MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY ON MONDAY 12th OCTOBER AT 7.30PM.

PRESENT

Councillors Billy Drummond (Substitute), Nigel Foot, David Harman, Roger Hunneman, Vaughan Miller, Andy Moore, Gary Norman (Chairperson), Sarah Slack (Substitute) & Meg Thomas.

IN ATTENDANCE

Liz Manship, Finance & Corporate Services Manager

015. APOLOGIES FOR ABSENCE

Apologies received from:
15.1 Councillor Jo Day. Substitute: Councillor Billy Drummond.
15.2 Councillor Pam Lusby-Taylor. Substitute: Councillor Sarah Slack
15.3 Councillor Steve Masters.
15.4 Councillor Elizabeth O'Keeffe.

016. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillors Billy Drummond and Nigel Foot are Members of West Berkshire Council, which is declared as a general interest and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

There were no other declarations of interest.

017. MINUTES

PROPOSED: Councillor David Harman
SECONDED: Councillor Andy Moore

ABSTENTION: Two, due to non-attendance at meeting.

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Monday 8th June 2026 be approved as a correct record and signed by the Chairperson.

018. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC
There were none.

019. MEMBERS' QUESTIONS AND PETITIONS
There were none.

020. BACS PAYMENTS

PROPOSED: Cllr Billy Drummond
SECONDED: Cllr Vaughan Miller

RESOLVED: The BACS Payments made 1st April to 30th September 2026 were ratified. (mins 12/10/26 – appendix 2)

021. DIRECT PAYMENTS

PROPOSED: Councillor Vaughan Miller
SECONDED: Councillor Nigel Foot

RESOLVED: The Direct Payments made 1st April to 30th September 2026 were ratified. (mins 12/10/26 – appendix 3)

022. CASH BOOK (CURRENT ACCOUNT) RECONCILIATIONS

PROPOSED: Councillor Nigel Foot
SECONDED: Councillor Vaughan Miller

RESOLVED:
022.1 1ST APRIL TO 31ST AUGUST 2026
The Cash Book (Current Account) Reconciliation Statements for the period 1st April to 31st August 2026, previously verified by a member of the Audit Working Group, were approved. (mins 12/10/26 – appendix 4)

022.2 1ST TO 30TH SEPTEMBER 2026
The Cash Book (Current Account) Reconciliation Statements for the period 1st to 30th September 2026, as awaiting Member verification, were postponed to the next meeting.

023. CASH & INVESTMENT RECONCILIATIONS

PROPOSED: Councillor Andy Moore
SECONDED: Councillor Billy Drummond

RESOLVED:
023.1 1st APRIL to 31st AUGUST 2026
The Cash and Investment Reconciliations for the period 1st April to 31st August 2026 were approved. (mins 12/10/26 – appendix 5)

023.1 1st to 30th SEPTEMBER 2026
The Cash and Investment Reconciliations for the period 1st to 30th September 2026 were postponed to the next meeting.

024. BUDGET MONITORING

024.1 INCOME AND EXPENDITURE ACCOUNT (1st APRIL TO 30th SEPTEMBER 2026)

The Income and Expenditure Account for the period 1st April to 30th September 2026, was received. (mins 12/10/26 – appendix 6)

024.2 VIREMENTS (1st APRIL to 30th SEPEMBER 2026)

PROPOSED: Councillor Vaughan Miller
SECONDED: Councillor David Harman

RESOLVED: Virements to the Budget, for the period 1st April to 30th September 2026, were ratified. (mins 12/10/26 – appendix 7)

024.3 INCOME AND EXPENDITURE WITH A VARIANCE GREATER THAN 15% OF THE ANNUAL BUDGET
Income and expenditure, with a variance greater than 15% of the annual budget, as of 30th September 2026, was noted. (mins 12/10/26 – appendix 8)

025. DEBTS OVER £500 AND MORE THAN THREE MONTHS OLD
The Committee was advised of one bad debt, tabled as an item to be discussed later in the meeting, with the exclusion of press and public, in consideration of the confidential nature of the financial business.

026. COMMUNITY INFRASTRUCTURE LEVY (CIL)

PROPOSED: Councillor Roger Hunneman
SECONDED: Councillor Nigel Foot

RESOLVED: The CIL Statement for 2025/26 to be forwarded to West Berkshire. (mins 12/10/26 – appendix 9)

027. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)
The Annual Governance Certificate from the External Auditor (part 3) has been published, with AGAR parts 1 & 2, and the Notice of Conclusion of Audit, on the Council Noticeboard and Website, 22nd September 2026.

PROPOSED: Councillor David Harman
SECONDED: Councillor Vaughan Miller

RESOLVED: To recommend to Full Council that The Annual Governance Certificate (AGAR part 3) ending 31/03/2026, be accepted. (mins 12/10/26 – appendix 10)

028. INTERNAL AUDIT – TO RECEIVE THE INTERNAL AUDIT REPORT FOR 2026/27 (1st APRIL TO 31ST JULY 2026)
The Internal Audit Report, 1st April to 31st July 2026, was received.

PROPOSED: Councillor Andy Moore
SECONDED: Councillor Nigel Foot

RESOLVED:
The Internal Audit Report and recommendations for 2026/27 (1st April to 31st July 2026), together with the Officers' proposed actions are to be recommended to Full Council for acceptance. (mins – 12/10/26 – appendix 11 & 12)

029. GRANT SUB-COMMITTEE MEETING – 7th July 2026

The draft minutes from the Grant Sub-Committee meeting of 7th July 2026 were received. (mins – 12/10/26 – appendix 13)

030. GRANT PAYMENTS

029.1 THE BID – CHRISTMAS LIGHTS

PROPOSED: Councillor Billy Drummond
SECONDED: Councillor Andy Moore

RESOLVED:
The Committee resolved a grant of £8,000, for The Bid, towards the cost of the Christmas Lights (2026)

029.2 THE VOLUNTEER CENTRE

PROPOSED: Councillor Vaughan Miller
SECONDED: Councillor Roger Hunneman

RESOLVED:
The Committee resolved a grant of £500, for the Volunteer Centre.

029.3 CITIZENS ADVICE WEST BERKSHIRE

As a Trustee of Citizens Advice West Berkshire, Councillor Sarah Slack abstained from both discussion and the vote.

PROPOSED: Councillor Nigel Foot
SECONDED: Councillor Andy Moore

RESOLVED:
The Committee resolved a grant of £2,000, for Citizens Advice West Berkshire.

031. FINANCIAL REGULATIONS

PROPOSED: Councillor Andy Moore
SECONDED: Councillor Billy Drummond

RESOLVED:
The recommended amendments, received from the Audit Working Group, were recommended to Full Council for acceptance and adoption. (mins 12/10/26 – appendix 14)

032. PREFERRED SUPPLIERS' POLICY

Councillor Andy Moore talked to the Policy, on behalf of the Audit Working Group

031.1 PREFERRED SUPPLIERS – ADOPTION

PROPOSED: Councillor David Harman

SECONDED: Councillor Sarah Slack

RESOLVED: The Preferred Suppliers Policy was adopted. (mins 12/10/26 – appendix 15)

031.2 PREFERRED SUPPLIERS – RELEVANT SENIOR OFFICERS

PROPOSED: Councillor David Harman
SECONDED: Councillor Sarah Slack

RESOLVED: 'Relevant Senior Officers' where, referred to in the Council's Preferred Suppliers Policy, requires a minimum of 3 senior officers to include the CEO & RFO.

033. COUNCIL REVIEW OF BANKING ARRANGEMENTS 2026/27

PROPOSED: Councillor Andy Moore
SECONDED: Councillor Nigel Foot
RESOLVED: The Council's Banking Arrangements 2026/27, with amendments as recommended by the Audit Working Group, were resolved and approved. (mins 12/10/26 – appendix 16)

034. EXPENDITURE AUTHORISATION AND BANK CARD LIMITS

033.1 EXPENDITURE & BANK CARD LIMITS – FACILITIES / COMPLIANCE SUPERVISOR

PROPOSED: Councillor Nigel Foot
SECONDED: Councillor Vaughan Miller

RESOLVED: Expenditure up to a maximum of £1,000 and a Bank Debit card to a maximum of £500 in any one 24-hour period were approved.

033.2 BANK CARD LIMIT – COMMITTEE CLERK

PROPOSED: Councillor David Harman
SECONDED: Councillor Andy Moore

RESOLVED: An increase to the Committee Clerk's Bank Debit Card limit from £300 to £500 in any one 24-hour period was approved.

035. COUNCIL WEBSITE

The Committee considered the costs and benefits of updating the current website against the costs and benefits of a new website, circulated prior to the meeting. (mins 12/10/26 – appendix 17)

RESOLVED: Councillor Nigel Foot
SECONDED: Councillor Sarah Slack

RESOLVED: Option A – To Upgrade the Existing Website was resolved. Additionally, it was resolved to:

a. set aside the costs for additional security patches within the 2027/28 budget and install on an as needs basis.

b. make the necessary improvements to the current website to enable the statutory accessibility and compliancy requirements to be in place by 31st March 2027, latest.

The Committee Clerk to lead in the above.

036. HEALTH & SAFETY REPORT

The quarterly health and safety report from the Facilities / Compliance Supervisor was received. (mins 12/10/26 – appendix 18)

037. PROJECT PROPOSALS WITH ASSOCIATED EAR-MARKED RESERVES REALLOCATION

PROPOSED: Councillor Vaughan Miller
SECONDED: Councillor Andy Moore

RESOLVED: A request from the CEO to release and reallocate funds from the Ear-Marked Reserves, for several projects, to include safety compliance works, tree works and a new fire alarm, was approved. The consultation papers and EMR reallocations agreed are attached (mins 12/10/26 – appendix 19, 19A & 20).

038. SAFETY INSPECTION & ASSESSMENT OF MEMORIALS (SIAM) POLICY

PROPOSED: Councillor Billy Drummond
SECONDED: Councillor Roger Hunneman

RESOLVED: At the recommendation of the Community Services Committee (mins 13/07/26 no. 09), the Safety Inspection & Assessment of Memorials (SIAM) Policy was approved. (mins 12/10/26 – appendix 21).

039. BUDGET 2027/28

038.1 BUDGET TIMELINE

The draft 2027/28 Budget Timeline was reviewed.

PROPOSED: Councillor Gary Norman
SECONDED: Councillor Vaughan Miller

RESOLVED: The resolved 2027/28 Budget Timeline is attached to the minutes (mins 12/10/26 – appendix 22)

038.2 STRATEGIC WORKING GROUP MEETING – FEEDBACK

Unfortunately, the Strategic Working Group had not been able to meet as hoped. The CEO will convene a meeting at the earliest opportunity.

040. FREEDOM OF INFORMATION REQUESTS AND COMPLAINTS

The Freedom of Information Requests and Complaints received in the previous quarter, July to September 2026 were noted. (mins 12/10/26 – appendix 23)

041. STAFF SUB-COMMITTEE MEETINGS

The minutes for the Staff Sub-Committee held 31st July 2026 and the draft minutes for the Staff Sub-Committee held 30th September 2026, were received. (mins 12/10/26 – appendix 24 & 25)

042. OUT OF HOURS COMPENSATION PROCEDURE

Whilst accepting the principle behind the paper, the Committee didn't believe there to be sufficient vigour in the proposed 'Out of Hours Compensation Procedure' to approve. Particularly in relation to cost, the source of the unbudgeted sums required to cover the cost, and the timeline for implementation.

PROPOSED: Councillor Andy Moore
SECONDED: Councillor Nigel Foot

RESOLVED: The Staff Sub-Committee to redraft the Out of Hours Compensation Procedure, to include a detailed breakdown and estimate of the costs involved, the budget per annum required to cover these costs, the proposed timeline for implementation and, if prior to the new financial year, the source of the budget required.

043. FORWARD WORK PROGRAMME

The Forward Work Programme was received with no amendments (mins 12/10/26 – appendix 26). The position of the Internal Audit recommendations from 2025/26 Quarters 1 to 4, were noted (mins 12/10/26 – appendix 27).

044. NEXT MEETING

The next meeting of the Policy & Resources Committee is to be held on Monday 18th January 2027, subject to no meeting being called earlier.

045. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Vaughan Miller
SECONDED: Councillor Andy Moore

RESOLVED: It was 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 financial business to be transacted.

046. FIRE ALARM

The quotes received were discussed.

PROPOSED: Councillor Gary Norman
SECONDED: Councillor Vaughan Miller

RESOLVED: The Committee resolved that the choice of Fire Alarm must be tabled for Full Council, as per the Financial Regulations. Three quotes are required. An Extraordinary Full Council meeting to be called when in these are in place.

047. BAD DEBT

At the time of publishing the Council had one bad debt, over £500 and over 3 months old. The Committee noted the action being taken to address this. (mins 12/10/26 – appendix 27 – Confidential & Privilege)

THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 21:58 HRS

CHAIRPERSON:

Signature: Date:

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

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
Repair gates, supply hinges	05/03/2026	PMM 230	1	1,920.00	0.00	1,920.00	0.00
					0.00	**1,920.00**	
Above paid on 15/04/2026 by Online Payment Ref A13							
A15 HawkEye Pest Control Ltd							
Pest Management- VP	02/04/2026	15325SM87	1	224.53	0.00	224.53	0.00
Pest Management- Bowls Green	02/04/2026	15325SM89	1	163.37	0.00	163.37	0.00
					0.00	**387.90**	
Above paid on 15/04/2026 by Online Payment Ref A15							
A20 A & S Meats							
Market Management- Apr 26	09/04/2026	22	1	1,686.00	0.00	1,686.00	0.00
					0.00	**1,686.00**	
Above paid on 15/04/2026 by Online Payment Ref A20							
A29 Appcentric							
Web Retainer & Support- Apr 26	03/04/2026	2129	1	574.75	0.00	574.75	0.00
					0.00	**574.75**	
Above paid on 15/04/2026 by Online Payment Ref A29							
A50 Aero Property Consultants							
Cafe Refurb- March 26	30/03/2026	26/037	1	1,200.00	0.00	1,200.00	0.00
					0.00	**1,200.00**	
Above paid on 15/04/2026 by Online Payment Ref A50							
B54 Mike Bradshaw							
VP Funday- Children Entertain	07/04/2026	VP17052026	1	320.00	0.00	320.00	0.00
					0.00	**320.00**	
Above paid on 15/04/2026 by Online Payment Ref B54							
C10 Crescent Signs Ltd							
5 x Blue Plaques - Stock	26/03/2026	INV-22569	1	475.20	0.00	475.20	0.00
					0.00	**475.20**	
Above paid on 15/04/2026 by Online Payment Ref 17108/1710							

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

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
D12 DCK Payroll Solutions							
Monthly Payroll- March 26	31/03/2026	27049	1	225.00	0.00	225.00	0.00
					0.00	**225.00**	
Above paid on 15/04/2026 by Online Payment Ref P1104							
F30 Mrs Annelie Fawke and Mr Oliver Davies							
Allot key refund x 1 - WM061	01/04/2026	KEYREFUND WM061	1	10.00	0.00	10.00	0.00
					0.00	**10.00**	
Above paid on 15/04/2026 by Online Payment Ref F30							
G1 Gardner Leader LLP							
Land Investigation & Registry	01/04/2026	106345	1	530.40	0.00	530.40	0.00
					0.00	**530.40**	
Above paid on 15/04/2026 by Online Payment Ref NEW103/105							
H41 Hoskins Electrical Services							
PAT Testing T-Hall 25.03.26	26/03/2026	0437	1	360.00	0.00	360.00	0.00
Pat test NTR, ShawCem 26.03.26	26/03/2026	0438	1	180.00	0.00	180.00	0.00
					0.00	**540.00**	
Above paid on 15/04/2026 by Online Payment Ref H41							
I12 IBS Office Solutions Ltd							
Photocopier Charges- March 26	30/03/2026	3032984	1	172.13	0.00	172.13	0.00
					0.00	**172.13**	
Above paid on 15/04/2026 by Online Payment Ref I12							
L7 Lift & Engineering Services Ltd							
Lift Maintain 1.2.26-31.1.27	26/02/2026	NV305584	1	488.16	0.00	488.16	0.00
					0.00	**488.16**	
Above paid on 15/04/2026 by Online Payment Ref L7							
M28 Minster Cleaning Services							
Office Clean- Apr 2026	01/04/2026	18606	1	2,238.12	0.00	2,238.12	0.00
					0.00	**2,238.12**	
Above paid on 15/04/2026 by Online Payment Ref INV29354							

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

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
N11 NABMA							
Annual Subscription 26/27	01/04/2026	M397	1	509.00	0.00	509.00	0.00
					0.00	**509.00**	
Above paid on 15/04/2026 by Online Payment Ref N11							
N4 National Association of Memorial Masons							
Corp member 01.01 to 31.12.26	24/03/2026	2680	1	264.00	0.00	264.00	0.00
					0.00	**264.00**	
Above paid on 15/04/2026 by Online Payment Ref 4313							
O11 Outdoor Academy Ltd							
Climb Wall & Cave- VP Fam Day	01/04/2026	2044	1	2,280.00	0.00	2,280.00	0.00
					0.00	**2,280.00**	
Above paid on 15/04/2026 by Online Payment Ref O11							
P15 David Pawley Clock & Sundial Maker							
THClock Service & Maint-Sum 26	14/04/2026	96728	1	370.00	0.00	370.00	0.00
BClock Service & Maint- Sum 26	14/04/2026	96729	1	225.00	0.00	225.00	0.00
					0.00	**595.00**	
Above paid on 15/04/2026 by Online Payment Ref P15							
P19 Proludic Ltd							
Labels WC Fitness Equip	31/03/2026	SIN012361	1	211.90	0.00	211.90	0.00
					0.00	**211.90**	
Above paid on 15/04/2026 by Online Payment Ref P19							
R2 Rivar Sand & Gravel Ltd							
Green Compost, Gravel	30/03/2026	N-IN133008	1	108.90	0.00	108.90	0.00
					0.00	**108.90**	
Above paid on 15/04/2026 by Online Payment Ref R2							
R20 Rialtas Business Solutions Ltd							
Annual Support & Maintenance	01/04/2026	SM33340	1	3,592.80	0.00	3,592.80	0.00
					0.00	**3,592.80**	
Above paid on 15/04/2026 by Online Payment Ref R20							

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

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S108 Sackville-West Ltd							
Painting Store 01.03 -31.03.26	31/03/2026	INV-14504	1	159.22	0.00	159.22	0.00
					0.00	**159.22**	
Above paid on 15/04/2026 by Online Payment Ref S108							
S2 Enerveo Limited							
Qtrly Mainteinance Jan- Mar 26	26/02/2026	900061211	1	1,317.20	0.00	1,317.20	0.00
					0.00	**1,317.20**	
Above paid on 15/04/2026 by Online Payment Ref S2							
S24 Sundog Hire Ltd DNU							
Hire of VW Caddy Van	31/03/2026	6206	1	1,038.00	0.00	1,038.00	0.00
					0.00	**1,038.00**	
Above paid on 15/04/2026 by Online Payment Ref S24							
S41 Sundog Grounds Maintenance Ltd DNU							
Play Pit Sand Victoria Park	07/04/2026	6231	1	984.00	0.00	984.00	0.00
Gutter Cleaning	07/04/2026	6232	1	744.00	0.00	744.00	0.00
					0.00	**1,728.00**	
Above paid on 15/04/2026 by Online Payment Ref S41							
S47 Archibald Shaw							
Victoria Park Cafe- Struct Cal	02/04/2026	31934/V26 150/IS	1	787.50	0.00	787.50	0.00
					0.00	**787.50**	
Above paid on 15/04/2026 by Online Payment Ref S47							
S98 Mrs Suzi L Smith							
Allot key refund x 2 - WC039	08/04/2026	KEY REFUND - WC39	1	20.00	0.00	20.00	0.00
Removed from BACs file as bank details were incorrect							
					0.00	**20.00**	
PAID By Faster Payment - 21.04.2026							
Above paid on 15/04/2026 by Online Payment Ref S98							
T30 Cybit Limited							
E-mail Signature - march 26	24/03/2026	43635	1	50.05	0.00	50.05	0.00
					0.00	**50.05**	
Above paid on 15/04/2026 by Online Payment Ref T30							

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

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
W1 West Berkshire District Council							
B-Rates 26-27 - Mayors Parlour	01/04/2026	REF: 15020091	1	1,989.00	0.00	1,989.00	0.00
B-Rates 26-27 - NTR Cemetery	01/04/2026	REF: 15112301	1	541.45	0.00	541.45	0.00
B-Rates 26-27 - Shaw Cemetery	01/04/2026	REF: 15112318	1	3,978.00	0.00	3,978.00	0.00
B-Rates 26-27 - TH Meeting Rm	01/04/2026	REF: 15112448	1	2,033.20	0.00	2,033.20	0.00
B-Rates 26-27 - TH Suite 3	01/04/2026	REF: 15120742	1	1,259.70	0.00	1,259.70	0.00
B-rates 26.27 - TH Suite 4	01/04/2026	REF: 15120823	1	1,348.10	0.00	1,348.10	0.00
B-Rates 26.27 - TH Suite 12	01/04/2026	REF: 15124688	1	3,447.60	0.00	3,447.60	0.00
B-Rates 26-27 - TH Suite 2	01/04/2026	REF: 15149717	1	1,259.70	0.00	1,259.70	0.00
B-Rates 26-27 - Market Place	01/04/2026	REF: 15630881	1	3,510.47	0.00	3,510.47	0.00
					0.00	**19,367.22**	
				Above paid on 15/04/2026 by Online Payment Ref W1			
W50 Wessex Woodland Management Ltd							
4 x Basic Tree Inspect Course	25/03/2026	66331	1	792.00	0.00	792.00	0.00
					0.00	**792.00**	
				Above paid on 15/04/2026 by Online Payment Ref W50			
W57 Working the Greener Way - Online							
Q3 Internal Audit Report	02/04/2026	100478	1	510.00	0.00	510.00	0.00
					0.00	**510.00**	
				Above paid on 15/04/2026 by Online Payment Ref W57			
			Total Purchase Ledger Payments		**0.00**	**44,098.45**	

Linked to Cashbook 1 **Entered Month 2**

by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
Work - VP Mega Tower	28/04/2026	PMM 242	1	210.00	0.00	210.00	0.00
					0.00	**210.00**	
Above paid on 07/05/2026 by Online Payment Ref A13							
A18 Aquaid (Kennet and North Wilts)							
TH Water Machine clean	30/04/2026	527514	1	29.76	0.00	29.76	0.00
					0.00	**29.76**	
Above paid on 07/05/2026 by Online Payment Ref A18							
A21 Caroline Allee							
Allot key refund x 2 - WM46b	01/05/2026	KEY REFUND X 2-WM46B	1	20.00	0.00	20.00	0.00
					0.00	**20.00**	
Above paid on 07/05/2026 by Online Payment Ref A21							
A29 Appcentric							
Monthly Support Web - May 26	03/05/2026	2143	1	574.75	0.00	574.75	0.00
					0.00	**574.75**	
Above paid on 07/05/2026 by Online Payment Ref A29							
A50 Aero Property Consultants							
VP Cafe Repurposing - Apr 26	02/05/2026	26 / 064	1	864.00	0.00	864.00	0.00
					0.00	**864.00**	
Above paid on 07/05/2026 by Online Payment Ref A50							
B1 Biffa Waste Services Ltd							
Surcharge refuse - Thursdays	24/04/2026	571C046058	1	2.10	0.00	2.10	0.00
Surcharge Refuse - Tuesdays	24/04/2026	571C046061	1	1.26	0.00	1.26	0.00
					0.00	**3.36**	
Above paid on 07/05/2026 by Online Payment Ref N15485*1*5							
B41 Berkshire Pressure Cleaning Ltd							
Clean Ebb & Flow - Apr 26	01/05/2026	P6890	1	240.00	0.00	240.00	0.00
Clean War Memorial - Apr 26	01/05/2026	P6891	1	306.00	0.00	306.00	0.00

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Linked to Cashbook 1 **Entered Month 2**
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Clean Clock House- May 26	01/05/2026	P6892	1	300.00	0.00	300.00	0.00
Clean Town Hall - Apr 26	01/05/2026	P6893	1	120.00	0.00	120.00	0.00
					0.00	**966.00**	

Above paid on 07/05/2026 by Online Payment Ref B41

B6 BALC

Subs & Fees- Over 5000	15/04/2026	INV-8306	1	3,763.67	0.00	3,763.67	0.00
					0.00	**3,763.67**	

Above paid on 07/05/2026 by Online Payment Ref BALC10305

B67 BF Engineering Services Ltd

VP Cafe Kitchen refurb balance	30/04/2026	55626	1	3,683.04	0.00	3,683.04	0.00
					0.00	**3,683.04**	

Above paid on 07/05/2026 by Online Payment Ref B67

C87 The Caskettes

VP Family Day - bandstand	23/04/2026	000001	1	150.00	0.00	150.00	0.00
					0.00	**150.00**	

Above paid on 07/05/2026 by Online Payment Ref C87

D12 DCK Payroll Solutions

Alaries - April 2026	27/04/2026	27155	1	216.00	0.00	216.00	0.00
					0.00	**216.00**	

Above paid on 07/05/2026 by Online Payment Ref P1104

E14 Environmental Solutions Ltd

Secure Shreadding- April 26	13/04/2026	OUT-148	1	74.48	0.00	74.48	0.00
Secure Shredding - April 2026	20/04/2026	OUT-910	1	74.48	0.00	74.48	0.00
					0.00	**148.96**	

Above paid on 07/05/2026 by Online Payment Ref E14

F29 Chris Fortey & Sarah Goring

Key deposit refund x1 WC31c	27/04/2026	KEY REFUND - WC31C	1	10.00	0.00	10.00	0.00
					0.00	**10.00**	

Above paid on 07/05/2026 by Online Payment Ref F29

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Linked to Cashbook 1 **Entered Month 2**
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G20 Rayna Gale							
Contribution to power -Damp	06/05/2026	ELEC SUITE 1 CONT	1	15.00	0.00	15.00	0.00
					0.00	**15.00**	
Above paid on 07/05/2026 by Online Payment Ref G20							
G6 Greentips							
Emergency Tree Works	17/04/2026	ETW.0005.IN	1	480.00	0.00	480.00	0.00
Fifth Rd Tree Works - Willow	27/04/2026	ETW.0009.IN	1	1,440.00	0.00	1,440.00	0.00
					0.00	**1,920.00**	
Above paid on 07/05/2026 by Online Payment Ref G6							
H1 Hags/SMP							
Slide Section & Fixings	15/04/2026	107883	1	8,139.60	0.00	8,139.60	0.00
					0.00	**8,139.60**	
Above paid on 07/05/2026 by Online Payment Ref H1							
H41 Hoskins Electrical Services							
TH Emergency light repairs	23/04/2026	0442	1	180.00	0.00	180.00	0.00
					0.00	**180.00**	
Above paid on 07/05/2026 by Online Payment Ref H41							
J21 John O'Conner GM Ltd							
Empty dogbin - Apr 26	29/04/2026	129645	1	139.03	0.00	139.03	0.00
Filling Grit bins - Apr 26	29/04/2026	129646	1	537.65	0.00	537.65	0.00
GM Contract - April 2026	29/04/2026	129647	1	45,940.98	0.00	45,940.98	0.00
Deep Clean VP Splash Park	30/04/2026	129762	1	240.00	0.00	240.00	0.00
					0.00	**46,857.66**	
Above paid on 07/05/2026 by Online Payment Ref J21							
L13 Link Up Local Mencap							
Bus stop posters - April 26	31/03/2026	1758/25	1	52.00	0.00	52.00	0.00
					0.00	**52.00**	
Above paid on 07/05/2026 by Online Payment Ref L13							

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Linked to Cashbook 1 **Entered Month 2**
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M24 McCarthy Marland (Recycling) Ltd							
Skip- Shaw Cem	16/04/2026	IN201533	1	462.00	0.00	462.00	0.00
					0.00	**462.00**	
Above paid on 07/05/2026 by Online Payment Ref M24							
M28 Minster Cleaning Services							
Office Clean - May 2026	01/05/2026	18753	1	2,238.12	0.00	2,238.12	0.00
					0.00	**2,238.12**	
Above paid on 07/05/2026 by Online Payment Ref INV29354							
M38 Maspace Limited							
VP Cafe Refurb - App 8	30/04/2026	1231	1	14,130.91	0.00	14,130.91	0.00
					0.00	**14,130.91**	
Above paid on 07/05/2026 by Online Payment Ref M38							
M54 Michael Pagliaroli Architects Ltd							
VP Cafe work	05/05/2026	SI-112002	1	1,008.00	0.00	1,008.00	0.00
					0.00	**1,008.00**	
Above paid on 07/05/2026 by Online Payment Ref M54							
M61 Microshade Business Consultants Ltd							
Hosting Online Service- Apr 26	01/04/2026	260400454579	1	417.82	0.00	417.82	0.00
					0.00	**417.82**	
Above paid on 07/05/2026 by Online Payment Ref M61							
N41 NMTF Ltd							
Taster Membership- 2026	14/04/2026	20238259	1	250.00	0.00	250.00	0.00
					0.00	**250.00**	
Above paid on 07/05/2026 by Online Payment Ref N41							
P42 PAD Electrics Limited							
Repair Market Pop Up	17/04/2026	INV-1692	1	309.86	0.00	309.86	0.00
					0.00	**309.86**	
Above paid on 07/05/2026 by Online Payment Ref P42							

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Linked to Cashbook 1 **Entered Month 2**
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R20 Rialtas Business Solutions Ltd							
Rialtas Web- 01.04.26-31.03.27	10/04/2026	33589	1	1,944.07	0.00	1,944.07	0.00
Year End 2025-26 RC 09.04.26	10/04/2026	33590	1	1,125.60	0.00	1,125.60	0.00
					0.00	**3,069.67**	
Above paid on 07/05/2026 by Online Payment Ref R20							
S1 Sundog Hire & Facilities							
S-Cem Remove wall, van parking	15/04/2026	6258	1	936.00	0.00	936.00	0.00
TH Scaffols, replace roof tile	30/04/2026	6297	1	5,832.00	0.00	5,832.00	0.00
Van Hire - April 26	30/04/2026	6299	1	576.00	0.00	576.00	0.00
					0.00	**7,344.00**	
Above paid on 07/05/2026 by Online Payment Ref S1							
S103 Splash Pads Enterprises Limited							
Annual Maint - VP Splash Park	16/04/2026	INV-0948	1	2,640.00	0.00	2,640.00	0.00
					0.00	**2,640.00**	
Above paid on 07/05/2026 by Online Payment Ref S103							
S108 Sackville-West Ltd							
Storage of paintings - Apr 26	30/04/2026	INV-14901	1	154.08	0.00	154.08	0.00
					0.00	**154.08**	
Above paid on 07/05/2026 by Online Payment Ref S108							
S2 Enerveo Limited							
Tydehams - Repair Lights	05/05/2026	900061814	1	2,656.39	0.00	2,656.39	0.00
Tydehams - Disconnect light	05/05/2026	9000061813	1	1,863.86	0.00	1,863.86	0.00
					0.00	**4,520.25**	
Above paid on 07/05/2026 by Online Payment Ref S2							
S27 SLCC Enterprises							
Agenda & Minute Training SW	01/05/2026	BK2259981-1	1	140.40	0.00	140.40	0.00
					0.00	**140.40**	
Above paid on 07/05/2026 by Online Payment Ref MEM252371-							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T30 Cybit Limited							
Email Signature - April 26	29/04/2026	44267	1	50.05	0.00	50.05	0.00
					0.00	**50.05**	
Above paid on 07/05/2026 by Online Payment Ref T30							
W46 WorkNest Ltd							
H&S Core - Year 3	15/04/2026	SINV099845	1	2,864.44	0.00	2,864.44	0.00
					0.00	**2,864.44**	
Above paid on 07/05/2026 by Online Payment Ref W46							
Total Purchase Ledger Payments					**0.00**	**107,403.40**	

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
Remove & Replace Steel Post	27/04/2026	PMM0500	1	160.00	0.00	160.00	0.00
Supply & Fit Shaw Cem Gate	30/04/2026	PMM2462026	1	200.00	0.00	200.00	0.00
					0.00	**360.00**	
Above paid on 22/05/2026 by Online Payment Ref A13							
A20 A & S Meats							
Market Management- May 26	15/05/2026	23	1	1,686.00	0.00	1,686.00	0.00
					0.00	**1,686.00**	
Above paid on 22/05/2026 by Online Payment Ref A20							
B20 Blue Sky Big Band							
VP Bandstand Performance	15/05/2026	INV-000201	1	150.00	0.00	150.00	0.00
					0.00	**150.00**	
Above paid on 22/05/2026 by Online Payment Ref B20							
C36 Corn Exchange							
Mayor Making- 10.05.26	15/05/2026	4160	1	954.70	0.00	954.70	0.00
					0.00	**954.70**	
Above paid on 22/05/2026 by Online Payment Ref C36							
C59 Canal & River Trust							
Rent Lock Island 24.6-28.9.26	20/05/2026	239055	1	300.00	0.00	300.00	0.00
					0.00	**300.00**	
Above paid on 22/05/2026 by Online Payment Ref 8083919							
C81 Churches Fire & Security Ltd							
VP Cafe Extinguishers	15/05/2026	SI26-0004699	1	859.44	0.00	859.44	0.00
VP Cafe - Fire risk Assessment	18/05/2026	SI26-0009604	1	1,046.40	0.00	1,046.40	0.00
					0.00	**1,905.84**	
Above paid on 22/05/2026 by Online Payment Ref C81							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
E14 Environmental Solutions Ltd							
Secure Shredding - May 26	11/05/2026	OUT-1193	1	74.48	0.00	74.48	0.00
					0.00	**74.48**	
Above paid on 22/05/2026 by Online Payment Ref E14							
F29 Chris Fortey & Sarah Goring							
Allotrent refund - WC031c	11/05/2026	RENT REFUND WC31C	1	39.75	0.00	39.75	0.00
					0.00	**39.75**	
Above paid on 22/05/2026 by Online Payment Ref F29							
G14 Greenham Trust Ltd (Grant Account)							
Project 2158-Incantata Choir	14/05/2026	DONATION PR 21358	1	100.00	0.00	100.00	0.00
					0.00	**100.00**	
Above paid on 22/05/2026 by Online Payment Ref NTCFunder							
I16 Mrs L A Impey							
Allotrent & key refund WC004a	07/05/2026	ALLTRENT REFUND WC4A	1	28.38	0.00	28.38	0.00
					0.00	**28.38**	
Above paid on 22/05/2026 by Online Payment Ref I16							
K8 Kennet Community Radio							
Support-VP Funday 17.05.26	19/05/2026	KR1000714	1	766.80	0.00	766.80	0.00
					0.00	**766.80**	
Above paid on 22/05/2026 by Online Payment Ref KR1000714							
L13 Link Up Local Mencap							
Bus Stop Posters- May 26	15/05/2026	1860/25	1	94.00	0.00	94.00	0.00
					0.00	**94.00**	
Above paid on 22/05/2026 by Online Payment Ref L13							
L25 Local Toilet Hire Ltd							
Toilet Hire- VP Funday	15/05/2026	74144	1	288.00	0.00	288.00	0.00
					0.00	**288.00**	
Above paid on 22/05/2026 by Online Payment Ref L25							

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Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
N7	**Newbury News Ltd**							
Family Day Ads 07 & 14.05.26		17/05/2026	158391	1	180.00	0.00	180.00	0.00
						0.00	**180.00**	
				Above paid on 22/05/2026 by Online Payment Ref NW502447				
R2	**Rivar Sand & Gravel Ltd**							
Bulk Bag of Scalpings		19/05/2026	N-IN134560	1	102.00	0.00	102.00	0.00
						0.00	**102.00**	
				Above paid on 22/05/2026 by Online Payment Ref R2				
S1	**Sundog Hire & Facilities**							
Sandbag Wall- Walton Way		15/05/2026	4545	1	277.20	0.00	277.20	0.00
Thall Roof Repairs		15/05/2026	6298	1	768.00	0.00	768.00	0.00
						0.00	**1,045.20**	
				Above paid on 22/05/2026 by Online Payment Ref S1				
S21	**Miss J Smith**							
Allotrent refund - DF027a		06/05/2026	ALLOTRENT REFUND DF2	1	10.33	0.00	10.33	0.00
						0.00	**10.33**	
				Above paid on 22/05/2026 by Online Payment Ref S21				
T40	**The Tadley Band**							
VP Bandstand- 10.05.26		10/05/2026	TB01036	1	150.00	0.00	150.00	0.00
						0.00	**150.00**	
				Above paid on 22/05/2026 by Online Payment Ref T40				
W8	**Watership Brass**							
Music in the VP Bandstand		18/05/2026	268	1	150.00	0.00	150.00	0.00
						0.00	**150.00**	
				Above paid on 22/05/2026 by Online Payment Ref W8				
				Total Purchase Ledger Payments		**0.00**	**8,385.48**	

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Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
Pest Control WM Allot - Jun 26	01/06/2026	15451SM10	1	253.94	0.00	253.94	0.00
Pest Control Southby - Jun 26	01/06/2026	15451SM15	1	280.66	0.00	280.66	0.00
Pest Control Parsons Allot Jun	01/06/2026	15451SM16	1	187.13	0.00	187.13	0.00
Pest Control OTP allot-Jun 26	01/06/2026	15451SM17	1	213.84	0.00	213.84	0.00
Pest Manage DF allot - Jun 26	01/06/2026	15451SM18	1	240.59	0.00	240.59	0.00
Pest Control WC Allot - Jun 26	01/06/2026	15451SM20	1	187.13	0.00	187.13	0.00
					0.00	**1,363.29**	
A20 A & S Meats							
Market Management - June 26	01/06/2026	24	1	1,686.00	0.00	1,686.00	0.00
					0.00	**1,686.00**	
A29 Appcentric							
Monthly Support Website-Jun26	03/06/2026	2163	1	574.75	0.00	574.75	0.00
					0.00	**574.75**	
A50 Aero Property Consultants							
VP Cafe Repurposing - May 26	31/05/2026	26-077	1	240.00	0.00	240.00	0.00
					0.00	**240.00**	
B1 Biffa Waste Services Ltd							
Surcharges Thurs - May 26	22/05/2026	571C049734	1	1.68	0.00	1.68	0.00
Surcharges TUes) - May 26	22/05/2026	571C049737	1	1.68	0.00	1.68	0.00
					0.00	**3.36**	
B41 Berkshire Pressure Cleaning Ltd							
Clean War Memorial - May 26	21/05/2026	P6906	1	216.00	0.00	216.00	0.00
					0.00	**216.00**	
C10 Crescent Signs Ltd							
2 x NTC log Van Magnets	26/05/2026	INV-22666	1	105.60	0.00	105.60	0.00
Elliotts - Blue Plaque	26/05/2026	INV-22667	1	498.00	0.00	498.00	0.00
					0.00	**603.60**	

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Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
D10 Mrs J I Day							
Refund M-Making floral display	07/05/2026	REFUND MM FLOWERS	1	38.68	0.00	38.68	0.00
					0.00	**38.68**	
D11 Dingley Family and Specialist							
Mayor, 2 tickets Afternoon Tea	19/05/2026	INV-6293	1	40.00	0.00	40.00	0.00
					0.00	**40.00**	
G9 Goodman Plumbing Services							
T-Hall toilet toilet repair	03/06/2026	INV935	1	159.99	0.00	159.99	0.00
					0.00	**159.99**	
H11 Healthmatic Ltd							
W-Toilet Clean 01.04 -30.06.26	31/05/2026	15499	1	4,500.42	0.00	4,500.42	0.00
W-Toilet Repair paddlegates	31/05/2026	15513	1	330.00	0.00	330.00	0.00
					0.00	**4,830.42**	
J21 John O'Conner GM Ltd							
Empty 7 Dogbins - May 26	21/05/2026	130229	1	139.03	0.00	139.03	0.00
GM Contract - May 26	21/05/2026	130230	1	45,940.98	0.00	45,940.98	0.00
Fill Grit Bins - May 26	21/05/2026	130233	1	537.65	0.00	537.65	0.00
Strimming Allotments - May 26	22/05/2026	130256	1	144.00	0.00	144.00	0.00
					0.00	**46,761.66**	
L13 Link Up Local Mencap							
Bus Stop posters - May 26 (2)	31/05/2026	2068-25	1	50.00	0.00	50.00	0.00
					0.00	**50.00**	
M22 @MRSIGNWRITER							
Signwrite Honour Board - J Day	22/05/2026	0001	1	220.00	0.00	220.00	0.00
					0.00	**220.00**	
M24 McCarthy Marland (Recycling) Ltd							
Skip for VP Rubbish @ S-Cem	31/05/2026	IN 206102	1	462.00	0.00	462.00	0.00
					0.00	**462.00**	

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Linked to Cashbook 1 **Entered Month 3**

Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M28 Minster Cleaning Services							
Office Cleaning - June 26	01/06/2026	18901	1	2,238.12	0.00	2,238.12	0.00
					0.00	**2,238.12**	
N28 Newbury BID CIC							
Nby Bid Rates Wharf Toilet 26	01/06/2026	70026552 2026	1	217.50	0.00	217.50	0.00
Nby Bid Rates TH Suite 12 2026	01/06/2026	70028220 2026	1	117.00	0.00	117.00	0.00
Nby Bid Rates - Market 2026	01/06/2026	70029396 - 2026	1	126.00	0.00	126.00	0.00
					0.00	**460.50**	
R2 Rivar Sand & Gravel Ltd							
6 x Bags Play Bark	30/05/2026	N-IN134963	1	810.00	0.00	810.00	0.00
					0.00	**810.00**	
S1 Sundog Hire & Facilities							
Shaw Cem Roof Repairs	14/05/2026	6253	1	1,761.60	0.00	1,761.60	0.00
					0.00	**1,761.60**	
S35 Scion Communications Ltd							
Shaw Cem Roof Repairs	20/05/2026	IN002812	1	540.00	0.00	540.00	0.00
					0.00	**540.00**	
S108 Sackville-West Ltd							
Large Painting storage -May 26	31/05/2026	INV-15204	1	159.22	0.00	159.22	0.00
					0.00	**159.22**	
T7 Thomas Fattorini Ltd							
5 x Long Service Medals	28/05/2026	I308417	1	575.26	0.00	575.26	0.00
					0.00	**575.26**	
T30 Cybit Limited							
Email Signature - May 26	26/05/2026	44799	1	50.05	0.00	50.05	0.00
					0.00	**50.05**	
T34 Tactical Medical Rescue Ltd							
VP Funday First Aid Cover	25/05/2026	1755	1	220.00	0.00	220.00	0.00
					0.00	**220.00**	

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Linked to Cashbook 1 **Entered Month 3**

Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T38 The Play Inspection Company Ltd							
Annual Play Inspections 2026	29/06/2026	86737	1	1,311.00	0.00	1,311.00	0.00
					0.00	**1,311.00**	
			Proposed Payment Total		**0.00**	**65,375.50**	

Linked to Cashbook 1 **Entered Month 3**
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
Supply & Fit Steel Bollards	11/06/2026	PMM 251	1	450.00	0.00	450.00	0.00
VP Golf Fit brackets to fence	16/06/2026	PMM 252	1	1,109.10	0.00	1,109.10	0.00
					0.00	**1,559.10**	
Above paid on 24/06/2026 by Online Payment Ref A13							
D12 DCK Payroll Solutions							
Salaries - May 2026	01/06/2026	27286	1	357.54	0.00	357.54	0.00
					0.00	**357.54**	
Above paid on 24/06/2026 by Online Payment Ref P1104							
E14 Environmental Solutions Ltd							
Secure Shredding - June 2026	08/06/2026	OUT-1661	1	74.48	0.00	74.48	0.00
					0.00	**74.48**	
Above paid on 24/06/2026 by Online Payment Ref E14							
G36 Gazkaz Promotional Wear							
Officer Workwear	22/06/2026	SI 17000	1	501.00	0.00	501.00	0.00
					0.00	**501.00**	
Above paid on 24/06/2026 by Online Payment Ref G36							
G4 G&V Maintenance Services							
Repairs TH Suite 10	11/06/2026	1771	1	575.40	0.00	575.40	0.00
					0.00	**575.40**	
Above paid on 24/06/2026 by Online Payment Ref G4							
G6 Greentips							
4 load wood chip & Crane Opp	09/06/2026	TW.0016.IN	1	1,260.00	0.00	1,260.00	0.00
					0.00	**1,260.00**	
Above paid on 24/06/2026 by Online Payment Ref G6							
H11 Healthmatic Ltd							
VP Cafe Toilet Clean - June 26	09/06/2026	15528	1	931.00	0.00	931.00	0.00
					0.00	**931.00**	
Above paid on 24/06/2026 by Online Payment Ref INV7984							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
H20 Neha Hui							
Allot key refund - WM018a	16/06/2026	KEY REFUND WM018A	1	10.00	0.00	10.00	0.00
					0.00	**10.00**	
Above paid on 24/06/2026 by Online Payment Ref H20							
H41 Hoskins Electrical Services							
Replace failed emergency light	05/06/2026	0444	1	225.00	0.00	225.00	0.00
					0.00	**225.00**	
Above paid on 24/06/2026 by Online Payment Ref H41							
I4 ICCM							
Corporate member 2026-27	01/06/2026	4269/2026-27	1	110.00	0.00	110.00	0.00
					0.00	**110.00**	
Above paid on 24/06/2026 by Online Payment Ref I4							
J21 John O'Conner GM Ltd							
GM Contract - June 26	12/06/2026	130839	1	45,940.98	0.00	45,940.98	0.00
Empty Dog Bins - June 26	12/06/2026	130840	1	139.03	0.00	139.03	0.00
					0.00	**46,080.01**	
Above paid on 24/06/2026 by Online Payment Ref J21							
M37 Melcourt Industries Ltd							
Playchip Digby & Fifth Road	19/06/2026	ME/2681353	1	1,662.00	0.00	1,662.00	0.00
					0.00	**1,662.00**	
Above paid on 24/06/2026 by Online Payment Ref M37							
N7 Newbury News Ltd							
Market Ad, Out & About	07/06/2026	161526	1	102.00	0.00	102.00	0.00
					0.00	**102.00**	
Above paid on 24/06/2026 by Online Payment Ref NW502447							
O1 Oxford Charwell Brass							
VP Bandstand 31.05.26	07/06/2026	OCB-029	1	150.00	0.00	150.00	0.00
					0.00	**150.00**	
Above paid on 24/06/2026 by Online Payment Ref O1							

