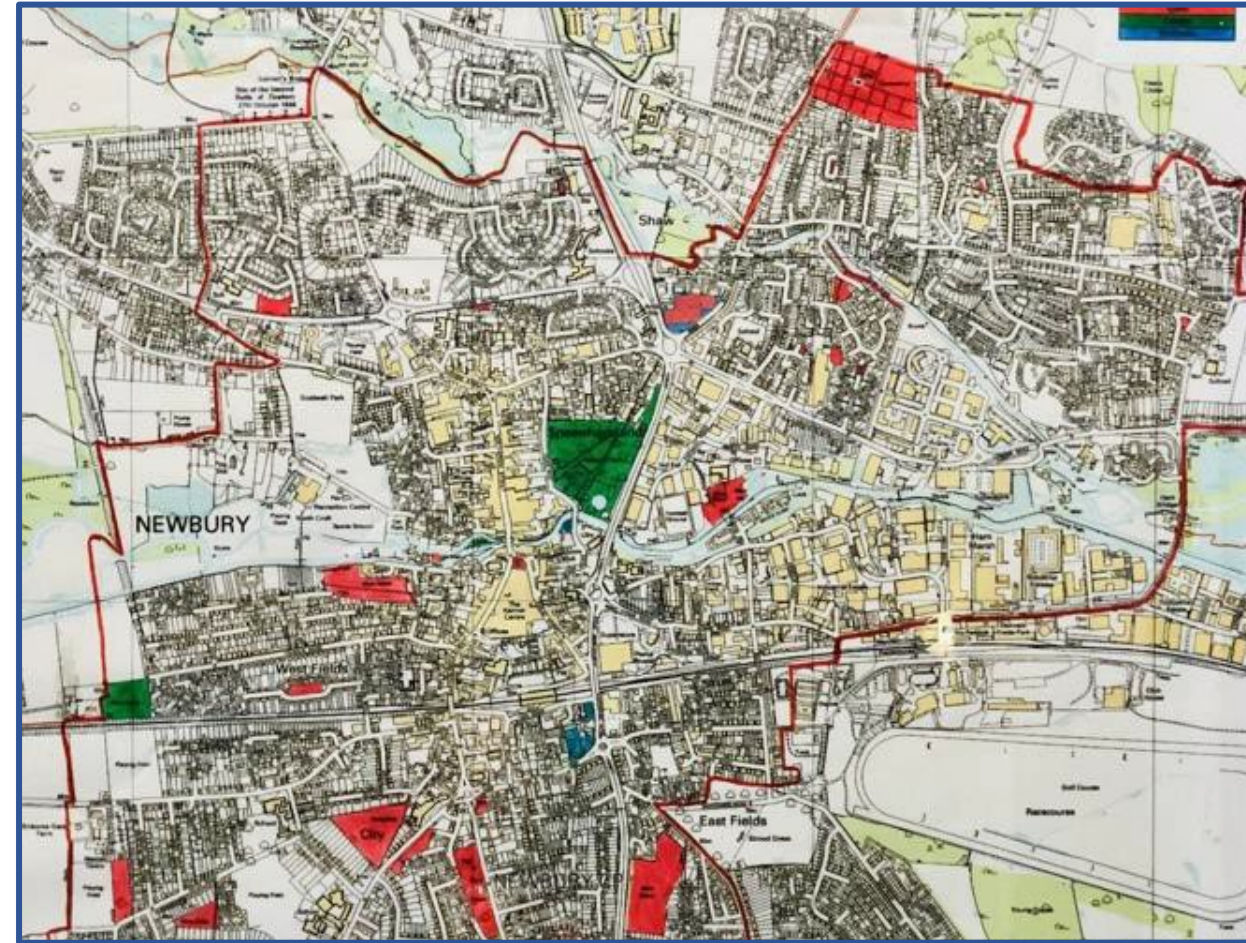
- Funded by annual Precept, developer contributions & other income

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

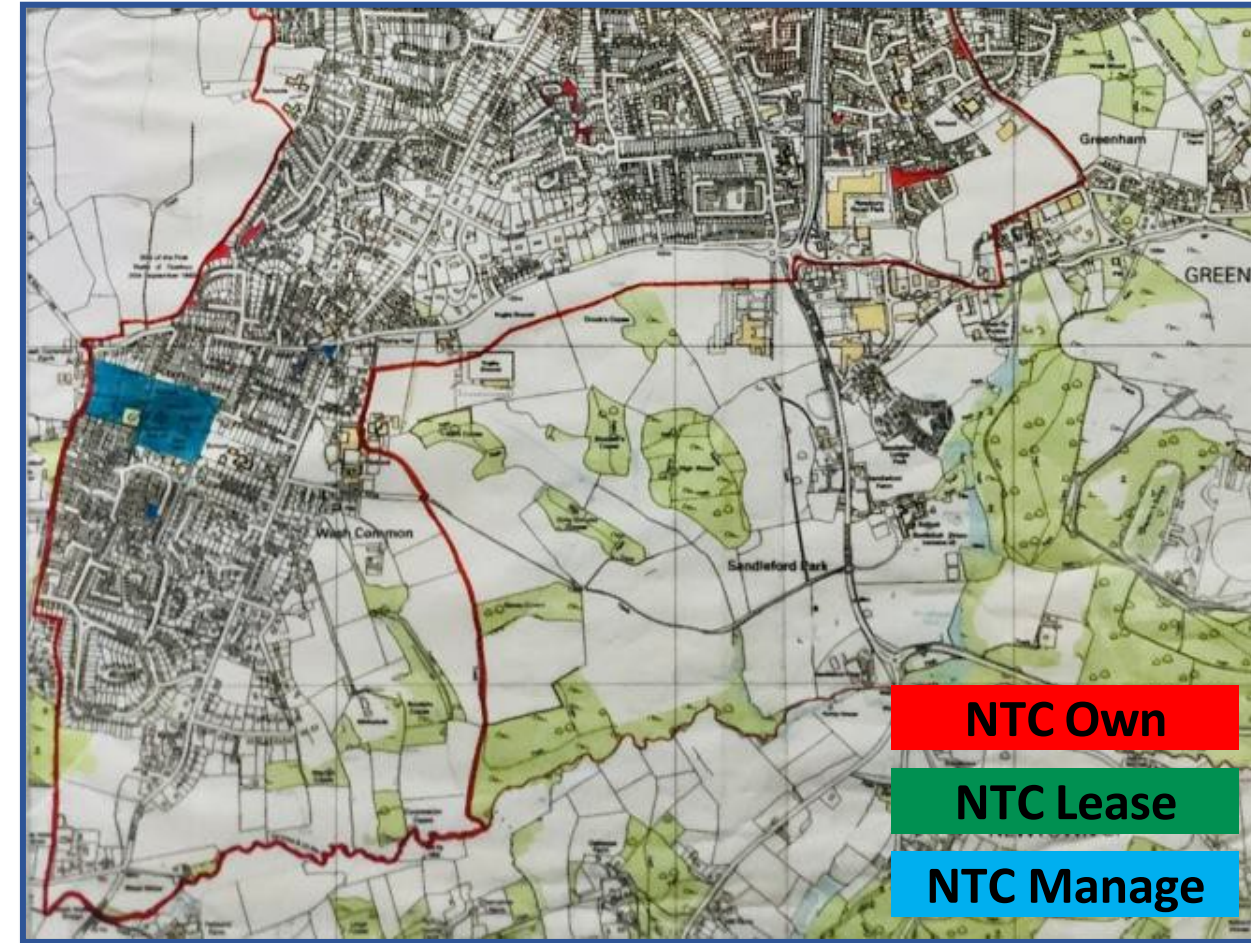
- Funded by government, council tax, business rates & other income streams

Newbury parish boundary and land we own, lease and manage

Newbury Parish – northern half



Newbury Parish – southern half

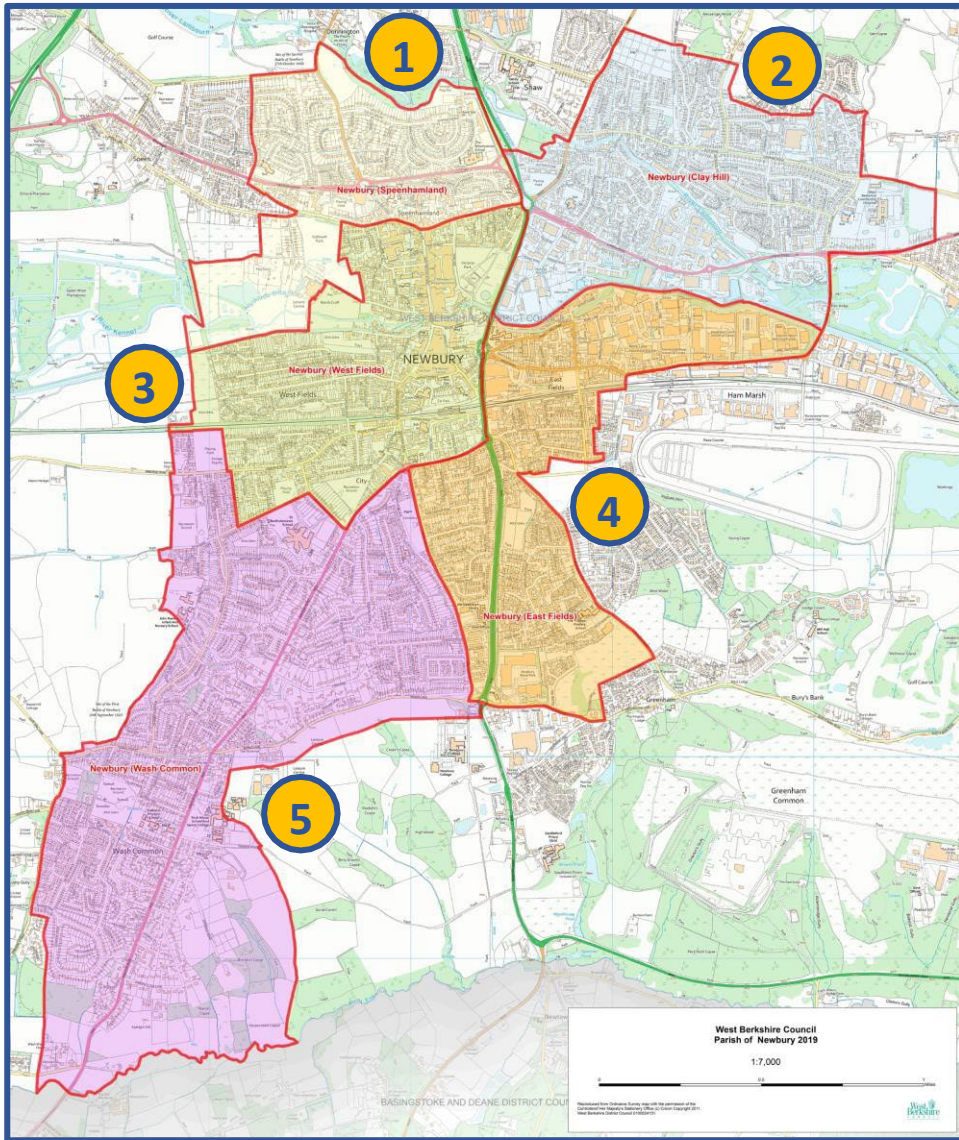


NTC Own

NTC Lease

NTC Manage

Newbury parish wards and Councillors – January 2024



1. Speenhamland

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

2. Clay Hill

- Vera Barnett – *Liberal Democrat*
- Nigel Foot – *Liberal Democrat*
- Chris Hood – *Liberal Democrat*
- Ian Jee – *Liberal Democrat*
- Pam Lusby-Taylor – *Liberal Democrat*

3. West Fields

- Alistair Bounds – *Liberal Democrat*
- Andy Moore – *Liberal Democrat*
- Elizabeth O’Keeffe – *Liberal Democrat*
- Sarah Slack – *Liberal Democrat*
- Martha Vickers – *Liberal Democrat*

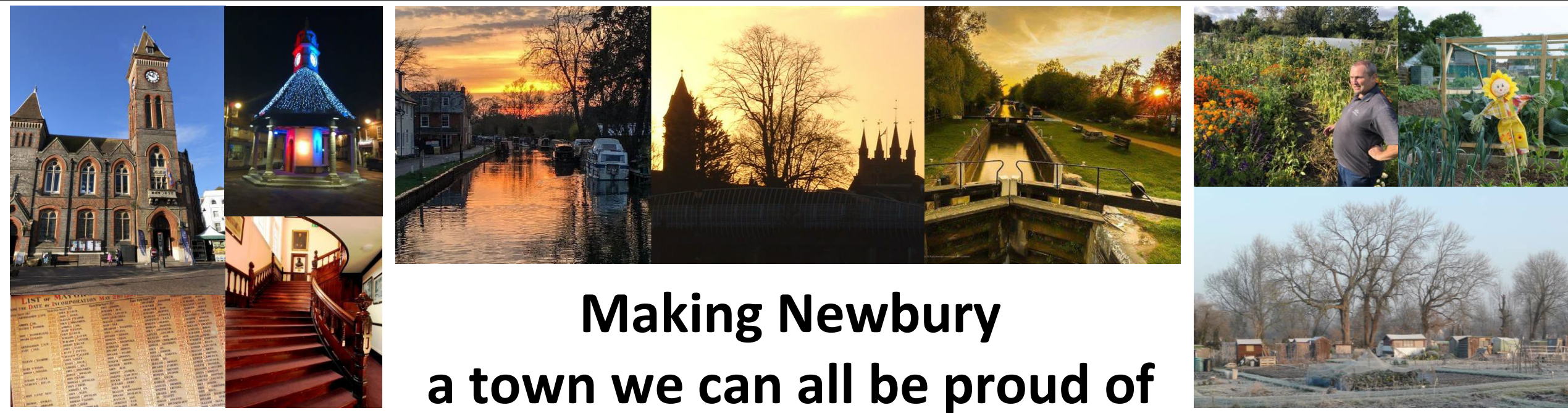
4. East Fields

- Phil Barnett – *Liberal Democrat*
- Billy Drummond – *Liberal Democrat*
- David Harman – *Liberal Democrat*
- Vaughan Miller – *Liberal Democrat*
- Gary Norman – *Liberal Democrat*

5. Wash Common

- Sam Dibas – *Liberal Democrat*
- Jayne French-Drayton – *Liberal Democrat*
- Roger Hunnemann – *Liberal Democrat*
- David Marsh – *Green Party*
- Meg Thomas – *Liberal Democrat*
- Tony Vickers – *Liberal Democrat*

Our Mission – *What drives us?*



Our Goals – *Where are we heading?*

- 1. Help make Newbury a unique, welcoming, safe and well cared for town.**
 - A. Provide outstanding parks, playgrounds and public spaces.
 - B. Run vibrant markets.
 - C. Run thriving allotments.
 - D. Provide well-kept and peaceful cemeteries.
 - E. Ensure our public and historic buildings are properly cared for and well-used.
 - F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors.
- 2. To be the Voice of the communities in Newbury**
 - A. Provide a strong voice for Newbury by lobbying and working with WBC, Newbury BID, Newbury Flood Forum and others.
 - B. To promote, represent and support the views of the communities in Newbury.
 - C. Inspiring Civic events and Mayoral calendar
 - D. Enjoyable and inclusive community events
 - E. Celebrate and recognise individual and community achievements.
 - F. Encourage and support contributions to our public and community life.
 - G. Celebrate and encourage appreciation of public art and Newbury's heritage.
 - H. Establish a Consultation Panel to hear the views of the diverse communities of Newbury.
- 3. Take actions to address the climate emergency.**
 - A. Ensure the activities of the Town Council are carbon neutral by 2030 or before
 - B. Actively encourage and support actions that will make Newbury as a whole more environmentally sustainable
- 4. Provide focused support for young people, the elderly, minorities and the vulnerable**
 - A. Provide funding to organisations which support youth work in Newbury
 - B. Support initiatives to make Newbury a more inclusive town
 - C. Work with local organisations which support the elderly and the homeless in Newbury

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

Provide outstanding parks, playgrounds and public spaces



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

A. Provide outstanding parks, playgrounds and public spaces in the most sustainable way that we can, having regard to value for money.

A.1 Victoria Park

- a) To continually improve the community-offer in Victoria Park by providing the best sports, recreation, leisure and community facilities that we can, within available resources. The Park will have public toilets with baby changing facilities, male, female and disabled toilets for park users.
- b) The Park will have enhanced CCTV.
- c) To retain Green Flag status for Victoria Park.
- d) Install Boules Piste in Victoria Park.
- e) To restore football in Victoria Park.

A.2 Wash Common public space:

Carry out phase 1 upgrade when resources are available.

A.3 City Recreation Ground

To retain Green Flag status for City recreation ground.

A.4 Hutton Close

2023/24 Carry out upgrade based on results of the consultation.

A.5 Playgrounds

To ensure safety and quality, start implementation of long-term rolling plans for:

- i. the refurbishment / replacement of playground and other park equipment when it reaches the end of its life.
- ii. Complete major upgrade to playgrounds in the Nightingales and Digby Road

A.6 Trees and other planting

- a) To ensure they are properly cared for and replaced or extended when necessary
- b) Implement our rolling maintenance plans for equipment and planting and managing our tree stock, and review and update annually.
- c) Provide and maintain trees, flower beds, hanging baskets and other plantings in appropriate locations.

A.7 Waterways and “Blue Spaces”

Carry out our responsibilities as riparian owners on any relevant lands in our ownership.

A.8 Sports and Recreation Facilities

- a) Enhanced provision and management of playing pitches
- b) Enhanced provision and management of outdoor sports equipment

A.9 Public Open Spaces

Lobby WBC to ensure that POS in new developments is funded through public, not management companies.

Making Newbury a town we can all be proud of

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

B.Run vibrant charter and farmers' markets.

C.Run thriving allotments.



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

B. Run vibrant markets.

- a) The Market Working Group will produce and monitor an action plan to enhance our market and hold an annual survey with our regular traders.
- b) Our markets will work closely with Newbury BID (Business Improvement District) and other partners to facilitate and promote town centre events.

C. Run thriving Allotments.

- a) Explore options for additional allotment sites, working with our neighbouring parishes as appropriate.
- b) Request new developments to include allotment provision where appropriate.
- c) Maintain and run high quality allotments and promote allotments to new tenants targeting > 97% occupancy.
- d) Encourage and support competitions within and between allotments.
- e) Organise an annual meeting with allotment holders to agree action plan for the following year.

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

D. Provide well-kept and peaceful cemeteries

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



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

D. Provide well-kept and peaceful Cemeteries.

1. Maintain and run cemeteries to a high standard.
2. Explore options to ensure that burials can continue in the parish for the next 25 years.

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

1. Ensure safety and quality, through the implementation of long-term rolling plans for the upkeep and refurbishment of the public buildings in our care.
2. Prepare a long-term strategy (10+ years) to include plans for the future of our public buildings and other assets, to include the next cyclical survey and forward maintenance plan including stonework.
3. Consider the best options for the use and enjoyment of the Town Hall for all the people of Newbury.
Continue to offer discounted rates for local community groups that are engaged in activities that further the aims of the NTC strategy.
4. Work with the Newbury Society and other relevant outside bodies to:
 - a) Support the heritage and conservation of Newbury and promote events and activities that recognise, highlight and protect the town's traditions, heritage and history and help engage the public interest and involvement in Newbury's heritage.
 - b) Support the protection of important and historical / character buildings through Local Listing and, when agreed, by liaising with Historic England for national listing.

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

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



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

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

1. Well-presented town:

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

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

- a) Public toilets
 1. A new public toilet to be provided in Victoria Park
 2. To upgrade and refurbish the public toilets at the Wharf so that they are more economic to run, more vandal-resistant and more sustainable in the longer term. This work to include the provision of a Changing Places facilities (with specialist hoist) and a shower, both within the current building structure.
- b) Bus shelters
- c) Benches and other street furniture
- d) Roadside salt bins
- e) Footway lighting
- f) Bins for litter / dog waste
- g) Continue the lease of the Library building at Wash Common and support the Friends of Wash Common Community Library
- h) Provide town centre facilities for cyclists

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

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

3. Well-being:

- a) Support the work of the Greenham & Crookham Common Commissioners
- b) Support the Friends Group working to ensure the permitted path through Speen Moors remains open to the public.
- c) Work with local community groups like the Newbury Society and City Arts to promote and extend the Town Trail and other visual arts initiatives.

4. Safety:

- a) Specialist changing facilities: the addition of a Changing Places facility (with specialist hoist) as part of the Wharf Toilets upgrade project.
- b) Provide defibrillators in appropriate locations and assist other bodies who wish to provide them .
- c) Support community safety, working with partners as appropriate, including Town Centre CCTV, footway lighting etc as required.

5. Support Visitors:

- 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.
- b) Work with Newbury BID and other organisations to encourage sustainable tourism growth in the interest of the town's economy.
- c) Provide brochures, maps, signage and other information for the benefit of visitors to Newbury.
- d) Work with partners to ensure Newbury "arrival points" give visitors a good impression.
- e) Maintain the Visitor Information point in Newbury Library

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

To be the Voice of the communities in Newbury



Making Newbury a town we can all be proud of

2. To be the Voice of the communities in Newbury



2.To be the Voice of the communities in Newbury

A. Provide a strong voice for Newbury by lobbying and working with WBC, Newbury BID, Newbury Flood Forum and others

1. Neighbourhood Development Plan

- a) Goal to have the NDP completed and adopted by the end of 2025.

2. Canal Corridor Working Group

- a) To work with partners to prepare an outline plan for the future development and protection of the Canal Corridor.
- b) By April 2024: confirm detailed implementation plan, to dovetail with WBC plans to upgrade the Wharf.

3. Promote and encourage investment in the Town Centre, especially south of the Canal Bridge, including a coherent plan for the Kennet Centre

4. Work with Newbury BID and other relevant organisations to lobby WBC for the pedestrianisation of the Market Place (permanent vehicle restricted zone), excluding Mansion House and Wharf Streets. Aim for decision by end 2024. (Use NTC input to the Newbury Town Centre Masterplan 2036 to promote this objective)

5. Newbury Town Centre Masterplan 2036

To work with partners to deliver the aims and aspirations of the Plan.

6. London Road Industrial Estate redevelopment

To work with West Berkshire District Council on these proposals so that we can express the wishes of the community for the redevelopment, and to reflect the views of the Newbury Flood Forum.

2.To be the Voice of the communities in Newbury

7. Lobby West Berkshire Council to adopt the following into their new Local Plan:

- a) An environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport.
- b) 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.

8. Lobby WBC to:

1. Include NTC as a key consultant in their plans to restore the Faraday Road Football Stadium, with enhanced 3G pitch and full club house facilities.
2. Take action where appropriate under S215 of the Planning against owners of lands or buildings which detract from the amenity of the area and encourage WBC to devolve this power to the Town Council (See also 1.G.11.e) – Regular item on P&H; several recommendations made to WBC and improvements made to several buildings as a result.
3. Complete a Conservation Area Appraisal for the town.
4. Consider making Newbury a low emission zone and so discourage through traffic on the A339.
5. Lobby WBC for Newbury to develop better integrated travel points, for example at Newbury Train Station
6. Work with partners to grow Newbury's reputation as a centre of high-tech excellence.
7. Support and encourage the devolution of decision making and service delivery to the most appropriate level.
8. Carry out a community Governance review to include all of Newbury development within the Town Council boundary.
9. Consider the specific views of Newbury Flood Forum.

2.To be the Voice of the communities in Newbury

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

1. Encourage diverse shopping and eating out options with a significant number of independents.
2. Encourage a modal shift in transport by prioritising walking, cycling and public transport.
3. Maintain pressure for significant provision of social housing, including houses for social rent.
4. Improve environmental standards and reduce carbon footprint of new building and infrastructure projects.
5. Lobby, encourage and assist WBC in enforcing S215 repairs to land and buildings that diminish the town's appearance (see also G3b)
6. Continue to pressure WBC to maintain, respect and protect our Conservation Area (see also 1.G.3.c)
7. Work with Newbury Flood Forum to request the planning authority to address the flood risks associated with development proposals and ensure that these are properly addressed.
8. Lobby the Local Planning Authority as appropriate on issues of importance for the wellbeing and prosperity of the people of Newbury.
9. Comment on relevant planning and licensing applications in, near, or affecting the town and continue to provide a service to residents of Newbury who wish to comment on them further and seek to influence West Berkshire Council on all planning applications of significance.
10. Comment and respond to the Highways Authority (West Berkshire District Council) on consultations and proposals for highways, traffic and parking schemes in Newbury.

2.To be the Voice of the communities in Newbury

11. Request new development, where appropriate, to include allotment provision.

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B. To promote, represent and support the views of the communities in Newbury.

We will establish a Consultation Panel to hear the views of the diverse communities of Newbury. Organisations and groups from the community, voluntary and charity sectors will be encouraged to engage and participate with the Council on projects and policy matters of importance to them.

C. Arrange and Manage Inspiring Civic events and Mayoral calendar.

- a. Co-ordinate the annual Remembrance Sunday Parade in Newbury
- b. Deliver the annual Mayor Making ceremony.
- c. Uphold and promote the role of Mayor as Civic Head and First Citizen of Newbury
- d. Encourage bookings, and manage the calendar of events for the Mayor and Deputy Mayor

D. Stage and support enjoyable and inclusive community events.

- a. Work with and support the tennis coaches to stage a Victoria Park tennis championship once Covid allows.
- b. Support Art on the Park and other public arts events
- c. Facilitate the Newbury BID holding Christmas events in the town centre, including the Market Place.
- d. Work with other parties to explore options for up to four significant town centre events per year which include use of the Market Place on days when the Charter Market operates

2.To be the Voice of the communities in Newbury

- e. Hold an Annual Family Day in Victoria Park for the enjoyment of our residents and to promote the park and its facilities.
- f. Support the organisation of an annual event for the over 75s in Newbury to be attended by the Mayor. 24
- g. Support and promote selected community events through financial assistance and / or provision of venues and facilities, notably, but not limited to: Christmas Lights, Music at the Band Stand, and the Newbury Carnival
- h. Support Newbury in Bloom to raise Civic Pride and encourage and acknowledge efforts by the community, businesses, residents and other organisations of Newbury.
- i. Consider entry into Britain in Bloom when finances and service capacity permit.
- j. Encourage and facilitate residents' participation in social, recreational and sporting activities by providing suitable facilities in appropriate places
- k. Where it fits with other Council initiatives, encourage and support community involvement as appropriate – e.g. community litter picks, community planting / clearing for biodiversity etc.

2.To be the Voice of the communities in Newbury

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E. Celebrate and recognise individual and community achievements.

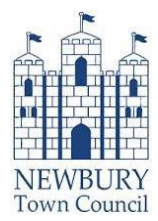
- a. Run and sponsor Newbury's annual Civic Award scheme to recognise the contributions of our residents to the town.
- b. Congratulate residents and members of the community whenever significant achievements are brought to our attention and keep a list on the website.

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

- a. Encourage participation in local democracy with particular focus on:
 - i. Encouraging under-represented sectors into local politics
 - ii. Introducing young people to local democracy and NTC; and encouraging / supporting forums for young people
 - iii. Run a community grants scheme which prioritises the award of financial or other support to organisations and causes which serve wholly or mainly the residents of Newbury and have outcomes that support the delivery of our Strategy.
- b. Continue to support the principle of Newbury Town Twinning and explore how to make it more inclusive.
- c. Provide support, advice and publicity for self-funding groups (eg Friends of Newtown Road Cemetery, Growing Newbury Green, the Secret Garden project, the Green Gym, etc)

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

- a. Further develop the town's heritage trail
- b. Promote the art and heritage trails, working with partners where appropriate.

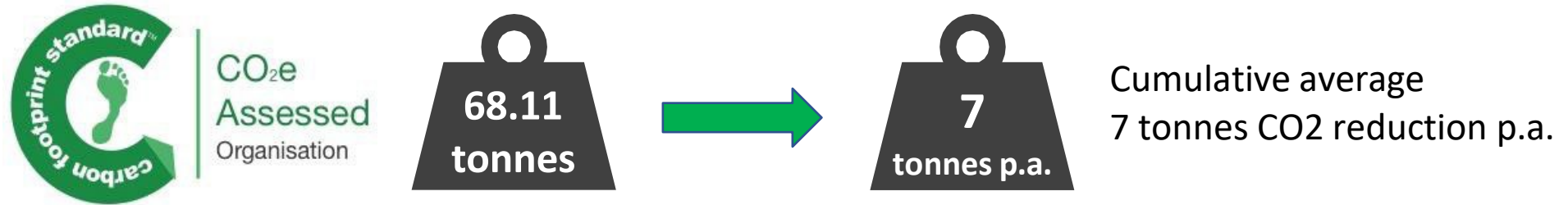


2.To be the Voice of the communities in Newbury

- c. Work with and support the Newbury Spring Festival to make it more accessible for all the communities of Newbury

3. Take actions to address the climate emergency

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



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

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

- Becoming carbon neutral will be a core ongoing priority for NTC, and will result in clear targets and potentially new ways of working across the organisation
 - NTC direct carbon footprint was independently measured in 2019 and certified at 68.11 tonnes per year. Therefore, to become carbon neutral by 2030, NTC will need to reduce its annual carbon footprint by an average of at least 7 tonnes every year, although the reduction is unlikely to be linear
1. The Climate Emergency Working Group will continue to develop our plans and recommendations to deliver net zero carbon.
 - a) In December every year agree the detailed carbon reduction plan and budget for the following year, and an outline plan for the remaining years to 2030.
 - b) Audit our street lighting to determine which ones we need to keep. Ensure their replacement with energy efficient solutions forms part of the longer term strategy
 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.
 - c) Actively encourage offsets through carbon-neutral energy generation.
 3. For all new projects, activities and procurement decisions we will ensure carbon impact is a core decision making criteria when making recommendations about new projects, activities and procurement decisions. We will always aim to minimise the carbon impact, and target net zero where practical and cost effective.

4. Ensure that management of our green spaces and support for nature and horticulture projects more widely across Newbury is designed, where feasible and cost effective, to maximise environmental benefits and biodiversity.
 - a) Establish new sown wildflower meadows where possible using local seed sources and/or those appropriate to the ecological and cultural heritage of the site.
 - b) Encourage biodiversity in our major enhancement of open spaces.
 - c) Change bedding plants to incorporate more perennials vs annuals to reduce climate impact – 25% change per year.
 - d) Prohibit the use of artificial grass / turf (due to its adverse effect on biodiversity and decay into microplastic particles) on land owned or managed by Newbury Town Council unless specific permission has been granted by the Community Services committee as part of an identified and approved NTC project where it is the only viable option.
 - e) Approach West Berkshire Council to request that they follow a similar approach to prohibit the use of artificial grass / turf.
 - f) Support organisations or projects seeking to provide energy from watercourses.
5. Our carbon footprint will be publicly reported annually as a new KPI.

3: Take actions to address the climate emergency

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

1. 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. Provide a Climate Fund to support local environmental groups with projects that will reduce CO2 emissions and other actions that benefit the climate in the parish of Newbury. NTC will be able to take credit for an appropriate share of any carbon reduction and use this to offset total emissions and help deliver zero carbon.
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. increase the current recycling rate from waste collected from our parks.
5. 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 2024

- c) (Repeat of 1.G.1.b): Develop an environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport.
 - d) Support the wider use of electric vehicles (cars and bicycles), and to install an adequate number of 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 kerbside for recycling
6. Encourage local community groups to set up market stalls at no / heavily reduced fees to promote green initiatives e.g. refillables.

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

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



- Continue our Service level Agreement with Berkshire Youth for the provision of Youth Outreach services in Newbury.
- Explore options for the best location, and then install a specialist hoist in at least one public toilet in Newbury to enable carers to change older children / young people on the changing table when needed rather than on the floor.

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

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

1. The Council is committed to developing a youth offering and encouraging joint initiatives between young people and the Council. This will be achieved through our detached work with Berkshire Youth and by supporting and / or lobbying to fulfil suggestions proposed by young people (eg outdoor covered shelter, improved street lighting etc)
2. Provide funding support for youth work initiatives at the Greenham Community Youth Project at the Nightingales, and the Riverside Centre in Clay Hill.

B. Support initiatives to make Newbury a more inclusive town.

1. Support our minority communities where possible by working with relevant local groups such as Community United
2. Support dementia-friendly initiatives to help the elderly in our community:
 - a) Maintain NTC's accreditation as a dementia-friendly organisation.
 - b) Organise dementia-awareness training for all members and officers and then display accreditation on NTC website.
 - c) Dementia-friendly training to be provided following successive elections.
3. Specialist Changing facilities:
 - a) These will be part of the proposed Wharf toilets upgrade and will be a welcome additional facility for the town.
4. We will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town.
5. Encourage youth participation in NTC decision-making processes.

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

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

Our Approach – Part 1 = combined pre-amble sections from current strategy Newbury Town Council, its Members and its Officers will:

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

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

2. Promote cultural identity and equality of opportunity.

- 1. We will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town.*

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

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

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

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

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

Our Structure

- **People**
 - 23 Councillors (Members), elected every 4 years - *responsible for setting the strategy and budget.*
 - 18 staff (including part-time and honorary staff) - *responsible for advising Members, and delivering the strategy and ongoing services.*
- **Decision Making**
 - Full Council, Committees and Sub-Committees can make decisions.
 - Working Groups make recommendations to their parent committee which then decides whether to implement.
- **Meetings, Committees and Working Groups:**
 - **Full Council** – 23 Members, 4 scheduled meetings / year
 - **Policy & Resources** – 10 Members, 4/yr.
 - Staff Sub-Committee – 6 members, 4 subs, 4/yr
 - Grants Sub-Committee – 6 members, 4 subs, 2/yr
 - Strategy working group.
 - Audit working group.
 - **Planning & Highways** – 12 Members, every 4 weeks
 - Canal Corridor working group.
 - Heritage working group.
 - Joint Sandleford working group.
 - Neighbourhood Development Plan steering group
 - Town Centre working group.
 - **Community Services** – 10 Members, 4/yr
 - Victoria Park Café Sub-Committee
 - Climate Emergency working group.
 - Green Spaces working group.
 - Market Working Group
 - **Civic Pride, Arts & Leisure** – 10 Members, 4/yr
 - Local democracy working group

Our Mission – *What drives us?*



**MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE
HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 11 DECEMBER 2023 AT 7.30PM**

PRESENT

Councillors: Vera Barnett, Alistair Bounds, Jayne French-Drayton (Deputy Chairperson), Nigel Foot, Roger Hunneman, Ian Jee, Vaughan Miller (Chairperson), Sarah Slack and Martha Vickers.

In Attendance

Martin Kavanagh, Services Delivery Manager
Caroline Edmunds, Community Services Officer

1. APOLOGIES FOR ABSENCE

Apologies received from Cllr David Marsh.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Services Delivery Manager declared that Councillors Nigel Foot and Martha Vickers are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

3. APPROVAL OF PREVIOUS MEETING MINUTES

PROPOSED: Councillor Vaughan Miller

SECONDED: Councillor Martha Vickers

RESOLVED: That the minutes of the meeting of the Community Services Committee held on 18 September 2023 are approved and signed by the Chairperson.

Cllr Alistair Bounds joined the meeting at 7.32pm

4. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

Question from Mr Simon Kirby

I'm pleased that your officers are recommending to freeze allotment rents at their present rate of 45p/m² which is £112.50 for a full plot for the 2024/25 growing season pending what your chair has said will be a full review of the benchmark analysis of rents by spring next year.

You are recommending a 6.7% increase to 48p/m² which is £120 for a full plot for the

2025/26 season, but I am confident when you see how rents in Newbury are between two and three times the going rate that you will want to cancel that increase too and halve the cost of an allotment in Newbury to something more comparable with the full-plot cost of £44 charged by a typical parish council such as Pangbourne or the £60 charged by a typical town council such as Fylde.

I note that you report in the minutes of the recent stewards meeting how "It was agreed that our rates are reasonable and much lower than some other Parishes", and it is important to note that this assertion is not supported by the evidence. In point of fact all of the 49 parish councils sampled at random in the comprehensive benchmark analysis charge less than Newbury. It would have been helpful if you had invited me to present the benchmark analysis to the stewards meeting as I had sent it to your chair a fortnight previously, but as you will now be considering the evidence of that analysis after setting the 2025/26 rate this evening I trust that you will accept the recommendation of your officers to forgo the planned 10% increase for the coming growing season and then review the rate for the 2025/26 growing season and onwards in light of that benchmark analysis.

Chairperson responded:

Thank you for presenting this and bringing to our attention. There has been a misunderstanding with the published numbers on the Agenda tonight. The numbers were incorrect and did not take into account the meeting in December 2022. We will be covering the Allotment Charges later in the Agenda.

All allotment tenants would have already been informed of the previously agreed charges for 2024/25 which is 49.5pence per square metre.

Supplementary Question:

Mr Kirby: "You were all under the impression that the rate for next year was going to be 45p per square metre. Can I suggest that you consider cancelling the 10% increase for next year?"

Chairperson: We will get back to you on your benchmarking response that you provided, and we will be discussing the allotment rents later in the Agenda.

5. MEMBERS' QUESTIONS AND PETITIONS

Question from Councillor Andy Moore

Ref: Anti -Social Behaviour at City Recreation Ground.

Table / Benches in City Recreation Ground

Councillors for West Fields Ward, which includes City Recreation Ground, have received representations and complaints from residents of Rectory Close about anti-social behaviour (ASB). On fine nights in particular, groups have gathered around the table/benches near the playground and have brought music players along. Loud voices and music until the early hours has disturbed the sleep of residents whose properties back on to the Recreation Ground. Last summer was at least the third time that this has happened; the residents associate it with the placement of the table/benches during the refurbishment in early 2021.

The issue has been regularly discussed at the Newbury SW Community Forum. Warning notices about ASB have been posted, and police / PCSOs have promised to look into it; phone numbers have been shared so that residents can alert the police when the ASB is happening. The police, who accept their responsibility, comment that it is almost impossible to take action given the unpredictability of occurrence, due to their resources and the open nature of the Recreation Ground.

Very reluctantly, since they are such a benefit to those monitoring children on the playground and more generally, I have concluded that we should ask for the table/benches to be removed for the forthcoming "summer" season to test whether it discourages the ASB.

Question(s)

Will the Community Services Committee:

- a. Recognise the situation described above and empathise with the residents?
- b. Agree to the removal of the three table/benches in City Recreation Ground between 1 April and 30 September 2024 (or near convenient dates)?
- c. Agree to the placement of a prominent sign explaining the reason for the removal and appealing to the community to discourage anti-social behaviour?
- d. Ask the affected residents of Rectory Close to report the outcome of the temporary removal?
- e. Consider the outcome at its meeting in a year's time to determine a way forward?

Answer from the Chairperson:

Thank you, Andy, for bringing this question to the committee.

It is the case that we have had multiple vandalism incidents in the park and we fully empathise with the residents if they are getting occasional disturbance from some of the park users.

NPT have regular patrols of the area and residents have been advised to report every instance of disturbance to the police. This way we can build up a trend which can be used to inform future actions. There was only one report in the summer months this year, and a couple more subsequently.

Whilst having homes that back onto a park has many benefits, residents are inevitably subject to occasional disturbance by park users.

On the subject of the benches, they are very popular with parents while they monitor their children in the play area. They are also popular for other users for picnics, etc. and even for dog walkers who need to rest occasionally whilst walking their dogs. We have received some feedback from other residents of the close which would be very much against removal of the benches.

Our consideration is that removing the benches would significantly reduce the overall enjoyment of the park by most users and could actually result in the park losing its Green Flag status. Removing benches may only shift congregation to another part of the park, e.g. near the changing room building. We do not believe therefore that this is a viable solution.

Given all that, we can do the following:

- Initiate a multi-partner meeting to discuss the situation and produce recommendations to help improve the lived experience of residents as well as other users of the park.
- Encourage residents to report every instance of anti-social behaviour to the police using 101 or report via the TVP website if there are problems and keep a note of the crime reference number.
- NTC will also report all instances of vandalism we find during our weekly inspections and keep the crime reference number.
- Report back in our summer Community Services meeting in July on progress, inc. on the crime report numbers. We would request that residents submit their numbers to the council before this date.
- Finally, there is a consultation taking place on extending the PSPO in Newbury town centre. We would recommend that residents submit their responses requesting that the PSPO is extended to include City Park.

Question from Councillor Meg Thomas

“I have a couple of questions to be exact; both were raised by the same resident at the Wash Common Community Festival and judged by Vaughan to be valid.

1. There is a need for a bench on Elizabeth Ave about halfway up. This would allow those wishing to walk to town (good for health and climate, of course) to have a little rest and thus be more likely to ditch the car keys. Likewise for cyclists. There are plenty of grass verges.
2. The community orchard on Barn Crescent is under-utilized, or so it is felt. This is leading to apples rotting on the ground. Please could signage be improved?

I'm wondering if CIL money could be used here?”

Answer from Services Delivery Manager:

Elizabeth Avenue Bench

Costings for a bench at Elizabeth Avenue would be £1100 - £1300 including installation.

This is something we could consider for our budget for next year, but we need clarification as to whose responsibility this is. The land would be West Berkshire Council's.

Barn Crescent Signage

This question will be referred onto Growing Newbury Green as the Barn Crescent orchard is their project.

In the meantime, the Community Services team can prepare temporary signage.

6. SERVICES DELIVERY MANAGER'S REPORT

The contents of the Services Delivery Manager's Report were noted.

Victoria Park gym equipment – the Services Delivery Manager stated that it would currently cost around £20k to replace the gym equipment. If further legislation is passed with regard to new surfacing, this could be an additional £20k.

It was confirmed that the gym equipment is very well used by residents.

7. COMMUNITY SERVICES COMMITTEE 23/24 FORWARD WORK PROGRAMME

The Forwards Works Programme for 2023/24 was noted and Members were invited to raise any additional items for consideration for the next meeting.

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Nigel Foot

RESOLVED: To change the meeting date for the next CS Meeting from 11 March to 8 April 2024.

8. REVIEW OF COMMUNITY SERVICES 2024/25 BUDGET

Energy Conservation Projects:

To agree to include the Shaw Cemetery Chapel project, to replace the gas bottle heaters for electric panel heaters and install roof solar panels. Estimated budget £9,000.

Football pitch improvements and open spaces /GM Contract:

Agree to put forward £35k increase to the GM Contract budget which will include football pitch improvements and more frequent mowing (two weekly) of parks as well as football pitches at City Rec, Wash Common and Victoria Park.

Playgrounds Upgrading:

Agree to put forward to allocate to reserves of £50k per annum from the precept to manage the costs of upgrading our playgrounds on a regular basis.

Boules in Victoria Park:

Not going to consider as part of the budget for next year but we do have a possible donation which we will consider when appropriate.

Victoria & Her Lions:

Agree Defer to consider for 2025/26 budget.

It was suggested that a WBC Members BID could be applied for, and also placed on The Good Exchange to raise funds, similar to the Bandstand project.

Floral Displays:

Defer to consider for 2025/26 budget.

Newbury in Bloom:

Agree to continue with Newbury in Bloom but defer any proposed entry into Britain in Bloom.

Allotments:

Agree to continue ongoing investigations into the drainage at Wash Common. The Community Services Team will come back to this Committee with further information and proposals.

Wharf Toilets:

Agree to introduce contactless payment for the Wharf Toilets, budget estimated of £2,600 for this to go ahead.

Canal Corridor:

Defer to the Green Spaces Working Group when they next meet and come back to this Committee with detailed proposals.

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Ian Gee

RESOLVED: To present the Budget provision for 2024/25 including recommendations detailed above to the Policy & Resources Committee on 15 January 2024.

9. SERVICES REVENUES FOR 2024/25 FINANCIAL YEAR

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Nigel Foot

AGAINST: Cllr Roger Hunneman

RESOLVED: To approve the Football pitches to be charged as listed below from 2024/25:

£75 for adult games

£25 for full pitch or two 5 a side pitch

£15 for single small pitch 7 a side pitch

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Martha Vickers

RESOLVED: To present to the P & R Committee on 15 January 2024 and the proposal for the 2025/26 Allotments charges to increase from 49.5p per sq. metre to 52p (rounded) per sq. metre (6.3% increase in line with other Services increases).

It was requested that the benchmark analysis response is distributed to the committee before the P & R Committee on 15th January.

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Martha Vickers

RESOLVED: To approve the 6.3% increase for Cemetery and Market Charges as detailed in the Appendix.

All resolutions need to be brought to the P & R Committee Meeting for approval on 15 January 2024.

10. VICTORIA PARK CAFÉ PROJECT

To note: The Services Delivery Manager gave an update on the Tender process for the project, currently at Feasibility and Design Stage.

11. ALLOTMENT STEWARDS MEETING

The minutes of the Allotment Stewards meeting of 26 October 2023 were noted.

PROPOSED: Cllr Roger Hunneman

SECONDED: Cllr Jayne French-Drayton

RESOLVED: To amend the Allotment Rules to state:

2 (s) Not plant any trees without written consent from the Council (which will not be unreasonably withheld) to ensure that only miniature fruit trees and bushes are planted;

and keep all trees to a maximum height of 8ft (1.53m) ensuring that the canopy of the tree is kept within the boundary of the tenant's allotment plot.

12. MOTION FROM COUNCILLOR VAUGHAN MILLER – ALLOTMENT SURVEY FEEDBACK

The allotment consultation feedback was discussed.

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Martha Vickers

RESOLVED: To amend the Allotment Rules to state:

To set up a task group to analyse the Allotment Tenants Survey.

Members of the task group agreed as Roger Hunneman, Jayne French-Drayton and Sarah Slack.

Parameters will be agreed at this task group meeting with Vaughan Miller.

13. MOTION FROM COUNCILLOR VAUGHAN MILLER – PLAYPARKS STRATEGY

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Sarah Slack

RESOLVED: to undertake a strategic review of NTC playpark provision, in light of new proposed regulation and provide a schedule of condition report and assessment of expected timeline for replacement/renewal of the assets. In addition, produce a summary of the financial impact of the outcomes over the next 6 and 12 years.

14. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Nigel Foot

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

15. PROVISION OF SMALL VAN FOR THE GROUNDS & OPEN SPACES TEAM

PROPOSED: Cllr Roger Hunneman

SECONDED: Cllr Martha Vickers

RESOLVED: To approve the provision of a small electric van for the use of the Town Council's grounds team.

THERE BEING NO OTHER BUSINESS, THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 9:52 PM.

NEWBURY TOWN COUNCIL ("the Council") Allotment sites:-

Sites covered in this document

Wash Common, Newbury.

Dairy Farm, Newbury.

One Tree Park, Newbury.

West Mills, Newbury.

Southbys, Newbury.

Rented: - Parsons, Newbury

Permitted Access

Whereas the Council wants to let the Allotment land for use as Allotment Gardens (Allotments), access is restricted to tenants ("Tenants") and their guests, Council Officers, Members, NTC Approved Contractors and any Council nominated persons:

1. The Council will: -

- a) Appoint a site Steward for each Allotment site;
- b) Divide the Allotment land at each Allotment site into plots (Allotments) measured in both square metres and poles;
- c) Prepare a plan showing the Allotments and give each Allotment a separate number;
- d) Keep a register of vacant Allotments;
- e) Keep a waiting list of people who would like an Allotment;
Not allow a previously evicted tenant to apply for a new allotment within 2 years from the date of the termination of their tenancy and not accept allotment applications from a person who has had their tenancy terminated twice previously. The Council reserves the right to exclude requests to be added to the allotment waiting list and/or to refuse to enter into an allotment tenancy agreement;
- f) Allocate the Allotments fairly in accordance with the preferences set out below;
 - I. To people resident within the Newbury Town Parish boundary;
 - II. To people who do not have another Allotment;
 - III. If more than one person with equal priority would like to take over an Allotment the issue will be determined by drawing lots;
- g) Maintain and manage the common areas of the Allotment sites and vacant plots;
- h) Provide a key (for a £10 deposit) for each Tenant;
- i) Provide adequate water supplies and a minimum of one tap in each Allotment site for use with chemical containers to avoid contamination of the water troughs;
- j) Promote Allotments to parishioners and actively encourage their take-up;
- k) Hold regular meetings with site Stewards;
- l) Respond to concerns of site Stewards and Tenants;
- m) Identify and photograph neglected Allotments and give notice to the Tenant to cultivate at least 70% of the Allotment within 30 days or relinquish their Tenancy, unless there are mitigating circumstances such as illness, which have been advised to the Council;
- n) After being notified of illness, should the tenant be unable to maintain the plot to the required standard as stated in 1 (m) allow a period of up to 12 months grace, at which time the plot will be reviewed. If the tenant still cannot continue, they will be required to relinquish their tenancy. They may add their name to the waiting list for an allotment plot in the future should their situation change;
- o) Issue no more than 3 "30 days notice" letters to the same tenant for the same plot in any one calendar year. If the tenant once again leaves their plot neglected after 3 "30 days notice" they will be evicted (in accordance with rule 1.m);
- p) Fix the Rent for each Allotment having regard for its area and review its Rent once a year.

Note: The Allotments are let under the Allotments Acts 1908 – 1950

2024/25 - Draft Budget - updated 10/01/24

| 2024/25 - Draft Budget - updated 10/01/24 | | | | | | | | | | | | | | | | | | | | | |
|---|---|-----------------|-----------------|-----------------|-----------------|-----------------|--|---|--------------------------------|-------------------------------------|---|-----------------------|----------------------------|--------------------------------------|-----------------------|--------------------|----------|----------|-----------|-----------|---------|
| | | 21-22 Budget | 21-22 Actual | 22-23 Budget | 22-23 Actual | 23-24 Budget | 9 mths Actual (inc CIL & EMR spend) | 9 mths % over 75% of spend from budget | 3 mths - 31/03 Projected | CIL Income & EMR Expen diture | 23-24 Projected against Budget | 2023-24 Budget +5% | Draft 2024/25 Budget | Budget variance 23- 24 & 24-25 | 2024/25 NTC Income | 2024/25 Precept | Reserves | CIL/s106 | PWLB etc. | External | Total |
| | | | | | | | | | | | | | | | | | | | | | |
| | 100 Staff | | | | | | | | | | | | | | | | | | | | |
| | 100 - Total Income | | 0 | | 190 | | 0 | 0% | 0 | 0 | 0 | 0 | 0 | | 0 | | | | | 0 | |
| | | | | | | | | | | | | | | | | | | | | | |
| 4000 | Salaries/NI/PAYE | 420,066 | 457,377 | 468,323 | 488,756 | 512,624 | 436,956 | 85% | 123,436 | | 560,392 | 538,255 | 591,744 | 15% | | 591,744 | | | | | |
| 4005 | Agency / Locum Support | | | | | | 12,969 | 0% | 43,498 | | 56,467 | 0 | 15,000 | | | 15,000 | | | | | |
| 4010 | Misc Staff Expenses | 2,575 | 4,815 | 4,000 | 6,760 | 7,000 | 5,293 | 76% | 1,764 | | 7,057 | 7,350 | 7,000 | 0% | | 7,000 | | | | | |
| 4045 | Salary Reallocation | -420,066 | -457,377 | -468,323 | -488,756 | -512,624 | -436,956 | 85% | -123,436 | | -560,392 | -538,255 | -591,744 | 15% | | -591,744 | | | | | |
| | 100 - Overhead Expenditure | 2,575 | 4,815 | 4,000 | 6,760 | 7,000 | 18,262 | 261% | 45,262 | 0 | 63,524 | 7,350 | 22,000 | 214% | | 22,000 | 0 | 0 | 0 | 0 | 22,000 |
| | | | | | | | | | | | | | | | | | | | | | |
| | 110 Central Services | | | | | | | | | | | | | | | | | | | | |
| 1076 | Precept Received | 1,135,249 | 1,135,249 | 1,180,623 | 1,180,623 | 1,272,879 | 1,272,879 | 100% | 0 | | 1,272,879 | 1,336,523 | 1,526,953 | 20% | | 1,526,953 | | | | | |
| 1090 | Interest Received | 2,500 | 906 | 1,000 | 10,310 | 8,000 | 15,248 | 191% | 17,200 | | 32,448 | 8,400 | 37,000 | 363% | 37,000 | | | | | | |
| 1091 | Shares/Dividend Income | 0 | 2 | 0 | 4 | 0 | 4 | 0% | 4 | | 8 | 0 | 0 | 0% | 0 | | | | | | |
| 1120 | Grants & Donations Received | 0 | 100 | 0 | 0 | 0 | 0 | 0% | 472 | | 472 | 0 | 0 | 0% | 0 | | | | | | |
| 1905 | CIL Income received | 0 | 28,695 | 0 | 29,539 | 0 | 266,952 | 0% | 0 | -266,952 | 0 | 0 | 0 | 0% | 0 | | | | | | |
| | 110 - Total Income | 1,137,749 | 1,164,992 | 1,181,623 | 1,220,476 | 1,280,879 | 1,555,083 | 121% | 17,676 | -266,952 | 1,305,807 | 1,344,923 | 1,563,953 | 22% | 37,000 | 1,526,953 | | | | 1,563,953 | |
| | | | | | | | | | | | | | | | | | | | | | |
| 4045 | Salary Reallocation | 25,962 | 27,935 | 101,982 | 101,308 | 146,368 | 124,969 | 85% | 37,560 | | 162,529 | 153,686 | 164,636 | 12% | | 164,636 | | | | | |
| 4050 | Bank Charges | 2,060 | 2,573 | 2,100 | 2,478 | 3,000 | 3,749 | 125% | 1,250 | | 4,999 | 3,150 | 5,250 | 75% | | 5,250 | | | | | |
| 4055 | Election Expenses | 6,500 | 4,826 | 0 | 0 | 18,000 | 399 | 0% | 0 | -399 | 0 | 18,900 | 0 | 0% | | 0 | | | | | |
| | 110 - Overhead Expenditure | 34,522 | 38,034 | 104,082 | 103,786 | 167,368 | 129,117 | 77% | 38,810 | -399 | 167,528 | 175,736 | 169,886 | 2% | | 169,886 | 0 | 0 | 0 | 0 | 169,886 |
| | | | | | | | | | | | | | | | | | | | | | |
| | 200 P&R General | | | | | | | | | | | | | | | | | | | | |
| | 200 - Total Income | | 0 | | 0 | | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0% | 0 | | | | | 0 | |
| | | | | | | | | | | | | | | | | | | | | | |
| 4045 | Salary Reallocation | 36,695 | 40,256 | 15,679 | 14,939 | 28,380 | 24,033 | 85% | 5,963 | | 29,996 | 29,799 | 29,358 | 3% | | 29,358 | | | | | |
| 4105 | Members' travel & subsistence | 750 | 0 | 800 | 0 | 800 | 59 | 7% | 150 | | 209 | 840 | 800 | 0% | | 800 | | | | | |
| 4120 | Precept Leaflet | 1,200 | 1,099 | 1,300 | 766 | 1,000 | 0 | 0% | 1,000 | | 1,000 | 1,050 | 1,000 | 0% | | 1,000 | | | | | |
| 4125 | P&R Projects Fund | 5,000 | 23 | 3,000 | 0 | 2,000 | 0 | 0% | 2,000 | | 2,000 | 2,100 | 2,000 | 0% | | 2,000 | | | | | |
| | 200 - Overhead Expenditure | 44,445 | 41,597 | 20,779 | 15,705 | 32,180 | 24,092 | 75% | 9,113 | 0 | 33,205 | 33,789 | 33,158 | 3% | | 33,158 | 0 | 0 | 0 | 0 | 33,158 |
| | | | | | | | | | | | | | | | | | | | | | |
| | 210 Grants & Contributions | | | | | | | | | | | | | | | | | | | | |
| | 210 - Total Income | 0 | 900 | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0% | 0 | | | | | 0 | |
| | | | | | | | | | | | | | | | | | | | | | |
| 4150 | Grants for Climate Change Proj | 10,000 | 4,495 | 10,000 | 10,000 | 10,000 | 0 | 0% | 10,000 | | 10,000 | 10,500 | 10,000 | 0% | | 10,000 | | | | | |
| 4155 | Berkshire Youth; Youth Worker | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 12,500 | 50% | 12,500 | | 25,000 | 26,250 | 25,000 | 0% | | 25,000 | | | | | |
| 4160 | Contribution to BID Xmas light | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 | 100% | 0 | | 12,000 | 12,600 | 12,000 | 0% | | 12,000 | | | | | |
| 4165 | Greenham Community Youth | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 0 | 0% | 2,500 | | 2,500 | 2,625 | 2,500 | 0% | | 2,500 | | | | | |
| 4170 | Volunteer Centre | 500 | 500 | 500 | 500 | 500 | 0 | 0% | 500 | | 500 | 525 | 500 | 0% | | 500 | | | | | |
| 4180 | Grant Sub Committee | 24,500 | 29,306 | 24,500 | 25,000 | 24,500 | 16,255 | 66% | 8,245 | | 24,500 | 25,725 | 24,500 | 0% | | 24,500 | | | | | |
| 4185 | CAB Grant | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 0 | 0% | 20,000 | | 20,000 | 21,000 | 20,000 | 0% | | 20,000 | | | | | |
| 4190 | CCTV | 12,000 | 12,000 | 0 | 0 | 0 | 0 | 0% | 0 | | 0 | 0 | 0 | 0% | | 0 | | | | | |
| 4210 | Defibs | 4,000 | 3,266 | 2,500 | 1,070 | 2,500 | 0 | 0% | 0 | | 0 | 2,625 | 0 | -100% | | 0 | | | | | |
| 4211 | Riverside Centre | 2,500 | 0 | 2,500 | 0 | 2,500 | 0 | 0% | 0 | | 0 | 2,625 | 0 | -100% | | 0 | | | | | |
| 4212 | Greenham & Crookham Common | 500 | 500 | 500 | 500 | 500 | 0 | 0% | 0 | | 0 | 525 | 0 | -100% | | 0 | | | | | |
| 4213 | Diversity & Inclusivity | 0 | 0 | 3,000 | 2,500 | 3,000 | 0 | 0% | 3,000 | | 3,000 | 3,150 | 3,000 | 0% | | 3,000 | | | | | |
| 4214 | Cricket Club contribution | 0 | 0 | 5,000 | 0 | 0 | 0 | 0% | 0 | | 0 | 0 | 0 | 0% | | 0 | | | | | |
| 4215 | Support for friends Groups, Community groups etc. | | | | | 3,000 | 0 | 0% | 0 | | 0 | 3,150 | 0 | | | 0 | | | | | |
| New Code | Newbury Flood Forum | | | | | | | | | | | | 1,000 | | | 1,000 | | | | | |
| | 210 - Overhead Expenditure | 123,500 | 119,567 | 108,000 | 99,070 | 106,000 | 40,755 | 39% | 56,745 | 0 | 97,500 | 111,300 | 98,500 | -7% | | 98,500 | 0 | 0 | 0 | 0 | 98,500 |