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Linked to Cashbook 1 **Entered Month 3**
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S1 Sundog Hire & Facilities							
Repair TH Downpipe	10/06/2026	6494	1	1,104.00	0.00	1,104.00	0.00
					0.00	**1,104.00**	
Above paid on 24/06/2026 by Online Payment Ref S1							
W42 Window Flowers Ltd							
NTC Summer Hanging Baskets	04/06/2026	77346	1	21,508.20	0.00	21,508.20	0.00
Summer baskets - Businesses	04/06/2026	77347	1	1,950.00	0.00	1,950.00	0.00
					0.00	**23,458.20**	
Above paid on 24/06/2026 by Online Payment Ref W42							
W8 Watership Brass							
Annual retainer 2026-27	17/06/2026	RETAINER 2026-27	1	850.00	0.00	850.00	0.00
					0.00	**850.00**	
Above paid on 24/06/2026 by Online Payment Ref W8							
Total Purchase Ledger Payments					**0.00**	**79,009.73**	

Linked to Cashbook 1 **Entered Month 4**
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
Pest Control - Victoria park	02/07/2026	15576SM81	1	224.53	0.00	224.53	0.00
Pest control VP Bowls Club	02/07/2026	15576SM83	1	163.37	0.00	163.37	0.00
					0.00	**387.90**	
Above paid on 06/07/2026 by Online Payment Ref A15							
A18 Aquaid (Kennet and North Wilts)							
Fuel Surcharge - sanitisation	30/06/2026	532533	1	0.84	0.00	0.84	0.00
					0.00	**0.84**	
Above paid on 06/07/2026 by Online Payment Ref A18							
A20 A & S Meats							
Market Management - July 26	01/07/2026	25	1	1,686.00	0.00	1,686.00	0.00
					0.00	**1,686.00**	
Above paid on 06/07/2026 by Online Payment Ref A20							
A29 Appcentric							
Website support - July 26	03/07/2026	2188	1	574.75	0.00	574.75	0.00
					0.00	**574.75**	
Above paid on 06/07/2026 by Online Payment Ref A29							
B1 Biffa Waste Services Ltd							
Fuel surcharge Thurs - June 26	26/06/2026	571C053489	1	4.20	0.00	4.20	0.00
Fuel surcharge - Tues June 26	26/06/2026	571C053492	1	2.10	0.00	2.10	0.00
					0.00	**6.30**	
Above paid on 06/07/2026 by Online Payment Ref N15485*1*5							
B56 Berkshire Youth							
Hire Hall/Cafe- M-Making 2026	17/06/2026	INV-0533	1	700.00	0.00	700.00	0.00
					0.00	**700.00**	
Above paid on 06/07/2026 by Online Payment Ref B56							

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Linked to Cashbook 1 **Entered Month 4**
by user MGG

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C11	**Cove Brass**							
VP Bandstand 14.06.2026		14/06/2026	000081	1	150.00	0.00	150.00	0.00
						0.00	**150.00**	
					Above paid on 06/07/2026 by Online Payment Ref C11			
C73	**Community United West Berkshire**							
Annual Grant 26-27		30/06/2026	ANUUAL GRANT 26-27	1	2,000.00	0.00	2,000.00	0.00
						0.00	**2,000.00**	
					Above paid on 06/07/2026 by Online Payment Ref C73			
D26	**Mrs Angela J Deverell**							
Allot key refund x 1- WM063		22/06/2026	KEY REFUND WM63	1	10.00	0.00	10.00	0.00
						0.00	**10.00**	
					Above paid on 06/07/2026 by Online Payment Ref D26			
G4	**G&V Maintenance Services**							
T-hall, Suite 10 Window Repair		23/06/2026	01795	1	242.00	0.00	242.00	0.00
						0.00	**242.00**	
					Above paid on 06/07/2026 by Online Payment Ref G4			
H2	**Hungerford Town Band**							
VP Bandstand 07.06.2026		22/06/2026	02/2026	1	150.00	0.00	150.00	0.00
						0.00	**150.00**	
					Above paid on 06/07/2026 by Online Payment Ref H2			
H41	**Hoskins Electrical Services**							
Help AK TH Emergenys lights		25/06/2026	0445	1	360.00	0.00	360.00	0.00
Emergency Call Out Suite 5		25/06/2026	0446	1	85.00	0.00	85.00	0.00
						0.00	**445.00**	
					Above paid on 06/07/2026 by Online Payment Ref H41			
I12	**IBS Office Solutions Ltd**							
Copier charges- 27.03-22.06.26		29/06/2026	3035086	1	179.57	0.00	179.57	0.00
						0.00	**179.57**	
					Above paid on 06/07/2026 by Online Payment Ref I12			

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Linked to Cashbook 1 **Entered Month 4**
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
L13 Link Up Local Mencap							
Bus stop posters - June 26	30/06/2026	2303/25	1	50.00	0.00	50.00	0.00
					0.00	**50.00**	
Above paid on 06/07/2026 by Online Payment Ref L13							
M28 Minster Cleaning Services							
Office cleaning - July 26	01/07/2026	19050	1	2,238.12	0.00	2,238.12	0.00
					0.00	**2,238.12**	
Above paid on 06/07/2026 by Online Payment Ref INV29354							
N20 North Swindon Big Band							
VP Banstand 21.06.26	21/06/2026	2026/NEWBURY	1	150.00	0.00	150.00	0.00
					0.00	**150.00**	
Above paid on 06/07/2026 by Online Payment Ref N20							
O10 Cuan O'Callaghan							
Allot Key Refund - WC025b	22/06/2026	KEY REFUND WC2	1	10.00	0.00	10.00	0.00
					0.00	**10.00**	
Above paid on 06/07/2026 by Online Payment Ref O10							
R2 Rivar Sand & Gravel Ltd							
Play Bark - Hutton Close	23/06/2026	N-IN135530	1	405.00	0.00	405.00	0.00
					0.00	**405.00**	
Above paid on 06/07/2026 by Online Payment Ref R2							
S108 Sackville-West Ltd							
Store large paintings- June 26	30/06/2026	INV-15578	1	154.08	0.00	154.08	0.00
					0.00	**154.08**	
Above paid on 06/07/2026 by Online Payment Ref S108							
S11 South West Hygiene							
Sanitary Bin disposal - SCem	01/07/2026	364274	1	249.26	0.00	249.26	0.00
					0.00	**249.26**	
Above paid on 06/07/2026 by Online Payment Ref NEWB001							

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Linked to Cashbook 1 **Entered Month 4**

by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S2 Enerveo Limited							
Qtrly Maintenace Apr-June 26	29/06/2026	900062520	1	1,645.13	0.00	1,645.13	0.00
					0.00	**1,645.13**	
Above paid on 06/07/2026 by Online Payment Ref S2							
S27 SLCC Enterprises							
TMM-Annual membership 01.05.26	01/05/2026	MEM258542-1	1	505.00	0.00	505.00	0.00
					0.00	**505.00**	
Above paid on 06/07/2026 by Online Payment Ref S27							
T30 Cybit Limited							
Email signature - June 26	24/06/2026	45454	1	50.05	0.00	50.05	0.00
					0.00	**50.05**	
Above paid on 06/07/2026 by Online Payment Ref T30							
W11 Wicksteed Leisure Ltd							
100 Plastic Plugs	25/06/2026	0000831900	1	102.60	0.00	102.60	0.00
					0.00	**102.60**	
Above paid on 06/07/2026 by Online Payment Ref W11							
Total Purchase Ledger Payments					**0.00**	**12,091.60**	

Linked to Cashbook 1 **Entered Month 4**
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B21 Barlows Woodyard							
Wood to repair VP Fences	02/07/2026	0001/10053932	1	21.02	0.00	21.02	0.00
					0.00	**21.02**	
Above paid on 22/07/2026 by Online Payment Ref B21							
B29 Broxap Ltd							
2 x Dog Bins & 1 x Recyle Bin	06/07/2026	0000350880	1	2,126.22	0.00	2,126.22	0.00
					0.00	**2,126.22**	
Above paid on 22/07/2026 by Online Payment Ref B29							
B43 Berkshire Wedding Fair							
Shaw House Wedding Fair Oct 26	16/07/2026	WEDFAIR- OCT 26	1	150.00	0.00	150.00	0.00
					0.00	**150.00**	
Above paid on 22/07/2026 by Online Payment Ref B43							
B49 Beenham Wind Orchestra							
VP Bandstand 28.06.2026	05/07/2026	50-2026	1	150.00	0.00	150.00	0.00
					0.00	**150.00**	
Above paid on 22/07/2026 by Online Payment Ref B49							
D12 DCK Payroll Solutions							
June 2026 Salaries	29/06/2026	27433	1	233.82	0.00	233.82	0.00
					0.00	**233.82**	
Above paid on 22/07/2026 by Online Payment Ref P1104							
E14 Environmental Solutions Ltd							
Secure Shredding - July 26	06/07/2026	OUT-2905	1	63.44	0.00	63.44	0.00
					0.00	**63.44**	
Above paid on 22/07/2026 by Online Payment Ref E14							
G14 Greenham Trust Ltd (Grant Account)							
Agreed Grants-GSC 7.7.26 Min 5	07/07/2026	GRANT SUB 07.07.26	1	3,550.00	0.00	3,550.00	0.00
					0.00	**3,550.00**	
Above paid on 22/07/2026 by Online Payment Ref NTCFunder							

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Linked to Cashbook 1 **Entered Month 4**
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G4 G&V Maintenance Services							
TH Gutter, down pipe repairs	07/07/2026	10804	1	368.60	0.00	368.60	0.00
					0.00	**368.60**	
Above paid on 22/07/2026 by Online Payment Ref G4							
H41 Hoskins Electrical Services							
Install switch for CCTV unit	17/07/2026	0449	1	458.27	0.00	458.27	0.00
Emergency Light, TH etc	17/07/2026	0450	1	370.00	0.00	370.00	0.00
					0.00	**828.27**	
Above paid on 22/07/2026 by Online Payment Ref H41							
J21 John O'Conner GM Ltd							
Empty 7 Additional Dog Bins	17/07/2026	131683	1	139.03	0.00	139.03	0.00
					0.00	**139.03**	
Above paid on 22/07/2026 by Online Payment Ref J21							
O5 Fenland Leisure Products Ltd							
Parts for Playgrounds	20/07/2026	SI-00002419	1	663.84	0.00	663.84	0.00
					0.00	**663.84**	
Above paid on 22/07/2026 by Online Payment Ref O5							
P1 PI Group Consultants Ltd							
PF Training 23.06.26	30/06/2026	10581	1	852.00	0.00	852.00	0.00
					0.00	**852.00**	
Above paid on 22/07/2026 by Online Payment Ref P1							
P60 Play & Leisure Ltd							
Cantilever basket & Fixings	09/07/2026	16547	1	1,636.27	0.00	1,636.27	0.00
					0.00	**1,636.27**	
Above paid on 22/07/2026 by Online Payment Ref P60							
S1 Sundog Hire & Facilities							
Bench - Elizabeth Avenue	17/07/2026	6202	1	456.00	0.00	456.00	0.00
Hutton Cl Machine & Operator	17/07/2026	6464	1	1,800.00	0.00	1,800.00	0.00

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Linked to Cashbook 1 **Entered Month 4**
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Additional works Elizabeth Ave	17/07/2026	6632	1	120.00	0.00	120.00	0.00
Bench - Andover Road	17/07/2026	6633	1	336.00	0.00	336.00	0.00
Wood Chip Digby & Fifth Rd	17/07/2026	6634	1	1,080.00	0.00	1,080.00	0.00
					0.00	**3,792.00**	

Above paid on 22/07/2026 by Online Payment Ref S1

S51 South Berks Concert Band

VP Bandstand - 19th July 2026	20/07/2026	202603	1	150.00	0.00	150.00	0.00
					0.00	**150.00**	

Above paid on 22/07/2026 by Online Payment Ref S51

S66 Supportis Ltd

Employer Protection Yr 3 of 5	15/07/2026	SUP904-3	1	3,345.60	0.00	3,345.60	0.00
					0.00	**3,345.60**	

Above paid on 22/07/2026 by Online Payment Ref S66

W57 Working the Greener Way - Online

Q4 Internal Audit	13/05/2026	100488	1	510.00	0.00	510.00	0.00
					0.00	**510.00**	

Above paid on 22/07/2026 by Online Payment Ref W57

Total Purchase Ledger Payments	**0.00**	**18,580.11**

Linked to Cashbook 1 **Entered Month 5**

Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A3 F G Alden Ltd							
TH Cellar- Fit New Sump Pump	22/07/2026	045683	1	355.20	0.00	355.20	0.00
TH ladies toilet - Fix leak	22/07/2026	045684	1	174.42	0.00	174.42	0.00
					0.00	**529.62**	
A13 Acclaim Fabrications							
Repairs - Various sites	24/07/2026	PMM 256	1	670.00	0.00	670.00	0.00
					0.00	**670.00**	
A29 Appcentric							
Monthly web support - Aug 26	03/08/2026	2203	1	574.75	0.00	574.75	0.00
					0.00	**574.75**	
B1 Biffa Waste Services Ltd							
Fuel surcharges - July 26	24/07/2026	571C057264	1	3.36	0.00	3.36	0.00
Standard Waste & Fuel Surcharg	24/07/2026	571C057267	1	97.68	0.00	97.68	0.00
					0.00	**101.04**	
B4 Craig Barclay							
Allot Key Refund x 1 - S96b	24/07/2026	KEY REFUND S96B	1	10.00	0.00	10.00	0.00
					0.00	**10.00**	
B41 Berkshire Pressure Cleaning Ltd							
T-Hall wash outside areas	01/08/2026	P6945	1	180.00	0.00	180.00	0.00
WC & City Rec - Deep Clean	01/08/2026	P6946	1	720.00	0.00	720.00	0.00
					0.00	**900.00**	
C10 Crescent Signs Ltd							
Greenham Hs Welcome Panel	22/07/2026	INV-22766	1	568.80	0.00	568.80	0.00
					0.00	**568.80**	
C81 Churches Fire & Security Ltd							
Fire Risk Assessment	28/07/2026	SI26-0055906	1	3,054.60	0.00	3,054.60	0.00
					0.00	**3,054.60**	

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Linked to Cashbook 1 **Entered Month 5**

Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
D12 DCK Payroll Solutions							
Payroll - July 2026	27/07/2026	27576	1	224.82	0.00	224.82	0.00
					0.00	**224.82**	
D25 Mrs Elan H Davies							
Allot key refund - S082a	02/08/2026	KEY REFUND - S82A	1	10.00	0.00	10.00	0.00
					0.00	**10.00**	
E14 Environmental Solutions Ltd							
Secure Shredding - July 26	31/07/2026	OUT-2422	1	63.44	0.00	63.44	0.00
					0.00	**63.44**	
J21 John O'Conner GM Ltd							
GM Contract - July 26	17/07/2026	131682	1	45,940.98	0.00	45,940.98	0.00
					0.00	**45,940.98**	
K7 K-Five Sales Limited							
EVac Chair- Training & Maint	28/07/2026	KF3255	1	720.00	0.00	720.00	0.00
					0.00	**720.00**	
L3 Loddon Door Services Ltd							
THall Survey 06.07.26	24/07/2026	SI09540	1	569.39	0.00	569.39	0.00
					0.00	**569.39**	
M21 Ms L K Moore							
Allot Key Refuns x 1 - WM010a	24/07/2026	KEY REFUND X 1 WM10A	1	10.00	0.00	10.00	0.00
					0.00	**10.00**	
M28 Minster Cleaning Services							
Office Clean - August 26	03/08/2026	19200	1	2,238.12	0.00	2,238.12	0.00
					0.00	**2,238.12**	
M37 Melcourt Industries Ltd							
Playchip - Fifth Rd playarea	24/07/2026	ME/2691352	1	1,662.00	0.00	1,662.00	0.00
					0.00	**1,662.00**	

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Linked to Cashbook 1 **Entered Month 5**

Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
N7 Newbury News Ltd							
Advert Market Pet Event	19/07/2026	167076	1	150.00	0.00	150.00	0.00
Advert - Market Pet Day	26/07/2026	167334	1	240.00	0.00	240.00	0.00
					0.00	**390.00**	
P10 Phoenix Brass							
VP Bandstand 02.08.2026	01/08/2026	VP020826	1	150.00	0.00	150.00	0.00
					0.00	**150.00**	
P19 Proludic Ltd							
HipHop See-Saw & Parts	31/07/2026	SIN012854	1	1,949.89	0.00	1,949.89	0.00
					0.00	**1,949.89**	
R5 Berkshire Pension Fund							
Actuarial Fee-FRS102, 31.03.26	09/07/2026	800789	1	1,220.00	0.00	1,220.00	0.00
					0.00	**1,220.00**	
S1 Sundog Hire & Facilities							
TH- Cellar Clearance	30/07/2026	6690	1	816.00	0.00	816.00	0.00
					0.00	**816.00**	
S57 Kevin Sheldrake							
Photo Market Pet Day	04/08/2026	80	1	350.00	0.00	350.00	0.00
					0.00	**350.00**	
S108 Sackville-West Ltd							
Painting Storage- July 26	31/07/2026	INV-15872	1	159.22	0.00	159.22	0.00
					0.00	**159.22**	
T30 Cybit Limited							
E-mail Signature - July 26	28/07/2026	46050	1	50.05	0.00	50.05	0.00
					0.00	**50.05**	
V1 Valentin Matrescu							
TH-Pipe Works	28/07/2026	169	1	447.52	0.00	447.52	0.00
WT Tap & TH Plastering	31/07/2026	168	1	552.55	0.00	552.55	0.00
					0.00	**1,000.07**	

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Linked to Cashbook 1 **Entered Month 5**

Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
W1 West Berkshire District Council							
VP Premises Licence 26-27	22/07/2026	663519	1	70.00	0.00	70.00	0.00
					0.00	**70.00**	
W3 Royal Wootton Bassett Brass							
VP Bandstand 24.05.2026	31/07/2026	VPBS - 24.05.26	1	150.00	0.00	150.00	0.00
					0.00	**150.00**	
			Proposed Payment Total		**0.00**	**64,152.79**	

Linked to Cashbook 1 **Entered Month 5**
by user MGG

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A2	**ADT Fire & Security Plc**							
TH Fire Alarm -Emergency c-out		07/08/2026	60448982	1	770.41	0.00	770.41	0.00
						0.00	**770.41**	
					Above paid on 19/08/2026 by Online Payment Ref 40579697			
A20	**A & S Meats**							
Market Management - August 26		01/08/2026	26	1	1,686.00	0.00	1,686.00	0.00
						0.00	**1,686.00**	
					Above paid on 19/08/2026 by Online Payment Ref A20			
A27	**Mr Adam Kotz**							
Allot key refund x 1 - WM036a		07/08/2026	KEY REFUND WM36A	1	10.00	0.00	10.00	0.00
						0.00	**10.00**	
					Above paid on 19/08/2026 by Online Payment Ref A27			
A3	**F G Alden Ltd**							
Fix TH Ladies WC Leak		11/08/2026	046139	1	421.98	0.00	421.98	0.00
						0.00	**421.98**	
					Above paid on 19/08/2026 by Online Payment Ref A3			
B29	**Broxap Ltd**							
Bin Latch - Derby Bin		13/08/2026	0000352703	1	177.00	0.00	177.00	0.00
						0.00	**177.00**	
					Above paid on 19/08/2026 by Online Payment Ref B29			
B41	**Berkshire Pressure Cleaning Ltd**							
Town Hall - August Clean		14/08/2026	P6948	1	120.00	0.00	120.00	0.00
Clock House - August Clean		14/08/2026	P6949	1	300.00	0.00	300.00	0.00
Ebb & Flow - August Clean		14/08/2026	P6950	1	240.00	0.00	240.00	0.00
						0.00	**660.00**	
					Above paid on 19/08/2026 by Online Payment Ref B41			

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Linked to Cashbook 1 **Entered Month 5**
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C10 Crescent Signs Ltd							
NTR Cemetery Gate Signs	14/08/2026	INV-22800	1	280.80	0.00	280.80	0.00
					0.00	**280.80**	
Above paid on 19/08/2026 by Online Payment Ref 17108/1710							
C59 Canal & River Trust							
Lease WMT-Path 29.9.26-28.9.27	19/08/2026	0000242979	1	134.62	0.00	134.62	0.00
Lease, Lock Is 29.09-24.12.26	19/08/2026	0000243045	1	300.00	0.00	300.00	0.00
					0.00	**434.62**	
Above paid on 19/08/2026 by Online Payment Ref 8083919							
D39 DHB Ltd							
WC Interpreatation panel	17/08/2026	D_H_B2931	1	900.00	0.00	900.00	0.00
					0.00	**900.00**	
Above paid on 19/08/2026 by Online Payment Ref D39							
E1 Eyre & Elliston Ltd							
Shaw Chapel Radiators x 4	18/08/2026	0071/00103098	1	1,670.98	0.00	1,670.98	0.00
					0.00	**1,670.98**	
Above paid on 19/08/2026 by Online Payment Ref E1							
E25 Ms Hannah Elder							
Allotkey refund-WM57c Ms Elder	17/08/2026	KEY REFUND WM57C	1	10.00	0.00	10.00	0.00
					0.00	**10.00**	
Above paid on 19/08/2026 by Online Payment Ref E25							
E5 East Woodhay Silver Band							
VP bandstand - 26.07.2026	07/08/2026	260726	1	150.00	0.00	150.00	0.00
					0.00	**150.00**	
Above paid on 19/08/2026 by Online Payment Ref E5							
F19 Men's Shed - Fair Close Centre							
Donation for NBIB Dibbers	18/08/2026	NBIB 26 -DONATIONS	1	400.00	0.00	400.00	0.00
					0.00	**400.00**	
Above paid on 19/08/2026 by Online Payment Ref F19							

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Linked to Cashbook 1 **Entered Month 5**
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G19 Greener Greenham Group							
Climate Emergency Grant 26-27	13/08/2026	CE GRANT 26-27	1	500.00	0.00	500.00	0.00
					0.00	**500.00**	
Above paid on 19/08/2026 by Online Payment Ref G19							
H27 Mr Anthony Hewitt							
Civic Duties 12.4 to 27.7.26	14/08/2026	C-DUTIES - AUG 26	1	225.00	0.00	225.00	0.00
					0.00	**225.00**	
Above paid on 19/08/2026 by Online Payment Ref H27							
H39 Mr Roger Hunneman							
Members Expenses 09.03 to 10.0	19/08/2026	EXPENSES - AUG 26	1	51.40	0.00	51.40	0.00
					0.00	**51.40**	
Above paid on 19/08/2026 by Online Payment Ref H39							
H41 Hoskins Electrical Services							
Investigate NTCsites with Arek	18/08/2026	0452	1	360.00	0.00	360.00	0.00
WC Change Rm-Electric issue	18/08/2026	0453	1	185.00	0.00	185.00	0.00
Shaw Chapel- Install Radiators	18/08/2026	0454	1	640.11	0.00	640.11	0.00
					0.00	**1,185.11**	
Above paid on 19/08/2026 by Online Payment Ref H41							
H6 Henwick Properties							
Drafting VP Cafe lease	10/08/2026	VPCAFE LEASE	1	600.00	0.00	600.00	0.00
					0.00	**600.00**	
Above paid on 19/08/2026 by Online Payment Ref H6							
I18 Innova Care Concepts Ltd							
VP Cafe - hoist carepack yr1	03/07/2026	2793	1	862.80	0.00	862.80	0.00
					0.00	**862.80**	
Above paid on 19/08/2026 by Online Payment Ref I18							

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Linked to Cashbook 1 **Entered Month 5**
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
J19 JL Scaffolding (Berkshire) Ltd							
Birdcage Scaffold - TH Ceiling	15/08/2026	1439	1	996.00	0.00	996.00	0.00
					0.00	**996.00**	
Above paid on 19/08/2026 by Online Payment Ref J19							
J21 John O'Conner GM Ltd							
Empty 7 Dog Bins - Aug 26	18/08/2026	132593	1	139.03	0.00	139.03	0.00
					0.00	**139.03**	
Above paid on 19/08/2026 by Online Payment Ref J21							
L13 Link Up Local Mencap							
Bus stop posters & mileage	31/07/2026	0238/26	1	50.00	0.00	50.00	0.00
					0.00	**50.00**	
Above paid on 19/08/2026 by Online Payment Ref L13							
L2 Mrs J Lewis							
Civic Duites-12.4-27.7.26	14/08/2026	C-DUTIES - AUG 26	1	150.00	0.00	150.00	0.00
					0.00	**150.00**	
Above paid on 19/08/2026 by Online Payment Ref L2							
L3 Loddon Door Services Ltd							
Repair WT, TH & VP cafe locks	03/08/2026	SI09571	1	247.00	0.00	247.00	0.00
					0.00	**247.00**	
Above paid on 19/08/2026 by Online Payment Ref L3							
M24 McCarthy Marland (Recycling) Ltd							
Skip - Shaw Cemetery	03/08/2026	IN216306	1	453.60	0.00	453.60	0.00
					0.00	**453.60**	
Above paid on 19/08/2026 by Online Payment Ref M24							
M25 Innes J Mason							
Civic Duites 12.04 -27.07.26	14/08/2026	C-DUTIES - AUG 26	1	375.00	0.00	375.00	0.00
					0.00	**375.00**	
Above paid on 19/08/2026 by Online Payment Ref M25							

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Linked to Cashbook 1 **Entered Month 5**
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M6 MGM Home & Garden Maintenance							
Town Hall Ceiling repairs	13/08/2026	075	1	1,355.00	0.00	1,355.00	0.00
					0.00	**1,355.00**	
Above paid on 19/08/2026 by Online Payment Ref M6							
N10 Newbury Friends of the Earth							
Climate Emergency Grant-Aug26	12/08/2026	CEGRANT- 17.07.2026	1	1,000.00	0.00	1,000.00	0.00
					0.00	**1,000.00**	
Above paid on 19/08/2026 by Online Payment Ref N10							
R12 Ramsbury Silver Band							
VP bandstand 12.07.2026	07/08/2026	26/001	1	150.00	0.00	150.00	0.00
					0.00	**150.00**	
Above paid on 19/08/2026 by Online Payment Ref R12							
R44 David Risley							
Civic Duties 12.04 - 27.07.26	14/08/2026	C-DUTIES - AUG 26	1	250.00	0.00	250.00	0.00
					0.00	**250.00**	
Above paid on 19/08/2026 by Online Payment Ref R44							
S1 Sundog Hire & Facilities							
VP Bandstand Repair loft hatch	06/08/2026	6723	1	1,344.00	0.00	1,344.00	0.00
					0.00	**1,344.00**	
Above paid on 19/08/2026 by Online Payment Ref S1							
S19 Mark Snelling							
Allot key refund - WC.34d x 2	11/08/2026	KEY REUND WC34D	1	20.00	0.00	20.00	0.00
					0.00	**20.00**	
Above paid on 19/08/2026 by Online Payment Ref S19							
T16 Tadley Concert Brass							
VP Bandstand 05.07.2026	10/08/2026	050726	1	150.00	0.00	150.00	0.00
					0.00	**150.00**	
Above paid on 19/08/2026 by Online Payment Ref T16							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
W1 West Berkshire District Council							
Market Premises licence- 26-27	10/08/2026	665777	1	180.00	0.00	180.00	0.00
					0.00	**180.00**	
Above paid on 19/08/2026 by Online Payment Ref W1							
W11 Wicksteed Leisure Ltd							
Cantilever Swing joint etc	05/08/2026	0000832308	1	3,285.00	0.00	3,285.00	0.00
					0.00	**3,285.00**	
Above paid on 19/08/2026 by Online Payment Ref W11							
W53 Stephen Wallis							
Civic Duties 12.04 to 27.07.26	14/08/2026	C-DUTIES-AUG 26	1	475.00	0.00	475.00	0.00
					0.00	**475.00**	
Above paid on 19/08/2026 by Online Payment Ref W53							
Z2 Zurich Management Services							
NTCinsurenace1.9.26 to 31.8.27	13/08/2026	559414099	1	15,539.81	0.00	15,539.81	0.00
Credit for Inv 559414099	13/08/2026	559538311	1	-1,506.82	0.00	-1,506.82	0.00
					0.00	**14,032.99**	
Above paid on 19/08/2026 by Online Payment Ref YLL-272085							
Total Purchase Ledger Payments					**0.00**	**35,648.72**	

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
VP - Park Way Gate repairs	01/09/2026	PMM 235	1	120.00	0.00	120.00	0.00
1 day Labour-VP & City Play Eq	08/09/2026	PMM 261	1	300.00	0.00	300.00	0.00
					0.00	**420.00**	
Above paid on 17/09/2026 by Online Payment Ref A13							
A15 HawkEye Pest Control Ltd							
Pest Control WM Allot-Sept26	01/09/2026	15742SM27	1	253.94	0.00	253.94	0.00
Pest Control, Southby-Sept26	01/09/2026	15742SM28	1	280.66	0.00	280.66	0.00
Pest Control, DF Allot-Sept 26	01/09/2026	15742SM29	1	240.59	0.00	240.59	0.00
Pest Control WC Allot-Sept26	01/09/2026	15742SM30	1	187.13	0.00	187.13	0.00
Pest Control, OTP Allot-Sept26	01/09/2026	15742SM31	1	213.84	0.00	213.84	0.00
Pest Control, Parsons- Sept26	01/09/2026	15742SM32	1	187.13	0.00	187.13	0.00
Pest Control Victoria Park	04/09/2026	15778SM8	1	114.00	0.00	114.00	0.00
					0.00	**1,477.29**	
Above paid on 17/09/2026 by Online Payment Ref A15							
A20 A & S Meats							
Market Management - Sept 26	01/09/2026	27	1	1,686.00	0.00	1,686.00	0.00
					0.00	**1,686.00**	
Above paid on 17/09/2026 by Online Payment Ref A20							
A29 Appcentric							
Website support - Sept 26	03/09/2026	2218	1	574.75	0.00	574.75	0.00
					0.00	**574.75**	
Above paid on 17/09/2026 by Online Payment Ref A29							
A4 Ava Recreation Ltd							
Wetpour Bodin Gn & City Rec	10/09/2026	AVAA3893	1	1,200.00	0.00	1,200.00	0.00
					0.00	**1,200.00**	
Above paid on 17/09/2026 by Online Payment Ref A4							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A60 Abbey Brass							
VP Bandstand - 16.08.26	20/08/2026	2026-3	1	150.00	0.00	150.00	0.00
					0.00	**150.00**	
Above paid on 17/09/2026 by Online Payment Ref A60							
B1 Biffa Waste Services Ltd							
Fuel Surcharge - Thursdays	21/08/2026	571C061058	1	2.52	0.00	2.52	0.00
Fuel Surcharge - Tuesdays	21/08/2026	571C061061	1	1.68	0.00	1.68	0.00
					0.00	**4.20**	
Above paid on 17/09/2026 by Online Payment Ref N15485*1*5							
B5 Charles Brooking (Historic Building)							
TH - Historic Consult 2 visits	01/09/2026	149	1	1,275.00	0.00	1,275.00	0.00
					0.00	**1,275.00**	
Above paid on 17/09/2026 by Online Payment Ref B5							
C22 AJ Callaway							
Allot key refund x 1 - DF011a	15/09/2026	000	1	10.00	0.00	10.00	0.00
					0.00	**10.00**	
Above paid on 17/09/2026 by Online Payment Ref C22							
C23 Camberley & District Silver Band							
VP Bandstand 23.08.2026	28/08/2026	CB-26-005	1	150.00	0.00	150.00	0.00
					0.00	**150.00**	
Above paid on 17/09/2026 by Online Payment Ref C23							
C26 C & D Security							
Supply 10 x AL3 Keys	28/08/2026	2177	1	120.00	0.00	120.00	0.00
Supply 6 x C1 keys	28/08/2026	2178	1	72.00	0.00	72.00	0.00
Supply 4 x PF 4 Keys	28/08/2026	2179	1	48.00	0.00	48.00	0.00
					0.00	**240.00**	
Above paid on 17/09/2026 by Online Payment Ref C26							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
D12 DCK Payroll Solutions							
Payroll - August 2026	31/08/2026	27715	1	261.60	0.00	261.60	0.00
					0.00	**261.60**	
Above paid on 17/09/2026 by Online Payment Ref P1104							
E14 Environmental Solutions Ltd							
Secure shredding - August 26	28/08/2026	OUT-2842	1	63.44	0.00	63.44	0.00
					0.00	**63.44**	
Above paid on 17/09/2026 by Online Payment Ref E14							
H11 Healthmatic Ltd							
Wharf & Cafe toilet Cleaning	31/08/2026	15719	1	7,293.42	0.00	7,293.42	0.00
					0.00	**7,293.42**	
Above paid on 17/09/2026 by Online Payment Ref INV7984							
I3 Infast Fire Protection Ltd							
NTRCem Fire Extinguiser Servic	03/09/2026	3288	1	165.00	0.00	165.00	0.00
Shaw Cem Extinguisher Service	03/09/2026	3289	1	380.00	0.00	380.00	0.00
					0.00	**545.00**	
Above paid on 17/09/2026 by Online Payment Ref I3							
J18 Mr Arif Jan							
Key deposit refund - WC009	04/09/2026	KEY REFUND WC009	1	10.00	0.00	10.00	0.00
					0.00	**10.00**	
Above paid on 17/09/2026 by Online Payment Ref J18							
J21 John O'Conner GM Ltd							
GM Contract - Aug 26	18/08/2026	132592	1	45,940.98	0.00	45,940.98	0.00
					0.00	**45,940.98**	
Above paid on 17/09/2026 by Online Payment Ref J21							
L20 Naomi Lunn (Pyromaniart)							
Burn letters 11 x NIB Awards	24/08/2026	00026	1	385.00	0.00	385.00	0.00
					0.00	**385.00**	
Above paid on 17/09/2026 by Online Payment Ref L20							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
L3 Loddon Door Services Ltd							
W-Toilt Door Repair 07.09.26	07/09/2026	SI09653	1	354.00	0.00	354.00	0.00
VP Cafe Door Maint 07.09.26	07/09/2026	SIN09652	1	1,061.30	0.00	1,061.30	0.00
					0.00	**1,415.30**	
Above paid on 17/09/2026 by Online Payment Ref L3							
L7 Lift & Engineering Services Ltd							
Lift Callout 18.08.26	28/08/2026	NV310520	1	216.00	0.00	216.00	0.00
					0.00	**216.00**	
Above paid on 17/09/2026 by Online Payment Ref L7							
M26 Mr Douglas GC Marsh							
NIB 26/27 Win - Neibourhood	15/09/2026	NEIBOURHOOD WIN26	1	100.00	0.00	100.00	0.00
					0.00	**100.00**	
Above paid on 17/09/2026 by Online Payment Ref M26							
M28 Minster Cleaning Services							
Office Clean - Sept 26	01/09/2026	19342	1	2,238.12	0.00	2,238.12	0.00
					0.00	**2,238.12**	
Above paid on 17/09/2026 by Online Payment Ref INV29354							
M29 Rebecca Melbourne Chaves							
Key refund - S82b - Chaves	01/09/2026	KEYDEP REFUND S082B	1	10.00	0.00	10.00	0.00
					0.00	**10.00**	
Above paid on 17/09/2026 by Online Payment Ref M29							
M38 Maspace Limited							
VP Cafe Refurb	02/09/2026	1245	1	1,680.00	0.00	1,680.00	0.00
					0.00	**1,680.00**	
Above paid on 17/09/2026 by Online Payment Ref M38							
P19 Proludic Ltd							
Black Caps & Collar - repairs	31/08/2026	SIN013044	1	75.72	0.00	75.72	0.00
					0.00	**75.72**	
Above paid on 17/09/2026 by Online Payment Ref P19							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R2 Rivar Sand & Gravel Ltd							
Lock Island - Scalpings	25/08/2026	N-IN137014	1	102.00	0.00	102.00	0.00
H-Close Southby Bark/Scalpings	28/08/2026	N-IN137112	1	624.00	0.00	624.00	0.00
					0.00	**726.00**	
Above paid on 17/09/2026 by Online Payment Ref R2							
R29 Nicholas Rogers							
Allot Key Refund-WM46a, Rogers	21/08/2026	KEYREFUND-WN46A	1	20.00	0.00	20.00	0.00
					0.00	**20.00**	
Above paid on 17/09/2026 by Online Payment Ref R29							
S1 Sundog Hire & Facilities							
VP Caterpiller - Heras fencing	06/08/2026	6724	1	314.40	0.00	314.40	0.00
Shaw Chapel - Clean walls	06/08/2026	6727	1	438.00	0.00	438.00	0.00
Hire Chipper - 1 day	01/09/2026	6814	1	150.00	0.00	150.00	0.00
Dickens Walk - Repair Wall	10/09/2026	6866	1	17,304.00	0.00	17,304.00	0.00
					0.00	**18,206.40**	
Above paid on 17/09/2026 by Online Payment Ref S1							
S108 Sackville-West Ltd							
Large Painting Storage -Aug 26	31/08/2026	INV-16048	1	159.22	0.00	159.22	0.00
2 paintings Store / installed	14/09/2026	INV-16315	1	686.45	0.00	686.45	0.00
					0.00	**845.67**	
Above paid on 17/09/2026 by Online Payment Ref S108							
T30 Cybit Limited							
Emial signature - Aug 26	24/08/2026	46568	1	50.05	0.00	50.05	0.00
					0.00	**50.05**	
Above paid on 17/09/2026 by Online Payment Ref T30							
T38 The Play Inspection Company Ltd							
Hutton Close - Inspect Posts	24/08/2026	88796	1	360.00	0.00	360.00	0.00
					0.00	**360.00**	
Above paid on 17/09/2026 by Online Payment Ref T38							

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Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
V1	**Valentin Matrescu**							
VP Cafe Install new sink		07/09/2026	173	1	634.11	0.00	634.11	0.00
VP Splash Shed - Fix Gutter		07/09/2026	174	1	85.00	0.00	85.00	0.00
TH Mens Toilet - Fix drain		07/09/2026	175	1	350.00	0.00	350.00	0.00
						0.00	**1,069.11**	
					Above paid on 17/09/2026 by Online Payment Ref V1			
V7	**Mr Andrei Catalin Vorniceanu**							
Allot Key Refund - DF15a-Vorn		28/08/2026	KEY REFUND DF15A	1	10.00	0.00	10.00	0.00
						0.00	**10.00**	
					Above paid on 17/09/2026 by Online Payment Ref V7			
W16	**Wroughton Silver Band**							
VP Bandstand 06.09.26		06/09/2026	WSB000160	1	150.00	0.00	150.00	0.00
						0.00	**150.00**	
					Above paid on 17/09/2026 by Online Payment Ref W16			
W2	**WET (Water Environmental Treatment Ltd)**							
W-Toilet Legionella Assess		09/09/2026	INV037708	1	382.80	0.00	382.80	0.00
T-Hall Legionella Assessment		09/09/2026	INV037712	1	382.80	0.00	382.80	0.00
OTPAllot Legionella Assessment		09/09/2026	INV037713	1	382.80	0.00	382.80	0.00
DF allot-Legionalla Assessment		09/09/2026	INV037714	1	382.80	0.00	382.80	0.00
Parsons - Legionella Assess		09/09/2026	INV037715	1	382.80	0.00	382.80	0.00
						0.00	**1,914.00**	
					Above paid on 17/09/2026 by Online Payment Ref W2			
W30	**Mr Harry Wall**							
Allot key Refund - S81b - Wall		15/09/2026	KEY REFUND S81B	1	10.00	0.00	10.00	0.00
						0.00	**10.00**	
					Above paid on 17/09/2026 by Online Payment Ref W30			
W8	**Watership Brass**							
VP Bandstand 13.09.26		13/09/2026	272	1	150.00	0.00	150.00	0.00
						0.00	**150.00**	
					Above paid on 17/09/2026 by Online Payment Ref W8			
				Total Purchase Ledger Payments		**0.00**	**90,933.05**	

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B56 Berkshire Youth							
Nby Youth Partnership - part 1	18/09/2026	INV-0639	1	12,500.00	0.00	12,500.00	0.00
					0.00	**12,500.00**	
Above paid on 23/09/2026 by Online Payment Ref B56							
D20 Mr Peter Davies							
Key refund - WM56c - Davies, P	18/09/2026	KEY REFUND WM56C	1	20.00	0.00	20.00	0.00
					0.00	**20.00**	
Above paid on 23/09/2026 by Online Payment Ref D20							
J21 John O'Conner GM Ltd							
Empty dog bins - Sept 26	21/09/2026	133458	1	139.03	0.00	139.03	0.00
					0.00	**139.03**	
Above paid on 23/09/2026 by Online Payment Ref J21							
K9 Kairali UK West Berkshire							
CPA&C GRANT - Min 22 Symphony	16/09/2026	CPA&C GRANT	1	500.00	0.00	500.00	0.00
					0.00	**500.00**	
Above paid on 23/09/2026 by Online Payment Ref K9							
S1 Sundog Hire & Facilities							
Bodin Garden Herras Fencing	14/09/2026	6871	1	354.00	0.00	354.00	0.00
					0.00	**354.00**	
Above paid on 23/09/2026 by Online Payment Ref S1							
Total Purchase Ledger Payments					**0.00**	**13,513.03**	

Direct Payment - Authorisation Request

Date:	02.10.2026					
Supplier code	**Supplier**	**Invoice No**	**Brief Description**	**Amount Due**	**Date paid**	**Comments**
B3	Butler Signs	Sales order	Create a brass plaque for outer reception door. This was the first time using the company and they requested a deposit before starting the work	£289.20	18.08.2026	Direct payment was agreed and authorised by Liz
N/A	Mrs ME Fenn	N/A	NIB Winner - Miniature	£100.00	Cheque collected 01.10.2026	James advised Finance team of payments to be paid to Newbury In Bloom prize winners. When requesting account information the winner, for personal reasons asked if they could take payment in the form of a cheque. I discusssed this with Liz who agreed to write a cheque, this was signed by 2 authorised officers.
			Supplier payments, total amount	**£389.20**		

Councillor Approval:

Cllr Billy Drummond - 02.10.2026 @ 3.11pm (Email)

Dear Mags

I have looked at both invoices, and I am happy to authorise the payment's.

Kind regards

Cllr Billy Drummond

Cllr Vaughan Miller - 03.10.2026 @ 9.16am (Email)

I am happy to authorise both payments.

Thanks

Vaughan

Date:01/05/2026 Newbury Town Council 2026/27 Page 1

Time:14:59 User: SW

Bank Reconciliation Statement as at 30/04/2026
for Cashbook 1 - Current Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	28/04/2026		21,763.92
			21,763.92
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			21,763.92
Unpresented Receipts (Plus)			
		0.00	
			0.00
			21,763.92
		Balance per Cash Book is :-	21,763.92
		Difference is :-	0.00

Audit Working Group Member:

Name .....Signed .....Date .....

P&R - Meeting Chair:

Name .....Signed .....Date .....

Bank Reconciliation up to 30/04/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/04/2026	CARD (CE)	27.00		27.00		R	Timpson Ltd
01/04/2026	CARD (LM)	20.10		20.10		R	World Of Books
01/04/2026	LM trans b	300,000.00		300,000.00		R	Instant Access Account
01/04/2026	CARD (PF)	40.02		40.02		R	Sainsbury's Supermarkets Ltd
01/04/2026	DDa	320.17		320.17		R	Mobilize Lease & Co UK Ltd
01/04/2026	WC001B		16.56	16.56		R	Receipt(s) Banked
01/04/2026	Inv 9263		100.00	100.00		R	Receipt(s) Banked
01/04/2026	Inv 9264		77.00	77.00		R	Receipt(s) Banked
01/04/2026	OP 9263		88.00	88.00		R	Receipt(s) Banked
01/04/2026	WM61 &Keys		79.62	79.62		R	Receipt(s) Banked
01/04/2026	marketrent		135.94	135.94		R	Receipt(s) Banked
01/04/2026	SO12B		66.25	66.25		R	Receipt(s) Banked
01/04/2026	FTDMatured		305,609.59	305,609.59		R	Receipt(s) Banked
02/04/2026	CARD (LR)	4.25		4.25		R	Marks & Spencers
02/04/2026	DDR	50.00		50.00		R	Quadient UK Ltd
02/04/2026	Key- WC022		10.00	10.00		R	Receipt(s) Banked
02/04/2026	WC022		53.00	53.00		R	Receipt(s) Banked
02/04/2026	WP-3003		54.00	54.00		R	Receipt(s) Banked
02/04/2026	Inv- 9255		92.00	92.00		R	Receipt(s) Banked
02/04/2026	WC038C		36.50	36.50		R	Receipt(s) Banked
02/04/2026	WC038		66.38	66.38		R	Receipt(s) Banked
07/04/2026	CARD (TMM)	316.80		316.80		R	Indeed
07/04/2026	Inv- 9262		67.68	67.68		R	Receipt(s) Banked
07/04/2026	WM018B		53.66	53.66		R	Receipt(s) Banked
07/04/2026	WC13B/E		46.38	46.38		R	Receipt(s) Banked
08/04/2026	BACS Pymnt	19,626.86		19,626.86		R	BACS P/L Pymnt Page 2502
08/04/2026	CARD (CE)	1.49		1.49		R	Prime Convenience Store
08/04/2026	CARD (PF)	36.00		36.00		R	Wickes Newbury
08/04/2026	CARD (PF)	40.01		40.01		R	Sainsbury's Supermarkets Ltd
08/04/2026	CARD (TS)	139.20		139.20		R	Defibstore Ltd
08/04/2026	Inv- 9261		15.50	15.50		R	Receipt(s) Banked
08/04/2026	MG- Top up		13,000.00	13,000.00		R	Receipt(s) Banked
08/04/2026	WC040		46.38	46.38		R	Receipt(s) Banked
08/04/2026	Key- WC37A		10.00	10.00		R	Receipt(s) Banked
09/04/2026	DDb	32.47		32.47		R	Newtown Road Cemetery
09/04/2026	DDc	144.98		144.98		R	Wash Common, Changing Room 1
09/04/2026	DDd	103.83		103.83		R	Wash Common, Changing Room 2
09/04/2026	DDe	249.49		249.49		R	Suite 4, Town Hall
09/04/2026	DDf	225.41		225.41		R	Suite 2, Town Hall
09/04/2026	DDg	20.91		20.91		R	Mayor Suite, Town Hall
09/04/2026	DDh	717.25		717.25		R	155 Bart Street, Town Hall
09/04/2026	DDj	3,777.49		3,777.49		R	Town Hall, Market Place
09/04/2026	DDi	124.13		124.13		R	Shaw Cemetery, Long Lane
09/04/2026	DDk	126.10		126.10		R	Clock Tower, The Broadway
09/04/2026	DDl	395.85		395.85		R	Spaor Pavilion, Victoria Park
09/04/2026	DDm	16.06		16.06		R	Bandstand, Victoria Park
09/04/2026	DDn	96.08		96.08		R	City Rec, Changing Room,
09/04/2026	DDo	36.07		36.07		R	Market Pillar 1

Bank Reconciliation up to 30/04/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
09/04/2026	DDp	77.32		77.32		R	Market Pillar 2
09/04/2026	CARD (JH)	8.80		8.80		R	Mer Fleet Services
09/04/2026	Inv- 9245		54.00	54.00		R	Receipt(s) Banked
09/04/2026	Marketrent		1,091.88	1,091.88		R	Receipt(s) Banked
09/04/2026	Inv- 6		676.33	676.33		R	Receipt(s) Banked
09/04/2026	Inv- 7		77.83	77.83		R	Receipt(s) Banked
10/04/2026	CARD (CE)	1.20		1.20		R	Tesco Stores
10/04/2026	WC32B		33.19	33.19		R	Receipt(s) Banked
10/04/2026	Marketrent		150.27	150.27		R	Receipt(s) Banked
13/04/2026	FASTERPAY	1,171.00		1,171.00		R	Bumblebee EV Ltd
13/04/2026	DD	0.72		0.72		R	Quadient UK Ltd
13/04/2026	DDq	287.90		287.90		R	Yorkshire Gas & Power
13/04/2026	Inv- 9235		1,150.00	1,150.00		R	Receipt(s) Banked
13/04/2026	GN-12/2988		684.00	684.00		R	Receipt(s) Banked
13/04/2026	OTP016B		47.19	47.19		R	Receipt(s) Banked
13/04/2026	MG Top Up		4,000.00	4,000.00		R	Receipt(s) Banked
13/04/2026	DF29B/WM11		132.50	132.50		R	Receipt(s) Banked
14/04/2026	CARD (PF)	40.18		40.18		R	Sainsbury's Supermarkets Ltd
14/04/2026	CARD (PF)	54.45		54.45		R	Wickes Newbury
14/04/2026	CARD (JH)	42.36		42.36		R	Toolstation
14/04/2026	Inv- 9235		35.00	35.00		R	Receipt(s) Banked
14/04/2026	Inv- 9123		254.71	254.71		R	Receipt(s) Banked
14/04/2026	S011A		43.12	43.12		R	Receipt(s) Banked
14/04/2026	Marketrent		520.52	520.52		R	Receipt(s) Banked
15/04/2026	BACS Pymnt	44,098.45		44,098.45		R	BACS P/L Pymnt Page 2506
15/04/2026	MG Trans B	90,000.00		90,000.00		R	Instant Access Account
15/04/2026	DD	55.56		55.56		R	Emac Ltd (Autorama/Vanarama)
15/04/2026	CARD (AX)	3.95		3.95		R	Tesco Stores
15/04/2026	Marketrent		252.52	252.52		R	Receipt(s) Banked
15/04/2026	VAT Repay		88,838.81	88,838.81		R	Receipt(s) Banked
15/04/2026	WToilet		121.83	121.83		R	Receipt(s) Banked
16/04/2026	CARD (TMM)	11.75		11.75		R	Tesco Stores
16/04/2026	CARD (MG)	26.98		26.98		R	Amazon
16/04/2026	CHARGES	190.23		190.23		R	Handelsbanken
16/04/2026	MG Top Up		44,000.00	44,000.00		R	Receipt(s) Banked
16/04/2026	S102		36.50	36.50		R	Receipt(s) Banked
16/04/2026	GN-22/0072		58.00	58.00		R	Receipt(s) Banked
16/04/2026	WP1304		129.25	129.25		R	Receipt(s) Banked
17/04/2026	DD	100.00		100.00		R	Quadient UK Ltd
17/04/2026	WP1404		103.77	103.77		R	Receipt(s) Banked
20/04/2026	DDr	11.94		11.94		R	Worldpay
20/04/2026	CARD (JA)	20.00		20.00		R	Lloyds Bank ATM
20/04/2026	CARD (JA)	8.51		8.51		R	Tesco Stores
20/04/2026	CARD (JH)	343.63		343.63		R	Martins of Andover
20/04/2026	Inv- 9251		1,047.00	1,047.00		R	Receipt(s) Banked
20/04/2026	WP1504		0.01	0.01		R	Receipt(s) Banked
20/04/2026	WP1504		36.50	36.50		R	Receipt(s) Banked
20/04/2026	Duckfeed		80.00	80.00		R	Receipt(s) Banked

£1,846.04

Bank Reconciliation up to 30/04/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
20/04/2026	Henwick Pr		2,792.75	2,792.75		R	Receipt(s) Banked
21/04/2026	DDs	27.00		27.00		R	Worldpay
21/04/2026	DDt	51.42		51.42		R	Worldpay
21/04/2026	DDu	30.42		30.42		R	Worldpay
21/04/2026	CARD (TS)	28.98		28.98		R	Amazon
21/04/2026	Marketrent		172.19	172.19		R	Receipt(s) Banked
21/04/2026	Inv- 10		170.00	170.00		R	Receipt(s) Banked
21/04/2026	Inv- 4		36.68	36.68		R	Receipt(s) Banked
21/04/2026	GN-14/3277		319.00	319.00		R	Receipt(s) Banked
21/04/2026	S080B & K		49.75	49.75		R	Receipt(s) Banked
22/04/2026	CARD (LR)	1.89		1.89		R	Prime Convenience Store
22/04/2026	CARD (JH)	192.00		192.00		R	HSQE
22/04/2026	DDv	80.18		80.18		R	Castle Water Ltd
22/04/2026	INV 1		85.00	85.00		R	Receipt(s) Banked
22/04/2026	INV 12		58.00	58.00		R	Receipt(s) Banked
22/04/2026	WC007A		1.00	1.00		R	Receipt(s) Banked
23/04/2026	CARD (PF)	40.01		40.01		R	Sainsbury's Supermarkets Ltd
23/04/2026	CARD (MG)	300.00		300.00		R	Love By Lucy
23/04/2026	INV 9259		202.00	202.00		R	Receipt(s) Banked
23/04/2026	INV 5		63.60	63.60		R	Receipt(s) Banked
23/04/2026	S033B		79.62	79.62		R	Receipt(s) Banked
24/04/2026	DDw	1,811.93		1,811.93		R	Equity Networks Ltd
24/04/2026	DDx	135.36		135.36		R	Together Technology Ltd
24/04/2026	CARD (AX)	14.56		14.56		R	Post Office
24/04/2026	CARD (CE)	5.95		5.95		R	Post Office
24/04/2026	MG Top up		55,900.00	55,900.00		R	Receipt(s) Banked
24/04/2026	Float		20.00	20.00		R	Receipt(s) Banked
27/04/2026	CARD (JH)	42.60		42.60		R	Toolstation
27/04/2026	INV 2		850.00	850.00		R	Receipt(s) Banked
27/04/2026	INV 8		50.00	50.00		R	Receipt(s) Banked
27/04/2026	S084A		63.00	63.00		R	Receipt(s) Banked
28/04/2026	SALARIES	55,903.47		55,903.47		R	Salaries
28/04/2026	DDaa	160.55		160.55		R	Together Technology Ltd
28/04/2026	DDz	102.00		102.00		R	Together Technology Ltd
28/04/2026	DDy	797.93		797.93		R	EE Limited
28/04/2026	MG Trans	986,000.00		986,000.00		R	Instant Access Account
28/04/2026	CARD (JH)	14.17		14.17		R	Mer Fleet Services
28/04/2026	CARD (PF)	94.73		94.73		R	MKM Building Supplies
28/04/2026	P012B		39.77	39.77		R	Receipt(s) Banked
28/04/2026	Precept 1		983,746.00	983,746.00		R	Receipt(s) Banked
28/04/2026	S046C		33.12	33.12		R	Receipt(s) Banked
28/04/2026	Marketrent		340.91	340.91		R	Receipt(s) Banked
29/04/2026	CARD (TS)	14.45		14.45		R	Tesco Stores
29/04/2026	CARD (LM)	3.60		3.60		R	Tesco Stores
29/04/2026	INV 16		100.00	100.00		R	Receipt(s) Banked
30/04/2026	CARD (LM)	0.69		0.69		R	Prime Convenience Store
30/04/2026	INV 20 &21		841.00	841.00		R	Receipt(s) Banked
30/04/2026	INV 13		58.00	58.00		R	Receipt(s) Banked

Bank Reconciliation up to 30/04/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
		1,509,096.84	1,509,450.56				

Audit Working Group Member:

Name .....Signed .....Date .....

P&R - Meeting Chair:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 1 - Current Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	31/05/2026		17,966.62
			17,966.62
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			17,966.62
Unpresented Receipts (Plus)			
		0.00	
			0.00
			17,966.62
		Balance per Cash Book is :-	17,966.62
		Difference is :-	0.00

Audit Working Group Member:

Name .....Signed .....Date .....

P&R - Meeting Chair:

Name .....Signed .....Date .....

Bank Reconciliation up to 31/05/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/05/2026	DDa	320.17		320.17		R	Mobilize Lease & Co UK Ltd
01/05/2026	CARD (CE)	12.97		12.97		R	Robert Dyas
01/05/2026	CARD (AX)	21.20		21.20		R	Waterside Centre
01/05/2026	Inv- 19		1,056.00	1,056.00		R	Receipt(s) Banked
04/05/2026	CARD (LM)	210.60		210.60		R	SLCC Enterprise Ltd
04/05/2026	CARD (MG)	168.00		168.00		R	SLCC Enterprise Ltd
04/05/2026	CARD (JA)	12.00		12.00		R	Dominos Pizza
04/05/2026	CARD (JA)	33.00		33.00		R	Dominos Pizza
04/05/2026	CARD (MG)	19.00		19.00		R	Reed Courses
05/05/2026	P12A +Keys		86.25	86.25		R	Receipt(s) Banked
05/05/2026	S081B		12.00	12.00		R	Receipt(s) Banked
05/05/2026	WC021D		72.88	72.88		R	Receipt(s) Banked
06/05/2026	CARD (JA)	150.00		150.00		R	Willow and Blooms
06/05/2026	CARD (TS)	78.78		78.78		R	Net World Sports
06/05/2026	MarketRent		421.53	421.53		R	Receipt(s) Banked
07/05/2026	BACS Pymnt	107,403.40		107,403.40		R	BACS P/L Pymnt Page 2517
07/05/2026	Inv- 27		85.00	85.00		R	Receipt(s) Banked
07/05/2026	Inv 24		676.33	676.33		R	Receipt(s) Banked
07/05/2026	Inv 25		77.83	77.83		R	Receipt(s) Banked £1,846.04
07/05/2026	MarketRent		1,091.88	1,091.88		R	Receipt(s) Banked
08/05/2026	DDb	38.05		38.05		R	Newtown Road Cemetery
08/05/2026	DDc	108.85		108.85		R	Wash Common, Changing Room 1
08/05/2026	DDd	129.40		129.40		R	Wash Common, Changing Room 2
08/05/2026	DDe	197.87		197.87		R	Suite 4, Town Hall
08/05/2026	DDf	64.13		64.13		R	Suite 2, Town Hall
08/05/2026	DDg	23.83		23.83		R	Mayor Suite, Town Hall
08/05/2026	DDh	580.60		580.60		R	155 Bart Street, Town Hall
08/05/2026	DDi	1,183.84		1,183.84		R	Town Hall, Market Place
08/05/2026	DDj	124.93		124.93		R	Shaw Cemetery, Long Lane
08/05/2026	DDk	127.04		127.04		R	Clock Tower, The Broadway
08/05/2026	DDl	242.30		242.30		R	Sport Pavilion, Victoria Park
08/05/2026	DDm	20.12		20.12		R	Bandstand, Victoria Park
08/05/2026	DDn	88.69		88.69		R	City Rec, Changing Room,
08/05/2026	DDo	31.37		31.37		R	Market Pillar 1
08/05/2026	DDp	50.38		50.38		R	Market Pillar 2
08/05/2026	DDq	224.05		224.05		R	Yorkshire Gas & Power
08/05/2026	CARD (TS)	21.19		21.19		R	Net World Sports
08/05/2026	CARD (JH)	10.94		10.94		R	Halfords
08/05/2026	CARD (TMM)	10.75		10.75		R	SQ Deli Spaces
08/05/2026	MG Top Up		107,000.00	107,000.00		R	Receipt(s) Banked
08/05/2026	26/6368		58.00	58.00		R	Receipt(s) Banked
08/05/2026	S41B- Key		10.00	10.00		R	Receipt(s) Banked
11/05/2026	CARD (MG)	9.99		9.99		R	Amazon
11/05/2026	CARD (JA)	104.72		104.72		R	Tesco Stores
11/05/2026	CARD (JA)	26.50		26.50		R	Camp Hopson
11/05/2026	CARD (AX)	8.00		8.00		R	Snappy Snaps
11/05/2026	CARD (JA)	15.00		15.00		R	Newbury Weekly News
11/05/2026	Inv- 26		50.00	50.00		R	Receipt(s) Banked

Bank Reconciliation up to 31/05/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
11/05/2026	24/0016A		58.00	58.00		R	Receipt(s) Banked
11/05/2026	12/3034		58.00	58.00		R	Receipt(s) Banked
12/05/2026	CARD (LR)	45.00		45.00		R	Timpson Ltd
12/05/2026	CARD (JH)	39.00		39.00		R	Blacks
12/05/2026	CARD (JA)	4.25		4.25		R	Marks & Spencers
12/05/2026	CARD (JH)	3.49		3.49		R	Robert Dyas
12/05/2026	Inv- 28		219.00	219.00		R	Receipt(s) Banked
12/05/2026	19/164,165		116.00	116.00		R	Receipt(s) Banked
12/05/2026	WC31C		13.25	13.25		R	Receipt(s) Banked
12/05/2026	MarketRent		246.78	246.78		R	Receipt(s) Banked
13/05/2026	CARD (CE)	13.99		13.99		R	Robert Dyas
13/05/2026	MarketRent		252.52	252.52		R	Receipt(s) Banked
14/05/2026	DD	100.00		100.00		R	Quadient UK Ltd
14/05/2026	Inv 14		12.00	12.00		R	Receipt(s) Banked
14/05/2026	W-Toilet		109.47	109.47		R	Receipt(s) Banked
14/05/2026	Inv 9		158.00	158.00		R	Receipt(s) Banked
15/05/2026	DDr	156.00		156.00		R	Siemens Financial Services Ltd
15/05/2026	DD	55.56		55.56		R	Emac Ltd (Autorama/Vanarama)
15/05/2026	CHARGES	96.86		96.86		R	Handelsbanken
18/05/2026	CARD (TMM)	7.20		7.20		R	SQ Deli Spaces
18/05/2026	CARD (TMM)	17.50		17.50		R	SQ Deli Spaces
18/05/2026	CARD (JH)	319.20		319.20		R	Graffiti Removal Ltd
18/05/2026	Inv 22		30.00	30.00		R	Receipt(s) Banked
18/05/2026	Inv 23		63.60	63.60		R	Receipt(s) Banked
18/05/2026	HenwickPro		2,792.75	2,792.75		R	Receipt(s) Banked
19/05/2026	CARD (TS)	2.30		2.30		R	Tesco Stores
19/05/2026	CARD (JH)	27.49		27.49		R	Amazon
19/05/2026	DDs	27.00		27.00		R	Worldpay
19/05/2026	DDt	32.70		32.70		R	Worldpay
19/05/2026	DDu	11.09		11.09		R	Worldpay
19/05/2026	Inv 30		2,577.50	2,577.50		R	Receipt(s) Banked
19/05/2026	Inv 9257		165.00	165.00		R	Receipt(s) Banked
19/05/2026	MarketRent		160.56	160.56		R	Receipt(s) Banked
19/05/2026	Lloyds Sha		4.06	4.06		R	Receipt(s) Banked
20/05/2026	CARD (SW)	1.89		1.89		R	Prime Convenience Store
20/05/2026	DDw	11.94		11.94		R	Worldpay
20/05/2026	DDv	221.51		221.51		R	Castle Water Ltd
21/05/2026	CARD (JH)	8.97		8.97		R	Blacks (Millets)
21/05/2026	CARD (JH)	5.99		5.99		R	Robert Dyas
21/05/2026	CARD (MG)	67.10		67.10		R	Amazon
21/05/2026	Inv 31		75.00	75.00		R	Receipt(s) Banked
22/05/2026	BACS Pymnt	8,385.48		8,385.48		R	BACS P/L Pymnt Page 2526
22/05/2026	DPAY	510.00		510.00		R	Oakley Services
22/05/2026	CARD (JH)	100.48		100.48		R	Amazon
22/05/2026	Inv- 35		80.00	80.00		R	Receipt(s) Banked
22/05/2026	MG Top Up		62,000.00	62,000.00		R	Receipt(s) Banked
25/05/2026	CARD (JH)	3.99		3.99		R	Toolstation
26/05/2026	DDx	3,034.13		3,034.13		R	Equity Networks Ltd

Bank Reconciliation up to 31/05/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
27/05/2026	DDy	135.36		135.36		R	Together Technology Ltd
27/05/2026	CARD (CE)	1.49		1.49		R	Prime Convenience Store
27/05/2026	CARD (TS)	156.93		156.93		R	Screwfix Ltd
27/05/2026	CARD (CE)	2.30		2.30		R	Tesco Stores
27/05/2026	CARD (PF)	171.43		171.43		R	Screwfix Ltd
27/05/2026	MarketRent		275.62	275.62		R	Receipt(s) Banked
28/05/2026	SALARIES	57,210.60		57,210.60		R	Salaries
28/05/2026	DDz	781.63		781.63		R	EE Limited
28/05/2026	P28 Keys		20.00	20.00		R	Receipt(s) Banked
29/05/2026	DDaa	102.00		102.00		R	Together Technology Ltd
29/05/2026	DDab	160.55		160.55		R	Together Technology Ltd
29/05/2026	CARD (PF)	45.75		45.75		R	Wickes Newbury
29/05/2026	CARD (LR)	2.75		2.75		R	Between The Lines
29/05/2026	CARD (PF)	6.56		6.56		R	Toolstation
29/05/2026	CARD (CE)	22.99		22.99		R	Robert Dyas
		183,982.11	180,184.81				

Audit Working Group Member:

Name .....Signed .....Date .....

P&R - Meeting Chair:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 30/06/2026
for Cashbook 1 - Current Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	30/06/2026		21,147.49
			21,147.49

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		21,147.49

Unpresented Receipts (Plus)		
	0.00	
		0.00
		21,147.49
	Balance per Cash Book is :-	21,147.49
	Difference is :-	0.00

Audit Working Group Member:

Name .....Signed .....Date .....

P&R - Meeting Chair:

Name .....Signed .....Date .....

Bank Reconciliation up to 30/06/2026 for Cashbook No 1 - Current Account

	Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
	01/06/2026	DD	320.17		320.17		R	Mobilize Lease & Co UK Ltd
	01/06/2026	Inv 39		319.00	319.00		R	Receipt(s) Banked
	01/06/2026	Inv 40		366.00	366.00		R	Receipt(s) Banked
	01/06/2026	Donation		123.00	123.00		R	Receipt(s) Banked
	02/06/2026	CARD (MG)	7.59		7.59		R	Amazon
	02/06/2026	Inv 36		1,056.00	1,056.00		R	Receipt(s) Banked
	02/06/2026	Inv 18		319.00	319.00		R	Receipt(s) Banked
	02/06/2026	Inv 34		2,985.00	2,985.00		R	Receipt(s) Banked
	02/06/2026	MarketRent		164.80	164.80		R	Receipt(s) Banked
	03/06/2026	CARD (PF)	30.82		30.82		R	Farol Shefford
	03/06/2026	CARD (AMY)	2.30		2.30		R	TG Jones
	03/06/2026	CARD (JA)	68.34		68.34		R	St John Ambulance
	03/06/2026	CARD (TMM)	20.00		20.00		R	Openai
	03/06/2026	CARD (MG)	138.92		138.92		R	Amazon
	04/06/2026	CARD (MG)	13.98		13.98		R	Amazon
	04/06/2026	CARD (MG)	90.96		90.96		R	Profile Education
	04/06/2026	P041		22.50	22.50		R	Receipt(s) Banked
	05/06/2026	Inv 46		30.00	30.00		R	Receipt(s) Banked
	05/06/2026	Inv 32		75.00	75.00		R	Receipt(s) Banked
	05/06/2026	S019		56.25	56.25		R	Receipt(s) Banked
11th	08/06/2026	BACS Pymnt	65,375.50		65,375.50		R	BACS P/L Pymnt Page 2533
	08/06/2026	DDa	286.67		286.67		R	PEAC (UK) Ltd
	08/06/2026	DDb	61.33		61.33		R	Newtown Road Cemetery
	08/06/2026	DDc	125.94		125.94		R	Wash Common, Changing Room 1
	08/06/2026	DDd	123.80		123.80		R	Wash Common, Changing Room 2
	08/06/2026	DDe	22.42		22.42		R	Mayor Suite, Town Hall
	08/06/2026	DDf	312.66		312.66		R	155 Bart Street, Town Hall
	08/06/2026	DDg	131.41		131.41		R	Clock Tower, The Broadway
	08/06/2026	DDh	21.23		21.23		R	Bandstand, Victoria Park
	08/06/2026	DDi	89.05		89.05		R	City Rec, Changing Room,
	08/06/2026	DDj	43.95		43.95		R	Market Pillar 1
	08/06/2026	DDk	35.54		35.54		R	Market Pillar 2
	08/06/2026	DDl	140.85		140.85		R	Suite 4, Town Hall
	08/06/2026	DDm	99.15		99.15		R	Suite 2, Town Hall
	08/06/2026	DDn	316.42		316.42		R	Shaw Cemetery, Long Lane
	08/06/2026	DDo	748.85		748.85		R	Sport Pavilion, Victoria Park
	08/06/2026	CARD (SW)	29.00		29.00		R	Timpson Ltd
	08/06/2026	CARD (MG)	495.33		495.33		R	Amazon
	08/06/2026	Inv 43		466.98	466.98		R	Receipt(s) Banked
	08/06/2026	Inv 48		94.58	94.58		R	Receipt(s) Banked
	08/06/2026	S019 Keys		20.00	20.00		R	Receipt(s) Banked
	08/06/2026	MG Trans		65,000.00	65,000.00		R	Receipt(s) Banked
	09/06/2026	CARD (AMY)	54.50		54.50		R	PACT Charity
	09/06/2026	CARD (MG)	53.11		53.11		R	Amazon
	09/06/2026	CARD (LR)	1.89		1.89		R	Prime Convenience Store
	09/06/2026	CARD (MG)	378.77		378.77		R	Amazon
	09/06/2026	Inv 51		36.00	36.00		R	Receipt(s) Banked
	09/06/2026	Inv 49		51.90	51.90		R	Receipt(s) Banked

Bank Reconciliation up to 30/06/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description	
09/06/2026	MarketRent		289.92	289.92		R	Receipt(s) Banked	
09/06/2026	Inv 55		77.83	77.83		R	Receipt(s) Banked	
09/06/2026	Inv 54		676.33	676.33	£1,846.04	R	Receipt(s) Banked	
09/06/2026	MarketRent		1,091.88	1,091.88		R	Receipt(s) Banked	
10/06/2026	CARD (CE)	5.50		5.50		R	The Works Store	
10/06/2026	CARD (PF)	21.20		21.20		R	Wickes Newbury	
10/06/2026	CARD (PF)	16.99		16.99		R	Screwfix Ltd	
10/06/2026	CARD (PF)	12.99		12.99		R	Screwfix Ltd	
10/06/2026	CARD (MG)	28.28		28.28		R	Tools Direct	
10/06/2026	Inv 41, 42		4,153.00	4,153.00		R	Receipt(s) Banked	
10/06/2026	WED160427		100.00	100.00		R	Receipt(s) Banked	
10/06/2026	Allotrent+		63.63	63.63		R	Receipt(s) Banked	
10/06/2026	Allotrent+		38.12	38.12		R	Receipt(s) Banked	
10/06/2026	S035a		50.35	50.35		R	Receipt(s) Banked	
11/06/2026	DDp	76.81		76.81		R	Yorkshire Gas & Power	
11/06/2026	CARD (LR)	7.49		7.49		R	TG Jones	
11/06/2026	CARD (JH)	8.99		8.99		R	Robert Dyas	
11/06/2026	CARD (AR)	6.49		6.49		R	Robert Dyas	
11/06/2026	Inv 56		63.60	63.60		R	Receipt(s) Banked	
12/06/2026	CHARGES	111.85		111.85		R	Handelsbanken	
12/06/2026	CARD (LR)	1.89		1.89		R	Prime Convenience Store	
12/06/2026	CARD (PF)	58.32		58.32		R	Wickes Newbury	
12/06/2026	CARD (PF)	56.00		56.00		R	Halfords	
12/06/2026	CARD (PF)	24.05		24.05		R	B&M	
12/06/2026	CARD (PF)	27.24		27.24		R	B&M	
12/06/2026	CARD (MG)	25.99		25.99		R	Amazon	
12/06/2026	CARD (PF)	85.89		85.89		R	Toolstation	
12/06/2026	CARD (MG)	115.24		115.24		R	Amazon	
12/06/2026	Inv 53		100.00	100.00		R	Receipt(s) Banked	
12/06/2026	Inv 45		100.00	100.00		R	Receipt(s) Banked	
15/06/2026	DDR	55.66		55.66		R	Emac Ltd (Autorama/Vanarama)	Wrong amount entered
15/06/2026	DDR CORREC	-55.66		-55.66		R	Emac Ltd (Autorama/Vanarama)	
15/06/2026	DDR	55.56		55.56		R	Emac Ltd (Autorama/Vanarama)	
15/06/2026	Inv 47		850.00	850.00		R	Receipt(s) Banked	
15/06/2026	S107+ key		75.00	75.00		R	Receipt(s) Banked	
15/06/2026	MarketRent		252.52	252.52		R	Receipt(s) Banked	
15/06/2026	W-Toilets		126.44	126.44		R	Receipt(s) Banked	
16/06/2026	MarketRent		298.35	298.35		R	Receipt(s) Banked	
17/06/2026	CARD (JA)	47.00		47.00		R	SP All Angels	
17/06/2026	HenwickPro		2,792.75	2,792.75		R	Receipt(s) Banked	
17/06/2026	Key WM14b		10.00	10.00		R	Receipt(s) Banked	
18/06/2026	DDq	11.94		11.94		R	Worldpay	
19/06/2026	CARD (MG)	170.29		170.29		R	Amazon	
19/06/2026	CARD (MG)	17.92		17.92		R	Amazon	
19/06/2026	DDr	21.28		21.28		R	Worldpay	
19/06/2026	DDs	27.00		27.00		R	Worldpay	
19/06/2026	CARD (MG)	20.40		20.40		R	Amazon	
22/06/2026	DDt	310.11		310.11		R	Castle Water Ltd	

Bank Reconciliation up to 30/06/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/06/2026	CARD (MG)	219.97		219.97		R	Amazon
22/06/2026	CARD (MG)	29.99		29.99		R	Amazon
22/06/2026	FAST PAY	123.00		123.00		R	Mayors Benevolent Fund
22/06/2026	CARD (MG)	7.68		7.68		R	Amazon
22/06/2026	CARD (SW)	47.94		47.94		R	Dominos Pizza
22/06/2026	MG Top Up		52,000.00	52,000.00		R	Receipt(s) Banked
22/06/2026	Inv 68		30.00	30.00		R	Receipt(s) Banked
22/06/2026	Inv 69		219.00	219.00		R	Receipt(s) Banked
22/06/2026	Inv 65		312.00	312.00		R	Receipt(s) Banked
23/06/2026	CARD (AR)	4.09		4.09		R	Prime Convenience Store
23/06/2026	CARD (JH)	5.82		5.82		R	Amazon
23/06/2026	Inv 50, 52		183.16	183.16		R	Receipt(s) Banked
23/06/2026	MarketRent		112.88	112.88		R	Receipt(s) Banked
24/06/2026	BACS Pymnt	79,009.73		79,009.73		R	BACS P/L Pymnt Page 2546
24/06/2026	DDu	1,914.78		1,914.78		R	Equity Networks Ltd
24/06/2026	CARD (TMM)	8.40		8.40		R	Esquires Coffee Nby
24/06/2026	MG Top-Up		80,300.00	80,300.00		R	Receipt(s) Banked
25/06/2026	DDv	135.36		135.36		R	Together Technology Ltd
25/06/2026	CARD (MG)	29.63		29.63		R	Amazon
26/06/2026	SALARIES	61,049.80		61,049.80		R	Salaries
26/06/2026	DDx	102.00		102.00		R	Together Technology Ltd
26/06/2026	DDy	160.55		160.55		R	Together Technology Ltd
26/06/2026	DDw	2,046.71		2,046.71		R	Everflow Ltd
26/06/2026	Inv 73		950.00	950.00		R	Receipt(s) Banked
26/06/2026	Inv 74		522.00	522.00		R	Receipt(s) Banked
26/06/2026	Inv 72		319.00	319.00		R	Receipt(s) Banked
26/06/2026	Inv 66		312.00	312.00		R	Receipt(s) Banked
26/06/2026	Inv 37, 38		1,269.00	1,269.00		R	Receipt(s) Banked
26/06/2026	WC04a+key		25.38	25.38		R	Receipt(s) Banked
29/06/2026	DDz	781.63		781.63		R	EE Limited
29/06/2026	Inv 64		156.00	156.00		R	Receipt(s) Banked
29/06/2026	Inv 63		156.00	156.00		R	Receipt(s) Banked
29/06/2026	WC025b		18.81	18.81		R	Receipt(s) Banked
29/06/2026	Inv 71		219.00	219.00		R	Receipt(s) Banked
30/06/2026	CARD (PF)	16.00		16.00		R	Wickes Newbury
30/06/2026	CARD (LR)	6.98		6.98		R	Robert Dyas
30/06/2026	SO	212.50		212.50		R	St Bartholomew School
30/06/2026	Inv 61		312.00	312.00		R	Receipt(s) Banked
30/06/2026	MarketRent		236.63	236.63		R	Receipt(s) Banked
30/06/2026	GN 4/4221		58.00	58.00		R	Receipt(s) Banked
		216,925.72	220,106.59				

Audit Working Group Member:

Name .....Signed .....Date .....

P&R - Meeting Chair:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/07/2026
for Cashbook 1 - Current Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	01/07/2026		23,317.32
			23,317.32

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		23,317.32

Unpresented Receipts (Plus)		
	0.00	
		0.00
		23,317.32
	Balance per Cash Book is :-	23,317.32
	Difference is :-	0.00

Audit Working Group Member:

Name .....Signed .....Date .....

P&R - Meeting Chair:

Name .....Signed .....Date .....

Bank Reconciliation up to 31/07/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description	
01/07/2026	DDa	320.17		320.17		R	Mobilize Lease & Co UK Ltd	
01/07/2026	CARD (MG)	27.73		27.73		R	Amazon	
01/07/2026	CARD (MG)	6.99		6.99		R	Amazon	
02/07/2026	CARD (MG)	7.00		7.00		R	HM Land Registry	
02/07/2026	CARD (LM)	1,145.80		1,145.80		R	Flood Protection Solutions	
02/07/2026	CARD (MG)	37.47		37.47		R	Amazon	
03/07/2026	CARD (TMM)	20.00		20.00		R	Open AI, ChatGPT	
03/07/2026	CARD (MG)	7.19		7.19		R	Amazon	
03/07/2026	CARD (MG)	11.99		11.99		R	Amazon	
03/07/2026	CARD (MG)	70.93		70.93		R	Amazon	
03/07/2026	INV 58, 59		312.00	312.00		R	Receipt(s) Banked	
03/07/2026	WC039		28.14	28.14		R	Receipt(s) Banked	
06/07/2026	BACS Pymnt	12,091.60		12,091.60		R	BACS P/L Pymnt Page 2553	
06/07/2026	CARD (PF)	16.08		16.08		R	Screwfix Ltd	
06/07/2026	CARD (MG)	142.99		142.99		R	Toolstation	
06/07/2026	CARD (AR)	89.95		89.95		R	WB Roastery (Coffee Beans)	
06/07/2026	CARD (MG)	87.20		87.20		R	Amazon	
06/07/2026	MG Top Up		13,000.00	13,000.00		R	Receipt(s) Banked	
06/07/2026	WM018A		51.51	51.51		R	Receipt(s) Banked	
07/07/2026	CARD (LR)	1.89		1.89		R	Prime Convenience Store	
07/07/2026	CARD (MG)	10.99		10.99		R	Amazon	
07/07/2026	CARD (MG)	19.44		19.44		R	Amazon	
07/07/2026	CARD (MG)	64.73		64.73		R	House of Brass	
07/07/2026	CARD (MG)	19.44		19.44		R	Amazon	
07/07/2026	CARD (MG)	4.31		4.31		R	Amazon	
08/07/2026	DDn	37.58		37.58		R	Market Pillar 1	
08/07/2026	DDo	48.50		48.50		R	Market Pillar 2	
08/07/2026	DDb	37.14		37.14		R	Newtown Road Cemetery	
08/07/2026	DDc	134.52		134.52		R	Wash Common, Changing Room 1	
08/07/2026	DDd	113.01		113.01		R	Wash Common, Changing Room 2	
08/07/2026	DDe	89.08		89.08		R	Suite 4, Town Hall	
08/07/2026	DDf	27.24		27.24		R	Suite 2, Town Hall	
08/07/2026	DDg	21.60		21.60		R	Mayor Suite, Town Hall	
08/07/2026	DDh	166.18		166.18		R	155 Bart Street, Town Hall	
08/07/2026	DDi	119.27		119.27		R	Shaw Cemetery, Long Lane	
08/07/2026	DDj	127.13		127.13		R	Clock Tower, The Broadway	
08/07/2026	DDk	752.09		752.09		R	Sport Pavilion, Victoria Park	
08/07/2026	DDl	20.22		20.22		R	Bandstand, Victoria Park	
08/07/2026	DDm	82.04		82.04		R	City Rec, Changing Room,	
08/07/2026	CARD (TMM)	10.00		10.00		R	Poundland Ltd	
08/07/2026	CARD (LM)	553.69		553.69		R	Eyre And Elliston	
08/07/2026	CARD (MG)	23.37		23.37		R	Amazon	
08/07/2026	INV 86		676.33	676.33		R	Receipt(s) Banked	
08/07/2026	INV 87		77.83	77.83		R	Receipt(s) Banked	**£1,768.21**
08/07/2026	MarketRent		1,014.05	1,014.05		R	Receipt(s) Banked	
09/07/2026	CARD (MG)	21.99		21.99		R	Amazon	
09/07/2026	VAT repay		48,295.36	48,295.36		R	Receipt(s) Banked	
09/07/2026	MarketRent		335.25	335.25		R	Receipt(s) Banked	

Bank Reconciliation up to 31/07/2026 for Cashbook No 1 - Current Account

	Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
	09/07/2026	24/0555		1,145.00	1,145.00		R	Receipt(s) Banked
	10/07/2026	MG T-Back	50,000.00		50,000.00		R	Instant Access Account
	10/07/2026	CARD (PF)	89.28		89.28		R	Farol Shefford Parts
	10/07/2026	CARD (JH)	215.86		215.86		R	Abacus Van Hire
	10/07/2026	CARD (JH)	20.95		20.95		R	Marks & Spencers
	10/07/2026	CARD (MG)	8.99		8.99		R	Amazon
	10/07/2026	INV 78		153.54	153.54		R	Receipt(s) Banked
	10/07/2026	INV 79		30.00	30.00		R	Receipt(s) Banked
	10/07/2026	INV 80		642.00	642.00		R	Receipt(s) Banked
	10/07/2026	INV 75		219.00	219.00		R	Receipt(s) Banked
	13/07/2026	DDp	128.46		128.46		R	Yorkshire Gas & Power
	13/07/2026	CARD (PF)	4.69		4.69		R	Screwfix Ltd
	13/07/2026	CARD (MG)	36.42		36.42		R	Amazon
	13/07/2026	CARD (CE)	9.95		9.95		R	Post Office
	13/07/2026	CARD (TMM)	56.99		56.99		R	Screwfix Ltd
	13/07/2026	CARD (MG)	13.98		13.98		R	Amazon
	13/07/2026	INV 85		450.00	450.00		R	Receipt(s) Banked
	13/07/2026	Refund		26.00	26.00		R	Receipt(s) Banked
	14/07/2026	CARD (JH)	454.00		454.00		R	Farol Shefford Parts
	14/07/2026	CARD (LR)	1.89		1.89		R	Prime Convenience Store
	14/07/2026	CARD (AX)	3.00		3.00		R	Poundland
	14/07/2026	CHARGES	97.57		97.57		R	Handelsbanken
	14/07/2026	MarketRent		141.72	141.72		R	Receipt(s) Banked
	15/07/2026	DD	55.56		55.56		R	Emac Ltd (Autorama/Vanarama)
	15/07/2026	WH-Toilet		109.68	109.68		R	Receipt(s) Banked
	16/07/2026	CARD (MG)	35.98		35.98		R	Amazon
	16/07/2026	CARD (MG)	6.64		6.64		R	Amazon
	17/07/2026	INV 82		28.84	28.84		R	Receipt(s) Banked
	17/07/2026	HenwickPro		3,332.70	3,332.70		R	Receipt(s) Banked
	20/07/2026	CARD (LR)	4.00		4.00		R	TG Jones
	20/07/2026	CARD (MG)	64.28		64.28		R	Amazon
	20/07/2026	CARD (LR)	1.89		1.89		R	Prime Convenience Store
	20/07/2026	CARD (PF)	15.49		15.49		R	Sainsbury's Supermarkets Ltd
	20/07/2026	CARD (LR)	4.99		4.99		R	Robert Dyas
	20/07/2026	Salaries		60,000.00	60,000.00		R	Receipt(s) Banked
	20/07/2026	INV 67		30.00	30.00		R	Receipt(s) Banked
	20/07/2026	INV 88/89		100.00	100.00		R	Receipt(s) Banked
	20/07/2026	19/4608		58.00	58.00		R	Receipt(s) Banked
	20/07/2026	SO32A		71.25	71.25		R	Receipt(s) Banked
	21/07/2026	DDq	21.56		21.56		R	Worldpay
	21/07/2026	DDr	27.00		27.00		R	Worldpay
	21/07/2026	DDs	1.14		1.14		R	Worldpay
22nd	21/07/2026	DDt	11.94		11.94		R	Worldpay
	21/07/2026	DDv	431.20		431.20		R	Castle Water Ltd
	21/07/2026	CARD (AR)	13.02		13.02		R	Asda
	21/07/2026	CARD (JH)	200.00		200.00		R	Abacus
	21/07/2026	CARD (AR)	4.40		4.40		R	Tesco Stores
	21/07/2026	Dep Refund		200.00	200.00		R	Receipt(s) Banked

Bank Reconciliation up to 31/07/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
21/07/2026	MarketRent		339.66	339.66		R	Receipt(s) Banked
22/07/2026	BACS Pymnt	18,580.11		18,580.11		R	BACS P/L Pymnt Page 2562
22/07/2026	DDu	921.12		921.12		R	Everflow Ltd
22/07/2026	CARD (JA)	50.00		50.00		R	SLCC Enterprise Ltd
22/07/2026	CARD (MG)	267.16		267.16		R	Access Panels Direct
22/07/2026	MG Top Up		19,000.00	19,000.00		R	Receipt(s) Banked
23/07/2026	CARD (SW)	23.00		23.00		R	TG Jones
23/07/2026	INV 95		30.00	30.00		R	Receipt(s) Banked
23/07/2026	WM52 Keys		20.00	20.00		R	Receipt(s) Banked
24/07/2026	DDw	1,519.13		1,519.13		R	Equity Networks Ltd
24/07/2026	DDx	135.36		135.36		R	Together Technology Ltd
24/07/2026	CARD (JH)	113.50		113.50		R	SQ Deli Spaces
24/07/2026	INV 94		58.00	58.00		R	Receipt(s) Banked
24/07/2026	INV 81		2,814.00	2,814.00		R	Receipt(s) Banked
24/07/2026	26/6440A		319.00	319.00		R	Receipt(s) Banked
27/07/2026	Civ Refund		500.00	500.00		R	Receipt(s) Banked
28/07/2026	SALARIES	62,361.23		62,361.23		R	Salaries
28/07/2026	DDy	471.53		471.53		R	EE Limited
28/07/2026	DDz	102.00		102.00		R	Together Technology Ltd
28/07/2026	DDaa	160.55		160.55		R	Together Technology Ltd
28/07/2026	CARD (LR)	8.00		8.00		R	TG Jones
28/07/2026	CARD (CE)	9.47		9.47		R	Pets At Home
28/07/2026	WC025F		27.39	27.39		R	Receipt(s) Banked
28/07/2026	24/0067A		58.00	58.00		R	Receipt(s) Banked
29/07/2026	CARD (AR)	27.00		27.00		R	Timpson Ltd
29/07/2026	CARD (TS)	0.89		0.89		R	Tesco Stores
30/07/2026	DDR	100.00		100.00		R	Quadient UK Ltd
30/07/2026	INV 29		1,704.45	1,704.45		R	Receipt(s) Banked
30/07/2026	MarketRent		232.48	232.48		R	Receipt(s) Banked
31/07/2026	CARD (TMM)	7.00		7.00		R	HM Land Registry
31/07/2026	WC251		25.36	25.36		R	Receipt(s) Banked
		153,486.71	155,656.54				

Audit Working Group Member:

Name .....Signed .....Date .....

P&R - Meeting Chair:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/08/2026
for Cashbook 1 - Current Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	31/08/2026		20,636.56
			20,636.56

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		20,636.56

Unpresented Receipts (Plus)		
	0.00	
		0.00
		20,636.56
	Balance per Cash Book is :-	20,636.56
	Difference is :-	0.00

Audit Working Group Member:

Name ..... Signed ..... Date .....

P&R - Meeting Chair:

Name ..... Signed ..... Date .....

Note: GoCardless (Market Rent paid by direct debit) - the payment date has changed, we will now receive payment in arrears. Example: August rent will be paid to NTC early September.

Going forward, instead of receiving 2 direct debit payments for Market Trader we will only receive the one which will cover all traders who have opted to pay via GoCardless (Direct debit).