| | | | | | | | | | | | | | | | | | | | | | |
|----------|---|---------|---------|---------|--------|---------|--------|------|--------|---|---------|---------|---------|-------|---|---------|--------|-------|---|--------|---------|
| 220 | Corporate Services | | | | | | | | | | | | | | | | | | | | |
| 1990 | Miscellaneous Income | 100 | 118 | 100 | 100 | 0 | 0 | 0% | 0 | | 0 | 0 | 0 | 0% | | | | | | | |
| | 220 - Total Income | 100 | 118 | 100 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0% | 0 | | | | | 0 | |
| | | | | | | | | | | | | | | | | | | | | | |
| 4200 | Visitor Information Centre | 1,500 | 0 | 500 | 0 | 500 | 0 | 0% | 0 | | 0 | 525 | 500 | 0% | | 500 | | | | | |
| 4220 | Training and Development | 5,000 | 6,449 | 8,000 | 3,294 | 6,000 | 2,760 | 46% | 1,000 | | 3,760 | 6,300 | 8,000 | 33% | | 8,000 | | | | | |
| 4225 | Advertising Recruitment | 1,000 | 2,060 | 1,000 | 4,718 | 2,000 | 2,572 | 129% | 2,000 | | 4,572 | 2,100 | 3,000 | 50% | | 3,000 | | | | | |
| 4230 | Telephone | 5,650 | 7,303 | 7,000 | 7,590 | 8,000 | 6,902 | 86% | 2,301 | | 9,203 | 8,400 | 10,250 | 28% | | 10,250 | | | | | |
| 4235 | Postage | 1,500 | 1,929 | 1,800 | 2,522 | 3,000 | 1,286 | 43% | 1,000 | | 2,286 | 3,150 | 2,500 | -17% | | 2,500 | | | | | |
| 4240 | Printing/Stationery | 1,500 | 1,771 | 1,000 | 2,114 | 1,800 | 1,387 | 77% | 500 | | 1,887 | 1,890 | 2,000 | 11% | | 2,000 | | | | | |
| 4245 | Office Equipment | 2,000 | 860 | 1,500 | 129 | 1,500 | 1,256 | 84% | 400 | | 1,656 | 1,575 | 2,000 | 33% | | 2,000 | | | | | |
| 4250 | IT (suggest software only) | 22,000 | 20,148 | 20,000 | 24,174 | 30,000 | 30,230 | 101% | 4,500 | | 34,730 | 31,500 | 35,000 | 17% | | 35,000 | | | | | |
| 4255 | Professional Fees | 15,000 | 10,833 | 12,500 | 16,914 | 18,000 | 11,313 | 63% | 6,687 | | 18,000 | 18,900 | 24,000 | 33% | | 24,000 | | | | | |
| 4260 | Audit | 3,800 | 3,395 | 4,500 | 4,015 | 4,800 | 505 | 11% | 4,295 | | 4,800 | 5,040 | 5,000 | 4% | | 5,000 | | | | | |
| 4265 | Subscriptions | 4,400 | 4,510 | 4,800 | 4,685 | 5,000 | 4,281 | 86% | 719 | | 5,000 | 5,250 | 5,900 | 18% | | 5,900 | | | | | |
| 4270 | Photocopier Charges | 2,000 | 1,640 | 1,300 | 1,966 | 2,000 | 1,297 | 65% | 324 | | 1,621 | 2,100 | 2,100 | 5% | | 2,100 | | | | | |
| 4275 | Advertising General | 1,200 | 1,016 | 1,300 | 1,284 | 1,500 | 460 | 31% | 1,000 | | 1,460 | 1,575 | 1,500 | 0% | | 1,500 | | | | | |
| 4280 | Recycling Costs | 900 | 974 | 1,100 | 909 | 1,200 | 1,041 | 87% | 260 | | 1,301 | 1,260 | 1,400 | 17% | | 1,400 | | | | | |
| 4290 | Capital exp computers etc | 6,000 | 2,069 | 2,000 | 1,612 | 0 | 0 | 0% | 0 | | 0 | 0 | 5,500 | | | 5,500 | | | | | |
| 4420 | Insurance | 13,000 | 12,304 | 11,500 | 13,492 | 14,000 | 14,718 | 105% | 0 | | 14,718 | 14,700 | 16,500 | 18% | | 16,500 | | | | | |
| | 220 - Overhead Expenditure | 89,150 | 79,961 | 82,600 | 89,418 | 99,300 | 80,008 | 81% | 24,986 | 0 | 104,994 | 104,265 | 125,150 | 26% | | 125,150 | 0 | 0 | 0 | 0 | 125,150 |
| | | | | | | | | | | | | | | | | | | | | | |
| 290 | Town Hall | | | | | | | | | | | | | | | | | | | | |
| 1270 | Suite Lease Income | 32,000 | 13,236 | 32,000 | 35,642 | 36,000 | 28,585 | 79% | 9,528 | | 38,113 | 37,800 | 37,000 | 3% | | 37,000 | | | | | |
| 1275 | Solar Panel Income | 400 | 0 | 500 | 0 | 1,500 | 0 | 0% | 0 | | 0 | 1,575 | 0 | -100% | | 0 | | | | | |
| 1280 | Chamber Hire | 6,000 | 6,096 | 7,000 | 10,723 | 10,000 | 10,436 | 104% | 3,479 | | 13,915 | 10,500 | 11,000 | 10% | | 11,000 | | | | | |
| | 290 - Total Income | 38,400 | 19,391 | 39,550 | 46,549 | 47,500 | 39,021 | 60% | 13,007 | 0 | 52,028 | 49,875 | 48,000 | 1% | | 48,000 | | | | 48,000 | |
| | | | | | | | | | | | | | | | | | | | | | |
| 4045 | Salary Reallocation | 47,325 | 48,979 | 33,656 | 35,147 | 33,034 | 27,965 | 85% | 8,298 | | 36,263 | 34,686 | 40,720 | 23% | | 40,720 | | | | | |
| 4255 | Professional Fees | 0 | 0 | 12,350 | 5,100 | 0 | 0 | 0% | 0 | | 0 | 0 | 3,000 | 0% | | 3,000 | | | | | |
| 4315 | Topographical Survey | 11,650 | 0 | 0 | 0 | 0 | 0 | 0% | 0 | | 0 | 0 | 200 | 0% | | 200 | | | | | |
| | Town Hall Roof | | | | | 0 | 0 | 0% | 0 | | 0 | 0 | 55,000 | 0% | | | 55,000 | | | | |
| 4320 | Town Hall Refurb | 10,000 | 0 | 0 | 0 | 0 | 0 | 0% | 0 | | 0 | 0 | 22,000 | 0% | | 22,000 | | | | | |
| 4345 | Replacement Solar Panel | 1,500 | 0 | 1,870 | 0 | 5,000 | 0 | 0% | 5,000 | | 5,000 | 5,250 | 0 | -100% | | 0 | | | | | |
| 4405 | Rates | 11,094 | 11,557 | 11,500 | 10,785 | 11,430 | 9,916 | 87% | 0 | | 9,916 | 12,002 | 10,908 | -5% | | 10,908 | | | | | |
| 4410 | Water | 1,000 | 452 | 500 | 481 | 500 | 349 | 70% | 100 | | 449 | 525 | 550 | 10% | | 550 | | | | | |
| 4415 | Energy Supplies | 10,300 | 8,712 | 11,000 | 10,903 | 10,000 | 8,979 | 90% | 2,245 | | 11,224 | 10,500 | 12,000 | 20% | | 12,000 | | | | | |
| 4416 | Energy Cons. Projects | 5,000 | 5,486 | 4,000 | 3,945 | 4,000 | 2,499 | 62% | 4,000 | | 6,499 | 4,200 | 4,000 | 0% | | 4,000 | | | | | |
| 4425 | Repairs & Maintenance | 74,000 | 23,824 | 22,500 | 16,005 | 24,000 | 15,617 | 65% | 13,103 | | 28,720 | 25,200 | 22,000 | -8% | | 22,000 | | | | | |
| New Code | Visual / Audio Chamber Presentation Equipment | | | | | | | | | | | | 1,000 | | | | 1,000 | | | | |
| | Housekeeping | | | | | | | | | | | | 1,000 | | | 1,000 | | | | | |
| 4431 | Town Hall Cleaning Contract | 14,588 | 16,396 | 15,900 | 16,015 | 16,500 | 13,212 | 80% | 4,404 | | 17,616 | 17,325 | 18,166 | 10% | | 18,166 | | | | | |
| New Code | Health & Safety Compliance | | | | | | | | | | | 0 | 13,000 | | | 13,000 | | | | | |
| 4440 | Fire Extinguishers | 1,500 | 667 | 1,950 | 595 | 1,200 | 475 | 40% | 158 | | 633 | 1,260 | 1,000 | -17% | | 1,000 | | | | | |
| 4445 | Security | 800 | 993 | 1,600 | 534 | 1,200 | 360 | 30% | 360 | | 720 | 1,260 | 1,200 | 0% | | 1,200 | | | | | |
| 4580 | PPE | 0 | 49 | 0 | 0 | 0 | 0 | 0% | 0 | | 0 | 0 | 0 | 0% | | 0 | | | | | |
| | 290 - Overhead Expenditure | 190,607 | 117,114 | 119,586 | 99,510 | 106,864 | 79,372 | 74% | 37,668 | 0 | 117,040 | 112,207 | 205,744 | 93% | | 149,744 | 55,000 | 1,000 | 0 | 0 | 205,744 |
| | | | | | | | | | | | | | | | | | | | | | |
| 295 | Weddings | | | | | | | | | | | | | | | | | | | | |
| 1280 | Chamber Hire | 2,500 | 910 | 2,500 | 402 | 2,500 | 1,820 | 73% | 349 | | 2,169 | 2,625 | 3,696 | 48% | | 3,696 | | | | | |
| | 295 - Total Income | 2,500 | 910 | 2,500 | 402 | 2,500 | 1,820 | 73% | 349 | 0 | 2,169 | 2,625 | 3,696 | 48% | | 3,696 | | | | 3,696 | |
| | | | | | | | | | | | | | | | | | | | | | |
| 4045 | Salary Reallocation | 3,429 | 3,950 | 9,923 | 9,804 | 8,788 | 7,428 | 85% | 2,476 | | 9,904 | 9,227 | 4,549 | -48% | | 4,549 | | | | | |
| 4275 | Advertising General | | 0 | 0 | 275 | | 0 | 0% | | | 0 | 0 | 1,000 | 0% | | 1,000 | | | | | |
| 4340 | Weddings expenditure | 1,000 | 1,129 | 2,000 | 2,609 | 1,000 | 227 | 23% | 200 | | 427 | 1,050 | 400 | -60% | | 400 | | | | | |
| | Wedding Licence EMR | | | | | | | | | | | | 1,300 | 0% | | 1,300 | | | | | |
| | Weddings in Shaw Cemetery Chapel | | | | | | | | | | | | 0 | | | | | | | | |
| | 295 - Overhead Expenditure | 4,429 | 5,079 | 11,923 | 12,688 | 9,788 | 7,655 | 78% | 2,676 | 0 | 10,331 | 10,277 | 7,249 | -26% | | 7,249 | 0 | 0 | 0 | 0 | 7,249 |

| | | | | | | | | | | | | | | | | | | | | |
|----------|---|---------|---------|---------|---------|---------|--------|------|--------|--------|---------|---------|---------|-------|--------|---------|---|--------|---|---------|
| | | | | | | | | | | | | | | | | | | | | |
| | 300 Newtown Road Cemetery | | | | | | | | | | | | | | | | | | | |
| 1300 | Cemetery Income | 0 | 300 | 1,000 | 240 | 1,000 | 0 | 0% | 0 | | 0 | 1,050 | 0 | -100% | | | | | | |
| | 300 - Total Income | 0 | 300 | 1,000 | 240 | 1,000 | 0 | 0% | 0 | 0 | 0 | 1,050 | 0 | -100% | 0 | | | | | 0 |
| | | | | | | | | | | | | | | | | | | | | |
| 4045 | Salary Reallocation | 2,348 | 3,147 | 6,857 | 7,003 | 5,253 | 4,370 | 83% | 1,252 | | 5,622 | 5,516 | 8,993 | 71% | | 8,993 | | | | |
| 4355 | Toilet Hire | 1,300 | 1,347 | 1,250 | 1,428 | 1,500 | 0 | 0% | 0 | | 0 | 1,575 | 0 | -100% | | 0 | | | | |
| 4405 | Rates | 389 | 488 | 650 | 886 | 950 | 574 | 60% | 0 | | 574 | 998 | 1,000 | 5% | | 1,000 | | | | |
| 4415 | Energy Supplies | 400 | 2,851 | 600 | 0 | 700 | 169 | 24% | 50 | | 219 | 735 | 500 | -29% | | 500 | | | | |
| 4416 | Energy Conservation Projects | 1,000 | 134 | 0 | 255 | 0 | 0 | 0% | 0 | | 0 | 0 | 0 | 0% | | 0 | | | | |
| 4425 | Repairs and Maintenance | 7,500 | 1,482 | 15,670 | 0 | 10,000 | 934 | 9% | 500 | | 1,434 | 10,500 | 7,000 | -30% | | 7,000 | | | | |
| 4430 | Maint. Contracts | 12,250 | 11,093 | 8,650 | 11,215 | 9,000 | 6,814 | 76% | 2,271 | | 9,085 | 9,450 | 9,414 | 5% | | 9,414 | | | | |
| 4435 | Maint. Contracts Unscheduled | 1,200 | 1,125 | 1,560 | 11,938 | 1,200 | 0 | 0% | 500 | | 500 | 1,260 | 1,200 | 0% | | 1,200 | | | | |
| 4436 | Headstone Survey - £500 | 2,000 | 0 | 2,240 | 1,450 | 500 | 0 | 0% | 500 | | 500 | 525 | 500 | 0% | | 500 | | | | |
| 4440 | Fire Extinguishers | 100 | 59 | 225 | 1,875 | 250 | 63 | 25% | 30 | | 93 | 263 | 250 | 0% | | 250 | | | | |
| 4515 | Tree Surveys & Works (Change to Tree Works) | 800 | 0 | 1,850 | 75 | 2,000 | 3,250 | 75% | 500 | -1,750 | 2,000 | 2,100 | 2,100 | 5% | | 2,100 | | | | |
| 4540 | NRC Composting Toilet (25%) | 2,563 | 0 | 14,000 | 1,800 | 0 | 0 | 0% | 200 | | 200 | 0 | 400 | | | 400 | | | | |
| 4545 | Redecoration of Chapel | 1,200 | 0 | 0 | 5,309 | 0 | 0 | 0% | 200 | | 200 | 0 | 500 | | | 500 | | | | |
| | 300 - Overhead Expenditure | 33,050 | 21,727 | 53,552 | 43,234 | 31,353 | 16,174 | 52% | 6,003 | -1,750 | 20,427 | 32,921 | 31,857 | 2% | | 31,857 | 0 | 0 | 0 | 31,857 |
| | | | | | | | | | | | | | | | | | | | | |
| | 305 Shaw Cemetery | | | | | | | | | | | | | | | | | | | |
| 1300 | Cemetery Income | 35,000 | 68,691 | 40,000 | 59,317 | 50,000 | 50,538 | 101% | 16,365 | | 66,903 | 52,500 | 68,000 | 36% | 68,000 | | | | | |
| | 305 - Total Income | 35,000 | 68,691 | 40,000 | 59,317 | 50,000 | 50,538 | 101% | 16,365 | 0 | 66,903 | 52,500 | 68,000 | 36% | 68,000 | | | | | 68,000 |
| | | | | | | | | | | | | | | | | | | | | |
| 4045 | Salary Reallocation | 21,149 | 22,899 | 14,443 | 15,873 | 18,015 | 15,293 | 85% | 4,278 | | 19,571 | 18,916 | 24,151 | 34% | | 24,151 | | | | |
| 4250 | IT | 1,100 | 1,792 | 1,180 | 1,200 | 0 | 1,068 | 0% | 270 | | 1,338 | 0 | 1,923 | 0% | | 1,923 | | | | |
| 4265 | Subscriptions | 95 | 150 | 95 | 480 | 300 | 95 | 32% | 365 | | 460 | 315 | 480 | 60% | | 480 | | | | |
| 4400 | Rent Payable | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 100% | 0 | | 1,000 | 1,050 | 1,000 | 0% | | 1,000 | | | | |
| 4405 | Rates | 280 | 1,410 | 1,500 | 8,982 | 9,200 | 4,042 | 44% | 0 | | 4,042 | 9,660 | 5,000 | -46% | | 5,000 | | | | |
| 4410 | Water | 3,000 | 724 | 750 | 1,266 | 1,600 | 4,433 | 277% | 1,108 | | 5,541 | 1,680 | 4,500 | 181% | | 4,500 | | | | |
| 4415 | Energy Supplies | 1,000 | 962 | 1,200 | 1,044 | 1,000 | 163 | 16% | 54 | | 217 | 1,050 | 1,000 | 0% | | 1,000 | | | | |
| 4416 | Energy Conservation Projects | 1,860 | 1,860 | 0 | 0 | 0 | 0 | 0% | 0 | | 0 | 0 | 9,000 | 0% | | | | 9,000 | | |
| 4425 | Repairs and Maintenance | 13,560 | 8,459 | 5,540 | 16,500 | 4,500 | 2,843 | 63% | 1,400 | | 4,243 | 4,725 | 7,500 | 67% | | 7,500 | | | | |
| 4430 | Maint. Contracts | 63,500 | 60,120 | 67,500 | 70,861 | 70,000 | 52,980 | 76% | 17,661 | | 70,641 | 73,500 | 73,220 | 5% | | 73,220 | | | | |
| 4435 | Maint. Contracts Unscheduled | 2,200 | 0 | 2,860 | 330 | 2,860 | 2,030 | 71% | 830 | | 2,860 | 3,003 | 3,000 | 5% | | 3,000 | | | | |
| 4440 | Fire Extinguishers | 250 | 227 | 860 | 151 | 700 | 126 | 18% | 90 | | 216 | 735 | 400 | -43% | | 400 | | | | |
| 4515 | Tree Surveys & Works (change to Tree Works) | 2,885 | 680 | 3,420 | 0 | 3,000 | 0 | 0% | 3,000 | | 3,000 | 3,150 | 3,150 | 5% | | 3,150 | | | | |
| New Code | Extension of Land to Cemetery | | | | | | | | 3,000 | | 3,000 | | 7,000 | | | | | 7,000 | | |
| | 305 - Overhead Expenditure | 111,879 | 100,283 | 100,348 | 117,687 | 112,175 | 84,073 | 75% | 32,056 | 0 | 113,129 | 117,784 | 141,324 | 26% | | 125,324 | 0 | 16,000 | 0 | 141,324 |
| | | | | | | | | | | | | | | | | | | | | |
| | 310 Markets | | | | | | | | | | | | | | | | | | | |
| 1320 | Market Income | 39,000 | 50,826 | 50,000 | 43,660 | 50,000 | 32,561 | 65% | 10,796 | | 43,357 | 52,500 | 45,000 | -10% | 45,000 | | | | | |
| | 310 - Total Income | 39,000 | 51,026 | 50,000 | 43,660 | 50,000 | 32,561 | 65% | 10,796 | 0 | 43,357 | 52,500 | 45,000 | -10% | 45,000 | | | | | 45,000 |
| | | | | | | | | | | | | | | | | | | | | |
| 4045 | Salary Reallocation | 23,094 | 24,362 | 12,939 | 13,572 | 11,801 | 10,050 | 85% | 2,530 | | 12,580 | 12,391 | 13,824 | 17% | | 13,824 | | | | |
| 4265 | Subscriptions | 370 | 369 | 450 | 384 | 500 | 384 | 77% | 113 | | 497 | 525 | 500 | 0% | | 500 | | | | |
| 4275 | Advertising General | 1,500 | 1,328 | 1,500 | 1,075 | 1,500 | 1,018 | 54% | 482 | -204 | 1,296 | 1,575 | 1,600 | 7% | | 1,600 | | | | |
| 4360 | Market Management | 14,000 | 14,172 | 14,800 | 13,567 | 17,500 | 11,700 | 67% | 3,900 | | 15,600 | 18,375 | 17,500 | 0% | | 17,500 | | | | |
| 4405 | Rates | 5,725 | 5,783 | 6,000 | 5,783 | 6,200 | 3,444 | 56% | 0 | | 3,444 | 6,510 | 6,200 | 0% | | 6,200 | | | | |
| 4415 | Energy Supplies | 1,000 | 621 | 1,200 | 736 | 1,200 | 481 | 40% | 125 | | 606 | 1,260 | 1,000 | -17% | | 1,000 | | | | |
| 4425 | Repairs and Maintenance | 2,865 | 810 | 2,000 | 338 | 1,000 | 180 | 18% | 940 | | 1,120 | 1,050 | 8,500 | 750% | | 8,500 | | | | |
| | 310 - Overhead Expenditure | 48,554 | 47,443 | 38,889 | 35,455 | 39,701 | 27,257 | 69% | 8,090 | -204 | 35,143 | 41,686 | 49,124 | 24% | | 49,124 | 0 | 0 | 0 | 49,124 |
| | | | | | | | | | | | | | | | | | | | | |
| | 315 War Memorial | | | | | | | | | | | | | | | | | | | |
| | 315 - Total Income | | 0 | | 0 | | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0% | 0 | | | | | 0 |

| | | | | | | | | | | | | | | | | | | | | | |
|------|---|---------|--------|---------|---------|---------|--------|-------|--------|---------|---------|---------|---------|---------|--------|--------|---------|---------|---|---|---------|
| 336 | City Recreation Ground | | | | | | | | | | | | | | | | | | | | |
| | 336 - Total Income | | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0 | 0% | 0 | | | | | | 0 |
| 4591 | Green Flag Submission | | | | 700 | 0 | 0% | 0 | | 0 | 735 | 700 | 0% | | 700 | | | | | | |
| | 336 - Overhead Expenditure | 15,220 | 0 | 1,800 | 0 | 0 | 0% | 0 | 0 | 0 | 0 | 700 | 0% | | 700 | 0 | 0 | 0 | 0 | 0 | 700 |
| 340 | Play Areas | | | | | | | | | | | | | | | | | | | | |
| 1500 | Other Open Spaces Income | | | | 0 | 450 | 0% | 0 | | 450 | 0 | 0 | 0% | | | | | | | | |
| 1990 | Miscellaneous Income | | | | 0 | 497 | 0% | 0 | | 497 | 0 | 0 | 0% | | | | | | | | |
| | 340 - Total Income | | 0 | 0 | 947 | 0% | 0 | 0 | 0 | 947 | 0 | 0 | 0% | 0 | | | | | | | 0 |
| 4045 | Salary Reallocation | 18,258 | 19,302 | 36,449 | 37,415 | 30,007 | 25,780 | 86% | 8,184 | | 33,964 | 31,507 | 40,673 | 36% | | 40,673 | | | | | |
| 4423 | Upgrading | 5,800 | 0 | 115,000 | 120,650 | 40,000 | 0 | 0% | 40,000 | | 40,000 | 42,000 | 50,000 | 25% | | | 50,000 | | | | |
| 4425 | Repairs and Maintenance | 14,000 | 26,879 | 21,000 | 31,151 | 25,000 | 13,018 | 49% | 30,000 | -758 | 42,260 | 26,250 | 30,000 | 20% | | 30,000 | | | | | |
| 4430 | Maint. Contracts | 23,240 | 21,230 | 25,400 | 29,605 | 26,000 | 19,661 | 76% | 10,529 | | 30,190 | 27,300 | 27,196 | 5% | | 27,196 | | | | | |
| 4435 | Maint. Contracts Unscheduled | 9,600 | 0 | 2,000 | 1,274 | 1,000 | 0 | 0% | 1,000 | | 1,000 | 1,050 | 1,000 | 0% | | 1,000 | | | | | |
| | 340 - Overhead Expenditure | 70,898 | 67,411 | 199,849 | 220,095 | 132,007 | 58,459 | 44% | 89,713 | -758 | 147,414 | 128,107 | 148,869 | 13% | | 98,869 | 0 | 50,000 | 0 | 0 | 148,869 |
| 345 | Victoria Park | | | | | | | | | | | | | | | | | | | | |
| 1360 | Income - Tennis Courts | 12,000 | 14,798 | 20,000 | 7,597 | 22,000 | 5,499 | 25% | 1,374 | | 6,873 | 23,100 | 6,000 | -73% | 6,000 | | | | | | |
| 1380 | Income - Bowling Club | 927 | 1,350 | 950 | 900 | 950 | 450 | 47% | 113 | | 563 | 998 | 900 | -5% | 900 | | | | | | |
| 1385 | Income - Kiosk/Cafe | 1,600 | 4,136 | 3,000 | 4,037 | 4,000 | 4,354 | 109% | 0 | | 4,354 | 4,200 | 4,000 | 0% | 4,000 | | | | | | |
| 1390 | Income - Victoria Park Hire | | 0 | | 2,350 | 0 | 0 | 0% | 0 | | 0 | 0 | 3,000 | 0% | 3,000 | | | | | | |
| 1391 | Income - Mini Golf | 0 | 0 | 5,000 | 5,500 | 5,000 | 5,000 | 100% | 0 | | 5,000 | 5,250 | 5,000 | 0% | 5,000 | | | | | | |
| 1500 | Other open spaces income | 2,000 | 4,380 | 4,000 | 3,250 | 5,000 | 2,350 | 47% | 500 | | 2,850 | 5,250 | 0 | -100% | 0 | | | | | | |
| 1990 | Miscellaneous Income | 1,000 | 165 | 500 | 21,669 | 0 | 170 | 0% | 0 | | 170 | 0 | 0 | 0% | 0 | | | | | | |
| | 345 - Total Income | 17,527 | 24,829 | 33,450 | 55,368 | 36,950 | 17,823 | 48% | 1,987 | 0 | 19,810 | 38,798 | 18,900 | -49% | 18,900 | | | | | | 18,900 |
| 4537 | Upgrade VP Bandstand | 0 | 0 | 51,000 | 0 | 0 | 49,706 | 0% | 0 | -49,706 | 0 | 0 | 0 | 0% | 0 | | | | | | |
| | Bandstand - Portable Ramp | | | | | | | | | | | | 1,745 | | | | 1,745 | | | | |
| 4541 | Repairs to Victoria and Lions | 0 | 0 | 5,000 | 0 | 500 | 0 | 0% | 500 | | 500 | 525 | 500 | 0% | 500 | | | | | | |
| | Restoration to Victoria and Lions | | | | | | | | | | | | 0 | | | | | | | | |
| | Boules in the Park | | | | | | | | | | | | 0 | | 0 | | | | | | |
| 4543 | Splashpark | 0 | 0 | 4,870 | 4,284 | 2,500 | 2,650 | 106% | 1,070 | | 3,720 | 2,625 | 4,000 | 60% | 4,000 | | | | | | |
| | Splashpark - new surface | | | | | | | | | | | | 22,000 | | | | 22,000 | | | | |
| 4591 | Green Flag Submission | | | | 850 | 0 | 0 | 0% | 0 | | 0 | 893 | 850 | 0% | 850 | | | | | | |
| | 345 - Direct Expenditure | 0 | 0 | 104,870 | 19,723 | 3,850 | 52,356 | 1360% | 1,570 | -49,706 | 4,220 | 4,043 | 29,095 | 656% | 5,350 | 0 | 23,745 | 0 | 0 | 0 | 29,095 |
| 4045 | Salary Reallocation | 32,530 | 35,679 | 47,023 | 49,186 | 60,151 | 51,124 | 85% | 14,788 | | 65,912 | 63,159 | 50,678 | -16% | | 50,678 | | | | | |
| 4325 | PWLB Loan Interest | 10,000 | 0 | 10,000 | 0 | 15,000 | 0 | 0% | 0 | | 0 | 15,750 | 15,750 | 0% | | 15,750 | | | | | |
| 4355 | Toilet Hire | 700 | 0 | 700 | 735 | 8,800 | 2,670 | 30% | 668 | | 3,338 | 9,240 | 5,000 | -43% | | 5,000 | | | | | |
| 4410 | Water | 4,350 | 5,177 | 3,000 | 8,386 | 9,000 | 7,351 | 82% | 1,838 | | 9,189 | 9,450 | 10,000 | 11% | | 10,000 | | | | | |
| 4415 | Energy Supplies | 4,000 | 4,392 | 4,500 | 2,614 | 4,500 | 2,372 | 53% | 593 | | 2,965 | 4,725 | 4,000 | -11% | | 4,000 | | | | | |
| 4425 | Repairs and Maintenance | 13,450 | 16,672 | 20,000 | 13,012 | 22,000 | 6,921 | 23% | 5,000 | -1,902 | 10,019 | 23,100 | 30,000 | 36% | | 30,000 | | | | | |
| 4430 | Maint. Contracts | 66,450 | 60,315 | 71,000 | 70,856 | 75,000 | 56,746 | 76% | 18,915 | | 75,661 | 78,750 | 78,750 | 5% | | 78,750 | | | | | |
| 4435 | Maint. Contracts Unscheduled | 4,850 | 100 | 2,000 | 1,460 | 6,000 | 2,140 | 36% | 1,000 | | 3,140 | 6,300 | 6,000 | 0% | | 6,000 | | | | | |
| 4440 | Fire Extinguishers | 200 | 115 | 650 | 140 | 500 | 121 | 24% | 86 | | 207 | 525 | 500 | 0% | | 500 | | | | | |
| 4445 | Security | 500 | 133 | 500 | 153 | 500 | 0 | 0% | 0 | | 0 | 525 | 500 | 0% | | 500 | | | | | |
| 4465 | Tennis Courts Maintenance Fund | 3,600 | 0 | 3,600 | 0 | 3,600 | 0 | 0% | 0 | | 0 | 3,780 | 8,600 | 139% | | 3,600 | 5,000 | | | | |
| 4475 | VP LTA Registration Fee | 350 | 0 | 380 | 0 | 0 | 0 | 0% | 0 | | 0 | 0 | 0 | 0% | | 0 | | | | | |
| 4480 | Music at the Bandstand | 3,000 | 1,350 | 3,000 | 2,950 | 3,000 | 2,975 | 99% | 0 | | 2,975 | 3,150 | 3,000 | 0% | | 3,000 | | | | | |
| 4485 | VP tennis court promotion | 1,500 | 1,128 | 1,500 | 1,200 | 0 | 0 | 0% | 0 | | 0 | 0 | 0 | 0% | | 0 | | | | | |
| 4490 | VP Fun Day | 2,500 | 375 | 2,500 | 2,583 | 2,500 | 2,333 | 93% | 150 | | 2,483 | 2,625 | 3,500 | 40% | | 3,500 | | | | | |
| 4515 | Tree Surveys & Works (change to Tree Works) | 2,300 | 1,250 | 4,530 | 500 | 2,000 | 0 | 0% | 2,000 | | 2,000 | 2,100 | 2,100 | 5% | | 2,100 | | | | | |
| | Lime Trees - Pollard | | | | | | | | | | | | 30,000 | | | 25,000 | 5,000 | | | | |
| 4525 | Fees | 35,000 | 22,259 | 0 | 0 | 0 | 0 | 0% | 0 | | 0 | 0 | 0 | #DIV/0! | | 0 | | | | | |
| 4530 | Community Café refurb. | 399,000 | 5,251 | 364,500 | 25,488 | 630,000 | 600 | 0% | 0 | -600 | 0 | 661,500 | 400,000 | 0% | | | 274,549 | 125,451 | | | |