Bank Reconciliation up to 31/08/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/08/2026	DDa	320.17		320.17		R	Mobilize Lease & Co UK Ltd
03/08/2026	CARD (TMM)	20.00		20.00		R	Open AI, ChatGPT
03/08/2026	Inv 91		1,000.00	1,000.00		R	Receipt(s) Banked
03/08/2026	Inv 96		30.00	30.00		R	Receipt(s) Banked
03/08/2026	Market Ren		329.29	329.29		R	Receipt(s) Banked
03/08/2026	In't Inv91		50.00	50.00		R	Receipt(s) Banked
04/08/2026	CARD (TS)	2.91		2.91		R	Post Office
04/08/2026	S98b/c+key		72.90	72.90		R	Receipt(s) Banked
04/08/2026	MarketRent		412.89	412.89		R	Receipt(s) Banked
05/08/2026	CARD (TS)	1.89		1.89		R	Prime Convenience Store
05/08/2026	DD	73.00		73.00		R	Information Commisioner
05/08/2026	Inv 44		219.00	219.00		R	Receipt(s) Banked
05/08/2026	Inv 101		850.00	850.00		R	Receipt(s) Banked
06/08/2026	BACS Pymnt	64,152.79		64,152.79		R	BACS P/L Pymnt Page 2567
06/08/2026	Inv 76		58.00	58.00		R	Receipt(s) Banked
06/08/2026	MG Trans		59,000.00	59,000.00		R	Receipt(s) Banked
07/08/2026	CARD (PF)	34.92		34.92		R	Wickes Newbury
07/08/2026	Inv 60		312.00	312.00		R	Receipt(s) Banked
10/08/2026	DDb	36.79		36.79		R	Newtown Road Cemetery
10/08/2026	DDc	57.72		57.72		R	Wash Common, Changing Room 1
10/08/2026	DDd	107.51		107.51		R	Wash Common, Changing Room 2
10/08/2026	DDe	93.72		93.72		R	Suite 4, Town Hall
10/08/2026	DDf	27.05		27.05		R	Suite 2, Town Hall
10/08/2026	DDg	22.26		22.26		R	Mayor Suite, Town Hall
10/08/2026	DDh	146.46		146.46		R	155 Bart Street, Town Hall
10/08/2026	DDi	756.69		756.69		R	Town Hall, Market Place
10/08/2026	DDj	142.58		142.58		R	Shaw Cemetery, Long Lane
10/08/2026	DDk	131.48		131.48		R	Clock Tower, The Broadway
10/08/2026	DDl	873.44		873.44		R	Sport Pavilion, Victoria Park
10/08/2026	DDm	84.02		84.02		R	City Rec, Changing Room,
10/08/2026	DDn	34.04		34.04		R	Market Pillar 1
10/08/2026	DDo	45.41		45.41		R	Market Pillar 2
10/08/2026	CARD (JH)	53.94		53.94		R	Amazon UK
10/08/2026	CARD (JH)	129.12		129.12		R	John Bright Fencing
10/08/2026	CARD (MG)	11.98		11.98		R	Amazon UK
10/08/2026	Inv 91		500.00	500.00		R	Receipt(s) Banked
10/08/2026	WM51a+key		56.25	56.25		R	Receipt(s) Banked
11/08/2026	CARD (JA)	9.98		9.98		R	Moonpig
11/08/2026	Inv 102		58.00	58.00		R	Receipt(s) Banked
12/08/2026	Marketrent		236.06	236.06		R	Receipt(s) Banked
13/08/2026	W-Toilet		125.76	125.76		R	Receipt(s) Banked
14/08/2026	CARD (LR)	1.75		1.75		R	Marks & Spencers
14/08/2026	CARD (JA)	250.00		250.00		R	Tesco Stores
14/08/2026	CARD (MG)	23.97		23.97		R	Amazon
14/08/2026	CHARGES	99.47		99.47		R	Handelsbanken

Bank Reconciliation up to 31/08/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description	
14/08/2026	DD	55.56		55.56		R	Emac Ltd (Autorama/Vanarama)	
14/08/2026	S82a+key		51.62	51.62		R	Receipt(s) Banked	
17/08/2026	DDp	156.00		156.00		R	Siemens Financial Services Ltd	
17/08/2026	Hebbon RIA		582.50	582.50		R	Receipt(s) Banked	
17/08/2026	Inv 91		850.00	850.00		R	Receipt(s) Banked	£1,500.00
17/08/2026	LPfee in91		67.50	67.50		R	Receipt(s) Banked	
18/08/2026	BACS Pymnt	289.20		289.20		R	BACS P/L Pymnt Page 2582	
18/08/2026	CARD (JH)	15.99		15.99		R	Amazon	
18/08/2026	HenwickPro		3,332.70	3,332.70		R	Receipt(s) Banked	
18/08/2026	WM36a +Key		47.00	47.00		R	Receipt(s) Banked	
18/08/2026	Marketrent		112.88	112.88		R	Receipt(s) Banked	
19/08/2026	BACS Pymnt	35,648.72		35,648.72		R	BACS P/L Pymnt Page 2575	
19/08/2026	DDr	27.00		27.00		R	Worldpay	
19/08/2026	DDs	52.46		52.46		R	Worldpay	
20/08/2026	DDt	714.73		714.73		R	Castle Water Ltd	
20/08/2026	DDu	11.94		11.94		R	Worldpay	
20/08/2026	DDv	24.90		24.90		R	Bandstand, Victoria Park	
20/08/2026	Inv 100		79.36	79.36		R	Receipt(s) Banked	
20/08/2026	WM10a+key		56.25	56.25		R	Receipt(s) Banked	
20/08/2026	WED200827		100.00	100.00		R	Receipt(s) Banked	
20/08/2026	MG Top-Up		33,000.00	33,000.00		R	Receipt(s) Banked	
20/08/2026	KeyDepS39b		10.00	10.00		R	Receipt(s) Banked	
21/08/2026	Inv 92		100.00	100.00		R	Receipt(s) Banked	
21/08/2026	Inv 110		44.40	44.40		R	Receipt(s) Banked	
21/08/2026	MG Top-Up		64,500.00	64,500.00		R	Receipt(s) Banked	
21/08/2026	GN24/0260		1,681.00	1,681.00		R	Receipt(s) Banked	
21/08/2026	S82b+Key		37.75	37.75		R	Receipt(s) Banked	
24/08/2026	DDw	1,522.73		1,522.73		R	Equity Networks Ltd	
24/08/2026	CARD (MG)	229.99		229.99		R	Toolstation	
24/08/2026	CARD (MG)	39.99		39.99		R	Screwfix Direct	
24/08/2026	CARD (TS)	5.82		5.82		R	Post Office	
24/08/2026	Inv 62		78.00	78.00		R	Receipt(s) Banked	
25/08/2026	DDx	3,425.24		3,425.24		R	Everflow Ltd	
25/08/2026	CARD (AMY)	3.75		3.75		R	TG Jones	
25/08/2026	CARD (LR)	12.58		12.58		R	Robert Dyas	
25/08/2026	CARD (TS)	2.91		2.91		R	Post Office	
25/08/2026	Inv 114		63.60	63.60		R	Receipt(s) Banked	
26/08/2026	DDy	135.36		135.36		R	Together Technology Ltd	
26/08/2026	Inv 99		36.00	36.00		R	Receipt(s) Banked	
27/08/2026	DDz	102.00		102.00		R	Together Technology Ltd	
27/08/2026	DDAa	160.55		160.55		R	Together Technology Ltd	
27/08/2026	CARD (JA)	66.49		66.49		R	Argos	
27/08/2026	CARD (SW)	61.95		61.95		R	Heat & Plumb Co	
27/08/2026	CARD (PF)	43.20		43.20		R	Wickes Newbury	
27/08/2026	CARD (PF)	82.56		82.56		R	Sainsbury's Supermarkets Ltd	

Bank Reconciliation up to 31/08/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
27/08/2026	MarketRent		113.04	113.04		R	Receipt(s) Banked
27/08/2026	GN 24/0261		584.00	584.00		R	Receipt(s) Banked
28/08/2026	SALARIES	64,448.43		64,448.43		R	Salaries
28/08/2026	DDAb	512.03		512.03		R	EE Limited
28/08/2026	DDAc	2,919.48		2,919.48		R	Engie Power Ltd
28/08/2026	CARD (LR)	1.89		1.89		R	Prime Convenience Store
28/08/2026	MG Top-Up		7,000.00	7,000.00		R	Receipt(s) Banked
		178,518.51	175,837.75				

Audit Working Group Member:

Name .....Signed .....Date .....

P&R - Meeting Chair:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 30/09/2026
for Cashbook 1 - Current Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	10/09/2026		23,264.94
			23,264.94

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		23,264.94

Unpresented Receipts (Plus)		
	0.00	
		0.00
		23,264.94
	Balance per Cash Book is :-	23,264.94
	Difference is :-	0.00

Audit Working Group Member:

Name .....Signed .....Date .....

P&R - Meeting Chair:

Name .....Signed .....Date .....

Bank Reconciliation up to 30/09/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/09/2026	DDa	320.17		320.17		R	Mobilize Lease & Co UK Ltd
01/09/2026	Inv 107		676.33	676.33		R	Receipt(s) Banked
01/09/2026	Inv 108		77.83	77.83		R	Receipt(s) Banked
01/09/2026	MarketRent		1,344.40	1,344.40		R	Receipt(s) Banked
01/09/2026	Inv 97/105		538.00	538.00		R	Receipt(s) Banked
02/09/2026	CARD (SW)	74.99		74.99		R	Safelincs
02/09/2026	CARD (CE)	3.80		3.80		R	Post Office
02/09/2026	CARD (CE)	3.80		3.80		R	Post Office
02/09/2026	CARD (LR)	14.00		14.00		R	HM Land Registry
02/09/2026	24/0022A		58.00	58.00		R	Receipt(s) Banked
02/09/2026	7/62 7/63		580.00	580.00		R	Receipt(s) Banked
03/09/2026	CARD (JH)	89.95		89.95		R	WB Roastery (Coffee Beans)
03/09/2026	CARD (TMM)	20.00		20.00		R	Open AI, ChatGPT
03/09/2026	MarketRent		168.89	168.89		R	Receipt(s) Banked
04/09/2026	CARD (MG)	14.59		14.59		R	Amazon
04/09/2026	CARD (JA)	27.20		27.20		R	Tesco Stores
04/09/2026	21/6110		58.00	58.00		R	Receipt(s) Banked
04/09/2026	Donation		10.00	10.00		R	Receipt(s) Banked
07/09/2026	DDb	286.67		286.67		R	PEAC (UK) Ltd
07/09/2026	DDc	37.39		37.39		R	Newtown Road Cemetery
07/09/2026	DDd	64.84		64.84		R	Wash Common, Changing Room 1
07/09/2026	DDe	106.42		106.42		R	Wash Common, Changing Room 2
07/09/2026	DDf	87.72		87.72		R	Suite 4, Town Hall
07/09/2026	DDg	30.07		30.07		R	Suite 2, Town Hall
07/09/2026	DDh	158.01		158.01		R	155 Bart Street, Town Hall
07/09/2026	DDi	787.91		787.91		R	Town Hall, Market Place
07/09/2026	DDj	104.77		104.77		R	Shaw Cemetery, Long Lane
07/09/2026	DDk	935.94		935.94		R	Sport Pavilion, Victoria Park
07/09/2026	DDl	20.84		20.84		R	Bandstand, Victoria Park
07/09/2026	DDm	36.66		36.66		R	Market Pillar 1
07/09/2026	DDn	38.93		38.93		R	Market Pillar 2
07/09/2026	DDo	22.29		22.29		R	Mayor Suite, Town Hall
07/09/2026	DDp	144.83		144.83		R	Clock Tower, The Broadway
07/09/2026	DDq	85.52		85.52		R	City Rec, Changing Room,
07/09/2026	CARD (PF)	50.00		50.00		R	Haynes of Challow
07/09/2026	CARD (MG)	5.69		5.69		R	Amazon
07/09/2026	CARD (JA)	315.00		315.00		R	Deli Spaces
07/09/2026	CARD (TS)	39.80		39.80		R	Post Office
07/09/2026	CARD (JA)	15.00		15.00		R	Tesco Stores
07/09/2026	CARD (JA)	7.02		7.02		R	Tesco Stores
07/09/2026	CARD (JA)	8.70		8.70		R	Marks & Spencers
07/09/2026	Inv 109		534.29	534.29		R	Receipt(s) Banked
07/09/2026	Inv 90		567.59	567.59		R	Receipt(s) Banked
07/09/2026	Inv 112		118.73	118.73		R	Receipt(s) Banked
07/09/2026	Inv 111		2,452.61	2,452.61		R	Receipt(s) Banked
07/09/2026	Inv 134		63.60	63.60		R	Receipt(s) Banked
08/09/2026	CARD (PF)	10.99		10.99		R	Toolstation
08/09/2026	CARD (PF)	45.81		45.81		R	Wickes Newbury

Bank Reconciliation up to 30/09/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
09/09/2026	CARD (SW)	61.95		61.95		R	Heat & Plumb
09/09/2026	CARD (AR)	10.00		10.00		R	TG Jones
09/09/2026	Inv 128		219.00	219.00		R	Receipt(s) Banked
09/09/2026	Inv 132		200.00	200.00		R	Receipt(s) Banked
09/09/2026	MarketRent		597.75	597.75		R	Receipt(s) Banked
09/09/2026	DF015A		32.72	32.72		R	Receipt(s) Banked
10/09/2026	Inv 122		366.00	366.00		R	Receipt(s) Banked
10/09/2026	Inv 123		522.00	522.00		R	Receipt(s) Banked
10/09/2026	Inv 121		219.00	219.00		R	Receipt(s) Banked
10/09/2026	DF015A		10.00	10.00		R	Receipt(s) Banked
10/09/2026	19/4608		684.00	684.00		R	Receipt(s) Banked
10/09/2026	DF33C		10.00	10.00		R	Receipt(s) Banked
10/09/2026	SO81A		28.96	28.96		R	Receipt(s) Banked
11/09/2026	CARD (PF)	93.60		93.60		R	Wickes Newbury
11/09/2026	CARD (LR)	10.00		10.00		R	TG Jones
11/09/2026	CARD (JH)	96.96		96.96		R	Amazon
11/09/2026	DDr	115.53		115.53		R	Yorkshire Gas & Power
14/09/2026	CHARGES	89.10		89.10		R	Handelsbanken
14/09/2026	DDs	8,508.07		8,508.07		R	Everflow Ltd
15/09/2026	CARD (JH)	12.38		12.38		R	Screwfix Ltd
15/09/2026	CARD (LR)	3.75		3.75		R	Marks & Spencers
15/09/2026	DD	55.56		55.56		R	Emac Ltd (Autorama/Vanarama)
15/09/2026	CARD (JA)	765.17		765.17		R	C Prox Ltd
15/09/2026	WToilets		132.21	132.21		R	Receipt(s) Banked
15/09/2026	Shares		2.64	2.64		R	Receipt(s) Banked
15/09/2026	SO81A-Key		20.00	20.00		R	Receipt(s) Banked
16/09/2026	CARD (SW)	6.54		6.54		R	Amazon
16/09/2026	I-9256- 11		130.00	130.00		R	Receipt(s) Banked
17/09/2026	BACS Pymnt	90,933.05		90,933.05		R	BACS P/L Pymnt Page 2589
17/09/2026	CARD (MG)	36.92		36.92		R	Amazon
17/09/2026	Inv 119		87.91	87.91		R	Receipt(s) Banked
17/09/2026	Inv 120		43.96	43.96		R	Receipt(s) Banked
17/09/2026	Inv 131		100.00	100.00		R	Receipt(s) Banked
17/09/2026	MG Supplie		89,000.00	89,000.00		R	Receipt(s) Banked
17/09/2026	Rent &Key		51.25	51.25		R	Receipt(s) Banked
17/09/2026	MarketRent		166.57	166.57		R	Receipt(s) Banked
18/09/2026	CARD (LR)	1.65		1.65		R	Marks & Spencers
18/09/2026	DDaa	366.22		366.22		R	Castle Water Ltd
18/09/2026	Inv 126		522.00	522.00		R	Receipt(s) Banked
18/09/2026	7/24		684.00	684.00		R	Receipt(s) Banked
18/09/2026	Henwick Pr		3,602.68	3,602.68		R	Receipt(s) Banked
21/09/2026	CARD (MG)	17.16		17.16		R	Amazon
21/09/2026	DDt	74.98		74.98		R	Worldpay
21/09/2026	DDu	0.34		0.34		R	Worldpay
21/09/2026	DDv	38.94		38.94		R	Worldpay
21/09/2026	CARD (AX)	14.45		14.45		R	Tesco Stores
21/09/2026	Inv 11& 15		117.00	117.00		R	Receipt(s) Banked
21/09/2026	PO05A		53.99	53.99		R	Receipt(s) Banked

Bank Reconciliation up to 30/09/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/09/2026	DDz	11.94		11.94		R	Worldpay
22/09/2026	CARD (MG)	8.49		8.49		R	Amazon
22/09/2026	CARD (KH)	25.42		25.42		R	Amazon
22/09/2026	Inv 135		77.83	77.83		R	Receipt(s) Banked
22/09/2026	Inv 136		100.00	100.00		R	Receipt(s) Banked
22/09/2026	MarketRent		135.90	135.90		R	Receipt(s) Banked
23/09/2026	BACS Pymnt	13,513.03		13,513.03		R	BACS P/L Pymnt Page 2595
23/09/2026	CARD (JH)	135.96		135.96		R	Screwfix Ltd
23/09/2026	CARD (MG)	155.40		155.40		R	Office Boffins
23/09/2026	DDw	1.14		1.14		R	YU Energy
23/09/2026	MG Top Up		13,500.00	13,500.00		R	Receipt(s) Banked
23/09/2026	LM Salarie		63,500.00	63,500.00		R	Receipt(s) Banked
23/09/2026	SO73B		38.12	38.12		R	Receipt(s) Banked
24/09/2026	DDx	1,522.73		1,522.73		R	Equity Networks Ltd
24/09/2026	DDy	135.36		135.36		R	Together Technology Ltd
24/09/2026	FBall Keys		20.00	20.00		R	Receipt(s) Banked
25/09/2026	CARD (PF)	34.99		34.99		R	Wickes Newbury
25/09/2026	CARD (LR)	0.70		0.70		R	Tesco Stores
25/09/2026	CARD (MG)	21.72		21.72		R	Amazon
25/09/2026	Inv- 130		530.22	530.22		R	Receipt(s) Banked
25/09/2026	WP 22/09		565.20	565.20		R	Receipt(s) Banked
28/09/2026	SALARIES	63,531.40		63,531.40		R	Salaries
28/09/2026	CARD (JA)	24.85		24.85		R	Early Grow
28/09/2026	DDab	512.03		512.03		R	EE Limited
28/09/2026	DDac	102.00		102.00		R	Together Technology Ltd
28/09/2026	DDad	160.55		160.55		R	Together Technology Ltd
28/09/2026	DDae	699.97		699.97		R	Engie Power Ltd
28/09/2026	22/0173		58.00	58.00		R	Receipt(s) Banked
29/09/2026	CARD (AR)	4.05		4.05		R	Tesco Stores
29/09/2026	Precept		983,746.00	983,746.00		R	Receipt(s) Banked
29/09/2026	MarketRent		393.23	393.23		R	Receipt(s) Banked
30/09/2026	MG Transfe	982,000.00		982,000.00		R	Instant Access Account
30/09/2026	SO	212.50		212.50		R	St Bartholomew School
30/09/2026	Inv- 139		200.00	200.00		R	Receipt(s) Banked
30/09/2026	Inv- 144		30.00	30.00		R	Receipt(s) Banked
30/09/2026	Inv124/125		1,374.00	1,374.00		R	Receipt(s) Banked
30/09/2026	Inv- 129		950.00	950.00		R	Receipt(s) Banked
30/09/2026	HeritageWk		674.99	674.99		R	Receipt(s) Banked
30/09/2026	Refund(JA)		24.85	24.85		R	Receipt(s) Banked
		1,168,141.87	1,170,770.25				

Audit Working Group Member:

Name .....Signed .....Date .....

P&R - Meeting Chair:

Name .....Signed .....Date .....

Newbury Town Council 2026/27

Bank - Cash and Investment Reconciliation as at 30 April 2026

		Account Description	Balance	
Bank Statement Balances				
1	28/04/2026	Current Account	21,763.92	
4	30/04/2026	Instant Access Account	1,548,639.85	
				1,570,403.77
Other Cash & Bank Balances				
		CCLA Account	582,614.69	
				582,614.69
				2,153,018.46
Receipts not on Bank Statement				
0	30/04/2026	All Receipts Cleared	0.00	
				0.00
Closing Balance				2,153,018.46
All Cash & Bank Accounts				
1		Current Account		21,763.92
4		Instant Access Account		1,548,639.85
		Other Cash & Bank Balances		582,614.69
		Total Cash & Bank Balances		2,153,018.46

Newbury Town Council 2026/27

Bank - Cash and Investment Reconciliation as at 31 May 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/05/2026	Current Account	17,966.62	
31/05/2026	Instant Access Account	1,382,094.73	
			1,400,061.35

Other Cash & Bank Balances

	584,414.81
	1,984,476.16

Receipts not on Bank Statement

	0.00
Closing Balance	1,984,476.16

All Cash & Bank Accounts

1	Current Account	17,966.62
4	Instant Access Account	1,382,094.73
	Other Cash & Bank Balances	584,414.81
	Total Cash & Bank Balances	1,984,476.16

Newbury Town Council 2026/27

Bank - Cash and Investment Reconciliation as at 30 June 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

30/06/2026	Current Account	21,147.49	
30/06/2026	Instant Access Account	1,186,927.80	
			1,208,075.29

Other Cash & Bank Balances

	586,297.95
	1,794,373.24

Receipts not on Bank Statement

	0.00
Closing Balance	1,794,373.24

All Cash & Bank Accounts

1	Current Account	21,147.49
4	Instant Access Account	1,186,927.80
	Other Cash & Bank Balances	586,297.95
	Total Cash & Bank Balances	1,794,373.24

Newbury Town Council 2026/27

Bank - Cash and Investment Reconciliation as at 31 July 2026

Confirmed Bank & Investment Balances

Bank Statement Balances			
01/07/2026	Current Account	23,317.32	
31/07/2026	Instant Access Account	1,146,935.09	
			1,170,252.41
Other Cash & Bank Balances			
			588,143.22
			1,758,395.63
Receipts not on Bank Statement			
			0.00
Closing Balance			1,758,395.63

All Cash & Bank Accounts

1	Current Account	23,317.32
4	Instant Access Account	1,146,935.09
	Other Cash & Bank Balances	588,143.22
	Total Cash & Bank Balances	1,758,395.63

Newbury Town Council 2026/27

Bank - Cash and Investment Reconciliation as at 31 August 2026

Confirmed Bank & Investment Balances

Bank Statement Balances			
31/08/2026	Current Account	20,636.56	
31/08/2026	Instant Access Account	985,236.38	
			1,005,872.94
Other Cash & Bank Balances			
			590,057.02
			1,595,929.96
Receipts not on Bank Statement			
			0.00
Closing Balance			1,595,929.96

All Cash & Bank Accounts

1	Current Account	20,636.56
4	Instant Access Account	985,236.38
	Other Cash & Bank Balances	590,057.02
	Total Cash & Bank Balances	1,595,929.96

Newbury Town Council 2026/27

Bank - Cash and Investment Reconciliation as at 30 September 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

10/09/2026	Current Account	23,264.94	
30/09/2026	Instant Access Account	1,802,860.62	
			1,826,125.56

Other Cash & Bank Balances

	591,985.77
	2,418,111.33

Receipts not on Bank Statement

	0.00
Closing Balance	2,418,111.33

All Cash & Bank Accounts

1	Current Account	23,264.94
4	Instant Access Account	1,802,860.62
	Other Cash & Bank Balances	591,985.77
	Total Cash & Bank Balances	2,418,111.33

Newbury Town Council 2026/27

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Staff								
1077	Precept Reallocation	3,339	6,478	6,478	0			100.0%	
	Staff :- Income	3,339	6,478	6,478	0			100.0%	0
4000	Salaries/NI/PAYE	63,422	363,551	886,550	522,999		522,999	41.0%	
4009	Officers Work & Safety Wear	0	473	650	178		178	72.7%	115
4010	Misc Staff Expenses	209	1,213	5,828	4,615		4,615	20.8%	
4045	Salary Reallocation	(63,422)	(363,551)	(886,550)	(522,999)		(522,999)	41.0%	
	Staff :- Indirect Expenditure	209	1,685	6,478	4,793	0	4,793	26.0%	115
	Net Income over Expenditure	3,130	4,793	0	(4,793)				
6000	plus Transfer from EMR	0	115	0	(115)				
	Movement to/(from) Gen Reserve	3,130	4,908	0	(4,908)				
110	Central Services								
1076	Precept Received	983,746	1,967,492	1,967,492	0			100.0%	
1077	Precept Reallocation	(906,389)	(1,812,777)	(1,812,777)	0			100.0%	
1090	Interest - CCLA Deposit Fund	1,929	11,217	18,600	7,383			60.3%	
1091	Shares/Dividend Income	3	7	3	(4)			223.3%	
1092	Interest Rec - Instant Access	1,625	9,147	9,000	(147)			101.6%	
1093	Interest - Fixed Term Account	0	7,618	10,000	2,382			76.2%	
	Central Services :- Income	80,914	182,704	192,318	9,614			95.0%	0
4045	Salary Reallocation	12,963	74,305	179,918	105,613		105,613	41.3%	
4050	Card Reader Charges	114	483	1,100	617		617	43.9%	
4052	Bank Charges	90	691	1,300	609		609	53.1%	
4055	Election Expenses	0	0	10,000	10,000		10,000	0.0%	
	Central Services :- Indirect Expenditure	13,168	75,478	192,318	116,840	0	116,840	39.2%	0
	Net Income over Expenditure	67,746	107,226	0	(107,226)				
200	P&R General								
1077	Precept Reallocation	14,359	28,718	28,718	0			100.0%	
	P&R General :- Income	14,359	28,718	28,718	0			100.0%	0
4045	Salary Reallocation	1,953	11,199	27,118	15,919		15,919	41.3%	
4105	Members' travel & subsistence	0	51	600	549		549	8.6%	
4120	Precept Leaflet	0	0	1,000	1,000		1,000	0.0%	
	P&R General :- Indirect Expenditure	1,953	11,250	28,718	17,468	0	17,468	39.2%	0
	Net Income over Expenditure	12,406	17,468	0	(17,468)				

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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
210	Grants & Contributions								
1077	Precept Reallocation	46,750	93,500	93,500	0			100.0%	
1122	Donations (Misc.)	0	123	0	(123)			0.0%	
	Grants & Contributions :- Income	46,750	93,623	93,500	(123)			100.1%	0
4150	Grants for Climate Change Proj	0	1,500	10,000	8,500		8,500	15.0%	
4155	Berkshire Youth; Youth Worker	12,500	12,500	25,000	12,500		12,500	50.0%	
4160	Contribution to BID Xmas light	0	0	8,000	8,000		8,000	0.0%	
4170	Volunteer Centre	0	0	500	500		500	0.0%	
4180	Grant Sub Committee	0	3,550	25,000	21,450		21,450	14.2%	
4182	Donations (Misc)	0	123	0	(123)		(123)	0.0%	
4185	CAB Grant	0	0	20,000	20,000		20,000	0.0%	
4213	Community United West Berkshir	0	2,000	2,000	0		0	100.0%	
4217	Discretionary Events Fund	500	0	3,000	3,000		3,000	0.0%	
	Grants & Contributions :- Indirect Expenditure	13,000	19,673	93,500	73,827	0	73,827	21.0%	0
	Net Income over Expenditure	33,750	73,950	0	(73,950)				
220	Corporate Services								
1077	Precept Reallocation	73,236	146,471	146,471	0			100.0%	
	Corporate Services :- Income	73,236	146,471	146,471	0			100.0%	0
4220	Training and Development	(50)	4,601	13,000	8,399	1,811	6,588	49.3%	2,063
4225	Advertising Recruitment	0	317	700	383		383	45.3%	
4230	Telephone	765	5,271	11,930	6,659		6,659	44.2%	
4235	Postage	152	1,204	2,500	1,296		1,296	48.1%	
4240	Printing/Stationery	167	346	1,800	1,454	610	844	53.1%	
4245	Office Equipment	21	440	1,500	1,060		1,060	29.3%	
4246	IT - Website Accessibility/Dom	0	0	1,000	1,000		1,000	0.0%	
4247	IT - Asset Register	0	0	500	500		500	0.0%	
4250	IT - Office 365 Package	1,311	7,887	17,550	9,663		9,663	44.9%	
4251	IT - Accounts	0	3,723	5,369	1,646		1,646	69.3%	
4252	IT - Website	479	2,874	6,084	3,210		3,210	47.2%	
4253	IT - Citrix Old	0	348	349	1		1	99.8%	
4254	IT - Adobe	0	2,103	3,952	1,849		1,849	53.2%	
4256	IT - Website Security Patches	0	0	4,000	4,000		4,000	0.0%	
4260	Audit	2,520	930	5,000	4,070		4,070	18.6%	
4263	IT - Cyber Essentials	0	0	0	0	7,225	(7,225)	0.0%	
4265	Subscriptions	20	5,134	6,000	866		866	85.6%	
4270	Photocopier Charges	202	989	2,700	1,711		1,711	36.6%	
4275	Advertising & Promotion	0	296	1,348	1,052		1,052	22.0%	
4280	Recycling Costs 13	53	407	1,800	1,393		1,393	22.6%	

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4290	Capital exp computers etc	0	441	10,000	9,559		9,559	4.4%	
4291	Profess Fees - Payroll/Pens	187	2,486	4,500	2,015		2,015	55.2%	
4292	Professional Fees - HR	0	1,873	4,000	2,127		2,127	46.8%	
4293	Pofessional Fees - H&S	0	2,387	3,500	1,113		1,113	68.2%	
4294	Professional Fees - VAT	0	0	600	600		600	0.0%	
4295	Professional Fees - NTC	14	(414)	10,000	10,414	450	9,964	0.4%	
4318	2025/26 Purchase Orders	0	442	0	(442)		(442)	0.0%	442
4418	Insurance Valuations - Bldgs	0	0	7,200	7,200	4,950	2,250	68.8%	
4420	Insurance	0	14,760	19,589	4,829		4,829	75.3%	
	Corporate Services :- Indirect Expenditure	5,842	58,843	146,471	87,628	15,046	72,582	50.4%	2,505
	Net Income over Expenditure	67,394	87,628	0	(87,628)				
6000	plus Transfer from EMR	0	2,505	0	(2,505)				
	Movement to/(from) Gen Reserve	67,394	90,132	0	(90,132)				
221	Corporate Services Projects								
4257	IT - SharePoint Rebuild	0	0	0	0	4,900	(4,900)	0.0%	
4261	IT - Compliance - Consultancy	0	1,245	0	(1,245)		(1,245)	0.0%	1,245
	Corporate Services Projects :- Indirect Expenditure	0	1,245	0	(1,245)	4,900	(6,145)		1,245
	Net Expenditure	0	(1,245)	0	1,245				
6000	plus Transfer from EMR	0	1,245	0	(1,245)				
	Movement to/(from) Gen Reserve	0	0	0	0				
290	Town Hall								
1077	Precept Reallocation	94,160	195,984	195,984	0			100.0%	
1270	Income - Suite Lease	4,003	20,720	26,921	6,201			77.0%	
1280	Income - Chamber Hire	110	1,424	10,076	8,652			14.1%	
	Town Hall :- Income	98,273	218,128	232,981	14,853			93.6%	0
4045	Salary Reallocation	7,592	43,508	105,343	61,835		61,835	41.3%	
4296	Professional Fees - Town Ha	0	0	3,120	3,120		3,120	0.0%	
4356	Defibrilator Parts	62	178	184	6		6	97.0%	
4402	Lettings - Agent Fees	334	1,728	2,430	702		702	71.1%	
4403	Lettings - interest on deposit	0	0	7,000	7,000		7,000	0.0%	
4404	Lettings - Suites Legal Fees	0	0	7,000	7,000		7,000	0.0%	
4405	Rates - NTC	0	11,454	11,628	174		174	98.5%	
4407	Gas	110	793	4,000	3,207		3,207	19.8%	
4410	Water	(8)	456	1,190	734		734	38.3%	
4413	Electricity Empty Suites	0	15	2,000	1,985		1,985	0.8%	

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4415	Electricity NTC Main Contract	940	8,578	23,863	15,285		15,285	35.9%	
4424	Pressure Cleaning	0	350	609	259		259	57.5%	
4425	Repairs and Maintenance	624	9,011	15,365	6,354	2,218	4,136	73.1%	
4426	Pest Control	0	0	275	275		275	0.0%	
4428	Health & Safety annual checks	799	3,462	10,172	6,710	5,500	1,210	88.1%	
4431	Town Hall cleaning contract	1,865	11,191	26,111	14,920		14,920	42.9%	
4432	Housekeeping	5	203	1,648	1,445		1,445	12.3%	
4440	Fire Extinguishers	0	566	820	254	250	4	99.5%	
4441	Fire Alarm	0	2,879	6,596	3,717		3,717	43.6%	
4442	Lift Services	180	519	1,917	1,398		1,398	27.1%	
4443	Water Cooler	0	385	1,010	625		625	38.1%	
4445	Security	0	370	700	330		330	52.9%	
	Town Hall :- Indirect Expenditure	12,503	95,647	232,981	137,334	7,968	129,367	44.5%	0
	Net Income over Expenditure	85,770	122,481	0	(122,481)				
291	Town Hall Projects								
1077	Precept Reallocation	8,823	22,645	22,645	0			100.0%	
	Town Hall Projects :- Income	8,823	22,645	22,645	0			100.0%	0
4045	Salary Reallocation	1,129	6,463	15,645	9,182		9,182	41.3%	
4318	2025/26 Purchase Orders	0	5,060	0	(5,060)		(5,060)	0.0%	5,060
4320	TH Office Move & Refurb	0	0	2,000	2,000		2,000	0.0%	
4321	Town Hall Roof	572	4,052	0	(4,052)		(4,052)	0.0%	4,052
4322	Town Hall Responsive Repairs	1,052	1,275	5,000	3,725	19,677	(15,952)	419.0%	1,275
4334	Town Hall Fire Doors	0	474	0	(474)		(474)	0.0%	474
	Town Hall Projects :- Indirect Expenditure	2,753	17,324	22,645	5,321	19,677	(14,357)	163.4%	10,861
	Net Income over Expenditure	6,069	5,321	0	(5,321)				
6000	plus Transfer from EMR	3,202	10,861	0	(10,861)				
	Movement to/(from) Gen Reserve	9,271	16,182	0	(16,182)				
295	Weddings								
1077	Precept Reallocation	10,355	20,710	20,710	0			100.0%	
1280	Income - Chamber Hire	1,065	1,065	3,834	2,769			27.8%	
	Weddings :- Income	11,420	21,775	24,544	2,769			88.7%	0
4045	Salary Reallocation	1,465	8,399	20,339	11,940		11,940	41.3%	
4275	Advertising & Promotion	0	0	2,000	2,000		2,000	0.0%	
4340	Weddings expenditure	0	150	420	270		270	35.7%	
4341	Wedding Licence EMR	0	0	1,785	1,785		1,785	0.0%	
	Weddings :- Indirect Expenditure	1,465	8,549	24,544	15,995	0	15,995	34.8%	0
	Net Income over Expenditure	9,955	13,226	0	(13,226)				

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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
300	Newtown Road Cemetery								
1077	Precept Reallocation	31,591	62,937	62,937	0			100.0%	
	Newtown Road Cemetery :- Income	31,591	62,937	62,937	0			100.0%	0
4517	Lime Trees - Pollard	0	0	2,000	2,000		2,000	0.0%	
	Newtown Road Cemetery :- Direct Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
4045	Salary Reallocation	679	3,879	9,387	5,508		5,508	41.3%	
4405	Rates - NTC	0	541	650	109		109	83.3%	
4415	Electricity NTC Main Contract	36	232	644	412		412	36.0%	
4425	Repairs and Maintenance	0	643	6,853	6,210	30	6,180	9.8%	
4428	Health & Safety annual checks	0	0	500	500		500	0.0%	
4430	Maint. Contracts	3,101	18,606	37,761	19,155		19,155	49.3%	
4435	Maint. Contracts Unscheduled	0	0	1,200	1,200		1,200	0.0%	
4436	Memorial Testing & Repairs	0	0	500	500		500	0.0%	
4440	Fire Extinguishers	165	231	232	1		1	99.5%	
4515	Tree Works	0	0	2,310	2,310	600	1,710	26.0%	
4540	NRC Composting Toilet (25%)	0	0	400	400		400	0.0%	
4545	Redecoration of Chapel	0	0	500	500		500	0.0%	
	Newtown Road Cemetery :- Indirect Expenditure	3,980	24,132	60,937	36,805	630	36,175	40.6%	0
	Net Income over Expenditure	27,610	38,805	0	(38,805)				
305	Shaw Cemetery								
1077	Precept Reallocation	42,548	94,792	94,792	0			100.0%	
1300	Income - Cemetery	8,755	35,387	70,972	35,585			49.9%	
	Shaw Cemetery :- Income	51,303	130,179	165,764	35,585			78.5%	0
4517	Lime Trees - Pollard	0	0	2,500	2,500		2,500	0.0%	
	Shaw Cemetery :- Direct Expenditure	0	0	2,500	2,500	0	2,500	0.0%	0
4045	Salary Reallocation	2,518	14,431	34,941	20,510		20,510	41.3%	
4249	IT - Cemeteries	0	1,342	1,931	589		589	69.5%	
4265	Subscriptions	0	275	297	22		22	92.6%	
4400	Rent Payable	0	667	1,500	833		833	44.4%	
4405	Rates - NTC	0	3,978	4,165	187		187	95.5%	
4410	Water	109	951	2,483	1,532		1,532	38.3%	
4415	Electricity NTC Main Contract	100	888	2,470	1,582		1,582	35.9%	
4425	Repairs and Maintenance	0	3,104	6,665	3,561	450	3,111	53.3%	
4428	Health & Safety annual checks	0	82	1,190	1,108	638	470	60.5%	
4430	Maint. Contracts	8,261	49,566	100,505	50,939		50,939	49.3%	
4435	Maint. Contracts Unscheduled	0	815	3,000	2,185	740	1,445	51.8%	

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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
4440	Fire Extinguishers	380	512	513	1		1	99.7%	
4515	Tree Works	0	0	3,604	3,604		3,604	0.0%	
	Shaw Cemetery :- Indirect Expenditure	11,368	76,609	163,264	86,655	1,828	84,827	48.0%	0
	Net Income over Expenditure	39,935	53,570	0	(53,570)				
306	Shaw Cemetery Projects								
4437	Shaw Chapel Roof Repairs	0	1,918	0	(1,918)		(1,918)	0.0%	1,918
	Shaw Cemetery Projects :- Indirect Expenditure	0	1,918	0	(1,918)	0	(1,918)		1,918
	Net Expenditure	0	(1,918)	0	1,918				
6000	plus Transfer from EMR	0	1,918	0	(1,918)				
	Movement to/(from) Gen Reserve	0	0	0	0				
310	Markets								
1077	Precept Reallocation	4,400	8,733	8,733	0			100.0%	
1320	Income - Market	3,914	19,859	43,040	23,181			46.1%	
	Markets :- Income	8,314	28,592	51,773	23,181			55.2%	0
4045	Salary Reallocation	1,199	6,888	16,688	9,800		9,800	41.3%	
4265	Subscriptions	0	509	509	0		0	100.0%	
4266	Licence	0	180	189	9		9	95.2%	
4275	Advertising & Promotion	0	1,019	2,700	1,681		1,681	37.8%	
4360	Market Management	1,405	8,430	17,500	9,070		9,070	48.2%	
4361	Market bank costs	19	95	260	165		165	36.5%	
4405	Rates - NTC	0	3,636	3,636	(0)		(0)	100.0%	
4415	Electricity NTC Main Contract	72	491	1,366	875		875	36.0%	
4425	Repairs and Maintenance	0	258	8,925	8,667		8,667	2.9%	
	Markets :- Indirect Expenditure	2,694	21,508	51,773	30,265	0	30,265	41.5%	0
	Net Income over Expenditure	5,619	7,085	0	(7,085)				
311	Market Projects								
1077	Precept Reallocation	783	1,565	1,565	0			100.0%	
	Market Projects :- Income	783	1,565	1,565	0			100.0%	0
4045	Salary Reallocation	114	648	1,565	917		917	41.4%	
	Market Projects :- Indirect Expenditure	114	648	1,565	917	0	917	41.4%	0
	Net Income over Expenditure	668	917	0	(917)				

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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
315	War Memorial								
1077	Precept Reallocation	3,361	6,722	6,722	0			100.0%	
	War Memorial :- Income	3,361	6,722	6,722	0			100.0%	0
4045	Salary Reallocation	190	1,079	2,608	1,529		1,529	41.4%	
4424	Pressure Cleaning	0	435	1,339	904	180	724	45.9%	
4425	Repairs and Maintenance	0	(225)	775	1,000	1,000	0	100.0%	
4850	Sinking Fund	0	0	2,000	2,000		2,000	0.0%	
	War Memorial :- Indirect Expenditure	190	1,289	6,722	5,433	1,180	4,253	36.7%	0
	Net Income over Expenditure	3,171	5,433	0	(5,433)				
320	Footway Lighting								
1077	Precept Reallocation	20,619	41,237	41,237	0			100.0%	
	Footway Lighting :- Income	20,619	41,237	41,237	0			100.0%	0
4045	Salary Reallocation	412	2,368	5,737	3,369		3,369	41.3%	
4318	2025/26 Purchase Orders	0	3,767	0	(3,767)		(3,767)	0.0%	3,767
4412	Electric Footpaths EMR 2025-26	0	731	0	(731)		(731)	0.0%	731
4414	Electricity Footpaths 2026-27	583	2,707	13,500	10,793		10,793	20.1%	
4425	Repairs and Maintenance	1,753	3,124	15,000	11,876	804	11,072	26.2%	
4855	Street Lighting Upgrade	0	0	7,000	7,000	1,353	5,647	19.3%	
	Footway Lighting :- Indirect Expenditure	2,749	12,698	41,237	28,539	2,157	26,382	36.0%	4,498
	Net Income over Expenditure	17,870	28,539	0	(28,539)				
6000	plus Transfer from EMR	0	4,498	0	(4,498)				
	Movement to/(from) Gen Reserve	17,870	33,037	0	(33,037)				
325	Clock House								
1077	Precept Reallocation	3,558	6,878	6,878	0			100.0%	
	Clock House :- Income	3,558	6,878	6,878	0			100.0%	0
4045	Salary Reallocation	114	648	1,565	917		917	41.4%	
4415	Electricity NTC Main Contract	138	750	2,088	1,338		1,338	35.9%	
4424	Pressure Cleaning	0	500	1,050	550		550	47.6%	
4425	Repairs and Maintenance	0	265	800	535		535	33.1%	
4428	Health & Safety annual checks	0	0	400	400		400	0.0%	
4430	Maint. Contracts	39	234	475	241		241	49.3%	
4850	Sinking Fund	0	0	500	500		500	0.0%	
	Clock House :- Indirect Expenditure	291	2,397	6,878	4,481	0	4,481	34.9%	0
	Net Income over Expenditure	3,267	4,481	0	(4,481)				

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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
330	Street Furniture								
1077	Precept Reallocation	13,157	26,313	26,313	0			100.0%	
1605	Income - Clear Channel (INC)	0	55,000	55,000	0			100.0%	
	Street Furniture :- Income	13,157	81,313	81,313	0			100.0%	0
4045	Salary Reallocation	1,129	6,463	15,645	9,182		9,182	41.3%	
4111	Bus Shelter Provision & Maint	0	55,000	55,000	0		0	100.0%	
4318	2025/26 Purchase Orders	0	896	0	(896)		(896)	0.0%	896
4425	Repairs and Maintenance	81	2,000	6,300	4,300		4,300	31.7%	
4460	Grit Bins	0	0	4,368	4,368	3,230	1,138	74.0%	
	Street Furniture :- Indirect Expenditure	1,210	64,359	81,313	16,954	3,230	13,723	83.1%	896
	Net Income over Expenditure	11,947	16,954	0	(16,954)				
6000	plus Transfer from EMR	0	896	0	(896)				
	Movement to/(from) Gen Reserve	11,947	17,850	0	(17,850)				
331	Street Furniture Projects								
1077	Precept Reallocation	1,793	3,586	3,586	0			100.0%	
	Street Furniture Projects :- Income	1,793	3,586	3,586	0			100.0%	0
4045	Salary Reallocation	152	863	2,086	1,223		1,223	41.4%	
4318	2025/26 Purchase Orders	0	660	0	(660)		(660)	0.0%	660
4462	Street Furniture	0	0	1,500	1,500		1,500	0.0%	
	Street Furniture Projects :- Indirect Expenditure	152	1,523	3,586	2,063	0	2,063	42.5%	660
	Net Income over Expenditure	1,641	2,063	0	(2,063)				
6000	plus Transfer from EMR	0	660	0	(660)				
	Movement to/(from) Gen Reserve	1,641	2,723	0	(2,723)				
335	Recreation Grounds								
1077	Precept Reallocation	62,089	120,881	120,881	0			100.0%	
1355	Income - Pitches	85	795	1,179	384			67.4%	
	Recreation Grounds :- Income	62,174	121,676	122,060	384			99.7%	0
4591	Green Flag submission	0	0	788	788		788	0.0%	
	Recreation Grounds :- Direct Expenditure	0	0	788	788	0	788	0.0%	0
4045	Salary Reallocation	2,030	11,631	28,161	16,530		16,530	41.3%	
4356	Defibrilator Parts	0	0	368	368		368	0.0%	
4410	Water	48	1,115	2,913	1,798		1,798	38.3%	
4415	Electricity NTC Main Contract	245	1,758	4,891	3,133		3,133	35.9%	

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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
4424	Pressure Cleaning	0	600	600	0		0	100.0%	
4425	Repairs and Maintenance	10	302	9,762	9,460	315	9,145	6.3%	
4428	Health & Safety annual checks	319	319	1,416	1,097	669	428	69.8%	
4430	Maint. Contracts	5,422	32,532	65,941	33,409		33,409	49.3%	
4435	Maint. Contracts Unscheduled	0	0	2,600	2,600		2,600	0.0%	
4515	Tree Works	0	1,200	4,620	3,420		3,420	26.0%	
	Recreation Grounds :- Indirect Expenditure	8,074	49,457	121,272	71,815	984	70,831	41.6%	0
	Net Income over Expenditure	54,100	72,219	0	(72,219)				
336	Recreation Grounds Projects								
1077	Precept Reallocation	2,869	5,737	5,737	0			100.0%	
	Recreation Grounds Projects :- Income	2,869	5,737	5,737	0			100.0%	0
4045	Salary Reallocation	412	2,368	5,737	3,369		3,369	41.3%	
	Recreation Grounds Projects :- Indirect Expenditure	412	2,368	5,737	3,369	0	3,369	41.3%	0
	Net Income over Expenditure	2,456	3,369	0	(3,369)				
340	Play Areas								
1077	Precept Reallocation	70,410	140,820	140,820	0			100.0%	
	Play Areas :- Income	70,410	140,820	140,820	0			100.0%	0
4045	Salary Reallocation	4,509	25,846	62,580	36,735		36,735	41.3%	
4318	2025/26 Purchase Orders	0	7,876	0	(7,876)		(7,876)	0.0%	7,876
4425	Repairs and Maintenance	1,948	13,754	33,000	19,246	4,047	15,200	53.9%	
4430	Maint. Contracts	3,589	21,536	43,690	22,154		22,154	49.3%	
4435	Maint. Contracts Unscheduled	0	0	1,000	1,000		1,000	0.0%	
4515	Tree Works	0	0	550	550		550	0.0%	
	Play Areas :- Indirect Expenditure	10,047	69,011	140,820	71,809	4,047	67,762	51.9%	7,876
	Net Income over Expenditure	60,363	71,809	0	(71,809)				
6000	plus Transfer from EMR	0	7,876	0	(7,876)				
	Movement to/(from) Gen Reserve	60,363	79,685	0	(79,685)				
341	Play Areas Projects								
1077	Precept Reallocation	4,694	9,387	9,387	0			100.0%	
	Play Areas Projects :- Income	4,694	9,387	9,387	0			100.0%	0
4045	Salary Reallocation	679	3,879	9,387	5,508		5,508	41.3%	
4423	Upgrading Play Areas	14,420	14,420	0	(14,420)	23,227	(37,647)	0.0%	14,420
	Play Areas Projects :- Indirect Expenditure	15,099	18,299	9,387	(8,912)	23,227	(32,139)	442.4%	14,420
	Net Income over Expenditure	(10,405)	(8,912)	0	8,912				
6000	plus Transfer from EMR	14,420	14,420	0	(14,420)				

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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
	Movement to/(from) Gen Reserve	4,015	5,508	0	(5,508)				
345	Victoria Park								
1077	Precept Reallocation	106,852	204,810	204,810	0			100.0%	
1355	Income - Pitches	0	180	589	409			30.6%	
1360	Income - Tennis Courts	0	3,409	7,141	3,732			47.7%	
1361	Income - Tennis Courts Electri	0	44	0	(44)			0.0%	
1380	Income - Bowling Club	0	450	973	523			46.2%	
1385	Income - Kiosk/Cafe	0	2,489	9,500	7,011			26.2%	
1386	Income - VP Cafe Electricity	442	1,014	0	(1,014)			0.0%	
1389	Income - VP Hire Easter	0	583	0	(583)			0.0%	
1390	Income - Victoria Park Hire	200	4,518	3,500	(1,018)			129.1%	
1391	Income - Mini Golf	0	2,578	5,155	2,578			50.0%	
1392	Donations - Duck Feeder	0	80	500	420			16.0%	
	Victoria Park :- Income	107,494	220,154	232,168	12,014			94.8%	0
4517	Lime Trees - Pollard	0	0	3,000	3,000		3,000	0.0%	
4518	Lime Tree Avenue Lighting Upgr	0	0	750	750		750	0.0%	
4543	Splashpark	0	2,400	4,200	1,800	1,338	462	89.0%	
4544	Splashpark - New Surface	0	0	6,000	6,000		6,000	0.0%	
4591	Green Flag submission	0	0	400	400		400	0.0%	
	Victoria Park :- Direct Expenditure	0	2,400	14,350	11,950	1,338	10,612	26.0%	0
4045	Salary Reallocation	2,816	16,151	39,113	22,962		22,962	41.3%	
4195	Toilets Cleaning Contract	2,328	3,103	0	(3,103)		(3,103)	0.0%	3,103
4266	Licence	0	70	72	2		2	97.2%	
4318	2025/26 Purchase Orders	120	120	0	(120)		(120)	0.0%	120
4356	Defibrilator Parts	0	0	368	368		368	0.0%	
4410	Water	6,593	9,849	25,726	15,877		15,877	38.3%	
4415	Electricity NTC Main Contract	824	3,614	10,053	6,439		6,439	35.9%	
4425	Repairs and Maintenance	85	3,325	15,471	12,146	1,723	10,423	32.6%	
4426	Pest Control	95	742	1,484	743		743	50.0%	
4428	Health & Safety annual checks	0	0	2,000	2,000	1,338	662	66.9%	
4430	Maint. Contracts	8,646	51,874	105,186	53,312		53,312	49.3%	
4435	Maint. Contracts Unscheduled	0	0	4,600	4,600		4,600	0.0%	
4440	Fire Extinguishers	0	135	190	55		55	71.1%	
4445	Security	0	127	1,000	873		873	12.7%	
4455	Changing Places Contract	0	719	0	(719)		(719)	0.0%	719
4465	Tennis Courts Maintenance Fund	0	0	3,600	3,600		3,600	0.0%	
4480	Music at the Bandstand	450	2,850	3,150	300		300	90.5%	
4490	VP Fun Day	0	3,379	3,379	0		0	100.0%	
4515	Tree Works	125	125	2,426	2,301	1,450	851	64.9%	
	Victoria Park :- Indirect Expenditure	22,081	96,184	217,818	121,634	4,511	117,123	46.2%	3,942
	Net Income over Expenditure	85,413	121,570	0	(121,570)				
6000	plus Transfer from EMR	2,448	3,942	0	(3,942)				

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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
	Movement to/(from) Gen Reserve	87,861	125,512	0	(125,512)				
346	Victoria Park Projects								
1077	Precept Reallocation	9,801	19,602	19,602	0			100.0%	
	Victoria Park Projects :- Income	9,801	19,602	19,602	0			100.0%	0
4045	Salary Reallocation	1,053	6,031	14,602	8,571		8,571	41.3%	
4530	Community Cafe	3,592	23,518	0	(23,518)	995	(24,513)	0.0%	23,518
4533	Restoration of Victoria & Lion	0	0	5,000	5,000		5,000	0.0%	
	Victoria Park Projects :- Indirect Expenditure	4,645	29,550	19,602	(9,948)	995	(10,943)	155.8%	23,518
	Net Income over Expenditure	5,156	(9,948)	0	9,948				
6000	plus Transfer from EMR	3,592	23,518	0	(23,518)				
	Movement to/(from) Gen Reserve	8,748	13,571	0	(13,571)				
350	Open Spaces								
1077	Precept Reallocation	66,510	133,019	133,019	0			100.0%	
	Open Spaces :- Income	66,510	133,019	133,019	0			100.0%	0
4775	Additional Land Maintenance	0	0	4,000	4,000		4,000	0.0%	
	Open Spaces :- Direct Expenditure	0	0	4,000	4,000	0	4,000	0.0%	0
4045	Salary Reallocation	1,091	6,247	15,124	8,877		8,877	41.3%	
4400	Rent Payable	0	860	1,160	300		300	74.2%	
4410	Water	(185)	(70)	363	433		433	(19.4%)	
4424	Pressure Cleaning	0	400	800	400		400	50.0%	
4425	Repairs and Maintenance	239	694	4,000	3,306	100	3,206	19.9%	
4430	Maint. Contracts	8,181	49,084	99,526	50,442		50,442	49.3%	
4435	Maint. Contracts Unscheduled	0	0	2,205	2,205		2,205	0.0%	
4515	Tree Works	0	0	2,591	2,591		2,591	0.0%	
4760	Litter Picking Equipment	0	0	500	500		500	0.0%	
4770	Biodiversity Survey	0	0	1,000	1,000		1,000	0.0%	
4777	Additional Dog Bin Collections	116	695	1,750	1,055	695	360	79.4%	
	Open Spaces :- Indirect Expenditure	9,442	57,911	129,019	71,108	795	70,313	45.5%	0
	Net Income over Expenditure	57,068	75,108	0	(75,108)				
351	Open Spaces Projects								
1077	Precept Reallocation	4,172	8,344	8,344	0			100.0%	
	Open Spaces Projects :- Income	4,172	8,344	8,344	0			100.0%	0
4771	Hutton Close Upgrade	435	3,741	0	(3,741)	1,950	(5,691)	0.0%	3,741
	Open Spaces Projects :- Direct Expenditure	435	3,741	0	(3,741)	1,950	(5,691)		3,741

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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	603	3,447	8,344	4,897		4,897	41.3%	
4750	Greenham House Gdns	0	474	0	(474)		(474)	0.0%	474
	Open Spaces Projects :- Indirect Expenditure	603	3,921	8,344	4,423	0	4,423	47.0%	474
	Net Income over Expenditure	3,134	682	0	(682)				
6000	plus Transfer from EMR	435	4,215	0	(4,215)				
	Movement to/(from) Gen Reserve	3,569	4,897	0	(4,897)				
355	Floral Displays and Trees								
1077	Precept Reallocation	25,000	50,000	50,000	0			100.0%	
1991	Income - Floral Baskets Busine	0	1,625	0	(1,625)			0.0%	
	Floral Displays and Trees :- Income	25,000	51,625	50,000	(1,625)			103.2%	0
4045	Salary Reallocation	1,351	7,752	18,774	11,022		11,022	41.3%	
4435	Maint. Contracts Unscheduled	0	0	1,500	1,500		1,500	0.0%	
4471	Tree Surveys	0	0	5,000	5,000		5,000	0.0%	
4500	Tree planting	0	0	3,276	3,276		3,276	0.0%	
4505	Edible Crops	0	0	450	450		450	0.0%	
4510	Floral Displays	0	18,524	21,000	2,477		2,477	88.2%	
4512	Floral Baskets - Businesses	0	1,625	0	(1,625)	956	(2,581)	0.0%	
	Floral Displays and Trees :- Indirect Expenditure	1,351	27,900	50,000	22,100	956	21,144	57.7%	0
	Net Income over Expenditure	23,649	23,725	0	(23,725)				
360	Britain & Newbury In Bloom								
1077	Precept Reallocation	11,944	24,088	24,088	0			100.0%	
1600	Sponsorship	500	500	400	(100)			125.0%	
	Britain & Newbury In Bloom :- Income	12,444	24,588	24,488	(100)			100.4%	0
4711	Britain in Bloom	0	892	4,000	3,109		3,109	22.3%	
	Britain & Newbury In Bloom :- Direct Expenditure	0	892	4,000	3,109	0	3,109	22.3%	0
4045	Salary Reallocation	1,199	6,888	16,688	9,800		9,800	41.3%	
4710	Newbury In Bloom	320	970	3,800	2,830		2,830	25.5%	
	Britain & Newbury In Bloom :- Indirect Expenditure	1,519	7,858	20,488	12,630	0	12,630	38.4%	0
	Net Income over Expenditure	10,925	15,838	0	(15,838)				
420	Wash Common Allotment								
1077	Precept Reallocation	8,789	14,380	14,380	0			100.0%	
1125	Donations - Key Deposits	0	10	0	(10)			0.0%	
1400	Income - Allotment	0	4,766	4,875	109			97.8%	
	Wash Common Allotment :- Income	8,789	19,156	19,255	99			99.5%	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
4451	Noticeboards	0	0	167	167		167	0.0%	
	Wash Common Allotment :- Direct Expenditure	0	0	167	167	0	167	0.0%	0
4045	Salary Reallocation	641	3,663	8,866	5,203		5,203	41.3%	
4410	Water	533	2,020	5,277	3,257		3,257	38.3%	
4425	Repairs and Maintenance	500	500	800	300		300	62.5%	
4426	Pest Control	156	312	718	406		406	43.4%	
4428	Health & Safety annual checks	0	0	0	0	319	(319)	0.0%	
4430	Maint. Contracts	118	706	1,433	727		727	49.2%	
4435	Maint. Contracts Unscheduled	0	0	850	850		850	0.0%	
4515	Tree Works	0	0	1,144	1,144		1,144	0.0%	
	Wash Common Allotment :- Indirect Expenditure	1,947	7,201	19,088	11,887	319	11,568	39.4%	0
	Net Income over Expenditure	6,842	11,955	0	(11,955)				
421	Allotments (except Wash Common								
1077	Precept Reallocation	36,309	66,195	66,195	0			100.0%	
1400	Income - Allotment	188	26,762	25,475	(1,287)			105.0%	
	Allotments (except Wash Common :- Income	36,497	92,957	91,670	(1,287)			101.4%	0
4451	Noticeboards	0	0	833	833		833	0.0%	
	Allotments (except Wash Common :- Direct Expenditure	0	0	833	833	0	833	0.0%	0
4045	Salary Reallocation	2,106	12,063	29,204	17,142		17,142	41.3%	
4248	IT - Allotments	0	275	345	70		70	79.7%	
4265	Subscriptions	0	41	75	34		34	54.4%	
4400	Rent Payable	213	425	900	475		475	47.2%	
4410	Water	1,851	8,909	23,270	14,361		14,361	38.3%	
4425	Repairs and Maintenance	585	1,110	4,000	2,890	700	2,190	45.2%	
4426	Pest Control	980	1,960	4,369	2,409		2,409	44.9%	
4428	Health & Safety annual checks	957	957	1,515	558	638	(80)	105.3%	
4430	Maint. Contracts	928	5,567	11,305	5,738		5,738	49.2%	
4435	Maint. Contracts Unscheduled	0	0	4,250	4,250	1,025	3,225	24.1%	
4515	Tree Works	0	400	11,604	11,204		11,204	3.4%	
	Allotments (except Wash Common :- Indirect Expenditure	7,619	31,706	90,837	59,131	2,363	56,768	37.5%	0
	Net Income over Expenditure	28,878	61,251	0	(61,251)				
430	Wharf Toilets								
1077	Precept Reallocation	11,359	22,718	22,718	0			100.0%	
1993	Income - Cashless Payments	192	1,048	850	(198)			123.3%	
	Wharf Toilets :- Income	11,551	23,766	23,568	(198)			100.8%	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
4045	Salary Reallocation	222	1,289	3,129	1,840		1,840	41.2%	
4051	Cashless Payments Charges	50	269	500	231		231	53.8%	
4195	Toilets Cleaning Contract	3,750	7,501	15,235	7,734		7,734	49.2%	
4356	Defibrilator Parts	0	0	184	184		184	0.0%	
4405	Rates - NTC	0	218	220	3		3	98.9%	
4425	Repairs and Maintenance	624	1,342	3,151	1,809	968	841	73.3%	
4428	Health & Safety annual checks	799	799	1,149	350	350	0	100.0%	
	Wharf Toilets :- Indirect Expenditure	5,445	11,417	23,568	12,151	1,318	10,833	54.0%	0
	Net Income over Expenditure	6,106	12,349	0	(12,349)				
435	Vehicle, Equipment & Tools								
1077	Precept Reallocation	6,159	12,317	12,317	0			100.0%	
	Vehicle, Equipment & Tools :- Income	6,159	12,317	12,317	0			100.0%	0
4556	Van Hire	0	480	0	(480)	1,000	(1,480)	0.0%	
	Vehicle, Equipment & Tools :- Direct Expenditure	0	480	0	(480)	1,000	(1,480)		0
4190	CCTV	0	0	2,500	2,500		2,500	0.0%	
4550	GM Vehicle Lease	267	1,868	3,950	2,082		2,082	47.3%	
4551	GM Vehicle Consumables	0	366	700	334		334	52.3%	
4552	GM Vehicle Insurance	0	674	1,350	676		676	49.9%	
4553	GM Vehicle Maint. Payment	46	278	612	334		334	45.4%	
4554	GM Vehicle Tax	0	0	205	205		205	0.0%	
4555	Tools & Equipment	132	2,470	3,000	530		530	82.3%	980
	Vehicle, Equipment & Tools :- Indirect Expenditure	445	5,655	12,317	6,662	0	6,662	45.9%	980
	Net Income over Expenditure	5,713	6,182	0	(6,182)				
6000	plus Transfer from EMR	0	980	0	(980)				
	Movement to/(from) Gen Reserve	5,713	7,162	0	(7,162)				
436	Vehicle Projects								
4346	Vehicle Charging Point	0	978	0	(978)		(978)	0.0%	978
	Vehicle Projects :- Indirect Expenditure	0	978	0	(978)	0	(978)		978
	Net Expenditure	0	(978)	0	978				
6000	plus Transfer from EMR	0	978	0	(978)				
	Movement to/(from) Gen Reserve	0	0	0	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
500	CPAC General								
1077	Precept Reallocation	11,670	23,339	23,339	0			100.0%	
	CPAC General :- Income	11,670	23,339	23,339	0			100.0%	0
4045	Salary Reallocation	1,465	8,399	20,339	11,940		11,940	41.3%	
4600	CPAC Committee Fund	0	0	1,000	1,000	200	800	20.0%	
4625	Art Trail	0	0	750	750		750	0.0%	
4637	Local Democracy WG	0	0	250	250		250	0.0%	
4639	Art on the Park	0	0	500	500		500	0.0%	
4643	Ceremonial Commitments	0	0	500	500		500	0.0%	
	CPAC General :- Indirect Expenditure	1,465	8,399	23,339	14,940	200	14,740	36.8%	0
	Net Income over Expenditure	10,204	14,940	0	(14,940)				
501	CPAC Events & Projects								
1077	Precept Reallocation	5,715	11,430	11,430	0			100.0%	
	CPAC Events & Projects :- Income	5,715	11,430	11,430	0			100.0%	0
4045	Salary Reallocation	748	4,304	10,430	6,126		6,126	41.3%	
4687	NTC 30 yrs Anniversary	0	0	1,000	1,000		1,000	0.0%	
	CPAC Events & Projects :- Indirect Expenditure	748	4,304	11,430	7,126	0	7,126	37.7%	0
	Net Income over Expenditure	4,967	7,126	0	(7,126)				
505	Civic Responsibility								
1077	Precept Reallocation	69,815	139,629	139,629	0			100.0%	
	Civic Responsibility :- Income	69,815	139,629	139,629	0			100.0%	0
4045	Salary Reallocation	8,600	49,317	119,424	70,107		70,107	41.3%	
4265	Subscriptions	0	32	60	28		28	53.4%	
4419	Insurance Vals - Civic & Furni	0	0	1,100	1,100		1,100	0.0%	
4650	Mayors Allowance	31	225	1,000	775		775	22.5%	
4655	Honorarium	(375)	1,475	3,640	2,165		2,165	40.5%	
4660	Mayor Making	0	2,031	3,000	969		969	67.7%	
4661	Mayors Festive Tea	0	0	1,040	1,040		1,040	0.0%	
4665	Remembrance	0	0	3,225	3,225	655	2,570	20.3%	
4670	Regalia and Robes	0	479	3,500	3,021		3,021	13.7%	
4680	Civic Hospitality & Events	285	823	1,500	677		677	54.8%	
4690	Twin Towns	0	0	250	250		250	0.0%	
4700	Civic Award Scheme	0	0	1,040	1,040		1,040	0.0%	
4705	Watership Brass	0	850	850	0		0	100.0%	
	Civic Responsibility :- Indirect Expenditure	8,541	55,232	139,629	84,397	655	83,742	40.0%	0
	Net Income over Expenditure	61,274	84,397	0	(84,397)				

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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
600	Planning & Highways								
1077	Precept Reallocation	13,799	27,597	27,597	0			100.0%	
1121	Grants & Dons Rec. (Heritage)	685	685	0	(685)			0.0%	
	Planning & Highways :- Income	14,483	28,282	27,597	(685)			102.5%	0
4045	Salary Reallocation	1,915	10,983	26,597	15,614		15,614	41.3%	
4318	2025/26 Purchase Orders	0	750	0	(750)		(750)	0.0%	750
4805	Heritage Working Group	14	429	1,000	571	450	121	87.9%	
	Planning & Highways :- Indirect Expenditure	1,930	12,163	27,597	15,434	450	14,984	45.7%	750
	Net Income over Expenditure	12,554	16,119	0	(16,119)				
6000	plus Transfer from EMR	0	750	0	(750)				
	Movement to/(from) Gen Reserve	12,554	16,869	0	(16,869)				
601	Planning & Highways Projects								
1077	Precept Reallocation	5,608	11,215	11,215	0			100.0%	
	Planning & Highways Projects :- Income	5,608	11,215	11,215	0			100.0%	0
4045	Salary Reallocation	374	2,152	5,215	3,063		3,063	41.3%	
4810	Neighbourhood Development Plan	0	0	6,000	6,000		6,000	0.0%	
	Planning & Highways Projects :- Indirect Expenditure	374	2,152	11,215	9,063	0	9,063	19.2%	0
	Net Income over Expenditure	5,233	9,063	0	(9,063)				
	Grand Totals:- Income	1,007,442	2,180,593	2,275,075	94,482			95.8%	
	Expenditure	175,865	1,005,956	2,275,075	1,269,119	101,724	1,167,395	48.7%	
	Net Income over Expenditure	831,578	1,174,636	0	(1,174,636)				
	plus Transfer from EMR	24,097	79,378	0	(79,378)				
	Movement to/(from) Gen Reserve	855,675	1,254,014	0	(1,254,014)				

Virement Date: 01/04/2026 Virement Ref No: 159

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4253	IT - Citrix Old	220	Corporate Services	move budget for rialtas cloud	1,369	
4251	IT - Accounts	220	Corporate Services	move budget for rialtas cloud		1,369

Narrative: Left sufficient in 4253/220 to cover microshade cost for April 26. Transferred remainder of budget to 4251/220 to cover cost of Rialtas Cloud, now charged alongside the annual Rialtas accounts. LM

Virement Totals 1,369 1,369

Virement Date: 31/07/2026 Virement Ref No: 160

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4265	Subscriptions	310	Markets	subs 4265/310 over budget		1
4266	Licence	310	Markets	subs 4265/310 over budget	1	

Narrative: subscription increases slightly higher than budgeted. Transferred £1 from the licence budget to balance - LM

Virement Totals 1 1

Virement Date: 31/07/2026 Virement Ref No: 161

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4405	Rates - NTC	310	Markets	Market Rates higher than		20
4405	Rates - NTC	305	Shaw Cemetery	Market Rates higher than	20	
1077	Precept Reallocation	310	Markets	Market Rates higher than		20
1077	Precept Reallocation	305	Shaw Cemetery	Market Rates higher than	20	

Narrative: Market Rates higher than budget by £20. Transferred from Shaw Cemetery Rates, where surplus. Transferred across precept allocations to balance - LM

Virement Totals 40 40

Virement Date: 31/07/2026 Virement Ref No: 162

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4266	Licence	345	Victoria Park	VP Licence higher than		35
4405	Rates - NTC	305	Shaw Cemetery	VP Licence higher than	35	

Narrative: VP Licence higher than budget. Transferred funds from Shaw Cemetery Rates where surplus - LM

Virement Totals 35 35

Virement Date: 31/07/2026 Virement Ref No: 163

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
1077	Precept Reallocation	345	Victoria Park	VP Licence higher than		35

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1077	Precept Reallocation	305	Shaw Cemetery	VP Licence higher than	35	

Narrative: VP Licence higher than budget. Surplus in Shaw Cemetery Rates. Transferred Precept Allocation across budgets to balance. LM — Virement Totals 35 35

Virement Date: 31/07/2026 Virement Ref No: 164

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4425	Repairs and Maintenance	335	Recreation Grounds	For Press. Clean at Chang	600	
4424	Pressure Cleaning	335	Recreation Grounds	For Press. Clean at Chang		600

Narrative: Vired funds from R&M to Pressure Cleaning - new budget code - to cover pressure cleaning at City Rec and WC Changing Rooms — Virement Totals 600 600

Virement Date: 07/08/2026 Virement Ref No: 165

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4425	Repairs and Maintenance	335	Recreation Grounds	to cover water survey costs	638	
4428	Health & Safety annual	335	Recreation Grounds	to cover water survey costs		638

Narrative: £638 transferred from R&M to H&S to cover Water Survey to support legionella testing in the 2 changing rooms - LM — Virement Totals 638 638

Virement Date: 07/08/2026 Virement Ref No: 166

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4428	Health & Safety annual	430	Wharf Toilets	Water Safety Survey		319
4425	Repairs and Maintenance	430	Wharf Toilets	Water Safety Survey	319	

Narrative: £19 transferred from R&M to H&S to cover water safety survey - LM — Virement Totals 319 319

Virement Date: 07/08/2026 Virement Ref No: 167

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4405	Rates - NTC	290	Town Hall	for Water Survey Checks	1,000	
4405	Rates - NTC	300	Newtown Road	for Water Survey Checks	100	
4405	Rates - NTC	305	Shaw Cemetery	for Water Survey Checks	100	
4428	Health & Safety annual	290	Town Hall	for Water Survey Checks	315	
4428	Health & Safety annual	421	Allotments (except Wash	for Water Survey Checks		1,515
1077	Precept Reallocation	290	Town Hall	for Water Survey Checks	1,000	
1077	Precept Reallocation	300	Newtown Road	for Water Survey Checks	100	
1077	Precept Reallocation	305	Shaw Cemetery	for Water Survey Checks	100	
1077	Precept Reallocation	290	Town Hall	for Water Survey Checks	315	
1077	Precept Reallocation	421	Allotments (except Wash	for Water Survey Checks		1,515

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Narrative: via funds from rates & H&S to cover Water Survey Costs at the Allotments - LM	Virement Totals	3,030	3,030

Virement Date: 07/08/2026 Virement Ref No: 168

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4490	VP Fun Day	345	Victoria Park	to support VP R&M Costs	471	
4425	Repairs and Maintenance	345	Victoria Park	to support VP R&M Costs		471
Narrative: Not needed this year for the Fun Day - given to JH for VP maintenance costs - LM				Virement Totals	471	471

Virement Date: 13/08/2026 Virement Ref No: 169

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4665	Remembrance	505	Civic Responsibility	for painting War Mem	275	
4425	Repairs and Maintenance	315	War Memorial	for painting War Mem		275
Narrative: via funds from Remembrance to R&M War Memorial to support cost of painting the railings - LM				Virement Totals	275	275

Virement Date: 13/08/2026 Virement Ref No: 170

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
1077	Precept Reallocation	505	Civic Responsibility	for painting war mem	275	
1077	Precept Reallocation	315	War Memorial	for painting war mem		275
Narrative: Via the precept reallocation to support the virement of funds from Remembrance to War Memorial R&M to paint the railings - LM				Virement Totals	275	275

Virement Date: 17/08/2026 Virement Ref No: 171

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4432	Housekeeping	290	Town Hall	for toilet repairs 4425-290	352	
4425	Repairs and Maintenance	290	Town Hall	for toilet repairs 4425-290		352
Narrative: Vired £352 from Town Hall Housekeeping to Town Hall R&M to cover toilet repairs - LM				Virement Totals	352	352

Virement Date: 04/09/2026 Virement Ref No: 172

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4428	Health & Safety annual	290	Town Hall	for R&M	13	
4425	Repairs and Maintenance	290	Town Hall	for R&M		13

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Narrative: Vired to cover deficit - LM	Virement Totals	13	13

Virement Date: 24/09/2026 Virement Ref No: 173

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4425	Repairs and Maintenance	430	Wharf Toilets	to H&S for EICR Elect Test	50	
4428	Health & Safety annual	430	Wharf Toilets	fm R&M for EICR Elect Test		50
Narrative: An additional £50 needed to cover the cost of an Electrical Installation Condition Report Test. LM				Virement Totals	50	50

Virement Date: 30/09/2026 Virement Ref No: 174

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4415	Electricity NTC Main	290	Town Hall	6 mth checks	9,033	
4415	Electricity NTC Main	300	Newtown Road	6 mth checks		155
4415	Electricity NTC Main	310	Markets	6 mth checks	126	
4415	Electricity NTC Main	335	Recreation Grounds	6 mth checks		1,102
4415	Electricity NTC Main	345	Victoria Park	6 mth checks		2,637
4415	Electricity NTC Main	325	Clock House	6 mth checks	57	
4415	Electricity NTC Main	305	Shaw Cemetery	6 mth checks		5,322
Narrative: Adjusted electric budgets across cost centres to understand % spent across the whole contract at the 6 mth point. LM				Virement Totals	9,216	9,216

Virement Date: 30/09/2026 Virement Ref No: 175

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4415	Electricity NTC Main	290	Town Hall	6 mth checks inc. ctr 305		3,361
4415	Electricity NTC Main	300	Newtown Road	6 mth checks inc. ctr 305		89
4415	Electricity NTC Main	305	Shaw Cemetery	6 mth checks inc. ctr 305	6,042	
4415	Electricity NTC Main	310	Markets	6 mth checks inc. ctr 305		192
4415	Electricity NTC Main	325	Clock House	6 mth checks inc. ctr 305		295
4415	Electricity NTC Main	335	Recreation Grounds	6 mth checks inc. ctr 305		689
4415	Electricity NTC Main	345	Victoria Park	6 mth checks inc. ctr 305		1,416
Narrative: 6 mth electric checks average after including cost centre 305 - LM				Virement Totals	6,042	6,042

Virement Date: 30/09/2026 Virement Ref No: 176

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4410	Water	290	Town Hall	6 mth water budget check	6,992	

Continued over page

4410	Water	305	Shaw Cemetery	6 mth water budget check	8,976	
4410	Water	335	Recreation Grounds	6 mth water budget check		1,506
4410	Water	345	Victoria Park	6 mth water budget check		4,841
4410	Water	420	Wash Common	6 mth water budget check		3,198
4410	Water	421	Allotments (except Wash	6 mth water budget check		6,423
Narrative:	adjusted the individual water budgets to guage % spend of the whole water budget at 6 mths - LM			Virement Totals	15,968	15,968

Virement Date: 30/09/2026 Virement Ref No: 177

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
1077	Precept Reallocation	290	Town Hall	to support 6 mth utility check	12,664	
1077	Precept Reallocation	300	Newtown Road	to support 6 mth utility check		244
1077	Precept Reallocation	305	Shaw Cemetery	to support 6 mth utility check	9,696	
1077	Precept Reallocation	310	Markets	to support 6 mth utility check		66
1077	Precept Reallocation	325	Clock House	to support 6 mth utility check		238
1077	Precept Reallocation	335	Recreation Grounds	to support 6 mth utility check		3,297
1077	Precept Reallocation	345	Victoria Park	to support 6 mth utility check		8,894
1077	Precept Reallocation	420	Wash Common	to support 6 mth utility check		3,198
1077	Precept Reallocation	421	Allotments (except Wash	to support 6 mth utility check		6,423
Narrative:	Precept reallocation adjustments to support 6 mth average utility checks - LM			Virement Totals	22,360	22,360

Virement Date: 30/09/2026 Virement Ref No: 178

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4710	Newbury In Bloom	360	Britain & Newbury In	for officer work & safety wear	200	
4009	Officers Work & Safety	100	Staff	for officer work & safety wear		200
Narrative:	vired £200, as requested by JH from Newbury in Bloom (not needed as sponsorship received) to Officer's work and safety wear to cover deficit - LM			Virement Totals	200	200

Virement Date: 30/09/2026 Virement Ref No: 179

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
1077	Precept Reallocation	360	Britain & Newbury In	virement precept adjustment	200	
1077	Precept Reallocation	100	Staff	virement precept adjustment		200
Narrative:	Precept adjustment to match virement for Officer's work & safety wear - LM			Virement Totals	200	200

Continued over page

Virement Date: 23/09/2026 Virement Ref No: 180

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4425	Repairs and Maintenance	430	Wharf Toilets	Service Boilers	430	
4428	Health & Safety annual	430	Wharf Toilets	Service Boilers		430
Narrative: Funds needed in the H&S Budget to service the boilers - vired from R&M - LM				Virement Totals	430	430

Virement Date: 23/09/2026 Virement Ref No: 181

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4425	Repairs and Maintenance	430	Wharf Toilets	Service Boilers virement	50	
4428	Health & Safety annual	430	Wharf Toilets	Service Boilers virement		50
Narrative: Total Service Boilers Cost - £480.00 - LM				Virement Totals	50	50

Virement Date: 03/09/2026 Virement Ref No: 182

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4425	Repairs and Maintenance	300	Newtown Road	for fire extinguishers	147	
4440	Fire Extinguishers	300	Newtown Road	for fire extinguishers		147
4425	Repairs and Maintenance	305	Shaw Cemetery	for fire extinguishers	303	
4440	Fire Extinguishers	305	Shaw Cemetery	for fire extinguishers		303
Narrative: vired funds from R&M to Fire Extinguishers to cover deficit - LM				Virement Totals	450	450

Virement Date: 30/09/2026 Virement Ref No: 183

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4322	Town Hall Responsive	291	Town Hall Projects	For TH R&M	5,000	
4425	Repairs and Maintenance	290	Town Hall	For TH R&M		5,000
Narrative: vired funds from Responsive Repairs to support ongoing TH R&M - LM				Virement Totals	5,000	5,000

Virement Date: 30/09/2026 Virement Ref No: 184

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
1077	Precept Reallocation	290	Town Hall	to support R&M Town Hall		5,000
1077	Precept Reallocation	291	Town Hall Projects	to support R&M Town Hall	5,000	
Narrative: Precept reallocation to support Vired R&M Funds TH - LM				Virement Totals	5,000	5,000

Newbury Town Council

Policy and Resources Committee **12th October 2026**

Item: Budget Monitoring Months 2026/27

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

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

Months: April to September 2026 – Variance over 65%

EXPENDITURE

Cost Centre	Code	Description	Spent	Amount of over-spend	% of Budget	Reason
100 – Staff	4009	Officers Work & Safety Wear	473		72.7%	Up to 2025/26, these costs were taken from 4010/100 – Miscellaneous Staff Expenses. We set up a new budget line as from 2026/27 with an estimate as to how much needed to be transferred to support these costs. No concern, as these costs are variable. Plus, EMR 349 (£385 as of 30/09/26) supports this budget line.
290 – Town Hall	4356	Defibrillator Parts	178		97%	A new budget line in 2026/27 with estimated costs. Will potentially need to via funds to cover costs to 31/03/27. To increase when setting the budget.
290 – Town Hall	4402	Lettings – Agent Fees	1,728		71.1%	We have transferred the responsibility for drawing up the Suite Leases to the Lettings Agent, in consideration of comparable fees. A new budget line 4404/290 (£7,000) was set up for the purpose, which has not yet been used. We plan this week to check these accounts for mis-coding, the likely cause.
290 – Town Hall	4425	Repairs & Maintenance	9,011		73.1%	The new Facilities / Compliance Supervisor has started to tackle the R&M backlog across the Town Hall, using virtually £9k of his £10k budget by end September. I have vired £5k from Responsive Repairs as a clear overlap. To be discussed further in 'project proposals' agenda item 20.
290 – Town Hall (and other sites)	4428	Health & Safety	8,462		88.1%	The new Facilities / Compliance Supervisor has started to tackle the H&S backlog across the Town Hall, using virtually all his budget by end Sept 26. To be discussed further (including H&S for our other sites) in 'project proposals' agenda item 20.
435 – Vehicle, Equipment & Tools	4555	Tools & Equipment	2,470		82.3%	To date this budget line has generally been used to support open space maintenance. Additional costs have been incurred to support the Facilities

						/ Compliance Supervisor. This budget is not expected to exceed 100% and next year we will create two budget lines for Buildings & Estates.

Months: April to September 2026 – Variance over 65%

INCOME

Cost Centre	Code	Description	Income	Amount over-budget	% of Budget	Reason
110 – Central Services	1092 1093	Interest – Deposit A/c Interest – Fixed Term A/c	9,147 7,618	147	101.6% 76.2%	We cautiously lowered these budgets in our planning last year, from £10k to £9k and 24k to £10k respectively, in consideration of the café expenditure which would have a direct impact. We also stopped fixed term deposits whilst the café contract was underway, keeping our reserves in the deposit account. Fixed Term accounts are to be re-started shortly, post P&R Oct 2026 meeting.
290 – Town Hall	1270	Income – Suite Lease	20,720		77%	We reduced the budget from £30,000 to £26,921 in consideration of the condition associated rents charged new tenants. This slight over budget is related to having tenants in all our suites for most of the period.
345 – Victoria Park	1390	Income – Victoria Park Hire	4,518	1,018	129.1%	Comparing against 2025/26, the amount received as at 30/09/25 (£4,510) is roughly the same as this year. This is to do with the budgeted expectation which averages across years.

April 2026 - LM

Parish / Town Council CIL Report for financial year 2025-26

Name of Parish / Town Council	**Newbury Town Council**

CIL funds received

Total CIL receipts in 2025-26	**£17,461.25**

CIL funds expended (spent)

Total CIL funds (from any year) spent in 2025-26	**£175,927.22**

Summary of CIL spent during 2025-26
(Add more lines as required)

Name of project	Description of items / works within project CIL funds were spent on	Amount of CIL funds spent on project (£)
Victoria Park Community Café Refurbishment	Build & remodelling costs	£175,927.22

CIL funds repaid under CIL regulation 59E

The total value of CIL receipts (from any year) which were subject to a request for repayment under CIL regulation 59E during the 2025-26 financial year.	£0.00

The total value of CIL receipts subject to a request for repayment under CIL regulation 59E which were not paid back to West Berkshire Council by the end of the 2025-26 financial year.	£0.00

CIL funds retained

The total amount of CIL funds paid to the Parish / Town Council in 2025-26 which are still retained (not expended) at the end of 2025-26.	£0.00

The balance of CIL receipts from previous financial years (from 2025-26 and earlier) which are still retained (not expended) at the end of 2025-26	£0.00

Newbury Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for **Newbury Town Council** for the year ended 31 March 2026 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. **This must include publication on the smaller authority's website.** The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of **Newbury Town Council** on application to:	
(a) MRS. E. MANSHIP RESPONSIBLE FINANCE OFFICER NEWBURY TOWN COUNCIL THE OLD TOWN HALL, MARKET PLACE NEWBURY RG14 5AA.	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) MON – FRI 9:30 – 16:30 BY ARRANGEMENT	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £ 5 (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) MRS. E. MANSHIP – RFO.	(d) Insert the name and position of person placing the notice
Date of announcement: (e) 22/09/2026	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Newbury Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes: ✓	No	N/A — *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

22/06/2026

and recorded as minute reference:

33

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.newbury.gov.uk

Section 2 – Accounting Statements 2025/26 for

Newbury Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	1,306,740	1,440,336	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	1,526,951	1,817,641	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	395,236	314,634	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	620,571	722,634	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	1,168,020	1,618,404	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	1,440,336	1,231,573	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	1,461,175	1,190,590	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	6,426,481	6,891,278	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date 15/06/2026.

I confirm that these Accounting Statements were approved by this authority on this date:

22/06/2026

as recorded in minute reference:

34

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Newbury Town Council – BE0057**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the completion of the Annual Internal Audit Report, and their detailed reports, the internal auditor has made a number of best practice recommendations that the smaller authority may wish to consider and action.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature [signature] Date 13/09/2026

Newbury Town Council

www.newbury.gov.uk

Q1 extended interim internal audit report

01.04.2026 – 31.07.2026

2026-27 financial year

Claire Lingard-McKay

Working the Greener Way - Online

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

1. The role of internal audit

The requirement for an internal audit function in local government is detailed within the Accounts and Audit (England) Regulations 2025, which states that a relevant body must:

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

The standards for 'proper practices' in relation to internal audit in the public sector are the Global Internal Audit Standards, published by the Institute of Internal Auditors, in conjunction with the Application Note Global Internal Audit Standards in the UK Public Sector, last updated the 01st of April 2025 [the Standards].

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

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

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

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

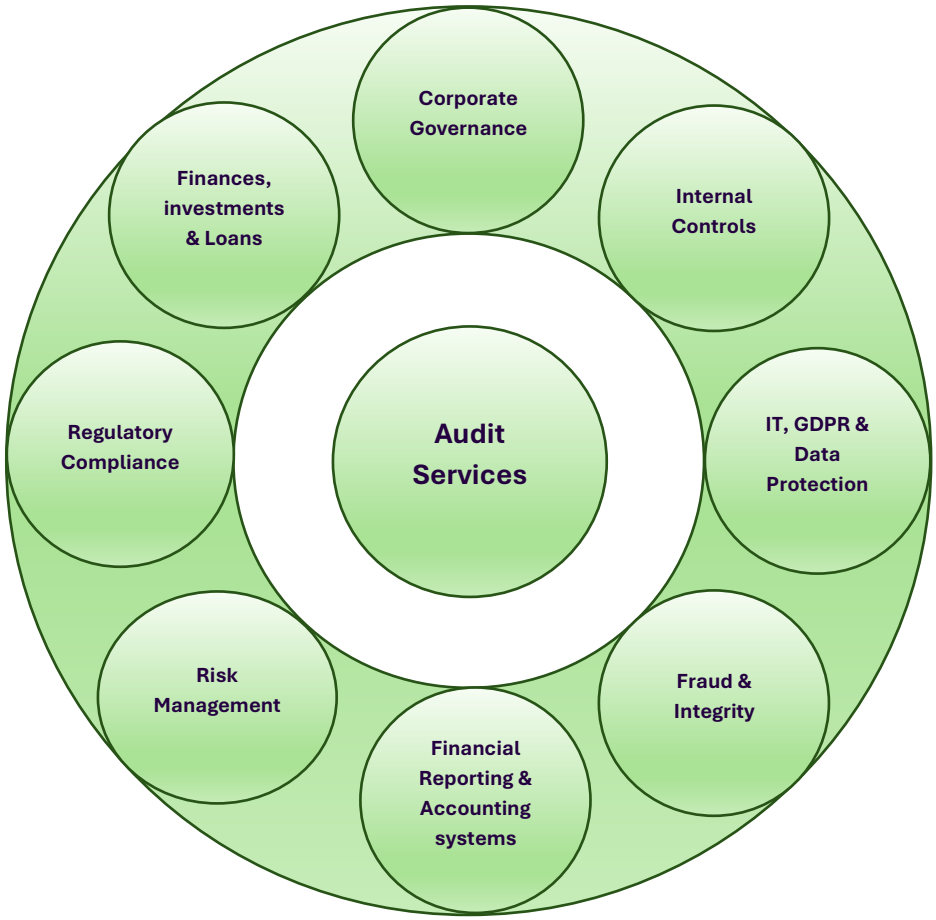
2. Internal audit approach

The risks inherent in the Council's internal control methods

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

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

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



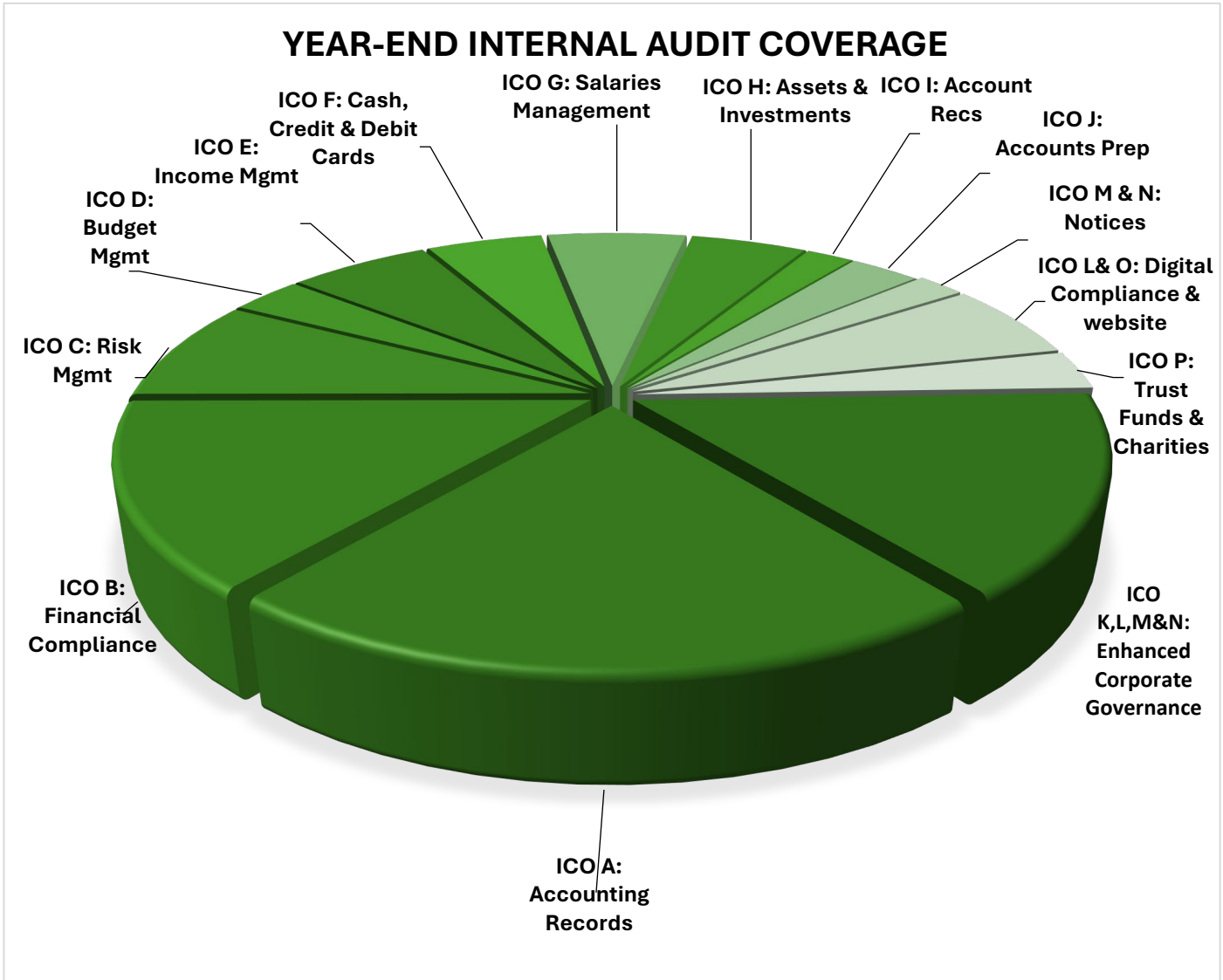
3. Internal audit coverage

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

Assurance reviews in seventeen areas have been planned to obtain sufficient information and explanation considered necessary to give reasonable assurance that the Council's Internal Controls systems are functioning effectively. The internal audit plan for the 2026-27 financial year was approved in consultation with the Council's Responsible Finance Officer (RFO) and was informed by our own assessment of risk and materiality.

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

WGW (Working the Greener Way) online has provided assurance across seventeen areas of review, including an enhanced review of Corporate Governance, which correspond to the sixteen Internal Control objectives contained within the Annual Governance & Accountability Return: Annual Internal Audit Report, during the 2026-27 financial year to the 31st of July 2026.



4. Internal Audit opinion

The Practice Manager of Working the Greener Way online is responsible for the delivery of the annual internal audit opinion and report that may be used by the Council to inform its Governance and Accounting statements in the Annual Return. The Q1 opinion, based on the extended interim review, conducted onsite with the assistance of the RFO: Liz Manship and other Officers of the Council on the 19th of August 2026, examined the overall adequacy and effectiveness of the organisation's framework of governance, risk management and Internal Controls.

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

- The Q1 extended interim audit work & reporting completed onsite and at our offices;
- The results of the follow up discussions conducted with the RFO;
- The responses of the Council to prior year's Internal Audit report; and,
- The quality and performance of the Council's administrative function and the extent of compliance with the Standards defined in the Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide 2026.

Internal audit opinion

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

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

Where weaknesses have been identified, detailed recommendations for improvement are recorded in Section 9: 'Action Plan FY2026-27' of this Internal Audit Report.