| | | | | | | | | | | | | | | | | | | | | |
|------|---|----------------|----------------|----------------|----------------|----------------|----------------|-------------|---------------|---------------|----------------|----------------|----------------|--------------|----------------|----------------|----------------|----------|----------|----------------|
| 4590 | Consultation | 1,000 | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0 |
| | 345 - Overhead Expenditure | 601,280 | 154,196 | 539,383 | 179,263 | 842,551 | 135,353 | 16% | 45,038 | -2,502 | 177,889 | 884,679 | 648,378 | -23% | 238,378 | 284,549 | 125,451 | 0 | 0 | 648,378 |
| | | | | | | | | | | | | | | | | | | | | |
| | 350 Open Spaces | | | | | | | | | | | | | | | | | | | |
| 1395 | Wayleave Income | 25 | 25 | 25 | 0 | 25 | 0 | 0% | 0 | 0 | 0 | 26 | 0 | -100% | | | | | | |
| 1990 | Miscellaneous Income | 0 | 4,000 | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0% | | | | | | |
| | 350 - Total Income | 25 | 4,265 | 25 | 0 | 25 | 0 | 0% | 0 | 0 | 0 | 26 | 0 | -100% | 0 | | | | | 0 |
| | | | | | | | | | | | | | | | | | | | | |
| 4771 | Hutton Close Upgrade | 0 | 0 | 35,000 | 2,091 | 20,000 | 0 | 0% | 0 | 0 | 0 | 21,000 | 0 | 0% | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | 350 - Direct Expenditure | 0 | 0 | 35,000 | 2,091 | 20,000 | 0 | 0% | 0 | 0 | 0 | 21,000 | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | | | | | | | | | | | |
| 4045 | Salary Reallocation | 25,658 | 27,708 | 15,674 | 16,906 | 10,609 | 9,176 | 86% | 2,650 | | 11,826 | 11,139 | 16,699 | 57% | 16,699 | | | | | |
| 4400 | Rent Payable | 180 | 82 | 180 | 979 | 500 | 850 | 170% | 250 | | 1,100 | 525 | 1,300 | 160% | 1,300 | | | | | |
| 4410 | Water | 100 | 29 | 110 | 8 | 110 | 0 | 0% | 0 | | 0 | 116 | 110 | 0% | 110 | | | | | |
| 4425 | Repairs and Maintenance | 5,000 | 4,752 | 4,000 | 2,070 | 2,000 | 1,780 | 65% | 700 | -480 | 2,000 | 2,100 | 4,000 | 100% | 4,000 | | | | | |
| 4430 | Maint. Contracts | 72,994 | 71,372 | 76,240 | 80,377 | 78,000 | 59,026 | 76% | 19,675 | | 78,701 | 81,900 | 81,900 | 5% | 81,900 | | | | | |
| 4435 | Maint. Contracts Unscheduled | 4,000 | 1,224 | 3,000 | 315 | 2,000 | 0 | 0% | 2,000 | | 2,000 | 2,100 | 2,100 | 5% | 2,100 | | | | | |
| 4515 | Tree Surveys & Works (change to Tree Works) | 7,650 | 5,925 | 4,530 | 3,352 | 3,000 | 1,121 | 22% | 2,330 | -451 | 3,000 | 3,150 | 3,000 | 0% | 3,000 | | | | | |
| 4750 | Greenham House Gdns | 9,450 | 0 | 10,500 | 0 | 0 | 2,560 | 0% | 10,500 | | 13,060 | 0 | 0 | 0% | 0 | | | | | |
| 4760 | Litter Picking Equipment | 500 | 92 | 500 | 0 | 500 | 0 | 0% | 0 | | 0 | 525 | 500 | 0% | 500 | | | | | |
| 4765 | Speen Moor Friends Group | 500 | 199 | 500 | 0 | 0 | 0 | 0% | 0 | | 0 | 0 | 0 | 0% | 0 | | | | | |
| 4770 | Biodiversity Survey | 2,000 | 0 | 1,500 | 700 | 1,000 | 0 | 0% | 0 | | 0 | 1,050 | 1,000 | 0% | 1,000 | | | | | |
| | Additional dog bin collections | | | | | | | | | | | | 1,750 | | 1,750 | | | | | |
| | Additional land maintenance | | | | | | | | | | | | 8,000 | | 8,000 | | | | | |
| 4773 | Water courses | | | | | 10,000 | | | | | | 10,500 | | | | | | | | |
| | 350 - Overhead Expenditure | 131,532 | 111,384 | 116,734 | 104,707 | 107,719 | 74,513 | 69% | 38,105 | -931 | 111,687 | 113,105 | 120,359 | 12% | 120,359 | 0 | 0 | 0 | 0 | 120,359 |
| | | | | | | | | | | | | | | | | | | | | |
| | 355 Floral Displays and Trees | | | | | | | | | | | | | | | | | | | |
| 1990 | Miscellaneous Income | 2,000 | 1,135 | 1,500 | 1,597 | 1,500 | 2,640 | 176% | 0 | | 2,640 | 1,575 | 1,500 | 0% | | | | | | |
| | 355 - Total Income | 2,000 | 1,135 | 1,500 | 1,597 | 1,500 | 2,640 | 176% | 0 | 0 | 2,640 | 1,575 | 1,500 | 0% | 1,500 | | | | | 1,500 |
| | | | | | | | | | | | | | | | | | | | | |
| 4045 | Salary Reallocation | 6,111 | 5,963 | 6,514 | 9,036 | 6,690 | 5,680 | 85% | 1,484 | | 7,164 | 7,025 | 9,347 | 40% | 9,347 | | | | | |
| 4425 | Repairs and Maintenance | 850 | 0 | 500 | 65 | 0 | 0 | 0% | 0 | | 0 | 0 | 0 | 0% | 0 | | | | | |
| 4430 | Maint. Contracts | 21,896 | 21,170 | 23,890 | 24,153 | 26,000 | 19,661 | 76% | 6,554 | | 26,215 | 27,300 | 27,300 | 5% | 27,300 | | | | | |
| 4435 | Maint. Contracts Unscheduled | 0 | 0 | 1,435 | 800 | 1,500 | 0 | 0% | 500 | | 500 | 1,575 | 1,500 | 0% | 1,500 | | | | | |
| 4470 | Tree Maintenance | 5,000 | 5,000 | 7,680 | 850 | 0 | 0 | 0% | 24,340 | | 24,340 | 0 | 0 | 0% | 0 | | | | | |
| | Tree Surveys | | | | | | | | | | | | 25,000 | | 20,000 | 5,000 | | | | |
| 4500 | Tree planting | 4,850 | 2,297 | 6,750 | 312 | 3,000 | -648 | -22% | 1,000 | | 352 | 3,150 | 3,150 | 5% | 3,150 | | | | | |
| 4505 | Edible Crops | 300 | 0 | 450 | 0 | 450 | 0 | 0% | 0 | | 0 | 473 | 450 | 0% | 450 | | | | | |
| 4510 | Perennial Floral Displays | 1,500 | 1,599 | 1,800 | 690 | 18,500 | 20,760 | 112% | 0 | | 20,760 | 19,425 | 21,000 | 14% | 21,000 | | | | | |
| | 355 - Overhead Expenditure | 41,507 | 36,029 | 49,019 | 35,906 | 56,140 | 45,453 | 81% | 33,878 | 0 | 79,331 | 58,947 | 87,747 | 56% | 82,747 | 5,000 | 0 | 0 | 0 | 87,747 |
| | | | | | | | | | | | | | | | | | | | | |
| | 360 Britain & Newbury In Bloom | | | | | | | | | | | | | | | | | | | |
| 1600 | Sponsorship | 0 | 500 | 500 | 400 | 500 | 400 | 80% | 0 | | 400 | 525 | 500 | 0% | | | | | | |
| | 360 - Total Income | 0 | 500 | 500 | 400 | 500 | 400 | 80% | 0 | 0 | 400 | 525 | 500 | 0% | 500 | | | | | 500 |
| | | | | | | | | | | | | | | | | | | | | |
| 4712 | Lock Island Upgrade | 0 | 0 | 5,460 | 5,661 | 0 | 0 | 0% | 0 | | 0 | 0 | 0 | 0% | 0 | | | | | |
| | 360 - Direct Expenditure | 0 | 0 | 5,460 | 5,661 | 0 | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | | | | | | | | | | | |
| 4045 | Salary Reallocation | 18,307 | 19,380 | 9,571 | 10,837 | 8,626 | 7,428 | 86% | 1,861 | | 9,289 | 9,057 | 9,652 | 12% | 9,652 | | | | | |
| | Newbury In Bloom | 7,000 | 3,479 | 7,000 | 3,336 | 4,500 | 2,304 | 51% | 0 | | 2,304 | 4,725 | 4,500 | 0% | 4,500 | | | | | |
| | 360 - Overhead Expenditure | 25,307 | 22,858 | 16,571 | 14,173 | 13,126 | 9,732 | 74% | 1,861 | 0 | 11,593 | 13,782 | 14,152 | 8% | 14,152 | 0 | 0 | 0 | 0 | 14,152 |
| | | | | | | | | | | | | | | | | | | | | |
| | 420 Wash Common Allotment | | | | | | | | | | | | | | | | | | | |
| 1400 | Allotment Income | 3,300 | 3,584 | 3,700 | 3,702 | 4,070 | 4,571 | 112% | 0 | | 4,571 | 4,274 | 4,274 | 5% | 4,274 | | | | | |
| | 420 - Total Income | 3,300 | 3,584 | 3,700 | 3,702 | 4,070 | 4,571 | 112% | 0 | 0 | 4,571 | 4,274 | 4,274 | 5% | 4,274 | | | | | 4,274 |
| | | | | | | | | | | | | | | | | | | | | |
| 4045 | Salary Reallocation | 5,801 | 5,743 | 4,775 | 2,834 | 2,801 | 2,185 | 78% | 404 | | 2,589 | 2,941 | 5,256 | 88% | 5,256 | | | | | |

| | | | | | | | | | | | | | | | | | | | | | |
|------|---|--------|--------|---------|--------|--------|--------|------|--------|------|--------|--------|--------|-------|--------|--------|-------|-------|---|--------|--------|
| 4410 | Water | 700 | 408 | 600 | 1,033 | 1,500 | 1,236 | 82% | 617 | | 1,853 | 1,575 | 1,600 | 7% | | 1,600 | | | | | |
| 4425 | Repairs and Maintenance | 2,250 | 1,101 | 3,400 | 2,197 | 3,000 | 455 | 15% | 1,200 | | 1,655 | 3,150 | 1,500 | -50% | | 1,500 | | | | | |
| | Maint. Contracts | 1,440 | 1,454 | 2,300 | 2,241 | 2,800 | 2,103 | 75% | 526 | | 2,629 | 2,940 | 2,996 | 7% | | 2,996 | | | | | |
| 4435 | Maint. Contracts Unscheduled | 2,000 | 0 | 3,720 | 2,695 | 2,000 | 0 | 0% | 1,000 | | 1,000 | 2,100 | 1,000 | -50% | | 1,000 | | | | | |
| 4255 | Memorandum of Understanding | | | | | | | | 1,300 | | 1,300 | | 0 | 0% | | 0 | | | | | |
| 4450 | Extra security measures | 2,300 | 0 | 1,500 | 1,500 | 1,000 | 100 | 10% | 0 | | 100 | 1,050 | 500 | -50% | | 500 | | | | | |
| 4515 | Tree Surveys & Works (change to Tree Works) | 800 | 0 | 2,100 | 500 | 1,500 | 0 | 0% | 1,500 | | 1,500 | 1,575 | 1,000 | -33% | | 1,000 | | | | | |
| | Drainage Feasibility Study (with Wash Common Recreation Ground) | | | | | | | | | | | | 2,500 | | | | 2,500 | | | | |
| | 420 - Overhead Expenditure | 15,291 | 8,705 | 18,395 | 13,000 | 14,601 | 6,079 | 42% | 6,547 | 0 | 12,626 | 15,331 | 16,352 | 12% | | 13,352 | 500 | 2,500 | 0 | 0 | 16,352 |
| | | | | | | | | | | | | | | | | | | | | | |
| 421 | Allotments (except Wash Common | | | | | | | | | | | | | | | | | | | | |
| 1400 | Allotment Income | 19,570 | 20,599 | 20,500 | 20,394 | 22,000 | 23,397 | 106% | 100 | | 23,497 | 23,100 | 23,000 | 5% | 23,000 | | | | | | |
| | 421 - Total Income | 19,570 | 20,599 | 20,500 | 20,394 | 22,000 | 23,397 | 106% | 100 | 0 | 23,497 | 23,100 | 23,000 | 5% | 23,000 | | | | | 23,000 | |
| | | | | | | | | | | | | | | | | | | | | | |
| 4045 | Salary Reallocation | 29,007 | 31,656 | 19,100 | 26,343 | 16,000 | 13,546 | 85% | 4,003 | | 17,549 | 16,800 | 26,283 | 64% | | 26,283 | | | | | |
| 4250 | IT | | | | | | 153 | | 0 | | 153 | | 249 | | | 249 | | | | | |
| 4400 | Rent Payable | 876 | 850 | 900 | 850 | 900 | 425 | 47% | 304 | | 729 | 945 | 945 | 5% | | 945 | | | | | |
| 4410 | Water | 4,000 | 2,185 | 1,100 | 2,702 | 4,000 | 4,287 | 107% | 1,078 | | 5,365 | 4,200 | 4,200 | 5% | | 4,200 | | | | | |
| 4425 | Repairs and Maintenance | 16,500 | 12,293 | 3,400 | 3,910 | 4,000 | 4,749 | 119% | 1,176 | | 5,925 | 4,200 | 4,500 | 13% | | 4,500 | | | | | |
| 4430 | Maint. Contracts | 7,192 | 6,995 | 9,870 | 8,743 | 10,500 | 7,979 | 76% | 2,660 | | 10,639 | 11,025 | 11,025 | 5% | | 11,025 | | | | | |
| 4435 | Maint. Contracts Unscheduled | 1,500 | 0 | 11,760 | 1,760 | 4,000 | 2,650 | 60% | 2,300 | -260 | 4,690 | 4,200 | 5,000 | 25% | | 5,000 | | | | | |
| 4450 | Extra security measures | 5,540 | 1,371 | 3,000 | 925 | 2,000 | 50 | 3% | 500 | | 550 | 2,100 | 2,000 | 0% | | 2,000 | | | | | |
| 4515 | Tree Surveys & Works (change to Tree Works) | 500 | 500 | 2,800 | 1,900 | 2,500 | 0 | 0% | 2,500 | | 2,500 | 2,625 | 3,000 | 20% | | 3,000 | | | | | |
| | 421 - Overhead Expenditure | 67,615 | 55,850 | 51,930 | 47,133 | 43,900 | 33,839 | 77% | 14,521 | -260 | 48,100 | 46,095 | 57,202 | 30% | | 55,202 | 2,000 | 0 | 0 | 0 | 57,202 |
| | | | | | | | | | | | | | | | | | | | | | |
| 430 | Wharf Toilets | | | | | | | | | | | | | | | | | | | | |
| | 430 - Total Income | | 0 | | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0% | 0 | | | | | 0 | |
| | | | | | | | | | | | | | | | | | | | | | |
| 4417 | Refurbishment | 0 | 0 | 150,000 | 5,575 | 0 | 0 | 0% | 0 | | 0 | 0 | 0 | 0% | | 0 | | | | | |
| | 430 - Direct Expenditure | 0 | 0 | 150,000 | 5,575 | 0 | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0% | | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | | | | | | | | | | | | |
| 4045 | Salary Reallocation | 6,424 | 7,616 | 2,914 | 3,301 | 10,185 | 8,739 | 86% | 2,299 | | 11,038 | 10,694 | 5,157 | -49% | | 5,157 | | | | | |
| 4195 | Wharf Toilets Contract | 11,845 | 11,480 | 12,450 | 12,100 | 15,000 | 9,075 | 61% | 7,000 | | 16,075 | 15,750 | 15,750 | 5% | | 15,750 | | | | | |
| | Wharf Toilets contactless | | | | | | | | | | | | 2,600 | % | | | | 2,600 | | | |
| 4405 | Rates | 7,309 | -6,776 | 0 | 0 | 0 | 191 | 0% | 0 | | 191 | 0 | 0 | 0% | | 0 | | | | | |
| 4425 | Repairs and Maintenance | 3,650 | 285 | 1,800 | 838 | 2,000 | 890 | 45% | 1,500 | | 2,390 | 2,100 | 2,000 | 0% | | 2,000 | | | | | |
| | 430 - Overhead Expenditure | 29,228 | 12,605 | 17,164 | 16,239 | 27,185 | 18,895 | 70% | 10,799 | 0 | 29,694 | 28,544 | 25,507 | -6% | | 22,907 | 0 | 2,600 | 0 | 0 | 25,507 |
| | | | | | | | | | | | | | | | | | | | | | |
| New | Community Services - General | | | | | | | | | | | | | | | | | | | | |
| New | Grounds Team Vehicle | | | | | | | | | | | | 9,774 | | | 9,774 | | | | | |
| | Overhead Expenditure | | | | | | 0 | 0 | 0 | 0 | 0 | | 9,774 | | | 9,774 | | | | 9,774 | |
| | | | | | | | | | | | | | | | | | | | | | |
| 500 | CPA&C General | | | | | | | | | | | | | | | | | | | | |
| | 500 - Total Income | | 0 | | 0 | | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0% | 0 | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| 4642 | Coronation Event | | | | | 1,500 | 250 | 17% | 0 | | 250 | 1,575 | 0 | -100% | | | | | | | |
| | 500 - Direct Expenditure | 0 | 619 | 4,000 | 2,737 | 1,500 | 250 | 0% | 0 | 0 | 250 | 1,575 | 0 | 0% | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| 4045 | Salary Reallocation | 28,081 | 30,961 | 28,083 | 28,011 | 24,519 | 20,974 | 86% | 5,967 | | 26,941 | 25,745 | 32,743 | 34% | | 32,743 | | | | | |
| 4600 | CPA&C Committee Fund | 500 | 0 | 500 | 400 | 500 | 125 | 25% | 375 | | 500 | 525 | 1,500 | 200% | | 1,502 | | | | | |
| 4625 | Art Trail | 1,000 | 1,366 | 1,000 | 725 | 1,000 | 342 | 34% | 100 | | 442 | 1,050 | 750 | -25% | | 750 | | | | | |
| 4637 | Local Democracy WG | 600 | 515 | 600 | 43 | 500 | 0 | 0% | 0 | | 0 | 525 | 250 | -50% | | 250 | | | | | |
| 4639 | Art on the Park | 500 | 0 | 500 | 500 | 500 | 500 | 0% | 0 | | 500 | 525 | 525 | 5% | | 525 | | | | | |
| | 500 - Overhead Expenditure | 36,681 | 33,077 | 35,683 | 29,679 | 27,019 | 21,941 | 81% | 6,442 | 0 | 28,383 | 28,370 | 35,768 | 32% | | 35,770 | 0 | 0 | 0 | 0 | 35,770 |

| | | | | | | | | | | | | | | | | | | | | | |
|------|-----------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----|----------|----------|-----------|-----------|-----------|------|---------|-----------|---------|---------|---|-------|-----------|
| | | | | | | | | | | | | | | | | | | | | | |
| 505 | Civic Responsibility | | | | | | | | | | | | | | | | | | | | |
| | 505 - Total Income | | 0 | | 0 | | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0% | 0 | | | | | | 0 |
| | | | | | | | | | | | | | | | | | | | | | |
| 4045 | Salary Reallocation | 30,469 | 32,761 | 23,139 | 22,876 | 24,403 | 21,411 | 88% | 6,523 | | 27,934 | 25,623 | 52,709 | 116% | | 52,709 | | | | | |
| 4650 | Mayors Allowance | 1,000 | 326 | 1,000 | 567 | 1,000 | 276 | 28% | 724 | | 1,000 | 1,050 | 1,000 | 0% | | 1,000 | | | | | |
| 4655 | Honorarium | 4,000 | 2,340 | 4,000 | 3,100 | 3,500 | 1,515 | 43% | 1,750 | | 3,265 | 3,675 | 3,500 | 0% | | 3,500 | | | | | |
| 4660 | Mayor Making | 2,500 | 810 | 2,500 | 2,422 | 2,500 | 2,335 | 93% | 0 | | 2,335 | 2,625 | 2,500 | 0% | | 2,500 | | | | | |
| 4665 | Remembrance | 4,000 | 1,549 | 4,000 | 2,192 | 3,000 | 1,858 | 62% | 500 | | 2,358 | 3,150 | 2,500 | -17% | | 2,500 | | | | | |
| 4670 | Regalia and Robes | 3,000 | 2,739 | 3,000 | 353 | 2,000 | 0 | 0% | 0 | | 0 | 2,100 | 2,000 | 0% | | 2,000 | | | | | |
| 4680 | Civic Hospitality & Events | 1,500 | 1,291 | 1,500 | 1,443 | 1,500 | 874 | 58% | 500 | | 1,374 | 1,575 | 1,500 | 0% | | 1,500 | | | | | |
| 4690 | Twin Towns | 250 | 250 | 250 | -176 | 250 | 101 | 40% | 250 | | 351 | 263 | 250 | 0% | | 250 | | | | | |
| 4700 | Civic Award Scheme | 1,000 | 1,180 | 1,000 | 734 | 1,000 | 0 | 0% | 750 | | 750 | 1,050 | 1,000 | 0% | | 1,000 | | | | | |
| 4705 | Watership Brass | 650 | 650 | 650 | 650 | 650 | 0 | 0% | 0 | | 0 | 683 | 650 | 0% | | 650 | | | | | |
| | 505 - Overhead Expenditure | 48,369 | 43,895 | 41,039 | 34,161 | 39,803 | 28,370 | 71% | 10,997 | 0 | 39,367 | 41,793 | 67,609 | 70% | | 67,609 | 0 | 0 | 0 | 0 | 67,609 |
| | | | | | | | | | | | | | | | | | | | | | |
| 600 | Planning & Highways | | | | | | | | | | | | | | | | | | | | |
| 1120 | Grants & Donations Received (NDP) | 100 | 0 | 0 | 200 | 15,000 | 7,400 | 49% | 6,878 | | 14,278 | 15,750 | 15,000 | 0% | 15,000 | | | | | | |
| | 600 - Total Income | 100 | 0 | 0 | 512 | 15,000 | 7,400 | 49% | 6,878 | 0 | 14,278 | 15,750 | 15,000 | 0% | 15,000 | | | | | | 15,000 |
| | | | | | | | | | | | | | | | | | | | | | |
| 4045 | Salary Reallocation | 32,142 | 35,430 | 41,775 | 43,050 | 35,980 | 30,587 | 85% | 6,100 | | 36,687 | 37,779 | 22,438 | -38% | | 22,438 | | | | | |
| 4800 | P & H Committee Fund | 1,000 | 396 | 1,000 | 0 | 1,000 | 740 | 74% | 0 | | 740 | 1,050 | 1,000 | 0% | | 1,000 | | | | | |
| 4805 | Heritage Working Group | 3,000 | 498 | 3,000 | 1,304 | 1,000 | 471 | 47% | 0 | | 471 | 1,050 | 1,000 | 0% | | 1,000 | | | | | |
| 4810 | Neighbourhood Development Plan | 7,000 | 1,228 | 5,000 | 7,561 | 15,000 | 1,104 | 7% | 0 | | 1,104 | 15,750 | 15,000 | 0% | | 15,000 | | | | | |
| 4815 | Signage | 10,000 | 0 | 0 | 0 | 0 | 0 | 0% | 0 | | 0 | 0 | 2,000 | 0% | | 2,000 | | | | | |
| 4820 | Canal Corridor | 10,000 | 0 | 5,000 | 0 | 0 | 0 | 0% | 0 | | 0 | 0 | 0 | 0% | | | | | | | |
| | 600 - Overhead Expenditure | 63,142 | 37,552 | 55,775 | 51,915 | 52,980 | 32,902 | 62% | 6,100 | 0 | 39,002 | 55,629 | 41,438 | -22% | | 41,438 | 0 | 0 | 0 | 0 | 41,438 |
| | | | | | | | | | | | | | | | | | | | | | |
| | Reserves etc | | | | | 705,500 | | | | | | | #REF! | | | | | | | | |
| | Total Budget Income | 1,297,537 | 1,411,345 | 1,425,448 | 1,509,084 | 1,575,224 | 1,792,395 | | 67,258 | -266,952 | 1,592,701 | 1,653,985 | 1,857,823 | | 330,870 | 1,526,953 | | | | | 1,857,823 |
| | Expenditure | 1,964,260 | 1,306,014 | 2,326,418 | 1,598,063 | 2,280,724 | 1,162,663 | | 573,772 | -64,920 | 1,668,265 | 2,381,950 | 2,428,667 | | | 1,857,823 | 347,049 | 223,796 | 0 | #REF! | #REF! |
| | Net Income over Expenditure | -666,723 | 105,331 | -900,970 | -88,979 | 0 | 629,732 | | -506,514 | | -75,564 | -727,965 | 0 | | | | | | | | |
| | | 21-22 | | 22-23 | | 23-24 | | | | | | 0 | 24-25 | | | | | | | | |
| | | Budget | Actual | Budget | | Budget | | | | | | 0 | Budget | | | | | | | | |

Affect of the Precept on Band D Properties
Waiting for 2024/25 figures

Band D
2023/24 per
household

Per Annum
Per Week
Additional
per wk

£94.67
1.82

| | | | | | | |
|--|----------------------------------|-----------|--------|---------|-------|-------|
| Includes large costed, one-off priorities highlighted bright orange & secondary priorities hightlighted blue. | Draft for Council 28/12/23 | 1,526,953 | 19.96% | £112.32 | £2.16 | £0.34 |
|--|----------------------------------|-----------|--------|---------|-------|-------|

These sums are provided
as a guide, using the
provisional 2024/25 Band
D numbers from West
Berkshire Council. West
Berkshire hope to finalise
the Band D in the week of
15th January 2024. Any
change will be updated
for the Full Council
meeting.

Appendix 5

| EMR for P&R Consideration 15/01/2024 - Updated 05/01/24 | | | | | | | | | | |
|---|----------------------------------|-----------------------|--------------------------|---------------------------------|---|--|--|---|--|---|
| EMR | Account | Council (20/12/23) | Ringfenced (20/12/23) | Cost Centre | Nominal Code | Purpose | Plus/Minus prior to 2023/24 Y/End | Anticipated EMR's Council 01/04/24 | Anticipated EMR's Ringfenced 01/04/24 | Recommendation for Council Consideration. |
| 350 | Election Admin Fund | | 30,855.68 | 110 - Central Services | 4055 - Election Expenses | HP - Ringfenced - WBC could invoice To cover 4-yearly Election Costs if required. | | | 30,855.68 | Maintain |
| 459 | P&R Projects Fund 22-23 (Mem) | 395.00 | | 200 - P&R | 4125 - P&R Projects Fund | For projects within the ToR of P&R - Members approval | -395.00 | 0.00 | | Agree how this, together with the £2000 budget line, can be best used or return to general reserves. |
| 460 | P&R Projects Fund 22-23 (FCS) | 1,185.00 | | 200 - P&R | 4125 - P&R Projects Fund | HP - For projects within the ToR of P&R - Engaging Consultant - This should have been spent by now. | -1,185.00 | 0.00 | | Reallocate or Return to General Reserves |
| 443 | Defibrillators | 1,430.00 | | 210 - Grants & Contributions | 4210 - Grants & Contributions | HP - Originally intended to provide grant aid to others wishing to provide defibrillators. No-one came forward. | -1,430.00 | 0.00 | | Reallocate or Return to General Reserves - Grant Funding via The Bid could be used if needed in the future. |
| 457 | Greenham & Crookham - Riverside | 2,500.00 | | 210 - Grants & Contributions | 4212 - Greenham & Crookham Common | HP - Change name to Clayhill Community Centre. Allocated in budget but do not believe required. If unspent at end of year, recommend moving back to General Reserves. | -2,500.00 | 0.00 | | Reallocate or Return to General Reserves. |
| 370 | Town Hall Maintenance Fund | 57,750.00 | | 290 - Town Hall | New Code - Town Hall Roof | Major repairs to the Town Hall Roof - Estimate of £55k received. | | 57,750.00 | | Maintain until major roof repairs undertaken. |
| 415 | Town Hall Solar Panel | 1,870.00 | | 290 - Town Hall | 4345 - Solar Panels | Replace Solar Panels on Town Hall - HP - Spent | -1,870.00 | 0.00 | | Use towards installation and then close. |
| 418 | Shaw Cemetery Survey | 3,450.00 | | 305 - Shaw Cemetery | 4436 - Headstone Survey | HP - Headstone Survey | | 3,450.00 | | Maintain. |
| 455 | Market Repairs (Electric Popups) | 1,842.00 | | 310 - Markets | 4425 - Repairs & Maintenance | Electric pop-up repairs / replacement | -1,842.00 | 0.00 | | When budget remaining is £0, use towards repairs and then close. If not used by year-end, carry over. |
| 441 | War Memoial Sinking Fund | 4,000.00 | | 315 - War Memorial | 4850 - Sinking Fund | Major refurbishment - £2000 set aside annually. | 2,000.00 | 6,000.00 | | Maintain and add to this from the precept. Increase by £2000 from 2023/24 precept |
| 446 | Wash Common Upgrade | 5,460.00 | | 335 - Wash Common | 4502 - Wash Common Upgrade - Phase 1 | HP - Consultation undertaken - JH has the detail. | | 5,460.00 | | Phase 1 completed. Maintain until agreement reached as to way forward. For consideration, I am advised residents do not like the deer fencing around the trees on Wash Common Rec. Officer recommendation is that these funds are used to remove the deer fencing and use it as security fencing at Parsons Allotments. |
| 442 | Playground Upgrading | 21,350.00 | | 340 - Playground upgrading | 4423 - Play Areas | Upgrade the play areas - To set aside £50,000 from precept annually from 2025/26. | | 21,350.00 | | Maintain and add to this from the precept. Transfer anything remaining from the 2023/24 £40,000 into the EMR. |

| EMR | Account | Council (20/12/23) | Ringfenced (20/12/23) | Cost Centre | Nominal Code | Purpose | Plus/Minus prior to 2023/24 Y/End | Anticipated EMR's Council 01/04/24 | Anticipated EMR's Ringfenced 01/04/24 | Recommendation for Council Consideration. |
|-----|--------------------------------|-----------------------|--------------------------|---|--------------------------------------|--|--|---|--|--|
| 340 | Tennis Court Maintenance Fund | | 14,400.00 | 345 - Victoria Park | 4465 - Tennis Court Maintenance Fund | HP - Ringfenced - Agreement / Contract Grant from the LTA to refurbish the tennis courts. Agreed in 2016 as a condition of grant we must put £3,600 aside each year as a sinking fund for resurfacing, painting to keep in tip top LTA condition. Not used to date. Plan to use part in 2024/25. | 3,600.00 | | 18,000.00 | Maintain as condition of grant. Increase by £3,600 from 2023/24 precept |
| 360 | VP Café Replacement | 274,549.07 | | 345 - Victoria Park | 4530 - Community Café | Café Refurbishment (LM - To ascertain how much of the current £274,549.07 is ringfenced from CIL etc.) | 125,450.93 | 274,549.07 | 125,450.93 | £400,000 Set aside for VP Café. £125,450.93 from CIL (Ringfenced) (LM - To ascertain how much of the current £274,549.07 is ringfenced from CIL etc.) |
| 439 | Bandstand VP | | 2,925.30 | 345 - Victoria Park | 4537 - Bandstand | HP - Ringfenced funds from The Good Exchange. To upgrade the bandstand. | | | 2,925.30 | Maintain until funds used and then close. |
| 456 | Repairs to Victoria & Lions | 5,000.00 | | 345 - Victoria Park | 4541 - Repairs to Victoria & Lions | Repairs to Victoria and Lions | | 5,000.00 | | Maintain. Project estimated at £15,000. Plan for 2025/26. |
| 435 | Greenham House Prep Work | | 7,940.00 | 350 - Open Spaces | 4750 - Greenham House Gardens | HP - Ringfenced - Part of the lease deal Plans to spend in 2023/24. Wildflower meadow, new benches etc. | -4,179.00 | | 3,761.00 | Work underway as per agreed plan. Likely to be completed by end of April 2024. Maintain until funds used and then close. |
| 448 | Hutton Close Upgrades | | 20,000.00 | 350 - Open Spaces | 4771 - Hutton Close Upgrade | HP - Ringfenced - We leased part of the land to developers to support the development of the neighbouring plot. NTC promised residents that majority of rent money would be spent on the Open Space. | | | 20,000.00 | Maintain until decision made as to how to best use the sums available. |
| 408 | Allotment Security WC | 1,500.00 | | 420 - Allotments - Wash Common | 4450 - Extra Security Measures | HP - Additional Security if budget insufficient. Return to general reserves if not spent. | -1,500.00 | 0.00 | | If unspent, reallocate, maintain, or return to general reserves. |
| 407 | Allotment Security excl WC | 2,669.00 | | 421 - Allotments excluding Wash Common | 4450 - Extra Security Measures | HP - Additional Security if budget insufficient. Return to general reserves if not spent. | -2,669.00 | 0.00 | | If unspent, reallocate, maintain a small amount, or if unspent at year-end, return to general reserves. |
| 400 | Twin Town Anniversary | 3,005.02 | | 505 - Civic Responsibility | 4690 - Twin Towns | HP - Support Twin Town 50th anniversary events | -3,005.02 | 3,005.02 | | Leave, reallocate or return to general reserves - Speak with EM & Committee. |
| 403 | HWG Plaques/Apraisals | 588.00 | | 600 - Planning & Highways | 4805 - Heritage Working Group | Blue Plaques, Dendro Dating | | 588.00 | | Maintain to be used if budget insufficient. |
| 404 | Civic Robe Replacement | 2,898.00 | | 505 - Civic Responsibility | 4670 - Regalia & Robes | Civic Robe Replacement / Repairs / Cleaning | | 2,898.00 | | Maintain |
| 410 | Neighbourhood Development Plan | 11,039.31 | | 600 - Planning & Highways | 4810 - Town Design & Town Plan. | HP - Need to change Town Design and Town Plan to Neighbourhood Development Plan Grant of £6,878 is Ringfenced | | 4,161.31 | 6,878.00 | Maintain for duration of NDP development. Grant of £6,878 is Ringfenced. Uncertain about the remaining £4,161.31 (LM to check). |
| 453 | Canal Corridor | 5,000.00 | | 600 - Planning & Highways | 4820 - Canal Corridor | HP - Await recommendations from Working Group, to be taken to P&H for approval. | | 5,000.00 | | Maintain. |

| EMR | Account | Council (20/12/23) | Ringfenced (20/12/23) | Cost Centre | Nominal Code | Purpose | Plus/Minus prior to 2023/24 Y/End | Anticipated EMR's Council 01/04/24 | Anticipated EMR's Ringfenced 01/04/24 | Recommendation for Council Consideration. |
|-----|-------------------------|-----------------------|--------------------------|--|----------------------------|--|--|---|--|--|
| 345 | Trees | 37,013.65 | | Allotments, Open Spaces, Recreation Grounds, Cemeteries. | 4515 - Tree & Survey Works | A reserve to the funds set aside from the precept against each of the cost centres. Anything remaining at the end of the year is moved into the EMR. Insufficient for the survey works, which will have its own nominal code. This | | 20,848.00 | | Move anything remaining at the end of the year to the EMR. As of 21/12/23 this is £20,848 |
| 458 | Watercourses | 10,000.00 | | | 4772 - Watercourses | HP - Council allocated funds to support the Council's responsibilities as riparian owners. Decided to fund from reserves rather than the precept. ARK have prepared a report with which JH is familiar. | | 10,000.00 | | Our riparian responsibilities are at Dairy Farm Allotments and River Walk. It is planned that this EMR is used to fund work, supported by volunteers from ARK, at River Walk after April (after the Trout breeding season). To precept from 2025/26 to rebuild EMR as a sinking fund. |
| 392 | CIL Money | | 357,393.58 | | | HP - Ringfenced - Statute | -125,450.93 | | 231,942.65 | Move £125,450.93 to Victoria Park Café to make up the £400,000 (see above). Of the remaining £231,942.65, release the following CIL into EMR's for: * Visual/Audio Screens/Equipment for Chamber - £1000 * Solar Panels Shaw Cemetery (4416/305) - £9,000. * Survey Costs - Extension of Land for Cemetery - £10,000 * Wash Common & WC Allotments Drainage Feasibility Study - £5,000 * Towards Upgrading the Play Areas - (4423/340) - £50,000 * Bandstand Portable Ramp - £1,745 * Splashpark new surface - £22,000 * Wharf Toilets Contactless - £2,600 * Total: £101,345 * Leaving: To be held for VP Cafe until released: £130,597.65 |
| 454 | 2022/23 Purchase Orders | | 5,325.79 | | | HP - Ringfenced - Contractual For purchase orders set up in 2022/23, where invoices have not yet been received. Variety of reasons. | -5,325.79 | 0.00 | | To pay invoices received in 2023/24 (from work agreed 2022/23). Anything remaining to return to general reserves. |
| | | 454,494.05 | 438,840.35 | | | | -20,300.81 | 398,709.40 | 439,813.56 | |
| | | 893,334.40 | | | | | | 838,522.96 | | |
| | | | | | | Potential Reallocation or Return to General Reserves | -12,684.02 | | | |