5. Council profile

Council name:	Newbury Town Council
Address:	The Old Town Hall, Market Place, Newbury, Berkshire RG14 5AA
Unitary authority:	West Berkshire Council, Council Offices, Market Street, Newbury Berkshire RG14 5LD
Proper officer:	Mr Toby Miles-Mallowan
Responsible Finance Officer:	Mrs Liz Manship
General Power of Competence:	The current Chief Officer is now CiLCA qualified. The Council last adopted the General Power of Competence (GPoC) during the Annual Meeting of the Town Council on Sunday the 14th of May 2023 and is reliant on this adoption of GPoC until the Chief Officer has successfully attained the CiLCA qualification
Members:	Twenty-three seats
Elected Members:	Twenty-three elected Members.
Co-opted Members:	None
Chairperson:	Councillor Jo Day
Vice-chairperson:	Councillor Sarah Slack
Members Register:	A physical Members Register is in place and maintained at the Council's Office. A hyperlink to the redacted Member's Register entry is available from the Councillors; profiles page on the Council's official website
Head of Electorate:	13,492 (Thirteen thousand, four-hundred and ninety-two) 01.04.25
Current precept:	£1,967,492 for the 2026-27 financial year.
External Auditor's report:	FY2025 External Auditor's opinion had not been received as at the 19th of August 2026.
Official website:	The Council maintains a free to access website on a secure server, published at https://www.newbury.gov.uk

6. Corporate governance

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

To meet the above objectives, we have:

- Commenced our review of the minutes of Full Council and its Committees (excluding Planning) for the 2026-27 financial year to the 31st of July 2026 ensuring that no issues affecting the Council's financial stability either in the short, medium or long term exist, noting that the Minutes continue to be of a generally good quality but could be improved. We have made a number of recommendations in this regard;
- Noted that the Council's amended Financial Regulations were last Reviewed and Readopted during the 26th of January 2026 during the Ordinary meeting of the Full Council under Minute reference FC/100/2025 of that meeting. We have noted that the document currently published on the Council's official website contains the correct date of adoption on the front page, however at the base of the page the date of adoption is still stated as the 20th of October 2025;
- Noted that the Council's Standing Orders were last Reviewed and Readopted at the 21st of October 2024 Ordinary meeting of the Full Council. We have noted that the Standing Orders were due for review in October 2025 but that this has not taken place;
- Noted that the Council has adopted the Terms of Reference and Delegated Authority for its Committees, and its Working Groups;
- Noted that the Council is not yet in receipt of External Auditor's (PKF Littlejohn) Opinion for the 2025-26 financial year;
- Noted that the Council has made considerable progress implementing the recommendations made in our interim and year-end internal audit reports for the 2025-26 financial year. We shall continue to monitor this progress throughout the year;
  Noted that the Council continues to maintain a limited portfolio of policy documents which is published on its official website. The Town Council's Chief Executive Officer is currently in the process of developing this portfolio;
- Noted that the Council maintains a website which at the 19th of August 2026 was published on a government specific domain at https://www.newbury.gov.uk upon
- We note that the Council maintains a formal Members Register of Interests which is held in the Town Council's offices. A hyperlink to a redacted electronic copy of the current Members Register is available on the Council's official website, published at:
  https://www.newbury.gov.uk/media/ffpzi4q/all-cllrs-redcted-register-of-intrest.pdf**.** However, the register that is published is now outdated with one ex-Council Member's whose details remain published and three Council Members who do not have their register of interests published;

- Noted that all Members have been issued with council e-mail addresses for exclusive use on Council business. Councillor email-addresses are published in the footer of their profile on the Councillors section on the Council's official website;
- Noted that the Council has adopted the Information Commissioner's Office model Publication Scheme; and,
- Noted that the Council has basic Data Protection and Privacy Policies in place. These documents require significant redevelopment to be brought into compliance with the General Data Protection Regulation (GDPR) as amended from time to time.

Conclusions and recommendations

Minutes & Agenda

There has been a noticeable improvement in the quality of the Council's Agenda and Minutes during the 2026-27 financial year, however, further improvement are necessary:

R1. The person(s) responsible for drafting the Minutes, and the Council Members scrutinising them, must pay close attention to Minute referencing. The Community Services Committee Minutes of the 13th of July 2026 Minute References: '07' and '08' have been reused.

R2. The Minutes of a Council's meetings form the permanent legal record of its business, not the Agenda. It is necessary therefore to attach uniquely identifiable appendices to the Minutes in relation to any document which has been approved by Resolution to the corresponding Minutes when published on the Council's official website. In particular, Each Schedule of Payments should be published in full.

R3. We have noted the changes to the way in which Confidential matters are now being resolved. This matter could be further improved upon. It is important that a brief description of the business is recorded as having been resolved, rather than the Agenda reference, such as employment issues pertaining to appointment, promotion, dismissal, salary, superannuation or conditions of employment and procurements for example.

Statutory & Policy documents

We have noted that the currently adopted statutory and policy documents remain published on the Council's official website in a somewhat disparate format rather than being easily identifiable in one location. Further, that the version control of the documents has not yet been universally applied. The currently adopted Financial Regulations published on the Council's official website records the correct date of adoption: 26th of January 2026, however recorded beneath the version control table, and on the same plage, the prior adoption date of the 20th of October 2025 is recorded.

R4. The Chief Officer must ensure that all the Council's Statutory and Policy documents have the same format universally applied, with proper version control in place.

Members' Register of Interests

R5. The Members' Register of Interests must be brought up to date expeditiously. It is a legal requirement for all Members to complete their own Members' Register within 28 days of signing their Declaration of Office, or within 28 days of any material change to their existing register occurring.

R6. The Members's Register of Interests should be updated on the Council's official website.

R7. We strongly encourage the Chief Officer to review the Members' Register of Interests on an annual basis during the Annual Town Council Meeting in May.

Outcome - Corporate Governance

Substantial Assurance

7. Annual Independent internal audit

Internal control objective 'A'

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

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

Finance systems

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

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

- Noted that the Rialtas performed the year-end close down with the Responsible Finance Officer for the 2025-26 financial year;
- Checked and verified that the closing balance for the 2025-26 financial year was correctly brought forward as the opening balance of the 2026-27 financial year with reference to the opening and closing balances declared on the Closing Trial Balance FY2025-26, the Opening Trial Balance for 2026-27, the Councils Bank Statements and the Approved Annual Return Accounting Statements;
- Noted that the quality of data entry into Rialtas Omega continues to be exemplary;
- Noted that VAT has been properly recorded in all cases examined;
    - Noted that the Council is Registered for VAT and submits quarterly VAT Returns. We have checked and verified the:
    - Q1 FY2026-27 VAT Reclaim in the amount of £48,295.36, which was received to bank on the 09th of July 202056.
    - Q4 FY2025-26 VAT Reclaim in the amount of £88,838.81, which was received to bank on the 15th of April 2026;
- Noted that Awards of Grant Aid which had been made during the 2026-27 financial year were made under the General Power of Competence;
- Noted that formal segregation of duties are in place vis a vis the operation of the Rialtas Omega system with day to day operations undertaken by the Senior Accounts Officer and the new Finance Apprentice, month end checks and duties are undertaken by the Responsible Finance Officer, and separate internal checking and verification is undertaken by a nominated Council member on a monthly basis. Finally, the positions of Chief Officer and Responsible Finance Officer are held by different persons; and,
- Checked and verified all transactions recorded in the Rialtas Omega Cashbook 1: Handelsbanken current account and Cashbook 4: Handelsbanken instant access account and

the control accounts for the Fixed Term Deposit accounts and the CCLA account, including inter account transfers, for the months of April, May, June and July 2026.

Bank and building society accounts

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

Investments and Loans

The Clerk & RFO has certified that during the 2026-27 financial year from the 01st of April 2026 to the 31st of July 2026 the Council held no loans owed either by it, or to it.

Credit & Debit cards

We have noted that the Council held twelve debit cards during the 2026-27 financial year to the 31st of July 2026. Each card has a transaction limit associated with it and its security is the responsibility of the holder.

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

Conclusion

There are no matters arising from this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective 'A'

Substantial Assurance

Internal control objective 'B'

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

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

To meet the above objectives, we have: -

- Conducted 100% transaction testing including all inter-bank transfers for the 2026-27 financial year from the months of April and July 2026 with no matters arising;
- Noted that the Council was not required to go out to formal public tender during the period of the 01st of April 2026 to the 31st of July 2027;
- Checked and verified that all quotations undertaken from the 1st of April 2026 to the 31st of July 2026 as recorded in the Council's Approved and Published Minutes, with no matters arising.
- Noted that a Purchase Order system is in place with internal controls working in practice;
- Conducted a review of payments with the criteria of selecting every non-payroll related payment in excess of £3,000 and every 35th non-payroll related payment, irrespective of value, as recorded in Rialtas Omega Cash Book supported by the Purchase Ledger during the 2026-27 financial year from the 01st of April 2026 to the 31st of July 2026, ensuring compliance with the Council's currently adopted Financial Regulations and the requirements of the SAPPP Practitioners Guide 2026. A sample of 30 payments with a total value of £333,302.85 and equating to approximately 98% of all non-payroll related payments made by the Council was examined. All payments were fully compliant with the Council's currently adopted Financial regulations, were correctly coded and authorised for payment: no matters arising;
- Noted that VAT had been correctly coded in all instances examined; and,
- Checked and verified the submission of the Q1 VAT return for the period of the 01st of April 2026 to the 30th of June 2026, ensuring that the totals recorded in the Nominal Ledger VAT Control Account number '105' remain in balance with no matters arising.
- Finally, in this area of Review we have again discussed with the RFO the Council's approach to mitigating the risk of the increasing levels of fraud being perpetrated against public authorities with the Finance & Corporate Services Manager in terms of illegitimate contracts and invoices being raised.

Conclusion & Recommendations

The Council's approach to Governance and Compliance in all aspects of procurement and payments authorisation remains robust. We have made one best practice recommendation in relation to data entry into the Council's Cashbook and Purchase Ledger:

Date: 07/09/2026 | **Newbury Town Council 2026/27** | **Page: 4**

Time: 11:15 | **Cashbook 1** | **User: CL**

Current Account | **For Month No: 2**

Payments for Month 2 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/05/2026	Mobilize Lease & Co UK Ltd	DDa	320.17	320.17		500			Van Lease- June 26
01/05/2026	Robert Dyas	CARD (CE)	12.97		2.16	4425	345	10.81	Cleaning Materials
01/05/2026	Waterside Centre	CARD (AX)	21.20			4650	505	21.20	Mayor Of Newbury Quiz Night
04/05/2026	SLCC Enterprise Ltd	CARD (LM)	210.60		35.10	4220	220	175.50	SW- VAT Training
04/05/2026	SLCC Enterprise Ltd	CARD (MG)	168.00		28.00	4220	220	140.00	SW- ILCA Training
04/05/2026	Dominos Pizza	CARD (JA)	12.00			4220	220	12.00	Team Building Lunch
04/05/2026	Dominos Pizza	CARD (JA)	33.00			4220	220	33.00	Team Building Lunch
04/05/2026	Reed Courses	CARD (MG)	19.00		3.17	4220	220	15.83	SW- Accounting Manage Training
06/05/2026	Willow and Blooms	CARD (JA)	150.00			4660	505	150.00	Mayor Making Flowers & Gifts
06/05/2026	Net World Sports	CARD (TS)	78.78			4425	305	78.78	Grass Marking Carrots
07/05/2026	BACS P/L Pymnt Page 2517	BACS Pymnt	107,403.40	107,403.40		500			BACS P/L Pymnt Page 2517
08/05/2026	Newtown Road Cemetery	DDb	38.05	38.05		500			NTR Cem Electric- Apr 26
08/05/2026	Wash Common, Changing Room 1	DDc	108.85	108.85		500			WC Change 1 Electric- Apr 26
08/05/2026	Wash Common, Changing Room 2	DDd	129.40	129.40		500			WC Change 2 Electric- Apr 26
08/05/2026	Suite 4, Town Hall	DDe	197.87	197.87		500			Suite 4 Electricity- Apr 26
08/05/2026	Suite 2, Town Hall	DDf	64.13	64.13		500			Suite 2 Electricity- Apr 26
08/05/2026	Mayor Suite, Town Hall	DDg	23.83	23.83		500			Mayors Electricity- Apr 26
08/05/2026	155 Bart Street, Town Hall	DDh	580.60	580.60		500			155 Bart St Electric- Apr 26
08/05/2026	Town Hall, Market Place	DDi	1,183.84	1,183.84		500			THall Electricity-Apr 26
08/05/2026	Shaw Cemetery, Long Lane	DDj	124.93	124.93		500			Shaw Cem Electric- Apr 26
08/05/2026	Clock Tower, The Broadway	DDk	127.04	127.04		500			Clock Tower Electric- Apr 26
08/05/2026	Sport Pavilion, Victoria Park	DDl	242.30	242.30		500			Sports Pav Electric- Apr 26
08/05/2026	Bandstand, Victoria Park	DDm	20.12	20.12		500			VP Band Electric- Apr 26
08/05/2026	City Rec, Changing Room,	DDn	88.69	88.69		500			City R Change Electric- Apr 26

Omega Data Entry

We have noticed an increasing habit of recording the description of the goods or services supplied in the Payee Name column of the Council's Purchase Ledger Day Book (items with an account code of 500). This has the effect of duplicating the detail contained in the Transaction Detail field as demonstrated in the screen shot above. This habit has the effect of making accurate supplier reporting impossible.

Further the reference field should be used to record the payment document reference / invoice number and not the payment method which is not significant.

R9. The RFO should ensure that only Payee Information is recorded under the Payee field to ensure that accurate supplier information is maintained and ensuring proper financial reporting.

R10. We encourage the use of the reference field to be restricted to the payment document reference / Invoice number which ensures that the Omega Audit feature can be used to uniquely identify all transactions entered into Omega.

Outcome - Internal Control Objective 'B'

Substantial Assurance

Internal control objective 'C'

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

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

To meet the above objectives, we have: -

Health & Safety & Business Risk

- Noted that the Council continues to maintain a very basic health & safety risk assessment in a spreadsheet which was submitted for the purposes of this Q1 extended interim audit. We note that the Council's Risk Register had not been reviewed or presented to Council Members of onward scrutiny and approval by Council Members as at the 31st of July 2026. We also note that there is a new Staff Member in place who is responsible for the maintenance of the Council's Health & Safety Risk Management and Mitigation therefore we shall review the Council's revised Risk Registers during a future interim review of the 2026-27 financial year.

Insurance

- Examined the Council's insurance policy to ensure that appropriate cover is in place. The Council's General Cover is provided by Zurich Municipal under a Select for Local Councils policy, number YLL-2720855073 with the period of cover running from the 01st of September 2025 on the 31st of August 2026.

  Key features include:

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

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

- Noted that the Council maintains Motor Insurance Cover under a separate Zurich Municipal Policy, number YLL-2720876853 with the period of cover running from the 01st of November 2025 to the 31st of October 2026.

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

Playground & Recreation areas

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

1. Blossoms field – RG14 6QU

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

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

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

3. Christie Heights – RG14 7SU

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

4. City Recreation Ground – RG14 6LR

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

5. Creswell Road – RG14 2PQ

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

6. Cromwell Road – RG14 2HR

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

7. Dickens Walk – RG14 2HR

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

8. Digby Road – RG14 1TU

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

9. Firth Road – RG14 6DP

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

10. Hamilton Court - RG14 7UH

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

11. Skylings – RG14 2BB

(All ages): Single MUGA ball games area.

12. St George's Avenue - RG14 5NY

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

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

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

14. Victoria Park (skatepark) – RG14 1EH

Concrete skatepark, steel half pipe.

15. Walton Way – RG14 2LL

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

- Noted that Weekly visual playground and recreation area inspections are undertaken by the Council's contractors: John O' Connor Ltd who employ qualified Playground Inspectors;
- Noted that two-monthly operations inspections are undertaken by the Parks & Open Spaces Supervisor or the Parks & Open Space Officer;
- The Annual Independent Playground Inspections are conducted by The Play Inspection Company; and,
- We are advised that all Playground Inspection reports, both internal and independent, are retained for the mandated statutory period of 21 years (18 + 3 years).

Conclusion:

There are no matters arising from this area of review warranting formal comment or recommendation. We take this opportunity to remind the Chief Officer of the requirement for all Council's to review their Health and Safety and Business Risk Registers at least once annually and to adopt these Registers under formal resolution of the Town Council, a relevant Committee or Sub-Committee.

We shall extend this area of review during the Q2 interim internal audit.

Outcome - Internal Control Objective 'C'

Substantial Assurance

Internal control objective 'D'

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

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

To meet the above objectives, we have:

- Noted from our review of the Council's Minutes that Members review the current year Budget Vs. Actual expenditure on a quarterly basis at the Policy & Resources Committee level using a report produced from the Council's Rialtas Omega Accounting system by the RFO;
- Noted that the RFO actively monitors all budget lines which exceed budgeted expenditure +/- 15% variance, in compliance with the currently adopted Financial Regulations;

- **Noted the Cash at bank as at 31st July 2026**

Handelsbanken Current Account	£23,317
Handelsbanken Instant Access Account	£1,146,935
CCLA PSDF Account	£588,143
Total	**£1,968,395**

Conclusion

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

Outcome - Internal Control Objective 'D'

Substantial assurance

Internal control objective 'E'

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

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

To meet the above objectives, we have: -

- Noted that the Council reviewed and Approved its fees and charges for the 2026-27 financial year during the 19th of January 2026 meeting of the Policy & Resources Committee under Minute reference 178 of that meeting;
- Noted that in addition to the Precept the Council receives supplementary income from a wide variety of sources. We have commenced our Review of Income for the 2026-27 financial year by reviewing the income sources below;

Income recorded from the 01st of April to the 31st of July 2026

Nom Code	Description	Value £
Precept		
1076	Precept	983,746.00
Bank Interest & Dividends		
1090-1094	Interest & Dividends	20,716.31
Grants & Donations		
1122	Miscellaneous Grants	123.00
1392	Duck feeder donations	80.01
Town Hall		
1270	Suite Lease	13,013.32
1280	Chamber Hire	1,276.85
Victoria Park & Recreation Ground		
1355	Rec Ground Pitches	710.00
1355	Victoria Park Pitches	180.00
1360	Tennis Courts	3,408.90
1380	Bowling Club	450.00
1386	Café (electricity)	868.76
1390	Victoria Park Hire	4,200.00
1391	Mini Golf	2,577.50
Shaw Cemetery		
1300	Cemetery	23,607.49

Market place		
1320	Markets	13,876.48
Allotments		
1400	Wash Common	4,765.73
1400	Other Allotments	26,311.49
Clear Channel (INC)		
1605	Clear Channel (INC)	55,000.00
Floral Displays (Business contributions)		
1991	Floral Displays & Trees	1,625.00
Wharf Toilets		
1993	Cashless payments	672.60
Total Income to 31.07.26		**£1,157,209.44**

- Checked and verified the invoice to receipt process with no matters arising; and,
- Noted that the Council continues to demonstrate a robust and proportionate approach to Credit Control with a debtors' balance of only £247.00 overdue in excess of ninety days.

Conclusion

There are no matters arising from this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective 'E'

Substantial Assurance

Internal control objective 'F'

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

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

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

Conclusion

There are no matters arising from this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective 'F'

Not Applicable

Internal control objective 'G'

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

The objective in this area of review is to ensure that the Council is appropriately observing legislation with regard to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment of PAYE and NI contributions, together with meeting the requirements of the LGPS.

To meet the above objectives, we have: -

- Noted that as at the 31st of March 2026 the Council employed fifteen persons;
- Noted that the Council's Payroll is outsourced to Cintra HR & Payroll Services Ltd using it bespoke Payroll & HR Management Applications;
- Conducted a 100% review of the council's payroll for the 2026-27 financial year, from the 01st of April 2026 to the 31st of July 2026 with no matters arising;
- Conducted a detailed review of the individual salary payments for June 2026;
- Checked and verified that the PAYE and NI deductions had been properly and promptly paid to HMRC to the 31st of July 2026;
- Noted that the Council is enrolled in the Royal County of Berkshire Pension Fund;
- Checked and verified that the Pensions contributions had been properly and promptly paid to the Royal County of Berkshire Pension Fund to the 31st of July 2026
- Checked and verified that the Net Salary, PAYE & NI deductions, other Statutory deductions and Pensions contributions have been correctly recorded in the Rialtas Omega Cashbook to the 31st of July 2026;
- Checked & verified that only direct salary costs and corresponding deductions appear in Box 4 'Staff Costs' for the 2026-27 financial year to the 31st of July 2026; and,
- Checked & verified the year-end payroll reports had been properly submitted to HMRC with no matters arising.

Conclusion

There are no matters arising from this area of review warranting formal comment or recommendation. We shall extend this area of review during the Q2 interim internal audit.

Outcome - Internal Control Objective 'G'

Substantial Assurance

Internal control objective 'H'

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

The objective in this area of review is to ensure that the Council has prepared and maintains a register of its stock of land, buildings, vehicles, furniture and equipment as required by the SAPPP Practitioners' Guide 2026.

We note that the Council has now contracted with Rialtas Business Solutions Ltd., for its Fixed Asset Register module which seamlessly integrates with the Council's Omega Accounting Software. The Council is currently conducting a full audit of its assets, which is a significant project, being undertaken by all Council Officers.

We shall review this Internal Control objective during the year-end internal audit.

Conclusion

There are no matters arising from this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective 'H'

Not Applicable

Internal control objective 'I'

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

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

To meet the above objectives, we have:

- Noted that there is clear evidence recorded in the Council's Rialtas Accounting system that both of the Council's cashbooks: CB1 Handelsbanken Current Account and CB4 Handelsbanken Instant Access Account on a monthly basis;
- The Council's control account: '210' CCLA PSDF Account is updated by the Senior Accounts Officer on a monthly basis;
- Checked and verified the Bank Reconciliations on the Council's two Handelsbanken Accounts and the Cash & Investment reconciliation as at the 30th of April and the 30th of July 2026;
- Noted that the reconciliations and corresponding bank statements are subject to scrutiny by a nominated member of the Audit Working Group; and,
- There is clear evidence contained within our Review of Minutes of the Full Council and its Standing Committees, that bank reconciliations are subject to further Scrutiny by a Member of the Audit Working Group, monthly, and Approval by the Policy & Resources Committee on a quarterly basis.

Conclusion

There are no matters arising from this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective 'I'

Substantial Assurance

Internal control objective 'J'

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

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

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

We have checked and verified the contents of the Council's Rialtas Omega cashbooks, Sales and Purchase Day Books, Nominal Ledger and Trial balance as at the 31st of July 2026, and consider that the year's transactions to that date have been accurately and properly recorded.

We have checked and verified the disclosed Creditors, Debtors and the VAT Control account with no matters arising.

Rialtas Omega manages the following working records, which have been checked and verified from the 01st of April 2026 to the 31st of July 2026 with reference to prime documentation:

Rialtas Omega Accounting system reports FY2026-27

- Cashbooks 1 & 4
- Monthly Bank Reconciliations
- Income & Expenditure Account
- Sales Ledger Day Book
- Purchase Ledger Day Book
- Q1 VAT Return
- Journal Review report
- Earmarked Reserves report
- Opening Trial Balance
- Nominal Ledger report
- Profit & Loss Account
- Reserves reconciliation
- Cash & Investment reconciliation

Further, we have checked and verified the transactions contained on Cashbooks 1 and 4 and the CCLA control account for the period of the 01st to the 30th of April 2026, the 01st to the 31st of July 2026 with reference to supporting prime documentation with no matters arising.

Finally, in this area of review, we have checked and verified the Trial Balance as at the 31st of July 2026, ensuring that the system remained balance with no matters arising.

Conclusion

There are no matters arising from this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective 'J'

Substantial Assurance

Internal control objective 'K'

If the authority certified itself as exempt from a limited assurance review in 2025-26, it met the exemption criteria and correctly declared itself exempt (*If the authority had a limited assurance review of its 2025-26 AGAR tick "not covered").*

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

Newbury Town Council has a turnover in excess of £25,000.00 and as such it does not meet the exemption criteria. The Council was subject a limited assurance review of its 2025-26 Annual Governance and Accountability Return (AGAR) as required by statute.

Conclusion

There are no matters arising from this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective 'K'

Not Applicable

Internal control objective 'L'

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

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

To meet the above objectives, we have:

- Noted that the Council maintains its official website, which is hosted on a JSEC Compliant server, which is required of all public authorities utilising government specific domains, published under the domain https://newbury.gov.uk/ ;
- Noted that the website is scheduled to undergo significant redevelopment during the 2026-27 financial year which will focus on the Council's operations from a statutory perspective first;
- Noted that the website contains a vast array of information;
- Noted that the Council's currently adopted Standing Orders and Financial Regulations on its website along with other adopted Policies and Procedures;
- Noted that the Council publishes the Agenda and Minutes of its Full Council and Standing Committee meetings on its website with an archive of the prior year Minutes & Agenda on its website;
- Noted that the Council publishes its audited prior year accounts with the corresponding Annual Governance and Accountability Return (AGAR) containing the External Auditor's opinion, corresponding internal audit reports and Notice of Conclusion of Audit announcements on its website;
- Noted that the Council has published the diary of meetings for the 2026-27 Municipal Year on its website;
- Noted that the Council has a social media presence on Facebook, Instagram and X (previously twitter) in addition to its website; and,
- Noted that website contains contact information regarding its services and partnerships.

Conclusion

There are no matters arising from this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective 'L'

Adequate Assurance:

Internal control objective 'M'

'The authority, during the previous year (2025-26) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).'*

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

To meet the above objectives, we have:

- Checked and verified the Council's minutes to confirm that the Resolution to publish the Notice of Exercise of Public Rights for the 2025-26 financial year AGAR submission was made during the 22nd of June 2026 meeting of the Town Council, under Minute reference 35 of that meeting;
- The date of the Announcement is recorded as the 22nd of June 2026;
- The date of the Commencement of the Period for Exercise of Public Rights is recorded as the 25th of June 2026;
- The date of the Conclusion of the Period for Exercise of Public Rights is recorded as the 05th of August 2026;
- The Period for the Notice of Exercise of Public Rights was exactly thirty working days including the first ten working days in July as statutorily required;
- Noted that the Notice of Exercise of Public Rights is published on the Council's official website; and,
- Checked and verified that the Notice of Exercise of Public Rights was displayed, prominently, on the Council's notice boards for the period required.

Conclusion

We note that the recommendations made during the 2025-26 internal audit cycle have been accepted by the Council and that its official website is scheduled to be redeveloped during the 2026-27 financial year. Therefore, there are no matters arising from this area of review warranting formal comment or recommendation at this time. We have attached the Transparency Publishing Requirements for English Town Councils as Appendix 'A' to this report as an aide memoire.

The progress of the website redevelopment will be reviewed during the interim Internal Audit process for the 2026-27 financial year.

Outcome - Internal Control Objective 'M'

Substantial Assurance

Internal control objective 'N'

'The authority has complied with the publication requirements for 2025-26 AGAR *(see AGAR Page 1 Guidance Notes).'*

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

To meet the above objectives, we have:

- Noted that the Council was not in receipt of the External Auditor's report and certificate from PKF Littlejohn LLP, in respect of the 2025-26 financial year as at the 19th of August 2026.

Conclusion

We shall review this Internal Control Objective during our Q2 interim internal audit.

Outcome - Internal Control Objective 'N'

Not Applicable

Internal control objective 'O'

The authority has complied with laws, regulations and proper practices relating to digital and data compliance.

The objective in this area of review is to ensure compliance with data protection regulations for, smaller authorities: That the Council has appointed a Data Protection officer to oversee data protection and ensure compliance with GDPR, to conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully, to implement a Data Protection policy on data handling, storage and sharing, to provide regular training to ensure all staff and members are trained on data protection principles and practices and to ensure that the Council's data is secured using appropriate technical and organisational measures to protect personal data from breaches.

To meet the above objectives, we have:

- Noted that the Council's official Website is not currently compliant with the Current Accessibility Legislation WCAG 2.2AA *(19th August 2026)*. The current notice states that it is partially compliant with the previous standard WCAG 2.1A
- Noted that the Council is registered as a Data Registrant with the Information Commissioner's Office (ICO), Registration Reference Z227759X;
- Noted that the Chief Officer is the Council's nominated Data Protection Officer;
- Noted that the council has adopted the ICO Model Publication Scheme for public authorities, which is now mandatorily required;
- Noted that the Council has published its Freedom of Information (FoI) policy on its official website with a web form to make FoI requests easy for members of the public to submit;
- Noted that all Members area issued with council e-mail addresses for exclusive use on Council business. Councillor email-addresses are published under each Councillor's profile section on the Council's official website;
- Noted that Officers, Members are provided with GDPR update training annually;
- Noted that the Council has a Data Privacy Notice including Data Processing information which is published on the Council's official website. The Chief Officer is in the process of developing a suite of GDPR Documentation;
- Noted that the Council is scheduled to conduct a Data Impact assessment during the 2026-27;
- Noted that the Council has a significant IT footprint with desktop and laptop computers and other mobile devices. The IT/IS services are managed by the Council's IT supplier.
- Noted that the Council is working towards achieving IASME Cyber Essentials Security certification a during the 2026-27 financial year;
- The Council utilises Microsoft Office 365 CoPilot and related products for its day to day use;
- Noted that the Parish Council has appropriate cyber security protocols in place; and,
- Noted that the Council's documents are backed up using Axcient Cloud Backup, which backs up all Microsoft 365 data including all mailboxes, SharePoint sites and teams.

There is clear evidence that the Chief Officer and Members have and continue to take reasonable and proportionate approach to Information Systems security and management appropriate for Newbury Town Council's size and complexity.

As stated in our FY2025-26 Year-end internal audit Report, we are advised that the following matters will be addressed during the 2026-27 financial year, therefore we have made no recommendations in this regard:

1) Redevelopment of the Council's official website including being brought into compliance with WCAG 2.2AA;
2) Adoption of a suite of GDPR and IT Security Policies;
3) Development of a rolling Council Officers, Members and Staff Training Programme including GDPR and Cyber Security;
4) Undertaking a Data Impact Assessment;
5) Updating the Council's Risk Register to reflect cyber security threats; and,
6) Working towards IASME Cyber Essentials Security certification.

Conclusion

There are no matters arising from this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective 'O'

Adequate Assurance

Internal control objective 'P'

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

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

The Finance & Corporate Services Manager advises as follows:

- 238180: Allotment for Labouring Poor - accounts submitted to the 13th of January 2026.
  - Trustee: Newbury Town Council as Sole Trustee
- 1073253: Mayor of Newbury's Charitable Trust – accounts submitted to the 23rd of March 2026.
  - Trustees (Nominated): Mayor of Newbury and Deputy Mayor of Newbury
  - Trustees (Ex Officio): Civic Manager.

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

Conclusion

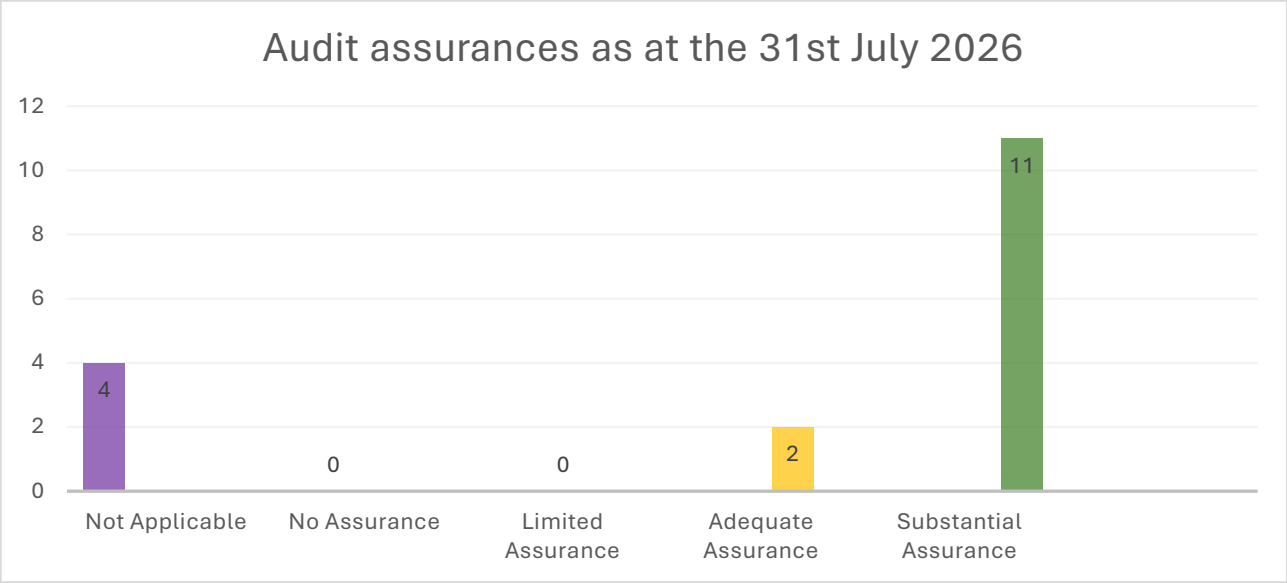
There are no matters arising from this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective 'P'

Substantial Assurance

8. Audit Assurance Review

During the Q1 extended interim Internal audit for the 2026-27 financial year covering the period of the 01st of April to the 31stJuly 2026, we have undertaken 511 separate audit tests, providing assurances in the seventeen areas of review which correspond to an enhanced review of Corporate Governance and the sixteen Internal Control objectives contained within the AGAR: Annual Internal Audit Report as detailed in the chart below. Please note that Internal Control Objectives which have not been reviewed are recorded as 'Not Applicable.'



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

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

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

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

Not Applicable: The Council either does not utilise the process which is audited under this internal control objective or the internal control objective is yet to be audited, therefore, a finding of 'not applicable' will be recorded.

9. FY2026-27 Action Plan Recommendations

Enhanced Corporate Governance	Comments
Conclusions and recommendations ***Minutes & Agenda*** *There has been a noticeable improvement in the quality of the Council's Agenda and Minutes during the 2026-27 financial year, however, further improvement are necessary:* *R1. The person(s) responsible for drafting the Minutes, and the Council Members scrutinising them, must pay close attention to Minute referencing. The Community Services Committee Minutes of the 13th of July 2026 Minute References: '07' and '08' have been reused.* *R2. The Minutes of a Council's meetings form the permanent legal record of its business, not the Agenda. It is necessary therefore to attach uniquely identifiable appendices to the Minutes in relation to any document which has been approved by Resolution to the corresponding Minutes when published on the Council's official website. In particular, Each Schedule of Payments should be published in full.* *R3. We have noted the changes to the way in which Confidential matters are now being resolved. This matter could be further improved upon. It is important that a brief description of the business is recorded as having been resolved, rather than the Agenda reference, such as employment issues pertaining to appointment, promotion, dismissal, salary, superannuation or conditions of employment and procurements for example.* ***Statutory & Policy documents*** *We have noted that the currently adopted Financial Regulations which is published on the Council's official website remain in a somewhat disparate format. Further,*	

that the version control of the documents has not yet been universally applied. The currently adopted Financial Regulations published on the Council's official website records the correct date of adoption: 26th of January 2026, however recorded beneath the version control table the prior adoption date of the 20th of October 2025. *R4. The Chief Officer must ensure that all the Council's Statutory and Policy documents have the same format universally applied, with proper version control in place.* ***Members' Register of Interests*** *R5. The Members' Register of Interests must be brought up to date expeditiously. It is a legal requirement for all Members to complete their own Members' Register within 28 days of signing their Declaration of Office, or within 28 days of any material change to their existing register occurring.* *R6. The Members's Register of Interests should be updated on the Council's official website.* *R7. We strongly encourage the Chief Officer to review the Members' Register of Interests on an annual basis during the Annual Town Council Meeting in May.*	
Internal Control Objective 'B'	
Omega Data Entry *We have noticed an increasing habit of recording the description of the goods or services supplied in the Payee Name column of the Council's Purchase Ledger Day Book (items with an account code of 500). This has the effect of duplicating the detail contained in the Transaction Detail field as demonstrated in the screen shot above. This habit has the effect of making accurate supplier reporting impossible* *.* *Further the reference field should be used to record the payment document reference / invoice number and not the payment method which is not significant.*	

R9. The RFO should ensure that only Payee Information is recorded under the Payee field to ensure that accurate supplier information is maintained and ensuring proper financial reporting. *R10. We encourage the use of the reference field to be restricted to the payment document reference / Invoice number which ensures that the Omega Audit feature can be used to uniquely identify all transactions entered into Omega.*	

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10. Confirmation of independence and Quality Assurance

During the 2026-27 financial year to the 31st of July 2026, we confirm that the internal auditor has acted independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation, based upon the internal audit programme, and has obtained appropriate evidence including copies of prime documentation to support our opinions from Newbury Town Council.

The Q1 extended interim internal audit for the 2026-27 financial year, conducted onsite on Wednesday the 19th of August was carried out in accordance with Newbury Town Council's needs and planned coverage as reviewed with the Responsible Finance Officer, Chief Officer and Officers and Members of the Council.

Based on the findings in the areas examined, the internal audit conclusions are summarised in the main body of this report, which corresponds to the Internal Control Objectives table contained within the FY2026-27 AGAR Annual Independent Internal Audit Report.

11. Internal Audit Performance

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

Annual performance indicators			
Aspect of service	Q1 extended interim 2026-27 (Actual %)		Q3 & Q4 YE 2026-27 (Actual %)
Internal Audit plan delivered	33%	→	
Positive customer responses to quality appraisal questionnaire (YE)			TBC
Compliant with the Public Sector Internal Audit Standards	Y	↔	

12. Acknowledgements

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

We would like to take this opportunity to thank the RFO of Newbury Town Council: Liz Manship, the Chief Officer: Toby Miles-Mallowan, the Senior Accounts Officer Margaret Gore and the other Officers of the Council for their assistance in performing the first quarterly review of the year. We

are grateful both for the rapidity of response and for the content and quality of the documentation and the responses that have been supplied to our requests for information.

We have made ten best practice recommendations for improvement as a result of the Q1 extended interim internal audit for 2026-27. These recommendations are contained in the main body of the report and in the appended action plan for the 2026-27 financial year.

We have also reviewed the progress which has been made against the recommendations for improvement which were made as a result of our prior year recommendations for improvement and will continue to monitor this throughout the financial year.

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

C Lingard-McKay
Senior Partner
Working the Greener Way – Online LLP

Attachments: Appendix 'A' – Understanding Transparency Publishing Requirements: Town Council's (England) Turnover in excess of £200,000.00

NOTE TO REPORT

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

Internal Audit Recommendations 2026/27

Period:	Ref:	Recommendation	Recommended Action	Progress	Outcome
01/04/26-31/07/26	R1	**Minutes & Agenda** The person(s) responsible for drafting the Minutes, and the Council Members scrutinising them, must pay close attention to Minute referencing. The Community Services Committee Minutes of the 13th of July 2026 Minute References: '07' and '08' have been reused.	• RFO to advise Officers. • Members will become aware via receiving the report at the Audit Working Group, P&R and Full Council meetings. • Committee Clerk to oversee.	Actioned 24/09/26	
01/04/26-31/07/26	R2	**Minutes & Agenda** The Minutes of a Council's meetings form a permanent legal record of its business, not the Agenda. It is necessary therefore to attach uniquely identifiable appendices to the Minutes in relation to any document which has been approved by Resolution to the corresponding Minutes when published on the Council's official website. In particular, Each Schedule of Payments should be published in Full.	This cross references with R16 2025/26 Q4. • RFO to advise/remind Officers • Committee Clerk to oversee.	Actioned 24/09/26	
01/04/26-31/07/26	R3	**Minutes & Agenda** We have noted the changes to the way in which Confidential matters are now being resolved. This matter could be further improved upon. It is important that a brief description of the business is recorded as having been resolved, rather than the Agenda reference, such as employment issues pertaining to employment, promotion, dismissal, salary, superannuation or conditions of employment and procurements for example.	Through discussion with the IA, this also applies to the agenda, where the matter to be discussed / resolved should be clear. • RFO to advise Officers. • Committee Clerk to oversee.	Actioned 24/09/26	
01/04/26-31/07/26	R4	**Statutory & Policy Documents** The Chief Officer must ensure that all the Council's Statutory and Policy documents	• CEO to oversee.		

		have the same format universally applied, with proper version control in place.			
01/04/26-31/07/26	R5	**Members' Register of Interests** The Member's Register of Interests must be brought up to date expeditiously. It is a legal requirement for all Members to complete their own Members' Register within 28 days of signing their Declaration of Office, or within 28 days of any material change to their existing register occurring	• Committee Clerk to oversee.		
01/04/26-31/07/26	R6	**Members' Register of Interests** The Member's Register of Interests should be updated on the Council's official website	• Committee Clerk to oversee		
01/04/26-31/07/26	R7	**Members' Register of Interests** We strongly encourage the Chief Officer to review the Members' Register of Interests on an annual basis during the Annual Town Council Meeting in May.	• CEO to action.		
	R8	There is no R8 – included here for clarity.			
01/04/26-31/07/26	R9	**Omega Data Entry** The RFO should ensure that only Payee Information is recorded under the Payee field to ensure that accurate supplier information is maintained and ensuring proper financial reporting.	• Finance Team to Action • Accounts Supervisor to lead and oversee – as from 01/10/26.	Actioned from 01/10/26	
01/04/26-31/07/26	R10	**Omega Data Entry** We encourage the use of the reference field to be restricted to the payment document reference / Invoice number which ensures that the Omega Audit feature can be used to uniquely identify all transactions entered into Omega.	• The reference field has been used to record the payment method. • Accounts Supervisor to lead and oversee – as from 01/10/26.	Actioned from 01/10/26	

Minutes of a meeting of the Grants Sub-Committee of Newbury Town Council held at 19:30 noon on Tuesday 7th July 2026 in The Council Offices, Town Hall, Newbury.

Present: Councillors: Alistair Bounds (arrived 19:34), Sam Dibas (arrived 19:45), Billy Drummond, David Marsh (chairperson) and Elizabeth O'Keeffe (substitute)

In Attendance: Toby Miles-Mallowan, Chief Executive Officer and Sophie Williams, Apprentice Finance Officer.

01. Apologies for absence

Councillors: Sarah Slack, Phil Barnett

02. Declarations of interest and dispensations

a) General Dispensations
The Council noted that Councillors Billy Drummond and David Marsh, as members of West Berkshire Council, hold a general dispensation permitting them to participate in discussions and vote on matters relating to the business of West Berkshire Council where they would otherwise have a registrable interest.

b) Declarations of Interest
The following non-pecuniary interests were declared in relation to the business on the agenda:

- **Councillor Sam Dibas** declared a personal interest as a Parish Councillor for Enborne Parish Council and as a Trustee of St Bartholomew's School.
- **Councillor Billy Drummond** declared a personal interest as a Member of The Base, Greenham, and as a Parish Councillor for Greenham Parish Council
- **Councillor David Marsh** declared a personal interest as a Trustee to Wash Common Library, Trustee to Wash Common Community Association, Parent of a pupil at St Bartholomew's School, Husband to a Governor at St Bartholomew's School and volunteer with West Berkshire Food Bank
- **Councillor Elizabeth O'Keeffe** declared a personal interest as a Trustee of The Corn Exchange (Newbury) Trust

03. Minutes

Proposed: Councillor David Marsh
Seconded: Councillor Billy Drummond
Resolved: That the minutes of the meeting of the Grants Sub-Committee held on Monday 23rd February 2026 be approved as a correct record and signed by the Chairperson.

04. Grant Aid Criteria

The meeting noted the Grant Aid Criteria.

05. 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.
Proposed: Councillor Billy Drummond
Seconded: Councillor Sam Dibas
Resolved: That the Council makes the following grant awards, payable through The Good Exchange:

TGE Ref	Organisation	Project title	Balance required	NTC Award	TGE Match Funding	Total Awarded
21345	Newbury Cricket Club	Newbury Cricket Club - Taking it to the next level	£14,029.00	£500.00	£500.00	£1,000.00
21471	Newbury District Swimming Club	Replacement Wave - Reduction Racing Lane Ropes.	£4,000.00	£500.00	£500.00	£1,000.00
21261	Newbury Friends of Earth	Newbury Nature Corridors 2026/27	£7,380.42	£1,000.00	£1,000.00	£2,000.00
21380	Newbury Junior Parkrun	Newbury Junior Parkrun - Community Wellbeing Fund	£4,800.00	£250.00	£250.00	£500.00
21373	The Base Greenham	GENerate 2027 - Student Exhibition Providing Young People with Opportunities to be Involved with a Professional Gallery.	£12,213.00	£300.00	£300.00	£600.00
21453	The Corn Exchange (Newbury) Trust	Panto Pay It Forward	£10,000.00	£1,000.00	£1,000.00	£2,000.00
				£3,550.00	£3,550.00	£7,100.00

06. Review of current grant aid

The Committee resolved to publicise Newbury Town Councils available budget for grants and grants awarded. As well as investigating how Newbury Town Council can encourage smaller organisations to apply for grant aid.

There being no further business the Chairperson declared the meeting closed at 20:51pm.

Chairperson: **Date:**

NEWBURY Town Council

NEWBURY Town Council

Financial Regulations

Date Issued: January 2026	**Date Reviewed:** January 2026
Date Adopted: 26 January 2026	**Adopted By:** Full Council
Review Date: October 2026	**Reviewing Committee:** Policy & Resources

These Financial Regulations were adopted by the Council at its meeting held on 26/01/2026.

NEWBURY Town Council

NEWBURY TOWN COUNCIL – FINANCIAL REGULATIONS

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NEWBURY Town Council

1 General

1.1. These Financial Regulations govern the financial management of the Council and shall only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders. (MR 1.1)

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Councillor into disrepute. (MR 1.2)

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings. (MR 1.3)

1.4. In these Financial Regulations (MR 1.4):

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the Council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the Council cannot change.
- 'Shall' refers to a non-statutory instruction by the Council to its members and staff.
- (MR XXX) refers to the section within NALC Model Regulations from where this have been taken.
- (NTC) refers to a local arrangement approved by Newbury Town Council

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Council. The RFO (MR 1.5):

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the Council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of Council resources; and
- produces financial management information as required by the Council.