Linked to Cashbook 1

Entered Month 7
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|----------|-------------|---------|
| A15 HawkEye Pest Control Ltd | | | | | | | |
| Wasp nest - Shaw Cemetery | 28/09/2023 | 13298SM8 | 1 | 72.00 | 0.00 | 72.00 | 0.00 |
| PestManagement Victoria Park | 02/10/2023 | 13329SM65 | 1 | 166.32 | 0.00 | 166.32 | 0.00 |
| Pest management VP Bowls Club | 02/10/2023 | 13329SM66 | 1 | 99.00 | 0.00 | 99.00 | 0.00 |
| | | | | | 0.00 | 337.32 | |
| Above paid on 10/10/2023 by Online Payment Ref A15 | | | | | | | |
| A29 Appcentric | | | | | | | |
| Monthly Support (October 2023) | 03/10/2023 | 1605 | 1 | 522.50 | 0.00 | 522.50 | 0.00 |
| | | | | | 0.00 | 522.50 | |
| Above paid on 10/10/2023 by Online Payment Ref A29 | | | | | | | |
| A41 Auditing Solutions Ltd | | | | | | | |
| 1st Qtr Internal Audit | 04/10/2023 | A8192 | 1 | 600.00 | 0.00 | 600.00 | 0.00 |
| | | | | | 0.00 | 600.00 | |
| Above paid on 10/10/2023 by Online Payment Ref A41 | | | | | | | |
| A7 McCarthy Marland (Recycling) Ltd | | | | | | | |
| Skip - Shaw Cemetery | 25/09/2023 | IN81197 | 1 | 364.19 | 0.00 | 364.19 | 0.00 |
| Skip - Dairy Farm Allotments | 30/09/2023 | IN81738 | 1 | 300.00 | 0.00 | 300.00 | 0.00 |
| | | | | | 0.00 | 664.19 | |
| Above paid on 10/10/2023 by Online Payment Ref A7 | | | | | | | |
| C36 Corn Exchange | | | | | | | |
| Refreshments NIB Event | 30/09/2023 | 1036 | 1 | 60.00 | 0.00 | 60.00 | 0.00 |
| | | | | | 0.00 | 60.00 | |
| Above paid on 10/10/2023 by Online Payment Ref C36 | | | | | | | |
| E14 Environmental Solutions Ltd | | | | | | | |
| Secure Shredding - August 23 | 01/09/2023 | 23678 | 1 | 67.84 | 0.00 | 67.84 | 0.00 |
| Secure shredding - Sept 2023 | 29/09/2023 | 23778 | 1 | 57.78 | 0.00 | 57.78 | 0.00 |
| | | | | | 0.00 | 125.62 | |
| Above paid on 10/10/2023 by Online Payment Ref E14 | | | | | | | |

Continued over page

Linked to Cashbook 1

Entered Month 7
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|--------------|--------|------------|----------|-------------|---------|
| G10 Kalyani Gadey | | | | | | | |
| Allot key refund x 2 (S22) | 25/09/2023 | REFUNDKEYS22 | 1 | 20.00 | 0.00 | 20.00 | 0.00 |
| | | | | | 0.00 | 20.00 | |
| Above paid on 10/10/2023 by Online Payment Ref G10 | | | | | | | |
| G6 Greentips | | | | | | | |
| NTR Cem - Emergency tree works | 04/10/2023 | ETW.0040.IN | 1 | 2,160.00 | 0.00 | 2,160.00 | 0.00 |
| | | | | | 0.00 | 2,160.00 | |
| Above paid on 10/10/2023 by Online Payment Ref G6 | | | | | | | |
| H41 Hoskins Electrical Services | | | | | | | |
| Testing & repairs - Town Hall | 06/10/2023 | 0294 | 1 | 225.00 | 0.00 | 225.00 | 0.00 |
| | | | | | 0.00 | 225.00 | |
| Above paid on 10/10/2023 by Online Payment Ref H41 | | | | | | | |
| J21 John O'Conner GM Ltd | | | | | | | |
| Ground Maintenace - Sept 23 | 25/09/2023 | 101763 | 1 | 37,611.55 | 0.00 | 37,611.55 | 0.00 |
| | | | | | 0.00 | 37,611.55 | |
| Above paid on 10/10/2023 by Online Payment Ref J21 | | | | | | | |
| L13 Link Up Local Mencap | | | | | | | |
| Busstop posters - Aug 23 | 01/09/2023 | 0404/23 | 1 | 51.00 | 0.00 | 51.00 | 0.00 |
| | | | | | 0.00 | 51.00 | |
| Above paid on 10/10/2023 by Online Payment Ref L13 | | | | | | | |
| L25 Local Toilet Hire Ltd | | | | | | | |
| VPark - Repair Damage Toilet | 13/09/2023 | 150834 | 1 | 60.00 | 0.00 | 60.00 | 0.00 |
| | | | | | 0.00 | 60.00 | |
| Above paid on 10/10/2023 by Online Payment Ref L25 | | | | | | | |
| M28 Minster Cleaning Services | | | | | | | |
| Office cleaning - October 2023 | 02/10/2023 | 13819 | 1 | 1,761.61 | 0.00 | 1,761.61 | 0.00 |
| | | | | | 0.00 | 1,761.61 | |
| Above paid on 10/10/2023 by Online Payment Ref INV29354 | | | | | | | |

Continued over page

Linked to Cashbook 1

Entered Month 7
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--|----------------------|--------|------------|----------|-------------|---------|
| M61 | Microshade Business Consultants Ltd | | | | | | |
| Host Rialtas - Citrix -Oct23 | 09/10/2023 | 18443 | 1 | 328.84 | 0.00 | 328.84 | 0.00 |
| | | | | | 0.00 | 328.84 | |
| Above paid on 10/10/2023 by Online Payment Ref M61 | | | | | | | |
| N12 | National Association of Local Councils | | | | | | |
| NALC - F&CS Manager advert | 28/09/2023 | 702661 | 1 | 360.00 | 0.00 | 360.00 | 0.00 |
| | | | | | 0.00 | 360.00 | |
| Above paid on 10/10/2023 by Online Payment Ref N12 | | | | | | | |
| N28 | Newbury BID CIC | | | | | | |
| Business rates - NTC Chamber | 25/09/2023 | BIDRATE-MEETING HALL | 1 | 60.75 | 0.00 | 60.75 | 0.00 |
| | | | | | 0.00 | 60.75 | |
| Above paid on 10/10/2023 by Online Payment Ref NbyBIDrate | | | | | | | |
| P6 | Pangbourne and District Silver Band | | | | | | |
| VP Bandstand - 24.09.23 | 01/10/2023 | 24/09/23/PSB | 1 | 150.00 | 0.00 | 150.00 | 0.00 |
| | | | | | 0.00 | 150.00 | |
| Above paid on 10/10/2023 by Online Payment Ref P6 | | | | | | | |
| R20 | Rialtas Business Solutions Ltd | | | | | | |
| Month end consult - Liz | 22/09/2023 | 31061 | 1 | 330.00 | 0.00 | 330.00 | 0.00 |
| Liz, Ray - Oct 23 Month End | 06/10/2023 | 31093 | 1 | 330.00 | 0.00 | 330.00 | 0.00 |
| | | | | | 0.00 | 660.00 | |
| Above paid on 10/10/2023 by Online Payment Ref R20 | | | | | | | |
| S2 | Enerveo Limited. was sse contract | | | | | | |
| Latern repair 11 Paddock Rd | 28/09/2023 | 900024897 | 1 | 543.71 | 0.00 | 543.71 | 0.00 |
| Qrtly Maintenance Jul-Sept 23 | 29/09/2023 | 900024984 | 1 | 1,539.34 | 0.00 | 1,539.34 | 0.00 |
| | | | | | 0.00 | 2,083.05 | |
| Above paid on 10/10/2023 by Online Payment Ref S2 | | | | | | | |

10/10/2023

Newbury Town Council Current Year

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List of Purchase Ledger Payments

User: MGG

Linked to Cashbook 1

Entered Month 7
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|-------------|------------------|---------|
| S40 Service Master | | | | | | | |
| Clean Chamber Curtains | 28/09/2023 | 272593 | 1 | 780.00 | 0.00 | 780.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>780.00</u> | |
| Above paid on 10/10/2023 by Online Payment Ref S40 | | | | | | | |
| T30 Cybit South Limited | | | | | | | |
| 1 x 27" monitor | 26/09/2023 | INV4896 | 1 | 251.40 | 0.00 | 251.40 | 0.00 |
| | | | | | <u>0.00</u> | <u>251.40</u> | |
| Above paid on 10/10/2023 by Online Payment Ref T30 | | | | | | | |
| Total Purchase Ledger Payments | | | | | <u>0.00</u> | <u>48,872.83</u> | |

Linked to Cashbook 1

Entered Month 7
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|-------------|---------------|---------|
| A15 HawkEye Pest Control Ltd | | | | | | | |
| Wasp nest - Shaw Cemetery | 28/09/2023 | 13298SM8 | 1 | 72.00 | 0.00 | 72.00 | 0.00 |
| PestManagement Victoria Park | 02/10/2023 | 13329SM65 | 1 | 166.32 | 0.00 | 166.32 | 0.00 |
| Pest management VP Bowls Club | 02/10/2023 | 13329SM66 | 1 | 99.00 | 0.00 | 99.00 | 0.00 |
| | | | | | 0.00 | 337.32 | |
| Above paid on 10/10/2023 by Online Payment Ref A15 | | | | | | | |
| A29 Appcentric | | | | | | | |
| Monthly Support (October 2023) | 03/10/2023 | 1605 | 1 | 522.50 | 0.00 | 522.50 | 0.00 |
| | | | | | 0.00 | 522.50 | |
| Above paid on 10/10/2023 by Online Payment Ref A29 | | | | | | | |
| A41 Auditing Solutions Ltd | | | | | | | |
| 1st Qtr Internal Audit | 04/10/2023 | A8192 | 1 | 600.00 | 0.00 | 600.00 | 0.00 |
| | | | | | 0.00 | 600.00 | |
| Above paid on 10/10/2023 by Online Payment Ref A41 | | | | | | | |
| A7 McCarthy Marland (Recycling) Ltd | | | | | | | |
| Skip - Shaw Cemetery | 25/09/2023 | IN81197 | 1 | 364.19 | 0.00 | 364.19 | 0.00 |
| Skip - Dairy Farm Allotments | 30/09/2023 | IN81738 | 1 | 300.00 | 0.00 | 300.00 | 0.00 |
| | | | | | 0.00 | 664.19 | |
| Above paid on 10/10/2023 by Online Payment Ref A7 | | | | | | | |
| C36 Corn Exchange | | | | | | | |
| Refreshments NIB Event | 30/09/2023 | 1036 | 1 | 60.00 | 0.00 | 60.00 | 0.00 |
| | | | | | 0.00 | 60.00 | |
| Above paid on 10/10/2023 by Online Payment Ref C36 | | | | | | | |
| E14 Environmental Solutions Ltd | | | | | | | |
| Secure Shredding - August 23 | 01/09/2023 | 23678 | 1 | 67.84 | 0.00 | 67.84 | 0.00 |
| Secure shredding - Sept 2023 | 29/09/2023 | 23778 | 1 | 57.78 | 0.00 | 57.78 | 0.00 |
| | | | | | 0.00 | 125.62 | |
| Above paid on 10/10/2023 by Online Payment Ref E14 | | | | | | | |

Continued over page

Linked to Cashbook 1

Entered Month 7
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|-----------------------|-------------------|--------------|----------------------|------------------------|-----------------------------|-----------------|
| G10 Kalyani Gadey | | | | | | | |
| <i>Allot key refund x 2 (S22)</i> | 25/09/2023 | REFUNDKEYS22 | 1 | 20.00 | 0.00 | 20.00 | 0.00 |
| | | | | | 0.00 | 20.00 | |
| Above paid on 10/10/2023 by Online Payment Ref G10 | | | | | | | |
| G6 Greentips | | | | | | | |
| <i>NTR Cem - Emergency tree works</i> | 04/10/2023 | ETW.0040.IN | 1 | 2,160.00 | 0.00 | 2,160.00 | 0.00 |
| | | | | | 0.00 | 2,160.00 | |
| Above paid on 10/10/2023 by Online Payment Ref G6 | | | | | | | |
| H41 Hoskins Electrical Services | | | | | | | |
| <i>Testing & repairs - Town Hall</i> | 06/10/2023 | 0294 | 1 | 225.00 | 0.00 | 225.00 | 0.00 |
| | | | | | 0.00 | 225.00 | |
| Above paid on 10/10/2023 by Online Payment Ref H41 | | | | | | | |
| J21 John O'Conner GM Ltd | | | | | | | |
| <i>Ground Maintenance - Sept 23</i> | 25/09/2023 | 101763 | 1 | 37,611.55 | 0.00 | 37,611.55 | 0.00 |
| Please note: this was added in error and will be paid in November - MG | | | | | 0.00 | 37,611.55 | |
| Above paid on 10/10/2023 by Online Payment Ref J21 | | | | | | | |
| L13 Link Up Local Mencap | | | | | | | |
| <i>Busstop posters - Aug 23</i> | 01/09/2023 | 0404/23 | 1 | 51.00 | 0.00 | 51.00 | 0.00 |
| | | | | | 0.00 | 51.00 | |
| Above paid on 10/10/2023 by Online Payment Ref L13 | | | | | | | |
| L25 Local Toilet Hire Ltd | | | | | | | |
| <i>VPark - Repair Damage Toilet</i> | 13/09/2023 | 150834 | 1 | 60.00 | 0.00 | 60.00 | 0.00 |
| | | | | | 0.00 | 60.00 | |
| Above paid on 10/10/2023 by Online Payment Ref L25 | | | | | | | |
| M28 Minster Cleaning Services | | | | | | | |
| <i>Office cleaning - October 2023</i> | 02/10/2023 | 13819 | 1 | 1,761.61 | 0.00 | 1,761.61 | 0.00 |
| | | | | | 0.00 | 1,761.61 | |
| Above paid on 10/10/2023 by Online Payment Ref INV29354 | | | | | | | |

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Linked to Cashbook 1

Entered Month 7
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|---|----------------------|--------|------------|-------------|-----------------|---------|
| M61 | Microshade Business Consultants Ltd | | | | | | |
| Host Rialtas - Citrix -Oct23 | 09/10/2023 | 18443 | 1 | 328.84 | 0.00 | 328.84 | 0.00 |
| | | | | | 0.00 | 328.84 | |
| Above paid on 10/10/2023 by Online Payment Ref M61 | | | | | | | |
| N12 | National Association of Local Councils | | | | | | |
| NALC - F&CS Manager advert | 28/09/2023 | 702661 | 1 | 360.00 | 0.00 | 360.00 | 0.00 |
| | | | | | 0.00 | 360.00 | |
| Above paid on 10/10/2023 by Online Payment Ref N12 | | | | | | | |
| N28 | Newbury BID CIC | | | | | | |
| Business rates - NTC Chamber | 25/09/2023 | BIDRATE-MEETING HALL | 1 | 60.75 | 0.00 | 60.75 | 0.00 |
| | | | | | 0.00 | 60.75 | |
| Above paid on 10/10/2023 by Online Payment Ref NbyBIDRate | | | | | | | |
| P6 | Pangbourne and District Silver Band | | | | | | |
| VP Bandstand - 24.09.23 | 01/10/2023 | 24/09/23/PSB | 1 | 150.00 | 0.00 | 150.00 | 0.00 |
| | | | | | 0.00 | 150.00 | |
| Above paid on 10/10/2023 by Online Payment Ref P6 | | | | | | | |
| R20 | Rialtas Business Solutions Ltd | | | | | | |
| Month end consult - Liz | 22/09/2023 | 31061 | 1 | 330.00 | 0.00 | 330.00 | 0.00 |
| Liz, Ray - Oct 23 Month End | 06/10/2023 | 31093 | 1 | 330.00 | 0.00 | 330.00 | 0.00 |
| | | | | | 0.00 | 660.00 | |
| Above paid on 10/10/2023 by Online Payment Ref R20 | | | | | | | |
| S2 | Enerveo Limited. was sse contract | | | | | | |
| Latern repair 11 Paddock Rd | 28/09/2023 | 900024897 | 1 | 543.71 | 0.00 | 543.71 | 0.00 |
| Qrtly Maintenance Jul-Sept 23 | 29/09/2023 | 900024984 | 1 | 1,539.34 | 0.00 | 1,539.34 | 0.00 |
| | | | | | 0.00 | 2,083.05 | |
| Above paid on 10/10/2023 by Online Payment Ref S2 | | | | | | | |

Linked to Cashbook 1

Entered Month 7
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|-------------|------------------|---------|
| S40 | | | | | | | |
| Service Master | | | | | | | |
| <i>Clean Chamber Curtains</i> | 28/09/2023 | 272593 | 1 | 780.00 | 0.00 | 780.00 | 0.00 |
| | | | | | 0.00 | 780.00 | |
| Above paid on 10/10/2023 by Online Payment Ref S40 | | | | | | | |
| T30 | | | | | | | |
| Cybit South Limited | | | | | | | |
| <i>1 x 27" monitor</i> | 26/09/2023 | INV4896 | 1 | 251.40 | 0.00 | 251.40 | 0.00 |
| | | | | | 0.00 | 251.40 | |
| Above paid on 10/10/2023 by Online Payment Ref T30 | | | | | | | |
| Total Purchase Ledger Payments | | | | | 0.00 | 23,272.67 | |

Linked to Cashbook 1

Entered Month 8
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|----------|-------------|---------|
| A18 Aquaid (Kennet and North Wilts) | | | | | | | |
| Annual maint 01.11.23-31.10.24 | 31/10/2023 | 452242 | 1 | 1,036.80 | 0.00 | 1,036.80 | 0.00 |
| | | | | | 0.00 | 1,036.80 | |
| Above paid on 08/11/2023 by Online Payment Ref A18 | | | | | | | |
| A20 A & S Meats | | | | | | | |
| Market Management - Nov 23 | 01/11/2023 | 103 | 1 | 1,560.00 | 0.00 | 1,560.00 | 0.00 |
| | | | | | 0.00 | 1,560.00 | |
| Above paid on 08/11/2023 by Online Payment Ref A20 | | | | | | | |
| A29 Appcentric | | | | | | | |
| Monthly Support - November 23 | 03/11/2023 | 1625 | 1 | 522.50 | 0.00 | 522.50 | 0.00 |
| | | | | | 0.00 | 522.50 | |
| Above paid on 08/11/2023 by Online Payment Ref A29 | | | | | | | |
| B41 Berkshire Pressure Cleaning | | | | | | | |
| Clean War Memorial | 26/10/2023 | P6374 | 1 | 180.00 | 0.00 | 180.00 | 0.00 |
| | | | | | 0.00 | 180.00 | |
| Above paid on 08/11/2023 by Online Payment Ref B41 | | | | | | | |
| B60 Bluestone Planning | | | | | | | |
| Nby Neighbourhood Plan Support | 31/10/2023 | INV-1268 | 1 | 151.20 | 0.00 | 151.20 | 0.00 |
| | | | | | 0.00 | 151.20 | |
| Above paid on 08/11/2023 by Online Payment Ref B60 | | | | | | | |
| D12 DCK Payroll Solutions | | | | | | | |
| Monthly Payroll - Sept 23 | 28/09/2023 | P4537 | 1 | 200.04 | 0.00 | 200.04 | 0.00 |
| October 2023 Salaries | 27/10/2023 | P4622 | 1 | 170.04 | 0.00 | 170.04 | 0.00 |
| | | | | | 0.00 | 370.08 | |
| Above paid on 08/11/2023 by Online Payment Ref P1104 | | | | | | | |
| D32 DN Decorations | | | | | | | |
| VP Bandstand repairs- Interim | 19/10/2023 | 01 | 1 | 33,198.17 | 0.00 | 33,198.17 | 0.00 |
| | | | | | 0.00 | 33,198.17 | |
| Above paid on 08/11/2023 by Online Payment Ref D32 | | | | | | | |

Continued over page

Linked to Cashbook 1

Entered Month 8
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------------|--------|------------|----------|-------------|---------|
| E14 Environmental Solutions Ltd | | | | | | | |
| Secure Shredding - October 23 | 27/10/2023 | 24025 | 1 | 67.84 | 0.00 | 67.84 | 0.00 |
| | | | | | 0.00 | 67.84 | |
| Above paid on 08/11/2023 by Online Payment Ref E14 | | | | | | | |
| G22 The Good Exchange Ltd | | | | | | | |
| GS Meeting 19.10.23 agreed | 19/10/2023 | GRANTS19.10.2023 | 1 | 7,564.54 | 0.00 | 7,564.54 | 0.00 |
| Project 20095 funds not needed | 26/10/2023 | GRANT REFUND | 1 | -75.00 | 0.00 | -75.00 | 0.00 |
| | | | | | 0.00 | 7,489.54 | |
| Above paid on 08/11/2023 by Online Payment Ref Ref:19787- | | | | | | | |
| J21 John O'Conner GM Ltd | | | | | | | |
| Clear Debris-DF Allotment | 20/10/2023 | 102700 | 1 | 300.00 | 0.00 | 300.00 | 0.00 |
| Prepare VP Football Pitch | 30/10/2023 | 102925 | 1 | 1,800.00 | 0.00 | 1,800.00 | 0.00 |
| | | | | | 0.00 | 2,100.00 | |
| Above paid on 08/11/2023 by Online Payment Ref J21 | | | | | | | |
| J25 James Hallam | | | | | | | |
| Cyber Insurance to 31.10.24 | 23/10/2023 | 527963040 | 1 | 2,595.61 | 0.00 | 2,595.61 | 0.00 |
| | | | | | 0.00 | 2,595.61 | |
| Above paid on 08/11/2023 by Online Payment Ref J25 | | | | | | | |
| L13 Link Up Local Mencap | | | | | | | |
| Bus stop posters - Sept 23 | 01/10/2023 | 0577/23 | 1 | 50.00 | 0.00 | 50.00 | 0.00 |
| | | | | | 0.00 | 50.00 | |
| Above paid on 08/11/2023 by Online Payment Ref L13 | | | | | | | |
| M28 Minster Cleaning Services | | | | | | | |
| Office Cleaning - November 23 | 01/11/2023 | 14005 | 1 | 1,761.61 | 0.00 | 1,761.61 | 0.00 |
| | | | | | 0.00 | 1,761.61 | |
| Above paid on 08/11/2023 by Online Payment Ref INV29354 | | | | | | | |

Linked to Cashbook 1

Entered Month 8
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|---------------|--------|------------|-------------|-----------------|---------|
| M61 Microshade Business Consultants Ltd | | | | | | | |
| Monthly support Citrix/Rialtas | 06/11/2023 | 18576 | 1 | 328.84 | 0.00 | 328.84 | 0.00 |
| | | | | | <u>0.00</u> | <u>328.84</u> | |
| Above paid on 08/11/2023 by Online Payment Ref M61 | | | | | | | |
| R1 Royal British Legion | | | | | | | |
| Catering for Remembrance 2023 | 10/10/2023 | 12/11/23 | 1 | 250.00 | 0.00 | 250.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>250.00</u> | |
| Above paid on 08/11/2023 by Online Payment Ref R1 | | | | | | | |
| R20 Rialtas Business Solutions Ltd | | | | | | | |
| Cemetery training 20.10.23 | 20/10/2023 | 31113 | 1 | 300.00 | 0.00 | 300.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>300.00</u> | |
| Above paid on 08/11/2023 by Online Payment Ref R20 | | | | | | | |
| S103 Splash Pads Enterprises Limited | | | | | | | |
| Splashpark - DeGreener | 26/10/2023 | INV-0230 | 1 | 276.00 | 0.00 | 276.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>276.00</u> | |
| Above paid on 08/11/2023 by Online Payment Ref S103 | | | | | | | |
| S41 Sundog Grounds Maintenance Ltd | | | | | | | |
| Clear gutters - Shaw Cemetery | 23/10/2023 | 4020 | 1 | 1,032.00 | 0.00 | 1,032.00 | 0.00 |
| Repairs Wharf Toilet/Shaw Cem | 28/10/2023 | 4036 | 1 | 216.00 | 0.00 | 216.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>1,248.00</u> | |
| Above paid on 08/11/2023 by Online Payment Ref S41 | | | | | | | |
| S60 M S Street | | | | | | | |
| Refund Key Deposit-WC004a | 06/11/2023 | KEYREFUNDWC4A | 1 | 10.00 | 0.00 | 10.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>10.00</u> | |
| Above paid on 08/11/2023 by Online Payment Ref S60 | | | | | | | |
| T12 Thatcham Glass | | | | | | | |
| Town Hall - fit window glass | 23/10/2023 | 065754 | 1 | 234.00 | 0.00 | 234.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>234.00</u> | |
| Above paid on 08/11/2023 by Online Payment Ref T12 | | | | | | | |

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08/11/2023

Newbury Town Council Current Year

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List of Purchase Ledger Payments

User: MGG

Linked to Cashbook 1

Entered Month 8
by user MGG

| Supplier and Invoice Details | | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|----------------------------------|--------------|------------|--------|------------|----------|-------------|---------|
| W47 | West Berkshire Funeral Directors | | | | | | | |
| Grave digging | | 23/10/2023 | SUN/F23125 | 1 | 390.00 | 0.00 | 390.00 | 0.00 |
| | | | | | | <hr/> | <hr/> | |
| | | | | | | 0.00 | 390.00 | |
| Above paid on 08/11/2023 by Online Payment Ref W47 | | | | | | | | |
| Total Purchase Ledger Payments | | | | | | <hr/> | <hr/> | |
| | | | | | | 0.00 | 54,120.19 | |
| | | | | | | <hr/> | <hr/> | |

Linked to Cashbook 1

Entered Month 8
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|----------------------------------|-------------------|--------|------------|-------------|-----------------|---------|
| B43 | Berkshire Wedding Fair | | | | | | |
| Attend Wedding Fair 18.02.24 | 16/11/2023 | NOVSPR24 | 1 | 150.00 | 0.00 | 150.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>150.00</u> | |
| Above paid on 23/11/2023 by Online Payment Ref B43 | | | | | | | |
| B45 | Bernwode Fruit Trees | | | | | | |
| 60 x Fruit Trees | 24/10/2023 | 0739 | 1 | 1,500.00 | 0.00 | 1,500.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>1,500.00</u> | |
| Above paid on 23/11/2023 by Online Payment Ref B45 | | | | | | | |
| E19 | Evolution Water Services Limited | | | | | | |
| City Rec Legionella test | 14/11/2023 | J147793 | 1 | 600.00 | 0.00 | 600.00 | 0.00 |
| VP Kiosk - Legionella test | 14/11/2023 | J147794 | 1 | 300.00 | 0.00 | 300.00 | 0.00 |
| Shaw Cem - Legionella test | 14/11/2023 | J147795 | 1 | 300.00 | 0.00 | 300.00 | 0.00 |
| Town Hall - Legionella test | 14/11/2023 | J147796 | 1 | 1,140.00 | 0.00 | 1,140.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>2,340.00</u> | |
| Above paid on 23/11/2023 by Online Payment Ref E19 | | | | | | | |
| H1 | Hags/SMP | | | | | | |
| Blossoms Field Repair parts | 08/11/2023 | 092721 | 1 | 216.00 | 0.00 | 216.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>216.00</u> | |
| Above paid on 23/11/2023 by Online Payment Ref H1 | | | | | | | |
| H39 | Mr Roger Hunneman | | | | | | |
| Cllr Hunneman Exspense | 13/11/2023 | EXPENSES 13.11.23 | 1 | 35.60 | 0.00 | 35.60 | 0.00 |
| | | | | | <u>0.00</u> | <u>35.60</u> | |
| Above paid on 23/11/2023 by Online Payment Ref H39 | | | | | | | |
| H41 | Hoskins Electrical Services | | | | | | |
| Repairs Civic Entrane&Suite 1 | 03/11/2023 | 0298 | 1 | 758.09 | 0.00 | 758.09 | 0.00 |
| Emergence call out 14.10.23 | 06/11/2023 | 0296 | 1 | 85.00 | 0.00 | 85.00 | 0.00 |
| Lighting repairs - 17.10.23 | 06/11/2023 | 0297 | 1 | 85.00 | 0.00 | 85.00 | 0.00 |
| T-Hall-Testing repairs27.10.23 | 06/11/2023 | 0299 | 1 | 189.34 | 0.00 | 189.34 | 0.00 |
| Emergency light testing-27.10. | 14/11/2023 | 0300 | 1 | 172.18 | 0.00 | 172.18 | 0.00 |
| | | | | | <u>0.00</u> | <u>1,289.61</u> | |
| Above paid on 23/11/2023 by Online Payment Ref H41 | | | | | | | |

Continued over page

Linked to Cashbook 1

Entered Month 8
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|--------------|--------|------------|----------|-------------|---------|
| J20 J P Handy | | | | | | | |
| Testing trees - Oak & Cedar | 15/11/2023 | 2324-056 | 1 | 770.00 | 0.00 | 770.00 | 0.00 |
| | | | | | 0.00 | 770.00 | |
| Above paid on 23/11/2023 by Online Payment Ref J20 | | | | | | | |
| K8 Kennet Community Radio | | | | | | | |
| Public address-Remembrance 23 | 12/11/2023 | KR1000572 | 1 | 894.00 | 0.00 | 894.00 | 0.00 |
| | | | | | 0.00 | 894.00 | |
| Above paid on 23/11/2023 by Online Payment Ref K8 | | | | | | | |
| M50 H.C. Marsh (Newbury) Ltd | | | | | | | |
| Gas bottle - Shaw Cemetery | 16/11/2023 | 137288 | 1 | 109.95 | 0.00 | 109.95 | 0.00 |
| | | | | | 0.00 | 109.95 | |
| Above paid on 23/11/2023 by Online Payment Ref NE23 | | | | | | | |
| P45 Elite Emergency Medical Service | | | | | | | |
| Ambulance Cover-Remembrance 23 | 20/11/2023 | 635163 | 1 | 504.00 | 0.00 | 504.00 | 0.00 |
| | | | | | 0.00 | 504.00 | |
| Above paid on 23/11/2023 by Online Payment Ref P45 | | | | | | | |
| R12 Ramsbury Silver Band | | | | | | | |
| VP Bandstand 23.07.2023 | 02/11/2023 | 12/001 | 1 | 150.00 | 0.00 | 150.00 | 0.00 |
| | | | | | 0.00 | 150.00 | |
| Above paid on 23/11/2023 by Online Payment Ref R12 | | | | | | | |
| R20 Rialtas Business Solutions Ltd | | | | | | | |
| Consultancy wirh Ray 05.09.23 | 01/11/2023 | 31028 | 1 | 330.00 | 0.00 | 330.00 | 0.00 |
| | | | | | 0.00 | 330.00 | |
| Above paid on 23/11/2023 by Online Payment Ref R20 | | | | | | | |
| R39 Diane Reid | | | | | | | |
| Allotrent & key refund -WM071b | 16/11/2023 | REFUND WM71B | 1 | 46.00 | 0.00 | 46.00 | 0.00 |
| | | | | | 0.00 | 46.00 | |
| Above paid on 23/11/2023 by Online Payment Ref R39 | | | | | | | |

Continued over page

Linked to Cashbook 1

Entered Month 8
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------------------|----------------|--------|------------|-------------|------------------|---------|
| S56 | RC Smallbone Newbury Ltd | | | | | | |
| Overpayment refund - Inv 8538 | 08/11/2023 | REFUND-INV8538 | 1 | 45.00 | 0.00 | 45.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>45.00</u> | |
| Above paid on 23/11/2023 by Online Payment Ref S56 | | | | | | | |
| S7 | Sawscape Play Ltd | | | | | | |
| Top Section Windsurf Rocker | 07/11/2023 | INV 2067 | 1 | 2,176.80 | 0.00 | 2,176.80 | 0.00 |
| | | | | | <u>0.00</u> | <u>2,176.80</u> | |
| Above paid on 23/11/2023 by Online Payment Ref S7 | | | | | | | |
| T30 | Cybit South Limited | | | | | | |
| Monthly support - November 23 | 01/11/2023 | INV5852 | 1 | 192.00 | 0.00 | 192.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>192.00</u> | |
| Above paid on 23/11/2023 by Online Payment Ref T30 | | | | | | | |
| T32 | The Alpha Xperience | | | | | | |
| 1000 Remembrance Service Sheet | 07/11/2023 | 00013180 | 1 | 147.50 | 0.00 | 147.50 | 0.00 |
| | | | | | <u>0.00</u> | <u>147.50</u> | |
| Above paid on 23/11/2023 by Online Payment Ref T32 | | | | | | | |
| W42 | Window Flowers Ltd | | | | | | |
| Winter hanging baskets-Busines | 21/10/2023 | 58577 | 1 | 1,056.00 | 0.00 | 1,056.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>1,056.00</u> | |
| Above paid on 23/11/2023 by Online Payment Ref W42 | | | | | | | |
| Total Purchase Ledger Payments | | | | | <u>0.00</u> | <u>11,952.46</u> | |

Linked to Cashbook 1

Entered Month 9
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|-------------|--------|------------|----------|-------------|---------|
| A15 HawkEye Pest Control Ltd | | | | | | | |
| Pest Management- WM Allotment | 01/12/2023 | 12784SM19 | 1 | 125.40 | 0.00 | 125.40 | 0.00 |
| Pest Management - Southby Allo | 01/12/2023 | 12784SM20 | 1 | 138.60 | 0.00 | 138.60 | 0.00 |
| Pest Management-DF Allot | 01/12/2023 | 12784SM21 | 1 | 118.80 | 0.00 | 118.80 | 0.00 |
| Pest Management-WC Allot | 01/12/2023 | 12784SM22 | 1 | 92.40 | 0.00 | 92.40 | 0.00 |
| Pest Management-OTP Allot | 01/12/2023 | 12784SM23 | 1 | 105.60 | 0.00 | 105.60 | 0.00 |
| Pest Management-Parsons Allot | 01/12/2023 | 12784SM24 | 1 | 92.40 | 0.00 | 92.40 | 0.00 |
| | | | | | 0.00 | 673.20 | |
| Above paid on 18/12/2023 by Online Payment Ref A15 | | | | | | | |
| A2 ADT Fire & Security Plc | | | | | | | |
| FireAlarmMaint1.11.23-31.10.24 | 01/11/2023 | 53779915 | 1 | 4,015.04 | 0.00 | 4,015.04 | 0.00 |
| | | | | | 0.00 | 4,015.04 | |
| Above paid on 18/12/2023 by Online Payment Ref 40579697 | | | | | | | |
| A20 A & S Meats | | | | | | | |
| Market Management - Dec 2023 | 01/12/2023 | 104 | 1 | 1,560.00 | 0.00 | 1,560.00 | 0.00 |
| | | | | | 0.00 | 1,560.00 | |
| Above paid on 18/12/2023 by Online Payment Ref A20 | | | | | | | |
| B29 Broxap Ltd | | | | | | | |
| Derby Double Recycle Bins | 07/12/2023 | 313028 | 1 | 1,198.68 | 0.00 | 1,198.68 | 0.00 |
| | | | | | 0.00 | 1,198.68 | |
| Above paid on 18/12/2023 by Online Payment Ref B29 | | | | | | | |
| B41 Berkshire Pressure Cleaning | | | | | | | |
| Pressure cleaning 4 sites | 28/11/2023 | P6391 | 1 | 876.00 | 0.00 | 876.00 | 0.00 |
| | | | | | 0.00 | 876.00 | |
| Above paid on 18/12/2023 by Online Payment Ref B41 | | | | | | | |
| C10 Crescent Signs Ltd | | | | | | | |
| Rat bin stickers x 8 | 28/11/2023 | INV - 21237 | 1 | 90.00 | 0.00 | 90.00 | 0.00 |
| | | | | | 0.00 | 90.00 | |
| Above paid on 18/12/2023 by Online Payment Ref 17108/1710 | | | | | | | |

Continued over page

Linked to Cashbook 1

Entered Month 9
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|-------------|--------|------------|-------------|-----------------|---------|
| C59 Canal & River Trust | | | | | | | |
| LockIsl Lease 25.12.23 to 24.3 | 20/11/2023 | 195925 | 1 | 300.00 | 0.00 | 300.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>300.00</u> | |
| Above paid on 18/12/2023 by Online Payment Ref 8083919 | | | | | | | |
| D12 DCK Payroll Solutions | | | | | | | |
| Salaries - November 2023 | 30/11/2023 | P4704 | 1 | 215.04 | 0.00 | 215.04 | 0.00 |
| | | | | | <u>0.00</u> | <u>215.04</u> | |
| Above paid on 18/12/2023 by Online Payment Ref P1104 | | | | | | | |
| D31 Abacus Employment Services Dovetail | | | | | | | |
| J Lockwood Temp w/e02.06.23 | 27/10/2023 | INV 0151 | 1 | 652.61 | 0.00 | 652.61 | 0.00 |
| | | | | | <u>0.00</u> | <u>652.61</u> | |
| Above paid on 18/12/2023 by Online Payment Ref D31 | | | | | | | |
| E14 Environmental Solutions Ltd | | | | | | | |
| Secure Shredding - Nov 23 | 24/11/2023 | 24264 | 1 | 67.84 | 0.00 | 67.84 | 0.00 |
| | | | | | <u>0.00</u> | <u>67.84</u> | |
| Above paid on 18/12/2023 by Online Payment Ref E14 | | | | | | | |
| F5 Foxes Tree Services & Son Ltd | | | | | | | |
| Emergency Tree Works-Culver Rd | 20/11/2023 | 4873 | 1 | 180.00 | 0.00 | 180.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>180.00</u> | |
| Above paid on 18/12/2023 by Online Payment Ref F5 | | | | | | | |
| G6 Greentips | | | | | | | |
| NTR Cem - Crown Cedar | 05/12/2023 | ETW.0053.IN | 1 | 1,440.00 | 0.00 | 1,440.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>1,440.00</u> | |
| Above paid on 18/12/2023 by Online Payment Ref G6 | | | | | | | |
| H11 Healthmatic Ltd | | | | | | | |
| Clean WharfToilet1.10-31.11.23 | 31/10/2023 | 13313 | 1 | 3,630.00 | 0.00 | 3,630.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>3,630.00</u> | |
| Above paid on 18/12/2023 by Online Payment Ref INV7984 | | | | | | | |

Continued over page

Linked to Cashbook 1

Entered Month 9
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|---------------------|--------|------------|-------------|------------------|---------|
| H41 Hoskins Electrical Services | | | | | | | |
| Call out - VP, CCTV 14.10.23 | 24/11/2023 | 0301 | 1 | 85.00 | 0.00 | 85.00 | 0.00 |
| Call out - power to lift | 30/11/2023 | 0302 | 1 | 85.00 | 0.00 | 85.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>170.00</u> | |
| Above paid on 18/12/2023 by Online Payment Ref H41 | | | | | | | |
| H42 Josephine Hitchcock | | | | | | | |
| Refund- paid NTC by mistake | 01/12/2023 | REFUND | 1 | 79.00 | 0.00 | 79.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>79.00</u> | |
| Above paid on 18/12/2023 by Online Payment Ref H42 | | | | | | | |
| H43 D J Harman | | | | | | | |
| Expenses May to Oct 23 | 11/12/2023 | CLLRHARMAN EXPENSES | 1 | 23.20 | 0.00 | 23.20 | 0.00 |
| | | | | | <u>0.00</u> | <u>23.20</u> | |
| Above paid on 18/12/2023 by Online Payment Ref H43 | | | | | | | |
| H44 Mr J Hicks | | | | | | | |
| Allot key refund - W-Mills | 11/12/2023 | KEYREFUNDW-MILLS | 1 | 10.00 | 0.00 | 10.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>10.00</u> | |
| Above paid on 18/12/2023 by Online Payment Ref H44 | | | | | | | |
| J21 John O'Conner GM Ltd | | | | | | | |
| Ground Maintenance - Nov 23 | 16/11/2023 | 103409 | 1 | 37,611.55 | 0.00 | 37,611.55 | 0.00 |
| VP Remove Mattresses | 22/11/2023 | 103703 | 1 | 120.00 | 0.00 | 120.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>37,731.55</u> | |
| Above paid on 18/12/2023 by Online Payment Ref J21 | | | | | | | |
| L13 Link Up Local Mencap | | | | | | | |
| Bus Stop Posters | 31/10/2023 | 0713/23 | 1 | 51.00 | 0.00 | 51.00 | 0.00 |
| Bus Stop Posters | 30/11/2023 | 0976-23 | 1 | 50.00 | 0.00 | 50.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>101.00</u> | |
| Above paid on 18/12/2023 by Online Payment Ref L13 | | | | | | | |

Linked to Cashbook 1

Entered Month 9
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|----------|-------------|---------|
| L25 Local Toilet Hire Ltd | | | | | | | |
| Event toilet x2 - 4 weeks | 12/12/2023 | 156275 | 1 | 336.00 | 0.00 | 336.00 | 0.00 |
| | | | | | 0.00 | 336.00 | |
| Above paid on 18/12/2023 by Online Payment Ref L25 | | | | | | | |
| M28 Minster Cleaning Services | | | | | | | |
| Office Cleaning - Dec 23 | 01/12/2023 | 14177 | 1 | 1,761.61 | 0.00 | 1,761.61 | 0.00 |
| | | | | | 0.00 | 1,761.61 | |
| Above paid on 18/12/2023 by Online Payment Ref INV29354 | | | | | | | |
| M61 Microshade Business Consultants Ltd | | | | | | | |
| Host Rialtas -Citrix - Nov 23 | 05/12/2023 | 18673 | 1 | 328.84 | 0.00 | 328.84 | 0.00 |
| | | | | | 0.00 | 328.84 | |
| Above paid on 18/12/2023 by Online Payment Ref M61 | | | | | | | |
| R40 R Allen House and Garden Maintenance | | | | | | | |
| Replace Toilet Door Shaw Cem | 11/12/2023 | 2231 | 1 | 1,370.00 | 0.00 | 1,370.00 | 0.00 |
| | | | | | 0.00 | 1,370.00 | |
| Above paid on 18/12/2023 by Online Payment Ref R40 | | | | | | | |
| S27 The Society of Local Council Clerks | | | | | | | |
| Job advert - 3 weeks | 30/11/2023 | SD1076-1 | 1 | 370.80 | 0.00 | 370.80 | 0.00 |
| | | | | | 0.00 | 370.80 | |
| Above paid on 18/12/2023 by Online Payment Ref S27 | | | | | | | |
| S41 Sundog Grounds Maintenance Ltd | | | | | | | |
| Remove soil from Shaw Cemetery | 22/11/2023 | 4037 | 1 | 576.00 | 0.00 | 576.00 | 0.00 |
| Remembrabce cones & barriers | 26/11/2023 | 4038 | 1 | 288.00 | 0.00 | 288.00 | 0.00 |
| WMills Allot Car Park Works | 26/11/2023 | 4039 | 1 | 1,068.00 | 0.00 | 1,068.00 | 0.00 |
| Cromwell Road Bunds | 26/11/2023 | 4042 | 1 | 768.00 | 0.00 | 768.00 | 0.00 |
| City rec-Surfboard & fences | 04/12/2023 | 3989 | 1 | 272.40 | 0.00 | 272.40 | 0.00 |
| Greenham House Gardens 2/3done | 04/12/2023 | 4060 | 1 | 3,072.00 | 0.00 | 3,072.00 | 0.00 |
| | | | | | 0.00 | 6,044.40 | |
| Above paid on 18/12/2023 by Online Payment Ref S41 | | | | | | | |

Continued over page

Linked to Cashbook 1

Entered Month 9
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|---------------|--------|------------|----------|-------------|---------|
| S54 Mrs C J Steer | | | | | | | |
| Allotment key deposit WM18a | 27/11/2023 | KEYDEP-WM18A | 1 | 10.00 | 0.00 | 10.00 | 0.00 |
| | | | | | 0.00 | 10.00 | |
| Above paid on 18/12/2023 by Online Payment Ref S54 | | | | | | | |
| S55 Mrs D S Smith & Mr GM Smith | | | | | | | |
| Refund - Market Baker Dec 23 | 08/12/2023 | MARKET REFUND | 1 | 121.00 | 0.00 | 121.00 | 0.00 |
| | | | | | 0.00 | 121.00 | |
| Above paid on 18/12/2023 by Online Payment Ref S55 | | | | | | | |
| T30 Cybit South Limited | | | | | | | |
| E-mail Security 2023-24 | 21/11/2023 | INV 6172 | 1 | 1,548.00 | 0.00 | 1,548.00 | 0.00 |
| Engineer- L Sainsbury 20.11.23 | 23/11/2023 | 2600 | 1 | 324.00 | 0.00 | 324.00 | 0.00 |
| Adobe Acrobat - Teams (MG) | 30/11/2023 | INV6338 | 1 | 291.60 | 0.00 | 291.60 | 0.00 |
| Dec 23 - Telephone Support | 01/12/2023 | INV6497 | 1 | 192.00 | 0.00 | 192.00 | 0.00 |
| | | | | | 0.00 | 2,355.60 | |
| Above paid on 18/12/2023 by Online Payment Ref T30 | | | | | | | |
| T32 The Alpha Xperience | | | | | | | |
| 300 x Mayors Christmas Cards | 28/11/2023 | 13230 | 1 | 186.00 | 0.00 | 186.00 | 0.00 |
| | | | | | 0.00 | 186.00 | |
| Above paid on 18/12/2023 by Online Payment Ref T32 | | | | | | | |
| T38 The Play Inspection Company Ltd | | | | | | | |
| Play Inspection App Training | 31/10/2023 | 64873 | 1 | 810.00 | 0.00 | 810.00 | 0.00 |
| | | | | | 0.00 | 810.00 | |
| Above paid on 18/12/2023 by Online Payment Ref T38 | | | | | | | |
| W46 WorkNest Ltd | | | | | | | |
| OH Assessment - J.Lempriere | 29/11/2023 | SINV056751 | 1 | 510.00 | 0.00 | 510.00 | 0.00 |
| | | | | | 0.00 | 510.00 | |
| Above paid on 18/12/2023 by Online Payment Ref W46 | | | | | | | |
| Total Purchase Ledger Payments | | | | | 0.00 | 67,217.41 | |

Linked to Cashbook 1

Entered Month 9

Pay by BACS/Online File

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|------------------------------|--------------|------------|--------|------------------------|-------------|------------------|---------|
| D32 DN Decorations | | | | | | | |
| Repairs to VP Bandstand | 30/11/2023 | 10109 | 1 | 26,448.43 | 0.00 | 26,448.43 | 0.00 |
| | | | | | <u>0.00</u> | <u>26,448.43</u> | |
| | | | | Proposed Payment Total | <u>0.00</u> | <u>26,448.43</u> | |

Detailed Income & Expenditure by Budget Heading 05/01/2024

Month No: 9

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 100 Staff | | | | | | | | |
| 4000 Salaries/NI/PAYE | 54,192 | 436,956 | 512,624 | 75,668 | | 75,668 | 85.2% | |
| 4005 Agency / Locum Cover | 7,500 | 20,469 | 0 | (20,469) | | (20,469) | 0.0% | |
| 4010 Misc Staff Expenses | 1,124 | 5,296 | 7,000 | 1,704 | | 1,704 | 75.7% | |
| 4045 Salary Reallocation | (54,192) | (436,956) | (512,624) | (75,668) | | (75,668) | 85.2% | |
| Staff :- Indirect Expenditure | 8,624 | 25,766 | 7,000 | (18,766) | 0 | (18,766) | 368.1% | 0 |
| Net Expenditure | (8,624) | (25,766) | (7,000) | 18,766 | | | | |
| 110 Central Services | | | | | | | | |
| 1076 Precept Received | 0 | 1,272,879 | 1,272,879 | 0 | | | 100.0% | |
| 1090 Interest Received | 2,527 | 17,774 | 8,000 | (9,774) | | | 222.2% | |
| 1091 Shares/Dividend Income | 0 | 4 | 0 | (4) | | | 0.0% | |
| 1092 Instant Access Ac Interest | 864 | 864 | 0 | (864) | | | 0.0% | |
| 1905 CIL income received | 0 | 266,953 | 0 | (266,953) | | | 0.0% | 266,953 |
| Central Services :- Income | 3,390 | 1,558,474 | 1,280,879 | (277,595) | | | 121.7% | 266,953 |
| 4045 Salary Reallocation | 15,499 | 124,969 | 146,368 | 21,399 | | 21,399 | 85.4% | |
| 4050 Bank Charges | 363 | 4,006 | 3,000 | (1,006) | | (1,006) | 133.5% | |
| 4055 Election Expenses | 0 | 399 | 0 | (399) | | (399) | 0.0% | 399 |
| Central Services :- Indirect Expenditure | 15,862 | 129,375 | 149,368 | 19,993 | 0 | 19,993 | 86.6% | 399 |
| Net Income over Expenditure | (12,472) | 1,429,099 | 1,131,511 | (297,588) | | | | |
| 6000 plus Transfer from EMR | 0 | 399 | | | | | | |
| 6001 less Transfer to EMR | 0 | 266,953 | | | | | | |
| Movement to/(from) Gen Reserve | (12,472) | 1,162,546 | | | | | | |
| 200 P&R General | | | | | | | | |
| 4045 Salary Reallocation | 2,981 | 24,033 | 28,380 | 4,347 | | 4,347 | 84.7% | |
| 4105 Members' travel & subsistence | 23 | 59 | 800 | 741 | | 741 | 7.3% | |
| 4120 Precept Leaflet | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4125 P&R Projects Fund | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| P&R General :- Indirect Expenditure | 3,004 | 24,091 | 32,180 | 8,089 | 0 | 8,089 | 74.9% | 0 |
| Net Expenditure | (3,004) | (24,091) | (32,180) | (8,089) | | | | |
| 210 Grants & Contributions | | | | | | | | |
| 4150 Grants for Climate Change Proj | 0 | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | |
| 4155 Berkshire Youth; Youth Worker | 0 | 12,500 | 25,000 | 12,500 | | 12,500 | 50.0% | |
| 4160 Contribution to BID Xmas light | 0 | 12,000 | 12,000 | 0 | | 0 | 100.0% | |

Detailed Income & Expenditure by Budget Heading 05/01/2024

Month No: 9

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4165 Greenham Community Youth | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4170 Volunteer Centre | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4180 Grant Sub Committee | 0 | 16,255 | 24,500 | 8,245 | | 8,245 | 66.3% | |
| 4185 CAB Grant | 0 | 0 | 20,000 | 20,000 | | 20,000 | 0.0% | |
| 4210 Defibs | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4212 Greenham & Crookham Common | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4213 Diversity & Inclusivity | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 4215 Public support- Green Spaces | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| Grants & Contributions :- Indirect Expenditure | 0 | 40,755 | 103,500 | 62,745 | 0 | 62,745 | 39.4% | 0 |
| Net Expenditure | 0 | (40,755) | (103,500) | (62,745) | | | | |
| <u>220 Corporate Services</u> | | | | | | | | |
| 4200 Visitor Information Centre | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4220 Training and Development | 675 | 2,760 | 6,000 | 3,240 | 457 | 2,783 | 53.6% | |
| 4225 Advertising Recruitment | 609 | 2,872 | 2,000 | (872) | | (872) | 143.6% | |
| 4230 Telephone | 882 | 7,784 | 8,000 | 216 | 665 | (449) | 105.6% | |
| 4235 Postage | 180 | 1,286 | 3,000 | 1,714 | | 1,714 | 42.9% | |
| 4240 Printing/Stationery | 4 | 1,387 | 1,800 | 413 | | 413 | 77.1% | |
| 4245 Office Equipment | 124 | 1,265 | 1,500 | 235 | | 235 | 84.3% | |
| 4250 IT | 1,657 | 31,210 | 30,000 | (1,210) | | (1,210) | 104.0% | |
| 4255 Professional Fees | 152 | 11,465 | 18,000 | 6,535 | | 6,535 | 63.7% | |
| 4260 Audit | 0 | 505 | 4,800 | 4,295 | | 4,295 | 10.5% | |
| 4265 Subscriptions | 0 | 4,281 | 5,000 | 719 | | 719 | 85.6% | |
| 4270 Photocopier Charges | 535 | 1,550 | 2,000 | 450 | | 450 | 77.5% | |
| 4275 Advertising General | 50 | 460 | 1,500 | 1,040 | 495 | 545 | 63.7% | |
| 4280 Recycling Costs | 57 | 1,041 | 1,200 | 159 | | 159 | 86.7% | |
| 4420 Insurance | 0 | 14,718 | 14,000 | (718) | | (718) | 105.1% | |
| Corporate Services :- Indirect Expenditure | 4,923 | 82,583 | 99,300 | 16,717 | 1,617 | 15,100 | 84.8% | 0 |
| Net Expenditure | (4,923) | (82,583) | (99,300) | (16,717) | | | | |
| <u>290 Town Hall</u> | | | | | | | | |
| 1270 Suite Lease Income | 2,555 | 31,140 | 36,000 | 4,860 | | | 86.5% | |
| 1275 Solar Panel Income | 0 | 0 | 1,500 | 1,500 | | | 0.0% | |
| 1280 Chamber Hire | 2,289 | 10,436 | 10,000 | (436) | | | 104.4% | |
| Town Hall :- Income | 4,844 | 41,575 | 47,500 | 5,925 | | | 87.5% | 0 |
| 4045 Salary Reallocation | 3,468 | 27,965 | 33,034 | 5,069 | | 5,069 | 84.7% | |
| 4345 Replacement Solar Panel Invert | 0 | 0 | 5,000 | 5,000 | 5,000 | 0 | 100.0% | |
| 4405 Rates | 0 | 9,916 | 11,430 | 1,514 | | 1,514 | 86.8% | |

Detailed Income & Expenditure by Budget Heading 05/01/2024

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| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4410 Water | 0 | 349 | 500 | 151 | | 151 | 69.8% | |
| 4415 Energy Supplies | 1,499 | 9,133 | 10,000 | 867 | | 867 | 91.3% | |
| 4416 Energy Conservation Projects | 0 | 2,499 | 4,000 | 1,501 | 4,000 | (2,499) | 162.5% | |
| 4425 Repairs and Maintenance | 158 | 15,617 | 24,000 | 8,383 | 5,795 | 2,589 | 89.2% | |
| 4431 Town Hall cleaning contract | 1,468 | 13,212 | 16,500 | 3,288 | | 3,288 | 80.1% | |
| 4440 Fire Extinguishers | 0 | 475 | 1,200 | 725 | | 725 | 39.6% | |
| 4445 Security | 0 | 360 | 1,200 | 840 | | 840 | 30.0% | |
| Town Hall :- Indirect Expenditure | 6,594 | 79,526 | 106,864 | 27,338 | 14,795 | 12,543 | 88.3% | 0 |
| Net Income over Expenditure | (1,750) | (37,951) | (59,364) | (21,413) | | | | |
| <u>295 Weddings</u> | | | | | | | | |
| 1280 Chamber Hire | 0 | 1,820 | 2,500 | 680 | | | 72.8% | |
| Weddings :- Income | 0 | 1,820 | 2,500 | 680 | | | 72.8% | 0 |
| 4045 Salary Reallocation | 921 | 7,428 | 8,788 | 1,360 | | 1,360 | 84.5% | |
| 4340 Weddings expenditure | 0 | 227 | 1,000 | 773 | 299 | 474 | 52.6% | |
| Weddings :- Indirect Expenditure | 921 | 7,655 | 9,788 | 2,133 | 299 | 1,834 | 81.3% | 0 |
| Net Income over Expenditure | (921) | (5,835) | (7,288) | (1,453) | | | | |
| <u>300 Newtown Road Cemetery</u> | | | | | | | | |
| 1300 Cemetery Income | 0 | 0 | 1,000 | 1,000 | | | 0.0% | |
| Newtown Road Cemetery :- Income | 0 | 0 | 1,000 | 1,000 | | | 0.0% | 0 |
| 4045 Salary Reallocation | 542 | 4,370 | 5,253 | 883 | | 883 | 83.2% | |
| 4355 Toilet Hire | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4405 Rates | 0 | 574 | 950 | 376 | | 376 | 60.4% | |
| 4415 Energy Supplies | 0 | 169 | 700 | 531 | | 531 | 24.1% | |
| 4425 Repairs and Maintenance | 0 | 934 | 10,000 | 9,066 | 7,060 | 2,006 | 79.9% | |
| 4430 Maint. Contracts | 851 | 7,665 | 9,000 | 1,335 | | 1,335 | 85.2% | |
| 4435 Maint. Contracts Unscheduled | 0 | 0 | 1,200 | 1,200 | | 1,200 | 0.0% | |
| 4436 Headstone Survey | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4440 Fire Extinguishers | 0 | 63 | 250 | 187 | | 187 | 25.2% | |
| 4515 Tree Surveys & Works | 1,200 | 3,250 | 2,000 | (1,250) | | (1,250) | 162.5% | |
| Newtown Road Cemetery :- Indirect Expenditure | 2,593 | 17,024 | 31,353 | 14,329 | 7,060 | 7,269 | 76.8% | 0 |
| Net Income over Expenditure | (2,593) | (17,024) | (30,353) | (13,329) | | | | |
| <u>305 Shaw Cemetery</u> | | | | | | | | |
| 1300 Cemetery Income | 8,707 | 53,873 | 50,000 | (3,873) | | | 107.7% | |
| Shaw Cemetery :- Income | 8,707 | 53,873 | 50,000 | (3,873) | | | 107.7% | 0 |

Detailed Income & Expenditure by Budget Heading 05/01/2024

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| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4045 Salary Reallocation | 1,897 | 15,293 | 18,015 | 2,722 | | 2,722 | 84.9% | |
| 4250 IT | 0 | 1,068 | 0 | (1,068) | | (1,068) | 0.0% | |
| 4265 Subscriptions | 0 | 95 | 300 | 205 | | 205 | 31.7% | |
| 4400 Rent Payable | 333 | 1,333 | 1,000 | (333) | | (333) | 133.3% | |
| 4405 Rates | 0 | 4,042 | 9,200 | 5,158 | | 5,158 | 43.9% | |
| 4410 Water | 0 | 4,433 | 1,600 | (2,833) | | (2,833) | 277.0% | |
| 4415 Energy Supplies | 73 | 236 | 1,000 | 764 | | 764 | 23.6% | |
| 4425 Repairs and Maintenance | 0 | 2,843 | 4,500 | 1,657 | 1,200 | 457 | 89.8% | |
| 4430 Maint. Contracts | 6,622 | 59,602 | 70,000 | 10,398 | | 10,398 | 85.1% | |
| 4435 Maint. Contracts Unscheduled | 1,850 | 2,030 | 2,860 | 830 | | 830 | 71.0% | |
| 4440 Fire Extinguishers | 0 | 126 | 700 | 574 | | 574 | 18.0% | |
| 4515 Tree Surveys & Works | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| Shaw Cemetery :- Indirect Expenditure | 10,775 | 91,102 | 112,175 | 21,073 | 1,200 | 19,873 | 82.3% | 0 |
| Net Income over Expenditure | (2,068) | (37,229) | (62,175) | (24,946) | | | | |
| <u>310 Markets</u> | | | | | | | | |
| 1320 Market Income | 3,711 | 33,446 | 50,000 | 16,554 | | | 66.9% | |
| Markets :- Income | 3,711 | 33,446 | 50,000 | 16,554 | | | 66.9% | 0 |
| 4045 Salary Reallocation | 1,246 | 10,050 | 11,801 | 1,751 | | 1,751 | 85.2% | |
| 4265 Subscriptions | 0 | 384 | 500 | 116 | | 116 | 76.8% | |
| 4275 Advertising General | 0 | 1,018 | 1,500 | 482 | | 482 | 67.9% | 204 |
| 4360 Market Management | 1,300 | 11,700 | 17,500 | 5,800 | | 5,800 | 66.9% | |
| 4405 Rates | 0 | 3,444 | 6,200 | 2,756 | | 2,756 | 55.5% | |
| 4415 Energy Supplies | 0 | 481 | 1,200 | 719 | | 719 | 40.1% | |
| 4425 Repairs and Maintenance | 0 | 180 | 1,000 | 820 | 940 | (120) | 112.0% | |
| Markets :- Indirect Expenditure | 2,546 | 27,257 | 39,701 | 12,444 | 940 | 11,504 | 71.0% | 204 |
| Net Income over Expenditure | 1,164 | 6,189 | 10,299 | 4,110 | | | | |
| 6000 plus Transfer from EMR | 0 | 204 | | | | | | |
| Movement to/(from) Gen Reserve | 1,164 | 6,393 | | | | | | |
| <u>315 War Memorial</u> | | | | | | | | |
| 4045 Salary Reallocation | 163 | 1,311 | 1,647 | 336 | | 336 | 79.6% | |
| 4425 Repairs and Maintenance | 0 | 690 | 1,500 | 810 | | 810 | 46.0% | |
| 4850 Sinking Fund | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| War Memorial :- Indirect Expenditure | 163 | 2,001 | 5,147 | 3,146 | 0 | 3,146 | 38.9% | 0 |
| Net Expenditure | (163) | (2,001) | (5,147) | (3,146) | | | | |