1.6. **The Council must not delegate any decision regarding (MR 1.6):**

- **setting the final budget or the precept (Council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition (MR 1.7):

1.7.1. the Policy & Resources Committee, on behalf of the Council shall determine and regularly review the bank mandate for all Council bank accounts

2 Risk management and internal control

2.1. **The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.** (MR 2.1)

2.2. The CEO, with the RFO, shall prepare, for discussion with the Audit Working Group and approval by the Policy & Resources Committee, a risk management policy covering all activities of the Council. This policy and consequential risk management arrangements shall be reviewed by the Policy & Resources Committee at least annually. (MR 2.2)

2.3. When considering any new activity, the Lead Manager, with the CEO, shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Policy & Resources Committee. (MR 2.3)

2.4. **At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.** (MR 2.4)

2.5. **The accounting control systems determined by the RFO must include measures to (MR 2.5):**

- **ensure that risk is appropriately managed**
- **ensure the prompt, accurate recording of financial transactions**
- **that provide for the safe and efficient safeguarding of public money**
- **prevent and detect inaccuracy or fraud, and**
- **allow the reconstitution of any lost records**
- **identify the duties of officers dealing with transactions, and**
- **ensure division of responsibilities.**

2.6. On a monthly basis, and at each financial year end, a member of the Audit Working Group other than the Chair of Council, the Chair of the Policy & Resources Committee, or a bank signatory shall, on a rotational basis, verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to the Policy & Resources Committee, which shall approve the bank reconciliations on a quarterly basis and at year-end (MR 2.6).

2.7. Regular back-up copies shall be made of the records on any Council computer and stored either online or in a separate location from the computer. The Council shall put measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason (MR 2.7).

3 Accounts and audit

3.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations. (MR 3.1)

3.2. **The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain (MR 3.2):**

- **day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate;**
- **a record of the assets and liabilities of the Council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return. (MR 3.3)

3.4. The RFO shall complete and certify the annual Accounting Statements of the Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the Policy & Resources Committee, for recommendation to Full Council for approval, within the timescales required by the Accounts and Audit Regulations. (MR 3.4)

3.5. **The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**. (MR 3.5)

3.6. **Any officer or member of the Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary. (MR 3.6)

3.7. The internal auditor shall be appointed by the Policy & Resources Committee and shall carry out their work to evaluate the effectiveness of the Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide. (MR 3.7)

3.8. The Policy & Resources Committee shall ensure that the internal auditor (MR 3.8):

3.8.1. is competent and independent of the financial operations of the Council;

3.8.2. reports to Council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

3.8.3. can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

3.8.4. has no involvement in the management or control of the Council

3.9. Internal or external auditors shall not under any circumstances (MR 3.9):

3.9.1. perform any operational duties for the Council;

3.9.2. initiate or approve accounting transactions;

3.9.3. provide financial, legal or other advice including in relation to any future transactions; or

3.9.4. direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide. (MR 3.10)

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations. (MR 3.11)

3.12. The RFO and CEO shall, without undue delay, bring to the attention of all Councillors via the Policy & Resources and full Council meetings respectively, any report from the internal or external auditors. (MR 3.12)

3.13. Further to receipt of the internal and external auditor's reports, the RFO shall, consult with the Chair of the Audit Working Group and if appropriate make arrangements to discuss the Internal Audit Report with the Audit Working Group, prior to taking recommendations to the Policy & Resources Committee. (NTC)

4 Budget and precept

4.1. **Before setting a precept, the Council must calculate its Council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation. (MR 4.1)**

4.2. The RFO shall write to members, beginning October, inviting suggestions for the budget in line with the Strategy, for consideration by the Committees. To be received by the end of October, the RFO to include in the draft budget. (NTC)

4.3. The RFO shall meet with Officers in October to discuss the demands on the budget for 'lights-on', asset management and capital expenditure for planned projects. The RFO to include in the draft budget. (NTC)

4.4. Budgets for salaries and wages, including employer contributions and the salary reallocation hours by cost centre, shall be reviewed by the Staff Sub-Committee at least annually; in October/beginning November, further to the annual appraisals. The schedule agreed by committee shall inform the budget for the following financial year. The RFO shall inform committees of the implications of any salary commitments and associated officer allocated hours, before they consider their draft their budgets. (MR 4.2)

4.5. No later than middle November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, along with a forecast for the following four financial years, taking account of the lifespan of assets and cost implications of repair or replacement. (MR 4.3)

4.6. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects shall only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full Council. (MR 4.4)

4.7. Each committee shall review its draft budget and submit any proposed amendments for Council consideration to the RFO, no later than the end of November each year. (MR 4.5)

4.8. The Strategy Working Group shall consider committee proposals beginning December and make recommendations. The RFO to incorporate in the draft budget. (NTC)

4.9. The RFO by end December shall update the draft budget, with the recommendations of the Strategy Working Group, to include a four-year forecast, and any recommendations for the use or accumulation of reserves, for consideration by the Policy & Resources Committee in January, to inform its recommendation to Council. (MR 4.6)

4.10. The Council shall consider annual budget proposals in relation to the Council's four-year forecast of revenue and capital receipts and payments, including recommendations for the use of reserves and sources of funding, and update the forecast accordingly. (NTC)

4.11. Having considered the proposed budget and four-year forecast, the Council shall determine its Council tax requirement by setting a budget. The Council shall set a precept for this amount no later than the end of January for the ensuing financial year. (MR 4.7)

4.12. **Any member with Council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local**

Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them. (MR 4.8)

4.13. The RFO shall **issue the precept to the billing authority no later than the end of February**, or the date requested by the billing authority, whichever is earliest, and supply each member and officer with a copy of the agreed annual budget. (MR 4.9)

4.14. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned. (MR 4.10)

4.15. Any addition to, or withdrawal from, any earmarked reserve during the financial year, other than expenditure for the purpose agreed, shall be approved by the Policy & Resources Committee. (MR 4.11) This to support the management of the budget and the material direction of the Council's Strategy. (NTC)

4.16. The RFO shall coordinate the annual budget & precept information leaflet to residents. (NTC)

4.17. The sum total of the general reserves shall always be a minimum of three months' annual net revenue expenditure. Ear-marked Reserves, set aside to support specific areas of Council work, shall not be taken into consideration when calculating the General Reserves. The Council's general reserves shall be held with a financial institution other than the Council's day to day bankers with understood minimum risk. They shall not be committed or used to cover any expenditure unless an emergency and all other financial avenues have been explored. (NTC)

5 Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works shall ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers. (MR 5.1)

5.2. Where an officer is aware they have or may have a personal or prejudicial interest with a current or potential supplier, they must declare it to their line manager and the CEO at the earliest opportunity. Appropriate arrangements shall be agreed to ensure these interests do not affect procurement decisions. A register shall be kept to record the interests and steps taken. (NTC)

5.3. Every contract shall comply with the Council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency. (MR 5.3)

5.4. **For a contract for the supply of goods, services or works where the estimated value exceeds the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in paragraph 5.8) obtain prices as follows:

5.5.1. Where the value is between £100 and £999 excluding VAT, the Lead Officer shall strive to obtain 3 estimates, which might include evidence of online prices, or recent prices from regular suppliers, unless a specialist or single source supply is necessary. (MR 5.9) For smaller purchases, the Lead Officer shall seek to achieve value for money. (MR 5.10)

5.5.2. For contracts between £1,000 and £4,999 excluding VAT the Lead Officer may obtain and agree one written quotation from a 'preferred supplier' (NTC). Alternatively, they shall obtain 3 written quotations detailing priced descriptions of the proposed supply. If it is not possible to obtain 3 quotations e.g. due to the specialist nature of the procurement, approval may be given by the RFO. (MR 5.8)

5.5.3. For contracts between ~~£1,000~~ £5,000 and £25,000 excluding VAT the Lead Officer shall obtain 3 written quotations detailing priced descriptions of the proposed supply unless a specialist or single source support is necessary. If it is not possible to obtain 3 quotes, approval may be given by the RFO. (MR 5.8)

5.5.4. **For contracts estimated to be over £30,000 <u>including</u> VAT, the Council must comply with any requirements of the Legislation regarding the publication of invitations and notices. (MR 5.7)**

5.5.4.1. Tenders shall be invited in accordance with the Council's procurement policy.

5.6. **Contracts must not be split into smaller lots to avoid compliance with these rules. (MR 5.11)**

5.7. Quotations and Estimates received, together with the evidence of those sought, are to be filed centrally for audit and follow-up purposes. (NTC)

5.8. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

5.8.1. specialist services, such as legal professionals acting in disputes;

5.8.2. repairs to, or parts for, existing machinery or equipment;

5.8.3. works, goods or services that constitute an extension of an existing contract;

5.8.4. goods or services that are only available from one supplier or are sold at a fixed price. (MR 5.12)

5.9. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason shall be set out in a recommendation to the relevant committee. Avoidance of competition is not a valid reason. (MR 5.13)

5.10. The Council, its committees or delegated officers, as appropriate, shall not be obliged to accept the lowest of any tender, quote or estimate, but must have a valid reason for not doing so. (MR 5.14)

5.11. The Council supports and commits to consider social value in its procurement procedures. Preference will be given to local suppliers, preferably independent, provided value for money, quality, time efficient goods and services are offered. (NTC)

5.12. The Council may contract with preferred suppliers. These opportunities shall be advertised in consideration of the legislation, depending on value. (NTC)

5.12.1. A contract shall usually be agreed for two years, with the opportunity to extend for one further year. (NTC)

5.12.2. The agreement of an hourly rate, day rate or job rate must be a condition of contract, which may be increased by CPI as from 1st April; the year to be specified dependent on start date. (NTC)

5.12.3. A break clause must be agreed in consideration of both the Council and the contractor. (NTC)

5.13. The Council may open business trade accounts to support the purchase of routine everyday items e.g. materials, tools and stationery. (NTC)

5.13.1. Any trade card account opened by the Council shall be restricted to named officers, recommended by the manager and agreed by the CEO in discussion with the RFO. Any balance shall be paid in full each month. (MR 9.3)

5.14. **Authorisation of Expenditure – Revenue expenditure agreed by Council at its annual budget meeting, usually January, or by the Policy & Resources committee within the financial year. (NTC)**

5.14.1. Other than in an emergency, expenditure shall only be authorised by the 'Lead Officer' with responsibility for the budget line (nominal code), under delegated authority, subject to:

5.14.1.1. The level of their spending authority. (MR 5.15)

- Expenditure above a Lead Officer's spending authority must additionally be agreed by their line manager and/or the CEO and RFO, with the appropriate spending authority. Delegated spending authority levels are as follows:
- Officers authorised by their manager – spending authority up to £500 (ex VAT) as agreed on an individual basis.
  - ~~Line manager to recommend, CEO, in discussion with RFO, to agree.~~
- Council supervisors - Parks & Open Spaces, Facilities & Compliance, up to £1,000 (ex VAT) as agreed on an individual basis.
- A manager of the Council – spending authority up to £1,500 (ex VAT)
- The CEO and RFO together – spending authority up to £25,000 (ex VAT)
  - The RFO to confirm sufficiency of funds.
  - The CEO to confirm the expenditure is within the Council Strategy.
- Full Council for expenditure over £25,000 (ex VAT).
  - The usual process is via the appropriate (lead) committee and the Policy & Resources committee, who require an overview of the financial situation. In exceptional circumstances, once a project is established and funding agreed, full Council may resolve that the lead committee shall make their recommendation direct. If this is agreed, the financial overview must be made available to the Policy & Resources Committee for their quarterly meeting. (MR 5.15)

5.14.1.2. There being sufficient remaining in the budget line (nominal code) for all planned expenditure over the remainder of the financial year. (NTC)

5.14.1.3. That the spend does not cause the budget for the nominal code to be exceeded. (NTC)

- If funds within a nominal code are insufficient, at the request of the Lead Officer, the RFO may vire funds from another nominal code, subject to the agreement of the Lead Officer for both nominal codes, their managers, the CEO and RFO. (NTC)

5.14.1.4. Where **capital** expenditure has been approved by Council for general improvements / projects e.g. play areas, the expenditure is in line with the committee's recorded priorities, previously resolved by the appropriate committee and recorded in the minutes. (NTC)

5.15. Requested expenditure that has arisen **since** the agreement of the budget by Council, for which there is no allocated budget, must be approved by the Policy & Resources Committee. (NTC)

5.15.1. Any such agreement of the Policy & Resources committee must be in consideration of from where the funding is to be vired. Such authorisation must be supported by a minute. (NTC)

5.16. No individual member, or informal group of members shall issue an official order unless instructed to do so in advance by a resolution of the Council, or make any contract on behalf of the Council (MR 5.16)

5.17. No expenditure shall be authorised that shall exceed the budget for that type of expenditure other than by resolution of the Council, or by the Policy & Resources Committee, except in an emergency. (MR 5.17)

5.18. The RFO shall provide the Policy & Resources committee with a statement of receipts and payments to date under each budget line (nominal code), comparing actual expenditure to that expected for the time of year. These statements are to be prepared at least at the end of each financial quarter and show explanations of material variances, both over and under, for both income and expenditure. For this purpose, "material" shall be over or under £1,000 or 15%. (NTC)

5.19. No committee, individual councillor or officer, shall request, encourage or pressurise any officer of the Council to spend, where there are no pre-agreed funds. (NTC)

5.20. In cases of serious risk to the delivery of Council services or to public safety on Council premises, the CEO may authorise expenditure of up to £25,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The CEO

shall report such action to the Chair of the Policy & Resources Committee as soon as possible and to Policy & Resources Committee as soon as practicable thereafter. (MR 5.18)

5.21. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first. (MR 5.19)

5.22. A Purchase Order shall be issued for all work, goods and services unless a formal contract is to be prepared for which a Standing Order or Direct Debit is required, or where expenditure falls within one of the categories for which an Officer's debit card may be used. See section 12 entitled "Payments requiring a payment card". (MR 5.20 extended)

5.23. Copies of orders shall be retained until checked against the delivery note by the appropriate officer and confirmed correct. (MR 5.20 part 2)

5.24. Any ordering system can be misused and access to them shall be controlled by the RFO. (MR 5.21)

6 Grants

6.1. A budget for grants is agreed at the annual budget meeting, usually January. Grants shall be released during the financial year, as follows, in accordance with the Council's policy statement (NTC):

6.1.1. Grants to mitigate against the Climate Emergency:

6.1.1.1. These shall be resolved by the Grants Sub-Committee for agreement.

6.1.2. Grants for Specific Organisations and Purposes:

6.1.2.1. These shall be named and included as part of the annual budget with an indicative budget and released by the Policy & Resources committee throughout the year.

6.1.3. Grants to support Community Events

6.1.3.1 These shall be resolved by the Civic, Pride, Arts & Culture (CPAC) Committee

6.1.4. Small Grants to individual organisations.

6.1.4.1. These shall be allocated by the Grants Sub-Committee, to organisations with a project listed with "The Good Exchange".

6.2. The Grants Sub-Committee shall resolve grants up to £10,000 and shall make recommendation to the Policy & Resources committee for grants over £10,000. The Policy & Resources committee shall resolve grants up to £25,000. Any grant over £25,000 must only be agreed by full Council. (NTC)

6.3. A copy of the Grants Policy and eligibility criteria shall be available on the website. (NTC)

6.4. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when grants are discussed and voted on in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted. (NTC)

6.5. Once authorised, grants shall be paid by BACS within the next supplier payments run. (NTC)

6.6. Any collections organised by the Council for charitable purposes, are to be authorised and managed by the appropriate committee. (NTC)

7 Payment of salaries and allowances

7.1. **As an employer, the Council must make arrangements to comply with the statutory requirements of PAYE legislation. (MR 11.1)**

7.2. **Councillors' allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment. (MR 11.2)**

7.3. Salary rates shall be agreed by the Council, or the Staff Sub-Committee, dependent on post, in consideration of National Joint Council (NJC) for Local Government Services agreed salary framework. The Staff Sub-Committee shall review these annually, further to the annual appraisals and publication of the annual Local Government Services Pay Agreement. (MR 11.3 part 1, amended)

7.4. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Council or Staff Sub-Committee. (MR 11.3 part 2)

7.5. Agreed overtime payments, mileage and any other agreed staff expenses shall, on a monthly basis, be authorised by the officer's line manager, coordinated for payroll by the Senior Accounts Officer (or the RFO) and checked by the RFO (or the CEO), thus ensuring no break in the payment of salaries through sickness or annual leave. (NTC)

7.6. Payment of salaries by BACS shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts. (MR 11.4)

7.7. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above. (MR 11.5)

7.8. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. (MR 11.6 part 1)

7.9. Any termination payments shall be supported by a report to the Council, setting out a clear business case. Termination payments shall only be authorised by the full Council. (MR 11.7)

7.10. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) shall be summarised to avoid disclosing any personal information. (MR 6.4)

7.11. Engaging interim staff, whether employed, contracted or agency, shall be agreed by the CEO or appropriate manager, under delegated authority, subject to the completion of a business case (prepared prior to the engagement for committee) and providing sufficiency within the budget line for the time period likely required. (MR 11.8 expanded)

7.11.1. If contracted, further to confirmation from the RFO regarding funding sufficiency, a purchase order, with the agreed budget line, shall be completed (NTC)

7.11.2. If employed, confirmation in writing from the RFO regarding funding sufficiency, with the agreed budget line, is required. (NTC)

7.11.3. If funds within a nominal code are insufficient, with the agreement of the CEO, the RFO shall via funds from another nominal code, subject to the agreement of the Manager for both nominal codes, the CEO and RFO. (NTC)

7.11.4. If any of the above parties has concerns, the Business Case must be taken to the Policy & Resources committee for consideration. (NTC)

7.11.5. If no concerns, the CEO shall advise the chair of the Staff Sub-committee at the earliest opportunity and provide the RFO with a copy of the Business Case for the information of the Policy & Resources committee at their next meeting. (NTC)

8 Banking Arrangements

8.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the Policy & Resources Committee. The

RFO is the Council's Service Administrator. The bank mandate shall include member and officer signatories as agreed by Council. The arrangements shall be reviewed annually for security and efficiency. (MR 6.1)

8.2. The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. (MR 6.2 part 1)

8.3. The Council shall endeavour to use electronic payments for all transactions. The Council has no petty-cash facility for payments. Cheques shall be used if the only payment method available. The Policy & Resources Committee shall review these arrangements annually. (MR 6.5 amended)

8.4. The annual review of these Financial Regulations is to be considered as a resolution of Council for the continuance of electronic banking, e.g. BACS, CHAPS, direct debits, standing orders and faster payments. (MR 7.10 amended)

9 Banking Security

9.1. No employee or member shall disclose any PIN or password, relevant to the Council or its banking, to anyone not authorised in writing by the Council or a duly delegated committee. (MR 7.3)

9.2. Members and officers shall ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated. (MR 7.13)

9.3. Remembered password facilities shall not be used on any computer used for Council banking. (MR 7.14)

9.4. Account details for suppliers shall only be changed upon written notification by the supplier verified by the Senior Accounts Officer and the RFO. This is a potential area for fraud and the individuals involved shall ensure that any change is genuine. Data held must be checked with suppliers a minimum of every two years. (MR 7.12)

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

9.6. All Members will routinely be offered a Basic DBS check. Whilst there is no requirement for this to be taken up, from the Annual Meeting 2026, onwards, all members who have access to the Bank or who are routinely provided with copies of the bank statements for reconciliation purposes, must hold a clear

DBS check with NTC in respect to dishonesty, fraud or theft from an employer. (Members on the Bank Mandate, the Audit Working Group and Policy & Resources Committee). (NTC)

10 Payments to Suppliers – Invoices requiring payment

10.1. All invoices for payment shall be: (MR 6.3 expanded)

10.1.1. matched to the Purchase Order (Senior Accounts Officer) (from MR 6.3)

10.1.2. examined for arithmetical accuracy (Senior Accounts Officer and Lead Officer) (MR 6.3)

10.1.2.1. Invoices shall be accepted up to 15% over their quotation or estimate, with the agreement of the Lead Officer. (NTC)

10.1.3. checked to ensure logged to the appropriate expenditure heading (Senior Accounts Officer & RFO) (NTC)

10.1.4. added to a schedule of payments requiring authorisation (Senior Accounts Officer) (from MR 6.3)

10.1.5. verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Council (Lead Officer & Manager) (MR 6.3)

10.1.6. approved by the appropriate manager, and if over £1,500, reviewed by the RFO and authorised by the CEO. (from MR 6.3) Then,

10.1.7. The invoices and purchase orders are to be forwarded by the Senior Accounts Officer to the Chair and Vice-Chair of Council and of the following committees: Policy & Resources, Community Services, Civic Pride Arts & Culture and Planning & Highways; requesting the authorisation in writing by two members for the release of the online payments. (MR 6.10 amended)

10.1.8. Evidence shall be retained showing which members authorised the online payment. (NTC)

10.2. All invoices for payment require dual online authorisation, or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the Council's bank. (MR 6.2 part 2 tightened)

10.3. Prior to setting up or authorising any payment, responsible officers, usually the Senior Accounts Officer and RFO, shall ensure sufficiency of funds within the current account to cover authorised payments. The RFO or ~~the~~ Senior Accounts Officer (or CEO in their absence) shall transfer funds from the Instant

Access Account as required, allowing approximately £20,000 to cover direct debits and debit card payments. (NTC)

10.4. The Council's usual practice shall be to arrange two payment runs per month for the supplier payments, which shall be paid by BACS. Faster payments or CHAPS may be made by exception, at the discretion of the RFO (see 10.7 & 10.8). (NTC)

10.5. The Council shall make a payment by cheque only as a last resort. (from MR 6.5 expanded) However, if the only method of payment available, in addition to 10.1.1 to 10.1.17, the following regulations apply.

10.5.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two signatories. (MR 8.1)

10.5.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under any circumstances, be a signatory to that payment. (MR 8.2)

10.5.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice. (MR 8.3)

10.6. The Policy & Resources committee shall, at each quarterly meeting, receive and ratify the list of supplier payments paid against the invoice over the preceding three months, which shall then be appended to the minutes. (NTC)

10.7. Any payment necessary to comply with contractual terms, to enable late invoices to be paid prior to year-end, or to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998, shall, provided there is no dispute or other reason to delay payment, be paid by faster payments. The invoices and purchase orders are to be forwarded by the Senior Accounts Officer to the Chair and Vice-Chair of Council and of the following committees in the usual way: Policy & Resources, Community Services, Civic Pride Arts & Culture and Planning & Highways; requesting the authorisation in writing by two members for the release of the online payments. A list of faster payments shall be submitted to the next appropriate meeting of the Policy & Resources committee. (MR 6.9 iii)

10.8. By exception, if member agreement is not feasible due to the timescale, an invoice may be paid by faster payments at the RFO's discretion, or in the RFO's absence, the CEO. The RFO and/or CEO must satisfy themselves as to the reasons for the exception, and that there are sufficient funds within the budget. (NTC)

11 Payments to Suppliers – Requiring payment by direct debit or standing order

11.1. For each financial year the RFO shall draw up a schedule of regular payments paid by either direct debit or standing order, to include agreed start and finish dates, that are due in relation to a continuing contract or obligation (such rent, rates, utilities, regular maintenance contracts and similar items). The Policy & Resources Committee shall ratify these payments as part of the budget planning process. (MR 6.6 in part & MR 7.11 in part)

11.2. New or extended contracts shall be agreed by a manager, under delegated authority, providing sufficiency within the budget line for the remainder of the financial year, and within the new financial year, subject to the budget having already been agreed. (NTC)

11.2.1. If funds within a nominal code are insufficient, at the request of the Manager, the RFO shall via funds from another nominal code, subject to the agreement of the Lead Officer for both nominal codes, the CEO and RFO. (NTC)

11.3. In cases of serious risk to the delivery of Council services or to public safety on Council premises, the CEO shall authorise a contract requiring direct debit or standing order arrangements, up to a total annual spend of £25,000 excluding VAT, whether or not there is any budget for such expenditure. The CEO shall report such action to the Chair of the Policy & Resources Committee as soon as possible and to Policy & Resources Committee as soon as practicable thereafter. (MR 5.18)

11.4. Regular and variable direct debits and standing orders shall be checked for reasonableness as part of the reconciliation process, by the Senior Accounts Officer, who shall report any concerns to the RFO. The RFO, further to investigation, shall advise the Policy & Resources Committee of any concerns. (NTC)

11.5. A member of the Audit Working Group shall confirm the direct debit and standing order payments against the bank statement as part of the reconciliation process. (NTC)

12 Purchases requiring a payment card

12.1. For the majority of purchases, officers with delegated authority to spend must issue a Purchase Order. To support the day to day running of the Council, where a purchase order is not feasible, expenditure falls within one of the following categories, there is sufficient in the budget and the lead officer for the budget line is in agreement, an officer may use their debit card (NTC):

12.1.1. Tools and materials for the purpose of day-to-day repairs and maintenance.

12.1.2. Personal protective equipment and clothing.

12.1.3. Office and staff expenses.

12.1.4. Subscriptions

12.1.5. Training

12.1.6. Other expenditure with the agreement of the CEO and RFO

12.2. The release of any debit card to any individual officer requires (NTC):

12.2.1. The requirements stipulated in 9.5 to have been met

12.2.2. A recommendation from the line manager

12.2.3. Agreement from the CEO further to discussion with the RFO

12.2.4. A resolution by the Policy & Resources Committee

12.2.5. A bank mandate signed by the Chair of the Policy & Resources committee.

12.3. With the resolution of the Policy & Resources Committee and signed bank mandate, the RFO shall process the application. (NTC)

12.4. Delegated spending authority levels for a single transaction are as follows: (MR 9.1)

12.4.1. Any officer of the Council – spending authority between £100 and £500 (ex VAT) as recommended by their line manager and agreed by the CEO in consideration of need.

12.4.2. Any senior manager of the Council – spending authority up to £1,000 (ex VAT)

12.4.3. The CEO and RFO – spending authority up to £1,500 (ex VAT).

12.5. It is anticipated that the need for a debit card payment, rather than purchase order and invoice, over £500 is rare. If required, the manager shall e-mail the details to the CEO and RFO. The RFO shall record the reason to support future reviews. (NTC)

12.6. Council debit cards are not to be used for items that in consideration of Council policy, are to be claimed as personal expenses, e.g. eye tests. (NTC)

12.7. Personal credit or debit cards shall not be used under any circumstances for the purchase of goods and services for the Council. (NTC)

12.8. Any purchase on behalf of the Council by a member, shall be by exception, where is it is not practical for an officer to make the purchase. E.g. Flowers for agreed arrangements. Such agreement requires the authorisation of the Policy & Resources Committee. (NTC)

12.9. Any corporate credit card opened by the Council shall be specifically restricted to use by the CEO and RFO and any balance shall be paid in full each month. (MR 9.3)

13 Contracts with stage payments e.g. payments under contracts for building or other construction works

13.1. Where contracts provide for payment by instalments the Services Delivery Manager and RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works. (MR 14.1)

13.2. Any variation of, addition to or omission from a contract must be authorised by Services Delivery Manager / CEO to the contractor in writing, with the Council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available. (MR 14.2)

14 VAT

14.1. The RFO shall ensure that VAT is correctly recorded in the Council's accounting software and that any VAT Return required is submitted from the software by the due date. (MR 13.6)

15 Loans and investments

15.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full Council and recorded in the minutes. All borrowing shall be in the name of the Council, after obtaining any necessary approval. (MR 12.1)

15.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full Council, following a written report on the value for money of the proposed transaction. (MR 12.2)

15.3. The Council shall consider the requirement for an Investment Strategy and Policy in accordance with "Statutory Guidance on Local Government Investments", which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually. (MR 12.3)

15.4. All investment of money under the control of the Council shall be in the name of the Council. (MR 12.4)

15.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO. (MR 15.5)

15.6. The opening and closing and transfer of funds to fixed term interest accounts in the same bank or branch, to support the Council's investment strategy, shall be made by the RFO after consulting the CEO. The Policy & Resources committee is to be briefed at their next ordinary meeting. Two signatories to the bank are required. (MR 15.6 tightened)

16 Income

16.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO. (MR 13.1)

16.2. The Policy & Resources Committee shall approve all fees and charges for work undertaken, services provided, or goods sold at least annually as part of the budget-setting process, following a review and recommendation of the respective committees. The RFO shall be responsible for the collection of all amounts due to the Council, supported by the Lead Officer for the budget area and the Senior Finance Officer. (MR 13.2)

16.3. All payees are to be asked to settle invoices by electronic banking, such as BACS, CHAPS, faster payment, direct debit, standing order or card machine. Cheques shall also be accepted but are discouraged if an alternative payment method available. (NTC) (replacing MR 13.4 & 13.5 - Council procedures)

16.4. The Council shall not maintain any form of cash float. (NTC) (replacing MR 13.7 cash float)

16.5. If there is no other payment method available to the payee e.g. the occasional allotment resident, cash may be accepted, but only alongside an invoice, and a receipt from the receipt book must be given, with the carbon copy kept. The Officer in receipt of the cash is to report the occurrence, and reason, to their line manager and the Senior Accounts Officer, as soon as reasonably possible. Cash must be paid into the Council bank account via the post office. This is a position of last resort. (NTC 16.4 expanded)

16.6. All late payments shall be followed up by the Senior Accounts Officer in conjunction with the Lead Officer, and late payments over 3 months reported to the Policy & Resources Committee. (MR 13.3 expanded)

16.7. Sums found to be irrecoverable and any bad debts shall be reported to the Policy & Resources Committee by the RFO and shall be written off for accounting purposes after exploring all possible avenues. The Committee's approval shall be shown in the accounting records. (13.3 expanded)

16.8. The Council may, with the agreement of the Policy & Resources Committee, contract agents to manage its assets and/or collect any associated income. The means of income collection and fees shall be agreed on an individual basis. (NTC)

17 Stores and equipment

17.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section. (MR 15.1)

17.2 Goods must be checked as to order and quality at the time delivery is made. (MR 15.2 part 2)

17.3 Whilst recognising that most deliveries are left on the doorstep, with the driver often taking a photograph, when asked to sign that the goods have been received, officers shall sign "unchecked" alongside their signature. This shall usually be on an electronic handheld device. On the rare occasion this is on carbonated slip, a copy to be kept until the goods have been checked and the delivery confirmed correct. (MR 15.2 expanded)

17.4 Stocks shall be kept at the minimum levels consistent with operational requirements. (MR 15.3)

17.5The Lead Officer shall be responsible for periodic checks of stocks and stores, at least annually. (MR 15.4)

18. Assets, properties and estates

18.1 The CEO shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Council. (MR 16.1)

18.2 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations. (MR 16.2)

18.3 The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets. (MR 16.3)

18.4 No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a written report shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law). (MR 16.4)

18.5 When undertaking land or asset management, disposal or installation, any agreements required from West Berkshire Council and/or the Oxford Diocese shall be obtained prior to the activity being undertaken. Procedures required by both organisations in an emergency shall be included within the risk assessments and followed. (NTC)

18.6 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the relevant committee or Lead Officer and appropriate manager by delegated authority, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written business case shall be provided to the Lead and Policy & Resources committees at their next meetings, with a copy provided to the RFO to enable the adjustment of the asset register. (MR 16.5 expanded)

19. Insurance

19.1 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Council's review of risk management. (MR 17.1)

19.2 The CEO shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances. (MR 17.2)

19.3 The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Policy & Resources Committee at the next available meeting. The RFO shall negotiate all claims on the Council's insurers in consultation with the CEO. (MR 17.3)

19.4 Appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the

maximum risk exposure as determined annually by the Council, or duly delegated committee. (MR 17.4)

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

20. Charities

20.1 Where the Council is sole managing trustee of a charitable body and there is no Memorandum of Understanding in place, the CEO and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The CEO and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document. (MR 18.1)

20.2 Any income that is the property of a charitable trust shall be paid into a charitable bank account. Subject to a Memorandum of Understanding instructing otherwise, instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) shall be given by the Managing Trustees of the charity meeting separately from any Council meeting. (MR 13.8)

20.3 Where a Memorandum of Understanding between the Council and a charitable trust is in place the agreements contained within must be followed. (NTC)

21. Suspension and revision of Financial Regulations

21.1 The Council shall review these Financial Regulations annually. The CEO and RFO shall monitor changes in legislation or proper practices and advise the Council of any need to amend these Financial Regulations. (MR 19.1)

21.2 The Council may, by resolution duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the Council to act unlawfully. (MR 19.2)

21.3 The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances. (MR 19.3)

NEWBURY Town Council

DRAFT

Preferred Suppliers Policy

Date Issued: October 2026	**Date Reviewed:** October 2026
Date Adopted:	**Adopted By:** Policy & Resources Committee
Review Date: October 2027	**Reviewing Committee:** Policy & Resources

NEWBURY Town Council

NEWBURY TOWN COUNCIL – PREFERRED SUPPLIERS POLICY

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NEWBURY Town Council

1. Purpose

The purpose of this policy is to establish a clear, transparent, and compliant process for identifying and using preferred suppliers. It aims to ensure best value, continuity of service, and accountability in public spending, and operates in accordance with the Council's Financial Regulations.

2. Definition

A *preferred supplier* is a business or individual that has demonstrated reliability, quality of service, and value for money in previous engagements with the Town Council. Inclusion on the list does not guarantee future work.

Preferred Supplier status will be awarded for the delivery of services by specialism e.g. electricians, tree surgeons, building surveyors etc. Or, for direct purchases, electrical wholesalers etc. An individual supplier may be awarded Preferred Supplier status in one or more area.

3. Criteria for Consideration as a Preferred Supplier

i. Proven track record of delivering relevant high-quality goods/services to the Town Council, demonstrated through delivering a minimum of two contracts within the previous 2 years.

ii. Competitive pricing and overall value. Based on an agreed hourly or day rate, with, further to a minimum of 6 months working with the Council, a commitment to increase this no more than once per annum within the period 01/04 to 31/03, to a maximum of CPI (as at the end of February of the preceding financial year).

iii. Public Liability (minimum £1 million), Employer's Liability (minimum £5 million) and Professional Indemnity Insurance (minimum £1 million). Higher amounts may be required for some contracts which will be discussed on an individual basis.

iv. Legally required and relevant qualifications and registrations to practice.

v. Compliance with health and safety, safeguarding, and environmental standards (as applicable)

4. Review and Approval

i. The list shall be reviewed annually by relevant senior officers[1] and Audit Working Group, coordinated by the RFO.

ii. New suppliers may apply for consideration at any time, by providing evidence in writing as to how they meet the above criteria. Applications must be endorsed by a Council Officer with experience working with the supplier on previous contracts.

iii. Inclusion on the list is delegated by the Policy & Resources Committee, to the relevant senior officers, coordinated by the RFO.

iv. The Council's list of Preferred Suppliers will be published on the Council's website.

5. Contract Management and Monitoring

i. Each contract will have an allocated Lead Officer, to whom the Preferred Supplier reports.

ii. Performance of Preferred Suppliers will be monitored, and concerns may lead to removal from the list.

iii. Changes to bank details must follow written verification procedures.

6. Contracting Thresholds as Applicable to Preferred Suppliers

Contracting with Preferred Suppliers is permitted within the thresholds and rules of the Council's Financial Regulations:

Contract Values	Procurement Action
Up to £999 ex. VAT	• Lead Officer may procure directly with a Preferred Supplier based on a quotation.
£1,000 to £4,999 ex. VAT	• Lead Officer may procure directly with a Preferred Supplier based on a quotation. Or, if a possibility of the contract exceeding the threshold through unforeseen works, the Lead Officer may seek 3 quotations to include Preferred Suppliers.
£5,000 - £24,999 ex. VAT	• Lead Officer shall seek 3 quotations which may include Preferred Suppliers

[1] 'Relevant senior officers': a minimum of 3 senior officers to include the CEO & RFO, as resolved at the Policy & Resources meeting of 12th October 2026, minute ref: xxx

£30,000 inc. VAT and above.	• Public contract regulations apply – publication of notices as per legislation. Preferred Suppliers may be directly notified.

7. Single Quote Due Process – 'Light Touch Arrangements'

i. Standard practice as per the Council's Financial Regulations, is that further to a quotation being received and agreed, a Purchase Order is issued prior to commencement of works. This forms the contract and supports the Council manage its budgets.

ii. To support the smooth management of small contracts, it is agreed by exception that:

a. Where agreed helpful to both parties, the Preferred Supplier may estimate the number of hours required e.g. to cover an agreed number of small jobs. When within the 'up-to £999' threshold, the Purchase Order may be 'held open' until completion and the exact number of hours required confirmed.

b. Where it becomes apparent that additional unforeseen works are required to complete the agreed works, with agreement, subject to being below the £4,999 threshold, the Lead Officer may adjust the Purchase Order to reflect these changes.

8. Openness and Competition

i. The Council remains open to sourcing quotes from outside the preferred list when required or in the public interest.

ii. The policy supports, but does not replace, competitive procurement obligations under the Council's Financial Regulations.

iii. The Council is not obliged to accept the lowest quote or estimate.

iv. Suppliers without a proven track record of delivering high-quality goods and services to the Town Council, but who otherwise meet the Council's Preferred Supplier criteria and would like to be considered for a contract with the Town Council, are invited to write to the RFO, evidencing points 3 iii to 3 v above, together with the following:

a. Relevant experience, especially with public sector or community-based projects

b. References or testimonials

c. Evidence of financial security

d. Pricing Guide

e. The specialism offered and value of contract of interest.

All such approaches will be acknowledged but without a commitment of further contact, which will be made in consideration of need.

9. Exceptions and Emergencies

In specialist or emergency situations, the Council may use a Preferred Supplier without further quotations, provided:

i. The value is within delegated authority limits
ii. The Clerk provides justification and reports the decision to the Chair of the Policy & Resources Committee as soon as practicable.

10. Threshold Breach

If a Contract is agreed without competition at a cost below the £4,999 threshold, and it becomes apparent due to unforeseen circumstances, the sum will exceed this threshold, the Supplier must discuss the matter with the Lead Officer, providing the:

i. Exact nature of the unforeseen issue
ii. Line-by-line justification for the increased cost (materials, labour etc.)
iii. Confirmation of whether this constitutes a genuine cost overrun or an official change of scope.
iv. Revised quotation for the additional work required.

In discussion with the Lead Officer, all non-essential work must stop until any additional expenditure is formally approved and the decision must be escalated to the RFO.

If agreement is reached to continue and the relevant senior officers agree a Formal Procurement Waiver, a revised Purchase Order can be drafted for sign-off in accordance with the Council's Financial Regulations.

11. Transparency

The Local Government Transparency Code 2015 (updated in 2025) aims to enhance democratic accountability and empower citizens by making local government data more accessible. In accepting a contract with Newbury Town Council, suppliers accept that summary information for goods and services over £500 and contracts over £5,000 (e.g. invoice / contract title, date, purpose, amount agreed and similar) will be published on the Council's website www.newbury.gov.uk . Detail of the information the Council is required to publish can be found in the Local Government Transparency Code 2015 Local government transparency code 2015 - GOV.UK – in particular, *sections 28 – 'Expenditure exceeding £500', and s 31 & 32 – 'Procurement Information'*.

Suppliers are assured that commercially sensitive information e.g. hourly rates and day rates agreed, will be held confidentially by the Council, as will quotations and estimates that are not taken forward.

NEWBURY Town Council

BANKING ARRANGEMENTS

Date 1st Issued: 15th October 2024	**Date Reviewed:** 12th October 2026
Date Adopted: 12th October 2026	**Adopted by:** Policy & Resources Committee
Review Date: October 2027	**Reviewing Committee:** Policy & Resources

NEWBURY Town Council

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NEWBURY Town Council

1. Bank Mandate – Signatories

a. To add or delete a bank signatory on the main Bank Mandate, the bank requires two signatories to complete and sign the 'Amendments to Authorised Signatories' form. Purpose: Security of the Bank Mandate.

b. There shall be 9 Bank Signatories on the Bank Mandate, comprising:

i. 5 councillors:
- to include the Chair and Vice-Chair of the P&R Committee
- to exclude members of the Audit Working Group
- to include only 1 member of a marriage, partnership or relatives

ii. 4 officers:
- To include the CEO, RFO, Civic Services Manager and Senior Accounts Officer.
- That no Councillor or Officer shall be added as a Bank Signatory, until they have served as a councillor or have been employed by the Council for a minimum of 3 months; and have been resolved as a Signatory by the Policy & Resources Committee.

c. On leaving the Council, two continuing signatories under the direction of the RFO, CEO or Senior Accounts Officer, will sign for the Officer/Councillor to be removed as signatory and the Policy & Resources Committee will be advised at the next meeting.

d. Bank Signatories will be reviewed annually.

e. With immediate effect, signatories to be amended to:

i. 5 councillors:
- Vaughan Miller
- William Drummond (Billy)
- Gary Norman
- Elizabeth O'Keeffe
- Tony Vickers

ii. 4 officers:
- Tobias Miles-Mallowan (CEO)
- Elizabeth Manship (RFO)
- Jo Aylott (Civic Services Manager)
- Margaret Gore (Senior Accounts Officer)

f. The above Signatories will remain in place until they either leave the Council or are formally amended by the Policy & Resources Committee.

2. Cheque Signatories

a. Any two of the Bank Signatories above may sign cheques.

3. Internet Banking – Mandate to sign and execute corporate Internet Services amendments

a. To add and remove Officers for internet banking, the bank requires a Bank Mandate for Internet Banking, resolved by Full Council or the Policy & Resources Committee,

confirming the Officers who may sign the 'Corporate Internet Services Application and Amendment Form'.

b. The following supersedes any previous authorisations in respect to Internet Banking for Newbury Town Council:

i. Any two of the following persons are hereby authorised to sign and execute on behalf of Newbury Town Council all Agreements and to take any action or decision required in connection with the Corporate Internet Services, including the appointment of Administrators who, it was noted and approved, would themselves have the ability to set and amend the level of Permissions granted to each other Authorised User on behalf of this Council:

- Elizabeth Manship (Finance & Corporate Services Manager, and RFO)
- Tobias Miles-Mallowan (CEO)
- Jo Aylott (Civic Services Manager)
- Margaret Gore (Senior Accounts Officer)

c. To amend this mandate requires a resolution of Full Council or the Policy & Resources Committee.

4. Internet Banking – Access to Internet Banking

To enable Officers to have access to Internet Banking, with agreed permission levels, requires the banks application form signed by two of the signatories listed on the Internet Banking Mandate. The Bank does not require the authorisation of the Council for individual Officers to have access to Internet Banking. However, to increase security and ensure access to Internet Banking is centrally managed, the following is agreed.

a. Access to Internet Banking is restricted to Officers holding the following positions:

- CEO
- RFO
- Senior Accounts Officer
- Civic Services Manager

b. Access to Read-Only Internet Banking is restricted to Officers holding the following positions: Finance Apprentice (approved January 2026)

c. From 1st October 2026 access to Internet Banking in any format will only be agreed for Officers with a clear DBS Check with NTC in respect to dishonesty, fraud or theft from employer, obtained within the previous 3 years, the agreement of their Line Manager further to satisfactory annual appraisal, and the agreement of either Full Council or the P&R Committee. Additionally, Officers new to the organisation must have a satisfactory 3-month probation review.

d. To amend this requires a resolution of Full Council or the Policy & Resources Committee.

5. Internet Banking – Bank limit on BACS transactions for any 3-day period

a. The Council's 3-day limit for BACS transactions with Handelsbanken is £150,000.

b. To amend this requires a resolution of Full Council or the Policy & Resources Committee.

6. Business Debit Cards – Mandate to Authorise Business Debit Card Signatories

a. To agree a debit card for officers, together with their limits, the bank requires:
- **i.** Authorisation from Full Council or the Policy & Resources Committee as to who can sign the application forms. This authorisation remains in place until it is changed.
- **ii.** Application forms signed on an as needs basis, by two of the authorised signatories for officers to both hold a Business Debit card, and individual limits.

b. The following supersedes any previous authorisations in respect of Business Debit Cards for Newbury Town Council.
- **i.** Any two of the following persons are hereby authorised to complete and sign the Business Debit Card Application Form and to complete and sign (including by nominating Users) Business Debit Card Authorised User Application Forms from time to time and each of the following persons is hereby authorised to take any action or decision in connection with any Business Debit Card or any Document:
  - Elizabeth Manship (Finance & Corporate Services Manager & RFO)
  - Tobias Miles-Mallowan (CEO)
  - Jo Aylott (Civic Services Manager)
- **ii.** To amend this requires a resolution of Full Council or the Policy & Resources Committee.

7. Business Debit Cards – Additional Card Holders

a. To provide additional officers with a Business Debit Card, requires the banks application form signed by two of the signatories. The Bank does not require the authorisation of the Council for individual Officers to hold a Business Debit Card. For added security, the agreement of the Policy & Resources Committee is required to ensure the Business Debit Cards are centrally managed.

b. Access to Business Debit Cards is restricted to Officers recommended to and resolved by the Policy & Resources Committee.

c. From 1st October 2026 Business Debit Cards will only be agreed for Officers with a clear DBS Check with NTC in respect to dishonesty, fraud or theft from employer, obtained within the previous 3 years, the agreement of their Line Manager further to satisfactory annual appraisal, and the agreement of either Full Council or the P&R Committee. Additionally, Officers new to the organisation must have a satisfactory 3-month probation review.