Detailed Income & Expenditure by Budget Heading 05/01/2024

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| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 320 Footway Lighting | | | | | | | | |
| 4045 Salary Reallocation | 379 | 3,059 | 3,840 | 781 | | 781 | 79.7% | |
| 4415 Energy Supplies | 1,098 | 4,639 | 8,000 | 3,361 | | 3,361 | 58.0% | |
| 4425 Repairs and Maintenance | 3,361 | 15,983 | 12,000 | (3,983) | | (3,983) | 133.2% | 6,570 |
| 4855 Street Lighting Upgrade | 457 | 457 | 7,000 | 6,543 | 6,501 | 42 | 99.4% | |
| Footway Lighting :- Indirect Expenditure | 5,295 | 24,137 | 30,840 | 6,703 | 6,501 | 201 | 99.3% | 6,570 |
| Net Expenditure | (5,295) | (24,137) | (30,840) | (6,703) | | | | |
| 6000 plus Transfer from EMR | 0 | 6,570 | | | | | | |
| Movement to/(from) Gen Reserve | (5,295) | (17,567) | | | | | | |
| 325 Clock House | | | | | | | | |
| 4045 Salary Reallocation | 163 | 1,311 | 1,647 | 336 | | 336 | 79.6% | |
| 4415 Energy Supplies | 114 | 466 | 850 | 384 | | 384 | 54.8% | |
| 4425 Repairs and Maintenance | 0 | 750 | 1,000 | 250 | | 250 | 75.0% | |
| Clock House :- Indirect Expenditure | 277 | 2,527 | 3,497 | 970 | 0 | 970 | 72.3% | 0 |
| Net Expenditure | (277) | (2,527) | (3,497) | (970) | | | | |
| 330 Street Furniture | | | | | | | | |
| 1605 Clear Channel (INC) | 0 | 55,000 | 60,000 | 5,000 | | | 91.7% | |
| Street Furniture :- Income | 0 | 55,000 | 60,000 | 5,000 | | | 91.7% | 0 |
| 4045 Salary Reallocation | 596 | 4,807 | 5,451 | 644 | | 644 | 88.2% | |
| 4111 Bus Shelter Provision & Maint | 0 | 55,000 | 60,000 | 5,000 | | 5,000 | 91.7% | |
| 4415 Energy Supplies | 0 | 0 | 400 | 400 | | 400 | 0.0% | |
| 4425 Repairs and Maintenance | 999 | 3,836 | 11,000 | 7,164 | | 7,164 | 34.9% | |
| 4460 Grit Bins | 0 | 0 | 2,000 | 2,000 | 2,834 | (834) | 141.7% | |
| Street Furniture :- Indirect Expenditure | 1,595 | 63,643 | 78,851 | 15,208 | 2,834 | 12,374 | 84.3% | 0 |
| Net Income over Expenditure | (1,595) | (8,643) | (18,851) | (10,208) | | | | |
| 335 Recreation Grounds | | | | | | | | |
| 1355 Income - Pitches | 77 | 459 | 3,300 | 2,841 | | | 13.9% | |
| 1500 Other open spaces income | 0 | 735 | 0 | (735) | | | 0.0% | |
| Recreation Grounds :- Income | 77 | 1,194 | 3,300 | 2,106 | | | 36.2% | 0 |
| 4045 Salary Reallocation | 1,951 | 15,730 | 18,429 | 2,699 | | 2,699 | 85.4% | |
| 4410 Water | 0 | 474 | 650 | 176 | | 176 | 73.0% | |
| 4415 Energy Supplies | 122 | 1,319 | 3,000 | 1,681 | | 1,681 | 44.0% | |
| 4425 Repairs and Maintenance | 0 | 5,861 | 5,000 | (861) | 981 | (1,842) | 136.8% | 386 |

Detailed Income & Expenditure by Budget Heading 05/01/2024

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Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4430 Maint. Contracts | 3,217 | 28,992 | 34,000 | 5,008 | | 5,008 | 85.3% | |
| 4435 Maint. Contracts Unscheduled | 0 | 500 | 2,500 | 2,000 | 369 | 1,631 | 34.8% | |
| 4515 Tree Surveys & Works | 0 | 454 | 4,000 | 3,546 | 5,000 | (1,454) | 136.3% | 454 |
| Recreation Grounds :- Indirect Expenditure | 5,290 | 53,330 | 67,579 | 14,249 | 6,350 | 7,899 | 88.3% | 840 |
| Net Income over Expenditure | (5,213) | (52,136) | (64,279) | (12,143) | | | | |
| 6000 plus Transfer from EMR | 0 | 840 | | | | | | |
| Movement to/(from) Gen Reserve | (5,213) | (51,296) | | | | | | |
| 336 City Recreation Ground | | | | | | | | |
| 4591 Green Flag submission | 0 | 0 | 700 | 700 | | 700 | 0.0% | |
| City Recreation Ground :- Direct Expenditure | 0 | 0 | 700 | 700 | 0 | 700 | 0.0% | 0 |
| Net Expenditure | 0 | 0 | (700) | (700) | | | | |
| 340 Play Areas | | | | | | | | |
| 1500 Other open spaces income | 0 | 450 | 0 | (450) | | | 0.0% | |
| 1990 Miscellaneous Income | 0 | 497 | 0 | (497) | | | 0.0% | |
| Play Areas :- Income | 0 | 947 | 0 | (947) | | | | 0 |
| 4045 Salary Reallocation | 3,197 | 25,780 | 30,007 | 4,227 | | 4,227 | 85.9% | |
| 4423 Upgrading | 0 | 0 | 40,000 | 40,000 | | 40,000 | 0.0% | |
| 4425 Repairs and Maintenance | 1,451 | 14,242 | 25,000 | 10,758 | 1,400 | 9,358 | 62.6% | 758 |
| 4430 Maint. Contracts | 2,460 | 22,120 | 26,000 | 3,880 | | 3,880 | 85.1% | |
| 4435 Maint. Contracts Unscheduled | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Play Areas :- Indirect Expenditure | 7,108 | 62,143 | 122,007 | 59,864 | 1,400 | 58,464 | 52.1% | 758 |
| Net Income over Expenditure | (7,108) | (61,196) | (122,007) | (60,811) | | | | |
| 6000 plus Transfer from EMR | 0 | 758 | | | | | | |
| Movement to/(from) Gen Reserve | (7,108) | (60,438) | | | | | | |
| 345 Victoria Park | | | | | | | | |
| 1360 Income - Tennis Courts | 1,650 | 5,499 | 22,000 | 16,501 | | | 25.0% | |
| 1380 Income - Bowling Club | 0 | 450 | 950 | 500 | | | 47.4% | |
| 1385 Income - Kiosk/Cafe | 0 | 4,354 | 4,000 | (354) | | | 108.8% | |
| 1391 Income - Mini Golf | 0 | 5,000 | 5,000 | 0 | | | 100.0% | |
| 1500 Other open spaces income | 0 | 2,350 | 5,000 | 2,650 | | | 47.0% | |
| 1990 Miscellaneous Income | 0 | 170 | 0 | (170) | | | 0.0% | |
| Victoria Park :- Income | 1,650 | 17,823 | 36,950 | 19,127 | | | 48.2% | 0 |

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| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| 4537 Upgrade VP Bandstand | 22,040 | 71,746 | 0 | (71,746) | | (71,746) | 0.0% | 49,706 |
| 4541 Repairs to Victoria and Lions | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4543 Splashpark | 0 | 2,650 | 2,500 | (150) | | (150) | 106.0% | |
| 4591 Green Flag submission | 0 | 0 | 850 | 850 | | 850 | 0.0% | |
| Victoria Park :- Direct Expenditure | 22,040 | 74,396 | 3,850 | (70,546) | 0 | (70,546) | 1932.4% | 49,706 |
| 4045 Salary Reallocation | 6,340 | 51,124 | 60,151 | 9,027 | | 9,027 | 85.0% | |
| 4355 Toilet Hire | 280 | 2,670 | 8,800 | 6,130 | | 6,130 | 30.3% | |
| 4410 Water | 0 | 7,351 | 9,000 | 1,649 | | 1,649 | 81.7% | |
| 4415 Energy Supplies | 33 | 2,406 | 4,500 | 2,094 | | 2,094 | 53.5% | |
| 4425 Repairs and Maintenance | 4,588 | 11,510 | 22,000 | 10,490 | 519 | 9,971 | 54.7% | 6,490 |
| 4430 Maint. Contracts | 7,095 | 63,841 | 75,000 | 11,159 | | 11,159 | 85.1% | |
| 4435 Maint. Contracts Unscheduled | 640 | 2,140 | 6,000 | 3,860 | | 3,860 | 35.7% | |
| 4440 Fire Extinguishers | 0 | 121 | 500 | 379 | | 379 | 24.2% | |
| 4445 Security | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4465 Tennis Courts Maintenance Fund | 0 | 0 | 3,600 | 3,600 | | 3,600 | 0.0% | |
| 4480 Music at the Bandstand | 0 | 2,975 | 3,000 | 25 | | 25 | 99.2% | |
| 4490 VP Fun Day | 0 | 2,333 | 2,500 | 167 | 150 | 17 | 99.3% | |
| 4515 Tree Surveys & Works | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4530 Community Cafe | 0 | 600 | 0 | (600) | | (600) | 0.0% | 600 |
| Victoria Park :- Indirect Expenditure | 18,977 | 147,071 | 197,551 | 50,480 | 669 | 49,811 | 74.8% | 7,090 |
| Net Income over Expenditure | (39,368) | (203,644) | (164,451) | 39,193 | | | | |
| 6000 plus Transfer from EMR | 4,588 | 56,795 | | | | | | |
| Movement to/(from) Gen Reserve | (34,780) | (146,848) | | | | | | |
| 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 | 1,138 | 9,176 | 10,609 | 1,433 | | 1,433 | 86.5% | |
| 4400 Rent Payable | 0 | 850 | 500 | (350) | | (350) | 170.0% | |
| 4410 Water | 0 | 0 | 110 | 110 | | 110 | 0.0% | |
| 4425 Repairs and Maintenance | 0 | 1,780 | 2,000 | 220 | 339 | (118) | 105.9% | 480 |
| 4430 Maint. Contracts | 7,379 | 66,405 | 78,000 | 11,595 | | 11,595 | 85.1% | |
| 4435 Maint. Contracts Unscheduled | 475 | 475 | 2,000 | 1,525 | | 1,525 | 23.8% | |
| 4515 Tree Surveys & Works | 0 | 1,121 | 3,000 | 1,879 | | 1,879 | 37.4% | 451 |
| 4750 Greenham House Gdns | 2,560 | 2,560 | 0 | (2,560) | 1,280 | (3,840) | 0.0% | 2,560 |
| 4760 Litter Picking Equipment | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4770 Biodiversity Survey | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Open Spaces :- Indirect Expenditure | 11,552 | 82,367 | 97,719 | 15,352 | 1,619 | 13,734 | 85.9% | 3,491 |
| Net Income over Expenditure | (11,552) | (82,367) | (97,694) | (15,327) | | | | |
| 6000 plus Transfer from EMR | 2,560 | 3,491 | | | | | | |
| Movement to/(from) Gen Reserve | (8,992) | (78,876) | | | | | | |

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| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 355 Floral Displays and Trees | | | | | | | | |
| 1990 Miscellaneous Income | 0 | 2,640 | 1,500 | (1,140) | | | 176.0% | |
| Floral Displays and Trees :- Income | 0 | 2,640 | 1,500 | (1,140) | | | 176.0% | 0 |
| 4045 Salary Reallocation | 705 | 5,680 | 6,690 | 1,010 | | 1,010 | 84.9% | |
| 4430 Maint. Contracts | 2,460 | 22,120 | 26,000 | 3,880 | | 3,880 | 85.1% | |
| 4435 Maint. Contracts Unscheduled | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4470 Tree Maintenance | 0 | 0 | 0 | 0 | 23,140 | (23,140) | 0.0% | |
| 4500 Tree planting | 1,081 | 411 | 3,000 | 2,589 | 207 | 2,382 | 20.6% | |
| 4505 Edible Crops | 0 | 0 | 450 | 450 | | 450 | 0.0% | |
| 4510 Additional Floral Displays NIB | 0 | 20,760 | 18,500 | (2,260) | | (2,260) | 112.2% | |
| Floral Displays and Trees :- Indirect Expenditure | 4,246 | 48,972 | 56,140 | 7,168 | 23,347 | (16,179) | 128.8% | 0 |
| Net Income over Expenditure | (4,246) | (46,332) | (54,640) | (8,308) | | | | |
| 360 Britain & Newbury In Bloom | | | | | | | | |
| 1600 Sponsorship | 0 | 400 | 500 | 100 | | | 80.0% | |
| Britain & Newbury In Bloom :- Income | 0 | 400 | 500 | 100 | | | 80.0% | 0 |
| 4045 Salary Reallocation | 921 | 7,428 | 8,626 | 1,198 | | 1,198 | 86.1% | |
| 4710 Newbury In Bloom | 32 | 2,307 | 4,500 | 2,193 | | 2,193 | 51.3% | |
| Britain & Newbury In Bloom :- Indirect Expenditure | 954 | 9,735 | 13,126 | 3,391 | 0 | 3,391 | 74.2% | 0 |
| Net Income over Expenditure | (954) | (9,335) | (12,626) | (3,291) | | | | |
| 420 Wash Common Allotment | | | | | | | | |
| 1400 Allotment Income | 0 | 4,571 | 4,070 | (501) | | | 112.3% | |
| Wash Common Allotment :- Income | 0 | 4,571 | 4,070 | (501) | | | 112.3% | 0 |
| 4045 Salary Reallocation | 271 | 2,185 | 2,801 | 616 | | 616 | 78.0% | |
| 4410 Water | 0 | 1,236 | 1,500 | 264 | | 264 | 82.4% | |
| 4425 Repairs and Maintenance | 77 | 455 | 3,000 | 2,545 | | 2,545 | 15.2% | |
| 4430 Maint. Contracts | 265 | 2,368 | 2,800 | 432 | | 432 | 84.6% | |
| 4435 Maint. Contracts Unscheduled | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4450 Extra security measures | 0 | 100 | 1,000 | 900 | 159 | 741 | 25.9% | |
| 4515 Tree Surveys & Works | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| Wash Common Allotment :- Indirect Expenditure | 613 | 6,344 | 14,601 | 8,257 | 159 | 8,098 | 44.5% | 0 |
| Net Income over Expenditure | (613) | (1,773) | (10,531) | (8,758) | | | | |
| 421 Allotments (except Wash Common | | | | | | | | |
| 1400 Allotment Income | (36) | 23,397 | 22,000 | (1,397) | | | 106.4% | |
| Allotments (except Wash Common :- Income | (36) | 23,397 | 22,000 | (1,397) | | | 106.4% | 0 |

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Month No: 9

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4045 Salary Reallocation | 1,680 | 13,546 | 16,000 | 2,454 | | 2,454 | 84.7% | |
| 4250 IT | 0 | 153 | 0 | (153) | | (153) | 0.0% | |
| 4400 Rent Payable | 0 | 425 | 900 | 475 | | 475 | 47.2% | |
| 4410 Water | 0 | 4,287 | 4,000 | (287) | | (287) | 107.2% | |
| 4425 Repairs and Maintenance | 484 | 4,749 | 4,000 | (749) | 180 | (929) | 123.2% | |
| 4430 Maint. Contracts | 993 | 8,972 | 10,500 | 1,528 | | 1,528 | 85.4% | |
| 4435 Maint. Contracts Unscheduled | 0 | 2,650 | 4,000 | 1,350 | 640 | 710 | 82.3% | 260 |
| 4450 Extra security measures | 0 | 50 | 2,000 | 1,950 | 400 | 1,550 | 22.5% | |
| 4515 Tree Surveys & Works | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| Allotments (except Wash Common :- Indirect Expenditure | 3,157 | 34,831 | 43,900 | 9,069 | 1,220 | 7,849 | 82.1% | 260 |
| Net Income over Expenditure | (3,194) | (11,434) | (21,900) | (10,466) | | | | |
| 6000 plus Transfer from EMR | 0 | 260 | | | | | | |
| Movement to/(from) Gen Reserve | (3,194) | (11,174) | | | | | | |
| <u>430 Wharf Toilets</u> | | | | | | | | |
| 4417 Refurbishment | 1,375 | 1,375 | 0 | (1,375) | 1,375 | (2,750) | 0.0% | |
| Wharf Toilets :- Direct Expenditure | 1,375 | 1,375 | 0 | (1,375) | 1,375 | (2,750) | | 0 |
| 4045 Salary Reallocation | 1,084 | 8,739 | 10,185 | 1,446 | | 1,446 | 85.8% | |
| 4195 Wharf Toilets Contract | 3,025 | 12,100 | 15,000 | 2,900 | | 2,900 | 80.7% | |
| 4405 Rates | 0 | 191 | 0 | (191) | | (191) | 0.0% | |
| 4425 Repairs and Maintenance | 0 | 890 | 2,000 | 1,110 | 128 | 983 | 50.9% | |
| Wharf Toilets :- Indirect Expenditure | 4,109 | 21,920 | 27,185 | 5,265 | 128 | 5,137 | 81.1% | 0 |
| Net Expenditure | (5,484) | (23,295) | (27,185) | (3,890) | | | | |
| <u>500 CP,A&L General</u> | | | | | | | | |
| 4642 Coronation event | 0 | 250 | 1,500 | 1,250 | | 1,250 | 16.7% | |
| CP,A&L General :- Direct Expenditure | 0 | 250 | 1,500 | 1,250 | 0 | 1,250 | 16.7% | 0 |
| 4045 Salary Reallocation | 2,601 | 20,974 | 24,519 | 3,545 | | 3,545 | 85.5% | |
| 4600 CPA&L Committee Fund | 0 | 125 | 500 | 375 | | 375 | 25.0% | |
| 4625 Art Trail | 0 | 342 | 1,000 | 658 | | 658 | 34.2% | |
| 4637 Local Democracy WG | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4639 Art on the Park | 0 | 500 | 500 | 0 | | 0 | 100.0% | |
| CP,A&L General :- Indirect Expenditure | 2,601 | 21,941 | 27,019 | 5,078 | 0 | 5,078 | 81.2% | 0 |
| Net Expenditure | (2,601) | (22,191) | (28,519) | (6,328) | | | | |

Detailed Income & Expenditure by Budget Heading 05/01/2024

Month No: 9

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 505 Civic Responsibility | | | | | | | | |
| 4045 Salary Reallocation | 2,655 | 21,411 | 24,403 | 2,992 | | 2,992 | 87.7% | |
| 4650 Mayors Allowance | 0 | 276 | 1,000 | 724 | | 724 | 27.6% | |
| 4655 Honorarium | 0 | 1,515 | 3,500 | 1,985 | | 1,985 | 43.3% | |
| 4660 Mayor Making | 0 | 2,335 | 2,500 | 165 | | 165 | 93.4% | |
| 4665 Remembrance | 240 | 1,858 | 3,000 | 1,142 | | 1,142 | 61.9% | |
| 4670 Regalia and Robes | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4680 Civic Hospitality & Events | 623 | 1,239 | 1,500 | 261 | | 261 | 82.6% | |
| 4690 Twin Towns | 66 | 101 | 250 | 149 | | 149 | 40.5% | |
| 4700 Civic Award Scheme | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4705 Watership Brass | 0 | 0 | 650 | 650 | | 650 | 0.0% | |
| Civic Responsibility :- Indirect Expenditure | 3,584 | 28,736 | 39,803 | 11,067 | 0 | 11,067 | 72.2% | 0 |
| Net Expenditure | (3,584) | (28,736) | (39,803) | (11,067) | | | | |
| 600 Planning & Highways | | | | | | | | |
| 1120 Grants & Donations Received | 50 | 7,400 | 15,000 | 7,600 | | | 49.3% | 6,878 |
| Planning & Highways :- Income | 50 | 7,400 | 15,000 | 7,600 | | | 49.3% | 6,878 |
| 4045 Salary Reallocation | 3,793 | 30,587 | 35,980 | 5,393 | | 5,393 | 85.0% | |
| 4800 P & H Committee Fund | 0 | 40 | 1,000 | 960 | | 960 | 4.0% | |
| 4805 Heritage Working Group | 0 | 1,171 | 1,000 | (171) | | (171) | 117.1% | 171 |
| 4810 Town Design St. & Town Plan | 432 | 1,536 | 15,000 | 13,464 | | 13,464 | 10.2% | |
| Planning & Highways :- Indirect Expenditure | 4,225 | 33,334 | 52,980 | 19,646 | 0 | 19,646 | 62.9% | 171 |
| Net Income over Expenditure | (4,175) | (25,934) | (37,980) | (12,046) | | | | |
| 6000 plus Transfer from EMR | 171 | 171 | | | | | | |
| 6001 less Transfer to EMR | 0 | 6,878 | | | | | | |
| Movement to/(from) Gen Reserve | (4,004) | (32,641) | | | | | | |
| Grand Totals:- Income | 22,392 | 1,802,561 | 1,575,224 | (227,337) | | | 114.4% | |
| Expenditure | 153,005 | 1,244,185 | 1,575,224 | 331,039 | 71,513 | 259,526 | 83.5% | |
| Net Income over Expenditure | (130,613) | 558,376 | 0 | (558,376) | | | | |
| plus Transfer from EMR | 7,319 | 69,487 | | | | | | |
| less Transfer to EMR | 0 | 273,831 | | | | | | |
| Movement to/(from) Gen Reserve | (123,294) | 354,032 | | | | | | |

Newbury Town Council

Policy and Resources Committee

10 January 2024

Item: Budget Monitoring Quarter 3 - 2023/2024

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

Quarter Three

| Cost Centre | Code | Description | Spent | Amount of overspend | % of Budget | Reason |
|--------------------------|------|-------------------------------|--|---------------------|-------------|---|
| 100 – Staff | 4000 | Salaries, NI, PAYE | Budget: £512,624 Spent: £436,956 | £52,488 | 85 | Budget under mthly costs, plus temporary staff covering maternity and long-term sickness. |
| 100 – Staff | 4005 | Agency & Locum Cover | Budget: £0.00 Spent: £20,467 | £20,467 | | Quarter 1: Agency staff. Quarter 3: Deposit for Locum CEO. Q4: Projected spend of £45,500: Health & Safety support to cover long-term sickness and Locum CEO. |
| 220 – Corporate Services | 4225 | Advertising Recruitment | Budget: 2,000 Spent: £2,872 | £872 | 144 | Recruitment continuing and extended since Q1. |
| 220 – Corporate Services | 4230 | Telephone | Budget: £8,000 Spent: £7,784 Committed: £665 | £849 | 105 | Budget under mthly costs. New comms cabinet required associated with the server removal. |
| 290 – Town Hall | 4416 | Energy Conservation Costs | Budget: £4,000 Spent: £2,499 Committed: £4,000 | £0.00 | | Additional Solar Panels on Roof – additionally utilising budget from Nominal Codes 4345 (Solar Panels invert) 4425 (R&M) and EMR 415 (Solar Panels) |
| 290 – Town Hall | 4431 | Cleaning Contract | Budget: 16,500 Spent: 13,212 | £837 | 80 | Budget under mthly costs by approx. £93 per mth. |
| Various | 4430 | Grounds Maintenance Contracts | Budget: £325,230 Spent: £282,087 | | 85 | Budget under mthly costs. |
| 305 – Shaw Cemetery | 4425 | Repairs & Maintenance | Budget: 4,500 Spent: £2,843 Committed: £1,200 | | 89 | Committed: Part of soil sampling and survey work required to ascertain how best to extend space within the cemetery. As noted in budget, will move to a separate code. |
| 330 – Street Furniture | 4460 | Grit Bins | Budget: £2,000 Spent: £0.00 Committed: £2,834 | £834 | 142 | Costs to refill have escalated. Since 1 st January a further £800 has been spent and a further £800 is anticipated. Note one grit bin on a C – non-gritted traffic route is being heavily used due to flooding, alongside freezing, which could escalate the budget further. |

| Cost Centre | Code | Description | Spent | Amount of overspend | % of Budget | Reason |
|--------------------------------|------|------------------------|--|---------------------|-------------|--|
| 335 – Recreation Grounds | 4425 | Repairs & Maintenance | Budget: £5,000 Spent: £5,861 Committed: £861 | £1,842 | 137 | Additional invoice in respect to August water leaks, requiring changing room floor to be dug up. Plus, electrical repairs. |
| 350 – Open Spaces | 4425 | Repairs & Maintenance | Budget: £2,000 Spent: £1,780 Committed £339 | | 106 | Includes planting for Greenhouse Gardens – transfer to EMR 435 |
| 421 – Allotments other than WC | 4425 | Repairs & Maintenance | Budget: £4,000 Spent: £4,749 Committed: 180 | | 123 | Includes security costs – transfer to EMR 407 |
| 430 – Wharf Toilets | 4195 | Wharf Toilets Contract | Budget: £15,000 Spent: £12,100 | | 81 | Budget under monthly costs. Approx. £6k overspend for year. |

Notes:

Income received exceeds the budget in the areas of: Suite Lease income – 87%; Chamber Hire – 104%; Shaw Cemetery – 108% and Interest Received – 222%. This will help a little to off-set over expenditure.

Projected income over expenditure is -£75k at year-end, with a projected shortfall in our 3-mth reserves of approx. £150k. I have brought this to the attention of Officers and asked for their support to seek to reduce this between now and year-end. I will also be looking into our ear-marked reserves for any leeway. Calls on the R&M budgets though remain high. Agreement is sought to exceed these budgeted areas where emergency repairs are required, in the main resulting from vandalism and to cover any required remedial works on receipt of our commissioned health and safety report.

The recent excessive rain has resulted in the cellar flooding. Anticipated costs up to £5,000. The Locum CEO and SD Manager are considering an insurance claim.

Quarter Two

| Cost Centre | Code | Description | Spent | Amount of overspend | % of Budget | Reason |
|--------------------------|------|------------------|---------------------------------|------------------------------|-------------|--|
| 110 – Central Services | 4050 | Bank Charges | Budget: £3,000 Spent: £2,436 | | 81 | Bank charges relate to the level of Council business. Direct Debits and BACS payments are the most economical and those most used. I propose a small uplift in the 2024/25 budget to ensure these costs are covered. |
| 220 – Corporate Services | 4245 | Office Equipment | Budget: £1,500 Spent: £1,456 | Monitors & chairs: £1,085 | 97 | Equipment to support health and safety of existing and new staff, primarily monitors and chairs over quarters 1&2. |

| | | | | | | |
|--------------------------|------|-----------|-----------------------------------|----------------|----|--|
| 220 – Corporate Services | 4250 | IT | Budget: £30,000 Spent: £28,054 | Server: £3,925 | 94 | Replacement of the Server and associated expenditure to support the security of the Council's IT. IT equipment, replacing old, plus that needed for new staff. Subscriptions requiring pre-payment adjustments for 2024/25. IT audit required regarding equipment and subscriptions to support a forward plan and the 2024/25 budget. |
| 220 – Corporate Services | 4280 | Recycling | Budget: £1,200 Spend: £928 | £333 | 77 | Major clear out on the back of COVID, including items requiring secure disposal. |

| Cost Centre | Code | Description | Spent | Amount of overspend | % of Budget | Reason |
|-----------------------------|------|-----------------------|---|---------------------|-------------|---|
| 290 – Town Hall | 4410 | Water | Budget: £500 Spent: £349 | | 70 | Based on previous readings/estimates and charged two months in advance, invoices do not take account for seasonal variations. Scrutiny of the invoices showed incorrect billing of £2,000 against one of our meters which has credited. We have worked proactively with the supplier for old meters to be replaced and with the return of a staff member from long term sick, we have introduced monthly readings of our 13 metres to work towards accurate bills. Underestimates as well as overestimates have come to light. It will take a few months until we have a true picture of the annual spend. When invoices are under control, we hope meter readings can be reduced, taking the 2-mth lag into consideration. |
| 305 – Shaw Cemetery | | | Budget: £1,600 Spent: £4,433 | | 277 | |
| 335 – Rec Grounds | | | Budget: £650 Spent: £474 | | 73 | |
| 420 – Wash Common Allotment | | | Budget: £1,500 Spent: £1,236 | | 82 | |
| 305 – Shaw Cemetery | 4250 | IT | Budget: £0 | Est. £1,263 | | The Council is in the process of moving its cemetery records from Cemetery Administration System (CAS) to the Rialtas Cemetery Package. At the time of writing the 2023/24 budget it was envisaged that the CAS licence would not be required further to 31/10/23, but due to technical issues we need to renew this for a further year. |
| 305 – Shaw Cemetery | 4425 | Repairs & Maintenance | Spent: £1,473 Committed: £2,240 | £1,850 | 83 | New under sink hot water heater for the toilet, needed before the winter (£650). Land investigations in connection with extending the Burial Grounds (£1,200) |
| 335 – Rec. Grounds | 4425 | Repairs & Maintenance | Budget: £5000 Spent: £4,836 Committed: £1,531 | £650 | 127 | In addition to repairs highlighted in quarter one, a series of water leaks beneath the floor of Wash Common Football Changing Rooms are causing additional expenditure. |
| 345 – Victoria Park | 4425 | Repairs & Maintenance | Budget: £22,000 Spent: £5,524 | £0 | 276 | 276% overspend relates to £55,000 committed expenditure for the bandstand. This is covered by EMR 439 – Band Stand - £27,219 + £30,000 agreed P&R |

| | | | | | | |
|------------------------------|------|-----------------------|--|------|-----|---|
| | | | | | | 24/07/23 App. 9.1. Bringing EMR total to £57,219. Total project budget inc. £2,000 contingency = £59,601, difference to be taken from R&M budget if needed. Excluding the bandstand this nominal code is not overspent. |
| 350 – Open Space | 4400 | Rent Payable | Budget: £500 Spent: £600 | £600 | 120 | Lock Island Lease is £250 per quarter. The 2024/25 budget requires increasing slightly to reflect this. |
| 421 – Allotments (except WC) | 4425 | Repairs & Maintenance | Budget: £4,000 Spent: £2,744 Committed: £547 | | 82 | All relatively small expenditure. A mixture of a burst pipe, trough repairs, tree works, clearance and pest control |
| 600 – Planning & Highways | 4800 | P&H Committee Fund | Budget: £1000 Spent: £740 | | 74 | £700 for “Dendro Analysis – The Monument”. This is covered by EMR 403 - Heritage Working Group and will be journalled across. Without this expenditure the P&H Committee Fund is not over budget. |

Quarter One

| Cost Centre | Code | Description | Spent | Amount of Overspend | % of Budget | Reason |
|----------------------------|------|-------------------------|---------|---------------------|-------------|---|
| 100 Central Services | 4010 | Staff Expenses | £12,352 | £5,352 | 177 | Under the Council’s accounting requirements, agency fees cannot be included in Salaries and are accounted here. |
| 220 (Corporate Services) | 4225 | Advertising recruitment | £1,963 | N/A | 98 | Staff vacancies- at 93% of annual budget already. |
| 290 Town Hall | 4415 | Energy supplies | £4,060 | £10,000 | 41 | Increased bookings in Town Hall (reflected in income performance. Also impacting carbon footprint) |
| 320 Footway Lighting | 4425 | Repairs and Maintenance | | | 91 | Includes £6,570 earmarked reserves |
| 335 Recreation grounds | 4425 | Repairs and Maintenance | | £3,840 | 104 | Includes Purchase Order for urgent repairs to the roof of the changing rooms at Wash Common |
| 345 Victoria Park | 4543 | Splash Park | £2,650 | £2,500 | 106 | Annual commissioning and set up |
| 421 Allotments (except wc) | 4410 | Water | £4,188 | £4,000 | 105 | Taken by Direct debit. Matter being pursued with suppliers. |



Newbury Town Council

Internal Audit Report 2023-24 (Second interim)

Susan Cook

*For and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2023-24 financial year, during our interim reviews of the Council's records for the year, which were undertaken on site on 28th September 2023 and 3rd January 2024. Since our last visit the CEO has left the Town Council, and a Locum is acting in his place. We wish to thank the Council staff for assisting the process, providing all necessary documentation in either hard copy or electronic format to facilitate our second review for the year.

Internal Audit Approach

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

This report will be updated following our next review the date of which has, as yet to be agreed.

Overall Conclusions

We are pleased to advise that, based on the work undertaken to date, officers continue to maintain adequate and effective internal control arrangements with a few issues identified requiring attention. Details of those issues are set out in the following detailed report with any resultant recommendations further summarised in the appended Action Plan. We ask that the report be presented to members and a formal response be provided in advance of our next visit / review to those recommendations indicating the actions taken and / or in hand at that time.

Review of Accounting Arrangements & Bank Reconciliations

The Council maintains its accounting systems using the RBS Rialtas Omega software with at the time of our visit five bank accounts in place, the operating account, an instant access account and three term deposit accounts, all with Handelsbanken. The relevant cash books are in place in the Omega accounts. Additional funds are also on deposit with CCLA in the Public Sector Deposit Fund (PSDF).

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

- Verified the accurate carry forward of the 2022-23 closing balances in Omega to the current year opening Trial Balance;
- Ensured that an appropriate Cost and Nominal Account coding structure remains in place;
- Reviewed three sample months transactions (April, June and November 2023) on the Current account cashbook agreeing detail to supporting bank statements;
- Verified the transfer of funds to the Instant Interest Account and the three new Term Deposit accounts from the current account;
- Verified the year to date PSDF transactions by reference to the underlying monthly advices notices of interest earned; and
- Checked and agreed the software based bank reconciliations as at 30th April, 30th June and 30th November 2023 to ensure that there are no long-standing, uncleared items or other anomalous entries arising.

Conclusions and recommendation

We note that the interest received in November for the Instant Access Account was not recorded in the relevant cashbook and understand that this was because the relevant nominal account had not been set up in Omega at the time the November accounts were reconciled. We were able to confirm that the correcting entry had been made in the December Accounts, but remind that any outstanding items should be recorded on the reconciliation and that the reviewing Councillor also initials that closing bank statement to confirm that the balance reported on the bank reconciliation matches that of the closing bank balance.

We will undertake further work at future reviews checking a further one months' transactions on the accounts and the remaining transactions for the year on the PSDF account and the Term Deposit accounts along with the year-end bank reconciliations on each. We will also ensure the accurate disclosure of the combined year-end cash and bank balances in the AGAR at Section 2, Box 8.

R1. We recommend that the Councillor reviewing the bank reconciliation also initials the closing bank statement figure to confirm that the balance reported on the bank reconciliation matches that of the closing bank balance.

Review of Corporate Governance

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

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

We have not completed any review of the staff committee minutes as these are not available on the website, we will request copies of these prior to our next visit in April 2024.

We have noted previously that the Council's extant SOs and Financial Regulations (FRs) are subject to periodic review and re-adoption: from our examination of the current financial year's minutes, we note that the SOs have been revised and re-adopted in June 2023, however, the amended SOs still make no reference to contracting arrangements and are not wholly in line with the latest NALC model document.

The Financial Regulations have been reviewed and we have received a copy of the document that is due to be presented to Council in January 2024, we are pleased that the amendments we requested have been included.

We are pleased to note that the Council properly considered the criteria for re-adoption of the General Power of Competence subsequent to the local elections in May 2023 as minuted appropriately.

We note that the 2022-23 AGAR has been signed off by the external auditors however with the following comment.

The AGAR was not accurately completed before submission for review:

- Trust fund transactions and balances have not been excluded from the figures in Section 2.
- The figures in Section 2, Box 8 of the prior year comparative column do not agree to the prior year final signed AGAR.

Conclusions and recommendation

Whilst no significant concerns or issues arise in this area currently, we suggest that further consideration should be given to the inclusion of more detailed content in the Standing Orders in relation to the Council's contracting arrangements, also bringing the document more closely into line with the NALC model.

R2. Consideration should be given to aligning the Council's Standing Orders more closely to the NALC model document including appropriate and detailed reference to the Council's formal contracting arrangements.

Review of Expenditure and VAT

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate records, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official order has been raised for the acquisition of goods or service delivery, where one would be anticipated;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have commenced our review of procedures and physical payments in this area noting that, invoices are no longer physically signed by staff, but instead an email trail of approval is in place for all invoices, along with a register of invoice queries. We have completed a full review of the approval process, noting that a printed copy of the approving emails is kept alongside the list of invoices approved for payment and we are happy that this is a suitable practise.

We have selected a sample of payments processed in the year to November 2023 to ensure compliance with the above criteria including all those payments individually in excess of £3,500, together with a more random selection of every 40th cashbook transaction (irrespective of value). Our test sample includes 45 payments totalling £472,747 and equating to 52% by value of all non-pay expenditure for the year to date. We are pleased to report that no issues have been identified in this respect with all payments meeting the above criteria.

We note that VAT returns continue to be submitted electronically on a regular quarterly basis and have verified that the final 2022-23 quarters reclaim and the first two quarterly reclaims for 2023-24 submitted and repaid by HMRC, with the totals agreeing to the relevant Omega nominal control account.

Conclusions

We are pleased to record that no issues arise in this area currently to warrant formal comment or recommendation: we will extend our test sample to cover the remainder of the year at future visits. We will also review the remaining quarterly VAT reclaims ensuring their consistency with the Omega control account detail.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks identified in order to minimise the opportunity for their coming to fruition.

We have noted previously that the Council has a formal Risk Management Strategy in place supplemented by a detailed Strategic Risk Register which has been reviewed and re-adopted by the Policy and Resources Committee at the October 2023 meeting.

We have checked the annual ROSPA reports for all the play areas and skate park, noting that the works for the few high-risk areas have been completed. The Council also has weekly sight checks completed by the external grounds' maintenance team and a bi-monthly check by its own staff, who have the relevant up to date training.

The Council's insurance cover is provided by Zurich: we have examined the insurance schedule running from 1st September 2023 noting that the Council's premises, street furniture and other equipment are appropriately insured together with Public and Employer's Liability set at £12 million and £10 million respectively, Fidelity Guarantee cover at £2 million and "Business Interruption - Loss of Revenue" cover in place at £396,795 all of which we consider appropriate for the Council's present requirements.

Conclusion

No issues arise in this area currently to warrant formal comment or recommendation.

Precept Determination and Budgetary Control

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

This review took place in advance of the Council's formal deliberation and determination of the budgetary and precept requirements for 2024-25: however, we discussed the process with the RFO, who is currently developing the budget for the new financial year. The RFO is of the strong opinion that the Council should have a three-year budget to support the Councils development plan and we agree that this is best practise as it provides a clearer picture of the costs of the development plan.

We are pleased to record that members continue to be provided with sound, periodic and comprehensive management accounting information to provide an appropriate means for monitoring budgetary performance during the current year.

We have reviewed the latest available Omega budget report (to 30th November 2023) and, note a few areas of higher-than-expected expenditure levels, such as salaries, insurance, and repairs and maintenance. We further note that the over-expenditure for salaries relates to staff absences and was approved by the Policy and Resources Committee at its July meeting. At the end of the 2022-23 financial year, the general reserves were approximately 4 months revenue spending, however due to the additional staffing costs incurred during 2023-24 and the increased maintenance costs, the general reserves could fall below the recommended three-month revenue spending.

Conclusion

We shall undertake further work in this area at future visits, including ensuring the 2024-25 budget and precept are formally approved and adopted, examining the year-end budget outturn and considering the ongoing appropriateness of retained reserves to meet the Council's ongoing revenue spending plans and development aspirations.

Review of Income

The Council receives income from a variety of sources in addition to the annual precept.

We noted last year that members had approved various scales of fees and charges for 2023-24.

Cemetery: We have reviewed detail of burials as recorded in the formal Burial register maintained by the Community Services Officer (CSO) selecting a sample of 7 interments occurring in the year ensuring that each is supported by the relevant undertaker's application, together with the supporting legally required Burial / Cremation certificates. We have been able to confirm that the appropriate fees have been charged and recovered in accordance with the approved scales of fees and charges for four of the samples and will complete the checks for those outstanding at our next visit. We would like to record in our report the hard work undertaken by staff covering a long-term absence, to ensure that the burial records are now up-to-date.

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

Whilst the rental year runs from 1st April, invoices are generally issued early in the calendar year with a number of tenants paying their fees well in advance of 1st April. Consequently, income received in advance of 31st March is coded to a control account (Code 560) as "Receipts in Advance" which is then effectively "reversed" in the new financial year to show the allotment income appropriately in the relevant financial year's accounts.

We have examined the Sales Ledger – "Unpaid debts by date" report ensuring that no long-standing unpaid debts remain at the date of this review.

Conclusions

No issues arise in this area currently to warrant formal comment or recommendation other than to record, as above, that we will examine the controls in place over other income streams at our next review visit.

Petty Cash Account

The Council no longer operates a Petty Cash Account, officers have debit cards for expenditure.

Review of Staff Salaries

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

We have again examined the operative payroll procedures and consider them sound with payroll production outsourced to DCK Accounting using bespoke IRIS payroll software. The national pay award effective from 1st April 2023 has not yet been agreed.

We have, consequently, acquired detail of salaries paid to staff in post in August 2023; their salary points on the national spinal scale and their basic weekly hours where not employed full time: we have also examined the months' payslips, undertaking the following specific work: -

- We have agreed the salary rate paid to each employee in August for each employee to the approved salary scales;
- We have verified the accuracy of tax and NI deductions in that month based on the gross salaries payable to each employee by reference to the relevant HMRC tables; and
- Finally, we have checked to ensure that the correct LG Pension Scheme percentage deductions rates have been applied in both months.

Conclusion

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

Investments and Loans

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

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

The Council invested £250,000 in the CCLA PSDF which we have previously verified to their third-party advice note and we note that an additional £250,000 was deposited in August 2023: we note from subsequent statements that dividends are duly received monthly and added to the capital investment sum in the Omega control account. We have duly, as indicated in the first section of this report, checked the accurate recording of the year-to-date dividends received and will complete further checks at our future visits.

Since our last visit the Council has opened an Instant Access savings account with Handelsbanken, it is expected that the current accounts will maintain a balance of approximately £20,000 to cover standing orders and direct debits, with transfer from the instant

access account to cover the monthly payment list and salaries. Three short term deposit accounts have also been opened with Handelsbanken, with decisions to be made at the end of the each term in regard to re-investment.

Conclusion

No issues arise in this area currently to warrant formal comment or recommendation. We shall undertake further work at our year-end review, including ensuring accurate disclosure of the year-end balances in the AGAR Section 2, Boxes 8 & 10 respectively.

| Rec. No. | Recommendation | Response |
|---|--|----------|
| Review of Accounting Arrangements & Bank Reconciliations | | |
| R1 | We recommend that the Councillor reviewing the bank reconciliation also initials the closing bank statement figure to confirm that the balance reported on the bank reconciliation matches that of the closing bank balance. | |
| Review of Corporate Governance | | |
| R2 | Consideration should be given to aligning the Council's Standing Orders more closely to the NALC model document including appropriate and detailed reference to the Council's formal contracting arrangements. | |

DATED

PARTIES

- (1) **NEWBURY TOWN COUNCIL** being the Trustee of **ALLOTMENT FOR LABOURING POOR** (charity no 238180) ('the Trustee') and
- (2) **NEWBURY TOWN COUNCIL** ('the Council')

**MEMORANDUM OF UNDERSTANDING RELATING TO THE MANAGEMENT AND MAINTENANCE OF
WASH COMMON ALLOTMENTS, GLENDALE AVENUE, NEWBURY, BERKSHIRE**

Surrey Hills
Solicitors 

Surrey Hills Solicitors LLP
296 High Street
Dorking
Surrey
RH4 1QT
NEWBU01-01
Final 09.01.2024

THIS AGREEMENT is made on

PARTIES

- (1) NEWBURY TOWN COUNCIL being the Trustee of the ALLOTMENT FOR LABOURING POOR (charity no 238180) of The Old Town Hall, Market Place, Newbury RG14 5AA ('**the Trustee**') and
- (2) NEWBURY TOWN COUNCIL of The Old Town Hall, Market Place, Newbury RG14 5AA ('**the Council**')

BACKGROUND

- 1 The Council as custodian trustee for the Allotment For Labouring Poor (charity no 238180) is the registered proprietor of the land known as Wash Common Allotments, Glendale Avenue, Newbury, Berkshire under title no BK455730 by virtue of a transfer dated 2 April 2013 and is the sole managing trustee of the Allotment For Labouring Poor (charity no 238180) by virtue of a Deed of Appointment dated 2 April 2013.
- 2 The Trustee has requested the Council to perform the Services.
- 3 The Council pursuant to section 111 of the Local Government Act 1972, section 19 of the Local Government (Miscellaneous Provisions) Act 1976, section 297 of the Charities Act 2011 and other enabling powers has agreed to perform the Services set out in the schedule ('the Services').

IT IS AGREED:

- 1 **Council's obligations**

At the request of the Trustee and for the consideration specified in Clause 2 the Council shall perform the Services in accordance with this Memorandum of Agreement.

2 Finance

- 2.1 The Trustee shall pay or allow to the Council all income received from the Services as received from time to time as specified in this Memorandum of Agreement.
- 2.2 The Council shall in its discretion grant aid the Trustee to the extent that the income derived from the Services shall fall short of the cost to the Council of providing the Services.
- 2.3 The Council shall pay to the Trustee any surplus of income derived from the Services over the costs and expenses incurred or allocated to the performance of the Services.
- 2.4 The accounting arrangements for income derived and costs and expenses incurred or allocated shall be in accordance with Condition 5.
- 2.5 For the purposes of determining the financial arrangements pursuant to this Agreement, Schedule 2 shall have effect.
- 2.6 The financial arrangements shall be reviewed annually as part of the Council’s budget-setting process.

3 Authorised Officer

The 'Authorised Officer' means the Clerk to the Trustee or such other person or persons as shall be appointed by the Trustees.

4 Disputes

Any dispute concerning this Contract shall be dealt with in accordance with Condition 15 of the Conditions of Agreement.

Signed on behalf of the Trustee

Signed on behalf of the Council

CONDITIONS OF AGREEMENT

1. Definitions

- 1.1 In this Memorandum of Agreement, save where the context otherwise requires, the following expressions shall have the meanings assigned to them:
- 1.2 '**Authorised Officer**' means the officer referred to in Clause 3 of this Agreement or officer fulfilling the like role;
- 1.3 '**Commencement Date**' means 1 February 2024.
- 1.4 '**Conditions**' means these Conditions, any supplementary conditions and any modification of these Conditions;
- 1.5 '**Contract Sum**' shall be the sums which shall be the actual costs of effecting and carrying out the Services less the fees and charges collected by the Council (which fees and charges shall belong to the Council and which sums shall be credited against the Costs and Expenses);
- 1.6 '**Costs and Expenses**' include all revenue and capital costs and expenses incurred in or allocated to the performance of the Services including staff costs, overheads, administrative, professional and technical costs and fees, payments due to or made to third parties for service, supplies and works, irrecoverable VAT, irrecoverable National non-domestic rates and other taxes;
- 1.7 '**the Land**' means the land referred to in recital 1
- 1.8 '**the Memorandum of Agreement**' and '**this Memorandum of Agreement**' means the Agreement set out above, these Conditions, any supplementary conditions and any modification of these Conditions, the Schedule;
- 1.9 '**Term**' shall be construed in accordance with Condition 4;
- 1.10 '**Plan**' means the plan attached to this Memorandum of Agreement;
- 1.11 '**Plant**' means equipment, machinery, plant and vehicles;
- 1.12 '**the Schedule**' means the Schedule to the Memorandum of Agreement;
- 1.13 '**the Services**' means the services described in the Schedule;
- 1.14 '**the Trustee**' means Newbury Town Council or any successor authority;
- 1.15 the masculine includes the feminine and in the case of a limited company the indefinite article, and the singular includes the plural and vice versa; and

- 1.16 reference to any Act of Parliament and to any orders, regulations or rules made pursuant to that Act shall include reference to any modification, re-enactment or replacement.

2. Variation of Contract

- 2.1 Without prejudice to any other of these Conditions, no omission from, addition to or variation of this Memorandum of Agreement shall be valid or of any effect unless it is agreed in writing and signed by the Authorised Officer and by a duly authorised representative of the Council.
- 2.2 Save for an omission, addition or variation agreed pursuant to Condition 2.1 any provision inconsistent with these Conditions contained in any other document or in any oral agreement is agreed to be void and of no effect.

3. The Authorised Officer

The functions, rights and powers conferred by this Memorandum of Agreement upon the Trustee shall be exercised by the Authorised Officer.

4. Term

This Memorandum of Agreement shall extend for a period of five years from the Commencement Date and shall not be terminable by either party within that period save in accordance with this Memorandum of Agreement.

5. Performance of the Services

- 5.1 During the Term the Council shall perform the Services (and any modifications authorised by or under this Memorandum of Agreement) efficiently, effectively and safely and in a manner totally consistent with the terms of this Memorandum of Agreement and to the entire satisfaction of the Authorised Officer.
- 5.2 All costs and expenses incurred in the performance of the Services shall be paid by the Council who shall be entitled to be paid any income received from the use and facilities of the Land as from the date of this Memorandum of Agreement

- 5.3 The Trustee shall (to the extent of any funds which are available to it) reimburse to the Council reasonable costs expended by the Council in carrying out any instructions under this Condition 5
- 5.4 By no later than 30 June in each year of the Term the Council shall provide a statement to the Trustee detailing the income received and the costs and expenses incurred in or allocated in the financial year to 31 March.
- 5.5 In the event of there being a shortfall in the income received against the costs and expenses incurred in or allocated in a financial year the Council shall make a determination of the appropriate level (if any) of grant aid by no later than the following 31 July.
- 5.6 In the event of there being a surplus of income received over the costs and expenses incurred in or allocated in a financial year the Council shall pay such surplus to the Trustee no later than the following 31 July.
- 5.7 The treatment of and procedures for the accounting for income and costs and expenses shall be made in accordance with the Accounts and Audit Regulations 2015 or provisions replacing or amending the same as they apply to the Council.

6. Assignment

- 6.1 The Trustee shall not be entitled to assign the benefit of this Memorandum of Agreement or any part of the Memorandum of Agreement
- 6.2 The Council shall not assign this Memorandum of Agreement or any part of it or any benefit or interest in or under it.
- 6.3 The Council may sublet the whole or part of the Services but such subletting shall not relieve the Council from any liability or obligation under the Memorandum of Agreement and it shall be responsible for the acts, defaults and neglects of any contractor, its agents or servants as fully as if they were the acts, defaults or neglects of the Council, its agents or servants.

7. Premises and Licence

The Trustee grants to the Council a licence to enter, occupy and use the Land and any buildings or other facilities for the purposes of performing the Services.

8. Plant

The Council shall at all times during the Term provide and maintain all such Plant as is necessary for the proper performance of the Services.

9. Council's staff

- 9.1 The Council shall at all times during the Term employ sufficient persons of sufficient abilities and skills for the proper performance of the Services. In particular the Council shall provide sufficient currently qualified staff to operate all premises and undertake all activities in accordance with all appropriate statutes, regulations and case law to ensure, amongst other things, that employees and members of the public are kept safe at all times.
- 9.2 The Council shall at all times during the Term employ sufficient persons of sufficient abilities and skills to supervise and administer the performance of the Services in a proper and continuous manner.
- 9.3 The Council shall at all times take all such precautions as are necessary to protect the health and safety of all persons employed by it, and shall comply with the requirements of the Health and Safety at Work etc Act 1974 and of any other Acts, regulations, orders or EU directives relating to the health or safety of employed persons.

10. Liability of Council

- 10.1 The Council shall be liable for and shall indemnify the Trustee against any expense, liability, loss, claim or proceedings arising under any statute or at common law in respect of personal injury to or death of any person arising out of or in the course of or caused by the performance of the Services, except to the extent that the same is due to any act or neglect of the Trustee or of any person for whom the Trustee is responsible.
- 10.2 The Council shall be liable for and shall indemnify the Trustee against any expense, liability, loss, claim or proceedings in respect of any loss of or injury or damage to any property, real or personal, in so far as such loss, injury or damage arises out of or in the course of or by reason of the performance of the Services, and to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Council, its employees or agents, or of any

person employed or engaged by the Council upon or in connection with the performance of the Services or any part, its employees or agents.

11. Insurance

11.1 Without prejudice to Condition 16, the Council shall at all times maintain in force such policies of insurance and shall fully insure and indemnify itself against liability:

11.1.1 to the Trustee and to any employee of the Trustee;

11.1.2 to its employees;

11.1.3 to any other person;

11.1.4 in the sum of at least £10 million in respect of each claim.

12. Liability of Trustee

The Trustee shall not be liable for any loss or damage however arising except for loss or damage directly arising from negligent acts or omissions of the Trustee, its servants or agents. Damages arising from such negligent acts or omissions shall be limited to direct and unavoidable losses and the Council shall take all reasonable steps to mitigate such losses.

13. Termination

13.1 Without prejudice to any other remedy, the Trustee shall be entitled forthwith to terminate this Memorandum of Agreement in the event of any material breach by the Council of any other provision of the Memorandum of Agreement;

13.2 Either party may give to the other one year's prior written notice to terminate this Memorandum of Agreement;

13.3 Such termination shall be without prejudice to any rights and liabilities which may have accrued up to the date of termination and upon such termination, in addition to such consequences as are set out in the other provisions of this Memorandum of Agreement the Council shall immediately cease to perform any of the Services.

14. Notices

- 14.1 Any notice to be served upon the Trustee shall be valid or effective provided it is sent by prepaid post or delivered by hand to the Trustee at the address specified in the Agreement or to such other address as the Authorised Officer may notify the Council in writing.
- 14.2 Any notice to be served upon the Council shall be valid or effective provided it is sent by prepaid post or delivered by hand to the Council at the address specified in the Agreement or to such other address as the Council may notify the Trustee in writing.

15. Arbitration

- 15.1 If any dispute or difference concerning this Memorandum of Agreement shall arise between the Trustee (or the Authorised Officer on its behalf) and the Council, such dispute or difference shall be referred to the arbitration and final decision of a person to be agreed between the parties, or failing agreement within 14 days after either party has given to the other a written request to concur in the appointment of an arbitrator, a person to be appointed on the request of either party by the President of the Chartered Institute For The Management Of Sport And Physical Activity.
- 15.2 The arbitrator shall be entitled to make such decision or award as he thinks just and equitable having regard to the circumstances then existing, the cost of such arbitration to follow the event, or in the event of neither party succeeding, to be apportioned between the parties by the arbitrator in such proportions as he in his absolute discretion thinks fit.
- 15.3 Any award or decision of such arbitrator shall be final and binding on the parties to this Memorandum of Agreement.
- 15.4 Unless this Memorandum of Agreement shall have already been determined or abandoned, the Council shall in every case continue to proceed with the Services with all due diligence, and the Council and the Trustee shall both give immediate effect to every such decision of the Authorised Officer, unless and until the same shall be revised by an arbitrator.

16. Observance of statutory requirements

- 16.1 The Council shall comply with all statutory and other provisions to be observed and performed in connection with the Services provided under this Memorandum of Agreement with

particular regard to the health and safety of employees and of the public and shall indemnify and keep indemnified the Trustee accordingly.

16.2 Without prejudice to the generality of Condition 16.1 the Council shall in performing the Services seek to protect the natural flora and fauna and the historical heritage of the Land.

16.3 Each party will comply with its obligations under the Freedom of Information Act 2000, Environmental Information Regulations 2004, and Data Protection Act 2018. Each party will supply promptly to the other all information necessary to enable the other to comply with its obligations under the Freedom of Information Act 2000, Environmental Information Regulations 2004, Data Protection Act 2018, Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Audit and Accountability Act 2014, the Openness of Local Government Bodies Regulations 2014, the Charities Act 2011 and with respect to disclosure and barring service checks and the requirements, orders or instructions of any regulator or court.

17. Whole understanding

This Memorandum of Agreement constitutes the whole understanding of the parties as to the subject matter of this Memorandum of Agreement and there are no prior or contemporaneous agreements between the parties.

18. Waiver

Failure by the Trustee at any time to enforce any provision of this Memorandum of Agreement or to require performance by the Council of any of the provisions of this Memorandum of Agreement shall not be construed as a waiver of any such provisions and shall not affect the validity of this Memorandum of Agreement or any part of it or the right of the Trustee to enforce any provision in accordance with its terms.

19. Severance

If any provision of this Memorandum of Agreement shall become or shall be declared by any court of competent jurisdiction to be invalid or unenforceable in any way such invalidity or

unenforceability shall in no way impair or affect any other provision, all of which shall remain in full force and effect.

20. Inconsistency

In the event of a conflict between any of these Conditions and any provision of the Appendices the provision of these Conditions shall prevail.

21. Clause headings

The clause headings shall not be construed as part of these Conditions.

22. Law

This Memorandum of Agreement shall be governed by and construed in accordance with the laws of England and the Council irrevocably submits to the jurisdiction of the courts of England and Wales.

SCHEDULE (the Services)

| | | Particulars | Standards |
|----|--|---|--|
| 1. | Manage allotment tenancies on the Land. | <ul style="list-style-type: none"> • Arrange the grant/renewal/termination of allotment tenancies. • Undertake any enforcement action required. • Advise of any changes in policies relating to the Land • Issue licences (if appropriate). • Collect rent and any other fees. • Check insurances. • Maintain the relevant policies. • Handle any complaints. | Ensure that no third parties acquire any rights in the Land or any tenancy save for allotment tenancies properly entered into. |
| 2. | Undertake the maintenance of the Land (save for tenanted allotment plots unless unoccupied). | <ul style="list-style-type: none"> • Grass cutting. • Tree maintenance. • Provision of water. • Brush cutting. • Hedgerow and fence management. • Ditch clearance. • Strimming. • Litter picking. • Litter collection. • Demarcation of allotment plots. • Ensure that Council employees and contractors have disclosure and barring checks as appropriate. • Ensure that Council employees and contractors have undertaken appropriate risk assessments and carry into effect appropriate safeguards, have arrangements in place to comply with health and safety and any other statutory obligations. | |
| 3. | Management of Security. | <ul style="list-style-type: none"> • Install and maintain any security or safety measures deemed necessary. • Erect and maintain appropriate signs. • Maintain the noticeboard. | |

| | | | |
|----|---|--|--|
| 4. | Effect appropriate insurances of the land, structures and works, public liability insurance on behalf of the Trustee. | Arrange for Public Liability and Employer's Liability Insurance. | |
| 5. | Functions carried out by the Council's responsible financial officer | <ul style="list-style-type: none"> • Preparation of the Charity Commission annual return. • Banking of Cash & Cheques received from the allotment tenancies. • Preparation of the annual budget for approval of the Trustee • Day to day account administration. | |

Policy & Resources Committee – 15th January 2024

Health & Safety Report

It is good report that we now affiliate to Worknest for Health & Safety. They will be undertaking a survey of all the council premises and will provide a report for the next meeting. They will also provide an updated Health & Safety policy.

Tracy Predeth
Locum CEO
04/01/24

Minutes of a meeting of the Grants Sub-Committee of Newbury Town Council held at 7.30 pm on Thursday 19 October 2023 in the Elsie Kimber Room, Town Hall, Newbury.

Present: Councillors Alistair Bounds, Sam Dibas, Billy Drummond, Chris Hood and David Marsh (chairperson)

In Attendance: Liz Manship, Responsible Financial Officer

1. Apologies for absence

Councillor Phil Barnett and Councillor Sarah Slack (Councillor Alistair Bounds, substitute)

2. Declarations of interest and dispensations

- a) Councillor David Marsh and Councillor Billy Drummond are Members of West Berkshire Council and have a general dispensation to discuss any matters relating to the business of that Council.
- b) Councillor Sam Dibas – Governor at Newbury College
- c) Councillor Billy Drummond – Foundation Governor at St Bartholomew's School.
- d) Councillor David Marsh – Trustee to Wash Common Library, Chair of Governors at John Rankin School, Parent of a pupil at St Bartholomew's School and Husband to a Governor at St Bartholomew's School.

3. Minutes

Proposed: Councillor Sam Dibas

Seconded: Councillor Chris Hood

Resolved: That the minutes of the meeting of the Grants Sub-Committee held on 29th June 2023 be approved as a correct record and signed by the Chairperson.

4. Grant Aid Criteria

The meeting noted the Grant Aid Criteria.

5. Financial Regulations

The meeting noted that the Financial Regulations, approved 16 October 2023, enables the Grants Sub Committee to resolve grants up to £10,000.

6. Match Funding Agreement 2023-24

The meeting noted that this year's Agreement with The Good Exchange provides for match funding up to £25,000.

7. Suspension of Standing Orders

The suspension of Standing Orders was **Approved**, for the purpose of hearing a member of the public speak on a grant application.

Proposed: Councillor David Marsh

Seconded: Councillor Billy Drummond

8. Application 20219 - John Rankin Schools Federation – Newbury - School Ponds for Learning 2023-2024

A member of the public spoke to the above application, advising Members of its background and its context within a long-term project. The information was noted.

The member of the public left the meeting.

9. Award of Grant Aid

Having regard to the Council's criteria for awarding grants and the Council's Strategic objectives to support youth, the elderly, the vulnerable and the diverse in communities. Councillor David Marsh abstained from proposing an amount or voting on application 20219.

Proposed: Councillor David Marsh

Seconded: Councillor Sarah Slack

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

| Applica- tion ID | Organisation name | Project title | Balance Required | NTC Award | Matched Funding (The Good Exchange) | Total Value |
|---------------------|--|--|---------------------|-----------|--|-------------|
| 19821 | Newbury Weekly News | Newbury Weekly News Over 80s Parcel Fund 2023 | £13,986.54 | £1,000.00 | £1,000.00 | £2,000.00 |
| 19949 | Parkinson's UK, Newbury | Making the Difference - Beneficial Exercises for People Living with Parkinson's | £1,479.08 | £739.54 | £739.54 | £1,479.08 |
| 19953 | Nomads Musical Theatre | Shrek The Musical 2023 | £28,976.63 | £250.00 | £250.00 | £500.00 |
| 20012 | Dingley's Promise (Dingley Family and Specialist Early Years Centres) | Outdoor trips and experiences for children with Special Educational Needs and Disabilities | £3,103.00 | £1,000.00 | £1,000.00 | £2,000.00 |
| 20095 | The Corn Exchange (Newbury) Trust | Youth Theatre - Bursary Places | £150.00 | £75.00 | £75.00 | £150.00 |
| 20108 | Speen Community Cafe | Community Connections in Speen | £3,034.87 | £1,000.00 | £1,000.00 | £2,000.00 |
| 20135 | West Berks Action for Refugees | Newbury Global Kitchen | £2,383.00 | £1,000.00 | £1,000.00 | £2,000.00 |
| 20165 | Kennet Opera | A staged production of Offenbach's Tales of Hoffman at Shaw House, February 2024 | £2,752.71 | £250.00 | £250.00 | £500.00 |
| 20180 | Dingley's Promise (Dingley Family and Specialist Early Years Centres) | Creative Arts Playschemes for Children with SEND | £2,110.52 | £1,000.00 | £1,000.00 | £2,000.00 |

| | | | | | | |
|-------|--|--|------------|------------------|------------------|-------------------|
| 20193 | Swings & Smiles | Out & About - Essential Sensory Equipment for children with disabilities | £3,599.00 | £250.00 | £250.00 | £500.00 |
| 20219 | John Rankin Schools Federation - Newbury | School Ponds for Learning 2023-2024 | £10,000.00 | £1,000.00 | £1,000.00 | £2,000.00 |
| | | | | £7,564.54 | £7,564.54 | £15,129.08 |

The date of the next meeting of the Subcommittee was requested for February 2024.
There being no further business the Chairperson declared the meeting closed at 9.00 pm.

Chairperson:

Date:

Newbury Town Council**Work Programme for Policy and Resources Committee Meetings 2023-2024****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 |
|----------------|---|
| July | KPI's |
| | Review Working Groups and their membership (AWG) |
| | Mayor's Benevolent Fund Accounts |
| | Report from grants Sub-Committee (re June meeting) |
| October | Prep for Budget/ Strategy |
| | Risk management strategy and Strategic risk register |
| | Investments |
| | Receive report from Climate Emergency Working Group |
| | To receive a report from the Staff sub-Committee, if any |
| | Financial Regulations Review |
| January | Budget |
| | Ear-Marked Reserves |
| | Recommendations to Full Council re Council Strategy Review |
| | Report from Grants subcommittee (if met) |
| April | Financial Regulations Review. It is good practice to review Financial Regulations annually. |
| | Write off bad debts. |
| | |
| | |