8. Business Debit Cards – Annual Review of Business Debit Card Limits

a. The following single transaction limits for Business Debit Cards, within a 24-hour period, agreed in consideration of day-to-day work responsibilities are as follows:

CEO	£1,500
Finance & Corporate Services Manager & RFO	£1,500
Civic Services Manager	£1,000

- Senior Accounts Officer £500
- Committee Clerk £500
- Parks and Open Spaces Supervisor £500
- Facilities / Compliance Supervisor £500
- Facilities Officer £300
- Community Services Officers £300
- Civic Services Officer £300
- Trainee Parks and Open Spaces Officer £100
- Finance Apprentice £100
- Trainee Corporate Support Officer £100
- Town Hall Officer £100

b. The RFO, or in their absence from work, the CEO, may request the bank increase their card limit for an individual transaction, provided:

i. Auditable evidence is held that the payment cannot be made through Internet Banking or Credit Card.

ii. The invoice for the purchase has been agreed by two Members, alongside the Supplier Payments process.

iii. Two members have been made aware of the need to increase the business debit card limit and have given their agreement in writing. (these may be the same two members as above).

iv. The Business Debit Card limit is reduced as soon as the payment is made.

v. The Policy & Resources Committee is advised at the next meeting.

c. The Business Debit Card limit for all Officers will be reviewed by the Policy & Resources Committee on an annual basis.

Council website: accessibility, digital compliance and future provision

Report of the Chief Executive Officer / Town Clerk
Prepared: 6 October 2026 | Meeting date: to be confirmed
Financial information: balances supplied as at 30 September 2026

1. Purpose and decisions requested

To explain why the Council must address its website's accessibility and ongoing technical maintenance, compare upgrading the existing website with commissioning a replacement, and agree an urgent route to a compliant, secure and sustainable service.

The Committee is asked to:

- Note the reported accessibility deficiencies, the Internal Auditor's deadline of 31 March 2027, and the associated AGAR governance risk.
- Agree that a replacement website is the preferred option for further evaluation, subject to competitive quotations, affordability, demonstrable compliance and delivery within the required timescale.
- Authorise officers to complete the quotation and specification process for both options and proceed, in accordance with Financial Regulations and procurement requirements.
- Retain EMR 419 (£3,740) and budget 4256/220 (£4,000) for the website compliance programme, subject to the RFO confirming commitments and the approvals needed to use or transfer them. Continue to provide separately for hosting and support.
- Request an implementation plan, progress reports and a contingency for upgrading the existing website if a replacement cannot be delivered and tested in time. Any award, additional funding or change in use of reserves must follow the Council's approval arrangements.

2. Current position and why change is necessary

Officers advise that the current website does not meet the accessibility requirements for a council of our size. The accessibility upgrade is overdue. The Council also faces recurring expenditure to keep the underlying Umbraco platform supported, alongside approximately £6,000 a year for hosting, management and support. A website is a core public service: residents must be able to access council decisions, financial information and services, including when using assistive technology.

Appendix A, supplied with this report, summarises website publication requirements for councils with income or expenditure above £200,000. It provides a useful starting checklist for reviewing the website's content and structure. It is a third-party summary, not an accessibility test of NTC's website or a substitute for the legislation. Officers should validate individual requirements, thresholds and publication deadlines against primary sources rather than adopt every entry as a universal legal rule.

The software running the Council's current website needs regular updates to keep it secure and supported. The supplier has advised that upgrades will be needed in November 2026, at an estimated cost of £4,175, and again in November 2028, for which a price is not yet available. These recurring costs should be considered when comparing improvements to the existing

website with the cost of a replacement. Officers will seek written confirmation of the upgrade timetable and how long the current website can continue to be securely maintained.

3. Accessibility and publication obligations

Government guidance identifies WCAG 2.2 level AA as the accessibility standard for public sector websites and requires a published accessibility statement. The Council must assess and remedy barriers in pages, navigation, forms and documents, subject to applicable statutory exceptions. An accessibility statement records the position and routes for assistance; it does not itself remedy inaccessible content. A new website or a supplier's assurance alone does not demonstrate compliance. [1–2]

The specification should require automated and manual testing, including keyboard navigation and representative assistive technology checks, and remediation before acceptance. Officers must also review current PDFs and other documents: migration of inaccessible files without remediation would carry the problem into a new website. Priorities should include current agendas, reports, minutes, accounts, forms and essential service information. Any exception or disproportionate-burden assessment must be properly evidenced and reflected in the accessibility statement. [1]

For a council with gross annual income or expenditure exceeding £200,000, the relevant transparency framework is the Local Government Transparency Code 2015. The separate Transparency Code for Smaller Authorities applies to turnover not exceeding £25,000 and should not be applied to NTC simply because it uses the AGAR. The website review must also cover FOIA publication arrangements, accounts and audit notices, and other applicable publication duties. [3–4]

4. AGAR Assertion 10 and audit implications

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioners' Guide 2026/27 applies to the financial year ending 31 March 2027. Assertion 10 covers digital and data compliance. Its requirements include authority-domain email, lawful and accessible websites, relevant published information, data protection and an IT policy covering council and personal equipment. Website work therefore addresses only part of the assertion. [5]

Officers report that the Internal Auditor previously required budget provision for remediation or replacement and set 31 March 2027 as the deadline. This is an audit action deadline, not a new statutory grace period. Reserving money alone does not resolve the reported deficiency. The Council needs evidence of implementation and testing.

The Council must be able to substantiate a positive response. Members approve the Annual Governance Statement; the Internal Auditor supplies independent assurance rather than ticking Assertion 10 on the Council's behalf. If unresolved non-compliance prevents a positive response, the Council must disclose it and explain corrective action. An adverse external audit finding or qualification is a material risk; an automatic "external audit failure" should not be presented as a predetermined outcome. [5]

5. Cyber Essentials and wider digital assurance

Cyber Essentials is an National Cyber Security Centre (NCSC) backed certification scheme addressing five technical controls: firewalls, secure configuration, security updates, access control and malware protection. A supported website, clear supplier responsibilities and controlled administrative access can support the Council's cyber security arrangements. [6]

Cyber Essentials certification is not expressly required by Assertion 10, nor does a council's turnover above £200,000 itself create that certification obligation. It is recommended as a proportionate assurance objective for NTC, alongside its broader IT governance. A replacement website will not automatically confer certification or satisfy the whole AGAR assertion. Officers should agree the assessment scope with the IT provider or assessor and review email, devices, accounts and cloud services as well as relevant website administration. [5–6]

Separately, the Council should maintain tested backups, incident and recovery arrangements, staff training, data protection controls and an up-to-date IT policy. The website project should fit into this wider programme rather than become the sole evidence of digital compliance.

6. Financial position

The following figures have been supplied by officers. VAT treatment of the upgrade quotations is not yet confirmed; comparisons must use a consistent basis and distinguish recoverable VAT from cash requirements.

Existing website expenditure	Amount / timing
Overdue accessibility upgrade	£3,740
Umbraco version 17 upgrade	Approximately £4,175; proposed November 2026
Combined quoted upgrade costs	£7,915
Umbraco version 21 upgrade	Proposed November 2028; price unknown
Hosting and break/fix support	£478.96 + VAT per month; £5,747.52 excluding VAT over 12 months
Annual revenue budget supplied	£6,084; approximately £6,000 annual management provision

Using the £6,084 annual budget as the recurring-cost allowance, the existing-site option represents £13,999 for a full year's provision plus the two quoted upgrades, before any unconfirmed VAT or additional work. This is a comparison benchmark, not the amount still to be spent in the remaining six months or a replacement budget approval. It excludes the unpriced 2028 upgrade.

Funding at 30 September 2026	Balance	Purpose
EMR 419	£3,740	Website accessibility
4256/220	£4,000	Website security patches
Total earmarked / upgrade-related provision	£7,740	Subject to commitments and authorised use

4252/220	£3,210	Remaining hosting and break/fix support provision

The quoted upgrades exceed the £7,740 upgrade-related provision by £175, before any VAT difference or additional requirements. Six months of current support costs £2,873.76 excluding VAT (£3,448.51 including VAT at 20%). The RFO should reconcile the £6,084 budget, £3,210 balance, invoice timing, VAT recovery and other commitments. The support balance must not be treated as freely available for a rebuild while hosting and support remain payable.

A rolling support arrangement is reported, with no formal agreement in place. Officers should obtain written terms covering service levels, security patching, backups, responsibilities, data processing where applicable, notice periods, ownership, export and exit assistance. Existing invoices or correspondence may still create contractual obligations, so termination terms need checking.

7. Options appraisal

Option	Advantages	Costs and limitations
A. Upgrade existing website	May offer a quicker route; avoids a full migration; uses current supplier and established content structure.	£7,915 quoted upgrade expenditure plus recurring support and the unpriced 2028 upgrade. Must confirm document accessibility, support life and whether further work is required.
B. Replace and migrate	Opportunity to improve accessibility, navigation, publishing processes, support arrangements and long-term maintenance.	Price unknown. Requires migration, content remediation, training and testing. Possible dual hosting and exit costs. A modern platform still requires ongoing updates.
C. Defer substantive action	Avoids immediate project expenditure.	Does not resolve the reported accessibility deficiency or audit action. Not recommended.

Option B is preferred for further evaluation because it offers an opportunity to address the service as a whole. It cannot yet be shown to be cheaper or better value. Option A remains a credible contingency if it achieves tested compliance within the deadline and offers acceptable ongoing support. The final choice must compare equivalent scopes and whole-life costs, rather than appearance or initial build price alone.

8. Procurement, delivery and assurance

Officers should obtain quotes that clearly set out the full cost of improving or replacing the website. These should include transferring existing information, making documents accessible, hosting, ongoing support and updates, staff training and regular checks. Quotes should explain whether VAT is included, any additional charges, how long support will be

available, when the work will be completed and the cost of changing suppliers in future. Officers must follow the Council's Financial Regulations and purchasing requirements.

The website must meet the required accessibility standard (WCAG 2.2 AA) and include an up-to-date accessibility statement. Staff should have clear guidance and templates to help them publish accessible information, with responsibility agreed for keeping content current. The service should also provide secure staff access, regular security updates, backups and arrangements to restore the website if needed. Council records and links must be transferred correctly, privacy and cookie requirements addressed, and a written support agreement put in place. The Council must retain ownership of its information and be able to transfer it to another supplier.

Proposed milestone	Action / owner
October 2026	CEO and RFO: confirm audit action, current technical risks, budgets and comparable specifications; review accessibility statement and urgent barriers. Complete Quotations.
November 2026 – February 2027	Implement chosen route, remediate priority documents, train staff and test migrated records, accessibility and security.
By early March 2027	Complete acceptance testing and corrections; target go-live with time to resolve problems.
By 31 March 2027	Retain evidence of delivery, testing, policies and closure of the audit action; report any unresolved matters accurately.

Officers should report progress at each available Committee meeting and escalate delays promptly. If quotations show a replacement cannot meet the deadline, the upgrade contingency should be brought forward for approval without waiting until March. Urgent security patches and immediate accessibility improvements should continue during procurement, within existing authorisations.

9. Recommended resolution

That the Committee notes the website accessibility and digital compliance risks; agrees a replacement website as the preferred option for further evaluation; authorises officers to complete a comparable quotation process and return with a fully costed recommendation and funding proposal; retains the identified accessibility and security provision pending that decision; and requires a tested solution by 31 March 2027, with a contingency for upgrading the existing website if replacement cannot be delivered in time. No uncosted replacement contract is authorised by this resolution.

References and accompanying appendix

Appendix A: Working the Greener Way – Online LLP, “Council Website publication requirements (England) £200K+ turnover”, version 1.0, 22 September 2026, supplied separately. Used as a content-review checklist; individual legal statements require verification.

[1] GOV.UK: Understanding accessibility requirements for public sector bodies
https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps

[2] GOV.UK: Sample accessibility statement
https://www.gov.uk/government/publications/sample-accessibility-statement

[3] Local Government Transparency Code 2015
https://www.gov.uk/government/publications/local-government-transparency-code-2015/local-government-transparency-code-2015

[4] Transparency Code for Smaller Authorities
https://www.gov.uk/government/publications/transparency-code-for-smaller-authorities/transparency-code-for-smaller-authorities

[5] SAPPP Practitioners’ Guide 2026/27, paragraphs 1.47–1.55 and annual governance reporting guidance
https://www.nalc.gov.uk/resource/practitioners-guide-2026-27.html

[6] NCSC: Cyber Essentials overview and resources
https://www.ncsc.gov.uk/cyberessentials/resources

Primary guidance checked on 6 October 2026. Costs, balances, supplier upgrade dates and the Internal Auditor’s deadline are officer-supplied; no independent technical audit of NTC’s live website has been undertaken for this paper.

Y78TOWN HALL
HEALTH & SAFETY REPORT 09/2026

Simple Workplace Inspection & Action Record

Inspection date	_____
Completed by	_Arkadiusz Kaczmarek_____
Responsible person	_Arkadiusz Kaczmarek_____
Review date	__December 2026 or when require _____
Building	Town Hall

1. Main H&S Checks

No.	Check	What to check	Risk	Action / Finding	Responsible	Status
1	Fire safety	Fire exits clear; fire doors and alarm in good condition.	High	The main problem is our Fire Alarm 1. Fire alarm is old in wrong place and is not showing right information when activated 2. No evacuation plan in place 3. No Floor Update floor plan 4. Fire evacuation drill haven't been performed yet Positive 1. We do have Quotation for installation of the new Fire Alarm 2. We do have Quotation for producing new Floor Plan in conduction with Evacuation Plan 3. Extinguishers are serviced annually and checked on monthly basis, record kept	Arek	In progress
2	Emergency lighting	Emergency lights appear serviceable and records are maintained.	Medium	We do have some failure with emergency Light 1. We are replacing them as they have been found on routine monthly checks. Positive 1. Monthly emergency light test has been introduced and record kept 2. New installed light are LED and self-testing	Arek	In progress
3	Electrical safety	Plugs, cables and equipment are safe; defects reported.	High	On observation, we do have too many extensions leads and not enough sockets.	Arek	In progress

				1. My recommendation will be to fit more sockets where require Electrical installation inspection has been conducted and most of them come back as Unsatisfactory ,14 of them in total. 1. Lots of work is required to be compliant regarding that issue All reports available		
4	Floors / trips	No loose mats, cables, damaged flooring or spillages.	Medium	Flooring looks dated but still in usable condition. Where the concern is the. Staircase to Suite 1,9,10. Need replacing	Arek	
5	Housekeeping	Corridors, stairs and storage areas are tidy and clear.	Medium	We are monitoring this on daily basis	Arek	In progress
6	Cleaning chemicals	Chemicals labelled, stored safely and COSHH information available.	High	We do not use any strong chemicals All our products are in cupboard and COSHH assessment with Safety Data Sheet available and read by all members of the staff. Record kept	Arek	In progress
7	Asbestos	Asbestos information is available before drilling or building work.	High	No asbestos monitoring in place. On Assessment we decided for all asbestos to be remove. We found from Asbestos survey. We do have in several locations, mainly on the doors 1.We do have a plan to remove asbestos in the New Year, the date will be confirmed	Arek	In progress
8	Water safety	Water hygiene / legionella controls and records are maintained.	High	For the first time we employ W.E.T. company to do Legionella Risk Assessment All reports come back with the high risk Lots of work is required to be compliant with this issue	Arek	In progress
9	Toilets / welfare	Toilets clean; soap, water and hand-drying facilities available.	Medium	Our Welfare facilities look tired and need updating. From toilets to Staff kitchen	Arek	In Progress

10	Lighting / ventilation	Rooms have suitable lighting and ventilation.	Medium	Lighting in general is in good condition but upgrading to LED for the long term is required Lack of ventilation is present and that needs to be addressed		
11	Heating	Heating equipment is safe and maintained.	Medium	Our Heating is very old and dated We could upgrade with modern energy efficient electric radiators trough out the Town Hall	Arek	In progress
12	Work equipment	Equipment is suitable, maintained and used safely.	Medium	Our Equipment in general is in good condition. But as I mention before, Water heaters, kitchen needs update	Arek	In Progress
13	Work at height	Ladders / steps are suitable, checked and used safely.	Medium	We have upgraded our ladder for new one and annual checks will be introduced, and records will be kept.	Arek	In Progress
14	Manual handling	Lifting tasks are assessed and suitable help/equipment provided.	Medium	Staff members must complete all required training on our portal/hub.	Line Managers require to check if is done	
15	First aid	First-aid box and arrangements are suitable and available.	Medium	First aid box is in The Server room and in the Staff kitchen. Regularly updated. But Record is not kept. 1. Compliance will be assessed and record keeping introduce. 2. We need to upgrade the kitchen so we will have more space and storage to meet all facilities requirements.	Arek	In Progress
16	Visitors / public	Visitors can use the building safely and emergency arrangements are clear.	Medium	There is no Evacuation plan nor updated Floor plan. 1. PO has been approved for that job and all action to resolve this issue is progress.	Arek	In Progress
17	Contractors	Contractors are suitably controlled and inducted where necessary.	Medium	All contractors are signed in and introduced to staff; I usually supervise all contractors on site. Requirements of RAMS from contractors are also in progress. 1. We need to have contractor approved list; to improve efficiency, warranty and defects and to build good relationship with them so in terms it will convert to good workmanship. That is recommendation from my experience.	Arek	In progress

18	Events	Event layouts do not block exits or create additional hazards.	High	Regarding this issue we need to declutter/reduce number of things in that area, one or two locations. Exit/Entry doors lobby (Market Place).	Arek	In Progress
19	Accidents	Accidents and near misses are recorded and investigated.	Medium	Accident book is in the staff kitchen and record is kept.	Arek	
20	Security	Access, lone working and security arrangements are suitable.	Medium	Generally, all staff members finish work at 5:15pm, if unavoidable LOOH Risk assessment is required	Arek	In progress

2. Simple Risk Rating

Risk	Meaning	Action
High	Serious or potentially serious risk	Deal with promptly; use temporary controls if needed.
Medium	Risk requiring improvement	Plan and complete corrective action.
Low	Minor risk	Monitor and deal with through routine work.

3. Action List

Ref.	Problem / Action Required	Responsible Person	Target Date	Completed Date	Status
1	Legionella risk assessment (Following action requirement)	Arek			
2	Fire Risk assessment (Following action requirement)	Arek			
3	Building survey (Following action requirement)	Arek			
4	Electrical installation Condition Reports (Following action require)	Arek			
5	Improvement regarding Minimum Energy Efficiency Standards (EPC) 1.Lighting 2Radiator 3.Double glazing	Arek			
6	Dampness in Finance office 1 Additional building job is	Arek			

	required to solve this problem				
7					
8					
9					
10					

4. Important Records to Keep

- Fire risk assessment and fire safety checks.
- Electrical inspection and testing records.
- COSHH assessments and Safety Data Sheets.
- Asbestos management information.
- Legionella / water safety records.
- First-aid and accident records.
- Training records.
- Work equipment inspection and maintenance records.
- Contractor records.
- Completed H&S inspection and action records.

5. Sign-Off

Completed by	___Arek Kaczmarek_____
Manager / Responsible Person	_____
Date	____29/09/2026_____

Project Proposals

Meeting date: 12th October 2026
Agenda item: Project Proposals
Report author: Chief Executive Officer / Town Clerk

1 Purpose of the report

To seek approval to release £41,000 from EMR 393 – Projects Fund for urgent tree works; to release £40,000 from EMR 359 – Café Contingencies for a new fire alarm; and to allocate a further earmarked reserve balance of £10,875.34 from EMR 361 equally between tree works and Town Hall safety compliance works.

The proposed allocation would provide funding for urgent tree safety works while retaining existing building maintenance and Town Hall funding for the compliance works identified by the Facilities & Compliance Supervisor.

……

2 Recommendations

That the Committee resolves to:

1. Approve the release of £41,000 from EMR 393 – Projects Fund for the urgent tree works programme.

2. Approve the reallocation of £50,000 from EMR 359 – VP Café Contingencies (project complete) to cover the costs of a new Fire Alarm in the Town Hall (allow £40,000) and the costs of safety compliance works across the NTC Estate (allow £10,000).

3. Approve the reallocation of the £10,875.34 from EMR 361 – VP Café Reserves (project complete) equally: £5,437.67 for urgent tree works and £5,437.67 for Town Hall safety compliance works.

4. Merge existing Town Hall Responsive Repairs budgets (Roof Repairs, Office Move & Refurb, New TH Fire Doors and Responsive Repairs) to provide one budget for major TH repairs and safety compliance works to support the Repairs & Maintenance budget.

5. Approve the release of £2,013.67 from EMR 327 – Shaw Chapel Repairs (project complete) and EMR 329 (Vehicle Charging Point (project complete) to cover the deficit of van hire, when the Council's van was off the road and to allow a small cushion.

6. Approve delivery of the identified works within the allocated funding, subject to the Council's Financial Regulations and applicable procurement requirements.

7. Require officers to report progress, expenditure and any funding shortfall to the Committee, with any expenditure beyond approved budgets subject to further approval.

3 Background

The Council has been addressing a backlog of inspections and compliance assessments across its estates.

The Parks and Open Spaces Supervisor has overseen completion of audits of all Council-owned trees. The Facilities Supervisor has completed the majority of building audits, identifying urgent health and safety compliance works at the Town Hall and other Council buildings.

These assessments have provided a clearer understanding of the outstanding work and its priority. A number of items have been identified as high risk and require action during the current financial year.

The proposals therefore address identified safety risks and outstanding compliance requirements. Delaying the works would leave those risks unresolved and could affect the Council's ability to keep its buildings open and its public spaces safe.

4 Urgent tree works

The completed tree audits have identified more than 200 trees requiring work. Of these, approximately 140 have been classified as high risk, with the required works to be completed by February 2027. The remaining 60 have been put back to the following financial year subject to regular monitoring.

The current programme includes the proposed removal of 47 trees, alongside other remedial works specified in the inspection reports. The reasons for removal and the locations concerned will be set out in the final programme.

The scale of the work reflects both the completion of the inspection backlog and the effects of the hot, dry summer on tree condition. The programme responds to the findings of the completed audits and the priorities identified through those assessments.

Failure to undertake the recommended work would leave a foreseeable risk of falling branches or trees in areas used by the public. The consequences could include serious injury or loss of life, damage to property and disruption to Council facilities.

Officers recommend allocating the £41,000 Projects Fund contribution to this programme. Together with half of the additional £10,875.34 reserve balance, this would provide £46,437.67 towards urgent tree works. Leaving £37,419 for the Tree Works EMR moving forward into the new financial year.

A final report will confirm the total programme cost and whether this allocation has met the full cost of the priority works.

5 Town Hall and other building compliance works

The Facilities & Compliance Supervisor's audits have identified urgent compliance works at the Town Hall and other Council buildings. The works prioritised for the current financial year have been assessed as high risk and cannot reasonably be deferred further.

Examples include:

- Legionella risk management and associated remedial works.
- Electrical safety inspections and remedial works.
- Updating the fire alarm system.
- Other high-risk items identified through the building audits.

Water and Electrical reports identify the specific works required at each building, their estimated costs and the funding proposed for each item. To understand the full extent and cost of repairs to the high-level masonry requires the erection of scaffolding.

It is estimated that the current fire alarm is approximately 20 years old, and a new alarm is required as a priority. Quotations received indicate we need to allow £40,000 for a new alarm inc. oncosts.

Officers recommend allocating £40,000 for a new fire alarm. Together with an additional £15,437.67 towards safety compliance across the Town Hall and the NTC Estate.

If significant safety deficiencies remain unresolved, it may become necessary to restrict access to affected areas or temporarily close buildings until appropriate remedial works or effective interim controls are in place. This could disrupt Council operations, public access, bookings and income. A report from the Facilities / Compliance Officer summarizing identified works requiring attention over the next year, is attached for information – appendix 19A

A final report will advise Council as to whether this allocation has met the full cost of the priority works.

6 Options considered

Option A – Approve the proposed allocations

This would support delivery of the urgent tree programme while preserving existing building funding and adding £5,225.50 to Town Hall compliance works. This is the recommended option.

Option B – Approve a reduced allocation

A reduced allocation would require officers to identify which works could still be completed and whether adequate interim controls could manage the remaining risks. It should not be assumed that high-risk works can safely be deferred.

Option C – Defer the decision

Deferral would delay commissioning and reduce the time available to complete the high-risk tree works by February 2027. It would also delay resolution of identified building compliance issues. Officers do not recommend this option.

7 Conclusion

The completed inspections have identified urgent tree safety and building compliance works requiring action during the current financial year.

The proposed allocation provides £46,437.67 towards urgent tree works, £40,000 towards a new fire alarm for the Town Hall and £15,437.67 additional funding for Town Hall compliance, and safety compliance across NTC's Estate. Appendix 20 provides, against the existing budgets, a summary of the recommended reallocations for P&R consideration and agreement.

Approval would enable officers to commission the priority works and address the risks identified through the Council's audits.

This recommendation has quite rightly prioritised maintenance and safety works to be taken forward with immediate effect. Further to this, the sums required to support known projects such as Town Hall refurbishment, Play Areas, Additional Cemetery space, the Wharf Toilets Refurbishment, plus an additional van are to be considered in the 2027/28 Budget discussions.

NEWBURY TOWN COUNCIL

Town Hall priority maintenance and repair plan

Planning period October 2026 to April 2028 | Revised draft 6 October 2026 | Source prepared by Arek Kaczmarek on 5 October 2026

Purpose: Prioritise works and clarify when action is needed. The plan also includes Wharf toilets and recreation-ground changing facilities, identified separately below.

RAG means priority, not completion status: RED = urgent safety assessment/control and priority remedial work; AMBER = planned remedial work with prompt assessment; GREEN = routine improvement or review once safety issues are controlled.

Ratings and dates are proposed from the supplied descriptions, not a technical assessment or statutory deadlines. Existing risk-assessment deadlines take precedence. No unresolved serious hazard should wait for budget approval or a capital completion date. RED remains open until competent evidence confirms the risk is controlled.

Priority works and proposed programme

Ref	RAG	Location and work	Immediate action and dependencies	Proposed timescale	Source estimate
2	**RED**	Town Hall fire alarm Install a new fire detection and warning system.	Check existing system and fire risk assessment immediately; introduce competent-person-approved interim measures or restrict use if protection is inadequate.	Confirm specification and programme by 31 Oct 2026; proposed commissioning by 31 Mar 2027 only if interim protection is adequate.	£30,000–£40,000
3	**RED**	Emergency lighting Repair failed fittings; Wharf toilets reported most affected.	Check escape-route coverage and repair failures immediately; agree safe-use arrangements for affected areas.	Priority repairs in Oct 2026; remaining programme by 31 Mar 2027, subject to fire assessment.	£2,000–£3,000
4	**RED**	Town Hall fire doors and protected routes Repair doors, closers, seals, hinges and latches; replace where necessary.	Assess defective doors immediately; keep routes clear. Confirm compliant heritage-sensitive repair or replacement specification.	Urgent repairs in Oct–Nov 2026; phased programme by 31 Mar 2027 where safe interim controls permit.	£40,000
5	**RED**	Town Hall electrical installation Competent electrician to inspect and resolve report defects.	Obtain EICR findings and defect classifications; isolate/make safe dangerous installations immediately.	Urgent defects to electrician’s deadlines; proposed remaining remedials by 31 Mar 2027.	£10,000+
6	**RED**	Town Hall gas boiler Boiler reportedly failed its service and requires repair.	Obtain engineer’s findings now. Do not use if declared unsafe; arrange repair and any temporary heating.	Repair and confirm safe operation before use; target 30 Nov 2026 applies only if engineer confirms safe interim use.	£500

Urgent safety works continued

Ref	RAG	Location and work	Immediate action and dependencies	Proposed timescale	Source estimate
8	**RED**	Town Hall stairs and floor coverings Failing main-stair nosings hinder evacuation-chair use; replace Suite 9/10 stair covering.	Inspect immediately; make safe trip hazards and review assisted evacuation arrangements before affected areas are used.	Priority repairs in Oct 2026; permanent works by 30 Nov 2026, subject to competent assessment.	£5,000
9	**RED**	Water systems Town Hall, Wharf and recreation-ground changing rooms; high-risk legionella findings.	Act on existing assessment now; confirm written controls, monitoring and responsible person. Restrict affected outlets where advised.	Agree action schedule by 31 Oct 2026; urgent actions to assessor's deadlines; remaining works by 31 Mar 2027 only if risk controlled.	£10,000
7	**RED**	Town Hall roof and rainwater goods Leaks, loose materials, gutters and downpipes.	Inspect in Oct 2026; secure falling-material hazards and address active leaks promptly.	Safety repairs immediately; priority weatherproofing by 30 Nov 2026; non-urgent remainder by 31 Mar 2027.	£1,000–£2,000
19	**RED**	Town Hall main tower Crumbling walls, pigeon waste and decoration.	Restrict access where needed; obtain condition assessment and safe cleaning method. Check falling-material risk.	Assess by 31 Oct 2026; safety repairs to surveyor's deadline; decoration by 31 Dec 2027 after repairs.	£15,000
20*	**RED**	Town Hall small tower Crumbling walls, pigeon waste and decoration.	As for main tower; confirm separate scope and avoid duplicate costs with building survey works.	Assess by 31 Oct 2026; safety repairs to surveyor's deadline; decoration by 31 Dec 2027 after repairs.	£5,000

Planned repairs and condition assessments

Ref	RAG	Location and work	Immediate action and dependencies	Proposed timescale	Source estimate
10	**AMBER**	Wharf toilets and recreation-ground changing facilities Repair taps, flushes, fittings, seals, tiles and ventilation.	Inspect by 31 Oct 2026 and separate immediate hygiene/slip hazards from refurbishment. Escalate unsafe defects to RED.	Urgent defects immediately; priority repairs by 31 Mar 2027; planned refurbishment by 31 Dec 2027.	£50,000
11	**AMBER**	Town Hall building envelope External walls, roof, brickwork and stonework identified in survey.	Review survey by 30 Nov 2026; separate safety defects from planned fabric repairs. Escalate dangerous defects to RED.	Costed phased plan by 31 Jan 2027; proposed planned works by 31 Dec 2027, subject to survey and approvals.	£200,000+ Scope unconfirmed
16	**AMBER**	Town Hall drainage and finance-office damp Clear gullies; repair covers, paths and source of damp before internal works.	Inspect by 31 Oct 2026; make safe access hazards and investigate moisture source.	External priority work by 30 Nov 2026; internal repairs after drying/verification, proposed by 30 Jun 2027.	£1,000 external £12,000 internal
17	**AMBER**	Town Hall accessible WC Replace affected floor coverings.	Inspect for slip/trip hazards and confirm accessible facilities remain usable; escalate unsafe defects to RED.	Priority safety repairs immediately; planned replacement by 30 Jun 2027.	£5,000
18	**AMBER**	Town Hall windows, doors and locks Repair historic windows; assess proposed double glazing and defective hardware.	Obtain survey/quotes by 31 Jan 2027; address unsafe glazing or security failures promptly; confirm heritage permissions.	Priority repairs by 31 Mar 2027; planned window programme by 31 Dec 2027, subject to specification and approvals.	£100,000+

Improvements and programme review

Ref	RAG	Location and work	Immediate action and dependencies	Proposed timescale	Source estimate
13	**AMBER**	Town Hall heating improvement Review replacement of electric radiators.	Assess condition, controls, heat demand and options by 31 Mar 2027; verify predicted savings rather than assuming replacement reduces consumption.	Agreed improvements by 31 Oct 2027, before winter; unsafe units addressed immediately.	£30,000
15	**AMBER**	Town Hall lighting improvement Upgrade lighting, including rented offices.	Survey fittings, controls and expected savings by 31 Mar 2027; separate routine lighting from emergency lighting.	Phased upgrade by 31 Dec 2027; safety defects addressed immediately.	£20,000
14	**GREEN**	Town Hall internal finishes Repair plaster and decorate; source reports no decoration for 18 years.	Resolve leaks/damp first; make safe any loose plaster immediately and escalate to RED where necessary.	Planned decoration by 31 Dec 2027 after underlying defects are resolved.	£15,000
21	**GREEN**	Whole-building plan review Review completed works, inspections and outstanding defects; agree next programme.	Facilities Supervisor to update action register monthly; report progress and funding gaps to management/Committee.	Interim review by 31 Mar 2027; next review by 31 Dec 2027; final plan review by 30 Apr 2028.	Officer time Not priced

Review notes and funding checks

The late-2027 dates for fire doors, evacuation stairs and tower safety work have been replaced by prompt assessment and earlier proposed remedial dates. Legionella action starts from the existing high-risk findings rather than waiting for a December review. Gas boiler use depends on the engineer's safety findings. Larger fire-alarm works are separated from immediate protection.

Estimates are retained from the source and are not quotations or approved budgets. VAT, fees, access/scaffolding, heritage approvals and contingency are unconfirmed. Check overlaps between the building survey, roof, towers, windows and damp works before calculating a total. Split multi-site estimates before using this plan to justify Town Hall funding. Confirm procurement, delivery capacity and contractor lead times before adopting dates.

Retained source references allow comparison. Blank rows 1 and 12 were removed; the unnumbered small-tower entry is shown as 20*. Facilities Supervisor to confirm risk ratings, report references, owners, quotations, budget allocations and completion evidence.

Guidance used in the timescale review

HSE – Electrical safety: www.hse.gov.uk/electricity/introduction.htm

HSE – Preventing or controlling legionella risks: www.hse.gov.uk/legionnaires/what-you-must-do/preventing-controlling-risk.htm

GOV.UK – Fire safety in the workplace: www.gov.uk/workplace-fire-safety-your-responsibilities

Reallocation of Ear Marked Reserves - Figures to support the Consideration of Projects Proposals - Approved by P&R Committee - 12/10/2026

EMR / Budget Line	Account	Purpose Agreed	Funds Held (30/09/26)	Position & Recommendation	Leave in EMR (£)	Reallocate (£)	H&S Compliance across NTC Estate EMR 389	Town Hall Fire Alarm EMR 387	Tree Works EMR 345	Van Hire Deficit	CEO Priorities EMR 421
RESOLVED REALLOCATION OF FUNDS											
327	EMR - Shaw Chapel Roof Repairs	Shaw Chapel Roof Repairs	1,992.00	The chapel roof repairs are complete. **Approved:** Reallocate to Van Hire (£1,480 deficit plus cushion)	0.00	1,992.00				1,992.00	
329	EMR - Vehicle Charging Point	Vehicle Charging Point	21.67	Vehicle Charging Point in Situ **Approved**: Reallocate to Van Hire (£1,480 deficit plus cushion)	0.00	21.67				21.67	
359	EMR - Café Contingencies	Café Refurbishment Contingencies	50,000.00	The Café works are complete **Approved:** Reallocate funds for New Fire Alarm (allow £40,000) to EMR 387 H&S Compliance Works across NTC Estate e.g. water & electrical works etc. (allow £10,000) to EMR 389	0.00	50,000.00	10,000.00	40,000.00			
361	EMR - Café Reserves	Café Refurbishment	19,870.34	Keep in EMR 361: Committed costs - £995.00; Toilet Cleaning Contract to 31/03/27 - £5,000; Snagging Costs - allow £3,000: Total £8,995. **Approved:** Divide remaining between Town Hall EMR 387 and CEO Priorities EMR 421	8,995.00	10,875.34	5,437.67				5,437.67
364	EMR Café VP Café Refurb - Retainer	Café Refurbishment Retainer	8,993.21	Retainer for Maspace £8,993.21, moved from EMR 361 to EMR 364. **Ratified.**	8,993.21	0.00					

393	EMR - Projects P&R Allocation	Requested Projects	41,000.00	**Approved:** Reallocate to Tree Works EMR 345		41,000.00			41,000.00		
492	EMR - War Memorial	War Memorial Sinking Fund	10,000.00	War Memorial Refurb: paint railings, slab works, regrouting. £775 in 2026/27 for R&M - insufficient. £2,000 in 2026/27 budget for sinking fund. **Approved:** Agreement **to use** some of the Sinking Fund for refurb.	10,000.00	0.00					
Total Reallocated						**103,889.01**	**15,437.67**	**40,000.00**	**41,000.00**	**2,013.67**	**5,437.67**

EFFECT ON CURRENT BUDGET

EMR / Budget Line	Account	Purpose Agreed	Funds Held (30/09/26)	Position & Recommendation	Leave in EMR / Budget Line	Reallocate	H&S Compliance across NTC Estate	Town Hall Maint & Fire Alarm	Tree Works	Van Hire Deficit
345	Tree Works	Tree Works	12,345.00	**Approved:** No change					12,345.00	
Budget 4515	Tree Works Across Cost Centres	**Held 30/09/26** 300: £1,710; 305: £3,604; 335: £3,420; 340: £550; 345: £851; 350: £2,591; 420: £1,144; 421: £11,204.	25,074.00	**Approved:** No change	25,074.00	0.00			25,074.00	
380	TH Roof Major Repairs	Roof Repairs	11,148.59							

382	TH Office Move & Refurb	Office Move & Refurb	32,093.87	**Approved:** Merge amount remaining to creat one EMR for major works in the Town Hall e.g. roof repairs, fire alarm system, survey works, kitchen refurbishment, fire doors, H&S Compliance etc. Committed Expenditure EMR 387: £19,677	52,015.97	0.00		52,015.97		
383	New TH Fire Doors	New TH Fire Doors	1,525.51							
387	TH Responsive Repairs	Major Responsive Repairs to Survey	26,925.00							
Budget 4320/291	TH Office Move & Refurb	TH Office More & Refurb	2,000.00	**Approved:** Merge these Budget Lines for major TH project works	7,000.00	0.00		7,000.00		
Budget 4322/291	TH Responsive Repairs	TH Responsive Repairs	5,000.00							
Budget 4425/290	TH R&M	TH R&M + H&S Repairs	4,136.00	£10,000 spent since 01/04 on repairs. **Approved:** As needed, via from 4322/291 TH Responsive Repairs Budget.	4,136.00	0.00		4,136.00		
Budget 4428	Health & Safety Annual Checks Across Cost Centres	**Held 30/09/26** 290: £1,210 300: £500 305: £470 325: £400 335: £428 345: £662 420: -£319 421: -£80	3,271.00	**Approved:** Continue to use for H&S Compliance checks & tests. Any funds not required for additional checks, to via to to support compliance works.	3,271.00	0.00	3,271.00			
Budget 4556/435	Van Hire	Van Hire	-1,480.00	With £2,013.67 approved from EMR's 327 and 329.	-1,480.00	0.00				533.67
Total Held (30/09/26)							**3,271.00**	**63,151.97**	**37,419.00**	**533.67**

PROPOSALS SUMMARY											
EMR	**Account**	**Purpose Agreed**	**Funds Held (30/09/26)**	**Current Position**			**H&S Compliance across NTC Estate**	**Town Hall Maint. Works**	**Tree Works**	**Van Hire Deficit**	**CEO Priorities**
Current Budget & Reserves held							**3,271.00**	**63,151.97**	**37,419.00**	**533.67**	**5,437.67**
EMR	**Account**	**Purpose Agreed**	**Funds Held (30/09/26)**	**Approved**			**H&S Compliance across NTC Estate**	**Town Hall Fire Alarm**	**Priority Tree Works 41,000**	**Van Hire Deficit**	
Reallocated Reserves, approved							**15,437.67**	**40,000.00**	**41,000.00**	**2,013.67**	
EMR	**Account**	**Purpose Agreed**	**Funds Held (30/09/26)**	**Approved**			**H&S Compliance across NTC Estate**	**Town Hall Maint. & Fire Alarm**	**Priority & On-going Tree Works**	**Van Hire Deficit**	**CEO Priorities**
Current Budget & Reserves, plus Reallocated Reserves, approved							**18,708.67**	**103,151.97**	**78,419.00**	**2,547.34**	**5,437.67**

Note: Additional sums for Priority Tree Works, Fire Alarm & Safety Compliance provided. Additional sums for Town Hall Refurbishment, Play Areas, Additional Cemetery Space and Wharf Toilet Refurbishment requires 2027/28 Budget Consideration.

NEWBURY Town Council

NEWBURY Town Council

SIAM Policy

(Safety Inspection and Assessment of Memorials)

Subject: SIAM Policy	**Policy No:**
Date Issued:	**Date Reviewed:** July 2026
Effective date:	**Review Date:**

NEWBURY
Town Council

Table of Contents:

1. Introduction
2. Background
3. Risk Assessment, Inspection and Test
4. Making Memorials Safe
5. Actions After Making Safe
6. Provision of Information
7. Training

NEWBURY
Town Council

1. Introduction

Newbury Town Council (NTC) has the responsibility to maintain safe cemeteries for visitors, contractors and officers. Including the monitoring of the cemetery's memorials. This policy is based on the best practice supplied by the National Association of Memorial Masons to adhere to the Health and Safety at work act 1974 and the Local Authorities Cemetery Order 1977 & 1999.

2. Background

2.1 The Council has an overriding duty under the Health and Safety at Work Act 1974 & The Local Authorities Cemetery Order 1977 & 1999 to ensure as far as is reasonably practicable the safety of the Cemeteries and Closed Churchyards for which it has responsibility, this includes the identification and control of hazards from unstable memorials.

2.2 Through this policy and its actions the Council will seek to balance the risk of injury from unstable memorials with the sensitivities of carrying out works in the cemeteries and closed churchyards.

2.3 This policy has been written having regard to the Special Report on 'Memorial Safety in Local Authority Cemeteries' written by the Local Government Ombudsman published in March 2006 which gives advice and guidance to local authorities on this sensitive subject.

2.4 The council has the responsibility of 2 cemeteries Newtown Rd Cemetery and Shaw Cemetery and Approximately 30000 memorials.

3. Risk Assessment, Inspection and Test

3.1 The council will risk assess and test memorials in accordance with the principles issued by the Institute of Cemeteries and Crematorium Management with guidance from training set out by the National Association of Memorial Masons.

3.2 All memorials will undergo a visual inspection. The inspection programme will be prioritised with attention directed at:

- Areas likely to contain significant numbers of unstable structures
- Crosses and larger structures which if unstable are likely to cause the most injury / damage
- Highly visited areas

3.3 Memorials under 500mm will not undergo another test unless the visual inspection and positional risk assessment of the memorial gives rise to believe that further test is required, and it is considered safe to carry out a further test.

3.4 Memorials over 500mm and up to 1.5m will undergo visual inspection, risk assessment and a hand stress test. A handheld testing device may be used when testing these memorials.

3.5 Memorials above 1.5m will be visually inspected and risk assessed. If any further investigations are required, they will be undertaken by a qualified memorial tester with working at heights training with if needed the support of a structural engineer or memorial mason.

3.6 Records will be maintained relating to the inspection and consideration will be given to photographing the memorials.

3.7 Memorials will be subject to a standard re-inspection as part of a 5-year rolling programme unless deemed that follow up surveys are deemed due to the risk posed.

3.8 All inspections will be undertaken by qualified Memorial testers and inspectors.

4. Making Memorials Safe

4.1 Where an unstable memorial is identified the Council will either provide temporary support or place notices or if appropriate cordon the memorial. Cordoning is a temporary measure and will only happen in areas of the cemetery are visited less frequently and until the memorial can be stabilised or the risk mitigated.

4.2 Memorials will only be laid flat where this course of action is necessary to prevent a genuine hazard to health and safety that cannot be remedied or reduced to an acceptable level by temporary support or cordoning.

4.3 If the memorial is to be repaired all works are to be carried out by a qualified memorial mason registered with the national association of memorial masons.

5. Action After Making Safe

5.1 The responsibility for maintaining a memorial in a safe condition is that of the grave owner. Where the grave owner cannot be traced and it is felt that the memorial has historic significance or its maintenance is important to preserve the character or ambience of the Cemetery, the Council will consider carrying out the repairs subject to funds being available or in conjunction of fundraising with cemetery friends groups.

5.2 Where grave owners have been traced the options available to them will be discussed.

5.3 Memorials, which have no historic significance, where the grave owner cannot be traced or family are not forth coming to resolve and where maintenance is not required to preserve the character or ambience of the cemetery, will be assessed and reviewed for further action. Further action may include digging a third of the stone into the ground, which is known as ‘socketing’, continued support, change to a monolith or respectfully laying the memorial flat within the grave space and ‘digging it in’ to form a tablet. This will be dependent on the location of the memorial within the cemetery and what is practical for the area and the safest option. A last resort would be to remove the memorial and put into storage if the grave cannot be made safe via the options above.

5.4 Supporting, bracing, laying down or cordoning off a memorial should not be seen as a permanent resolution to the risk, A timeline of 6 months must be imposed to resolve the risk from point of risk being identified to point of resolution. Regular monitoring must be undertaken over this period.

6. Provision of Information

6.1 The Council recognises that it is important to keep members of the public informed in advance of any memorial testing activity and will give public notice in advance of carrying out a general testing programme. This will be via notices displayed on the area to be assessed with the date in which assessment will occur a minimum of 2 weeks prior

6.2 Where records are available and considered to be in date the Council will notify individual grave owners that testing is to be carried out where practicable.

6.3 The Council will notify individual grave owners, if known, when a memorial fails the test. The notification will detail what action the grave owner is required to organise and any action taken or proposed by the Council.

6.4 Each memorial failing a test will have a notice placed on or near the memorial giving contact details and a period for contact.

6.5 The Council will hold open days where the public will be invited and have the testing procedures explained and demonstrated once per year at each cemetery.

7. Training

7.1 The Council will ensure that the National Association of Memorial Masons or other suitable organisation will properly train all personnel carrying out testing and be qualified as a City and Guilds SIAM tester or equivalent.

Budget Review Process for 2027-28 (Approved by P&R 12/10/26)

No.	Date Range	Budget Review Process 2027-28	Lead
1	06/10	**Policy & Resources Committee – Budget Review Process** • Publish Budget Review Process with Meeting Notes	LM
2	**12/10**	**Policy & Resources Committee – Budget Review Process** • Recommend Budget Review Process to Full Council	LM
3	ASAP Ideally prior to Full Council	**Strategy Working Group Meeting – Priorities & Parameters** Draft recommendations for Full Council re: Budget Priorities, parameters, percentage increase and similar.	CEO
4	13/10	**Full Council Meeting – Budget Review Process** • Publish Budget Review Process with Meeting Notes	CEO
5	**19/10**	**Full Council Meeting - Budget** • Resolve Budget Review Process • Resolve Members write to the CEO **(cc RFO)** with suggested 2027/28 projects for budget consideration. To be received by 06/11/26 • Consider & Resolve Budget Priorities & Parameters in consideration of SWG recommendations	CEO
6	20/10 – 23/10	**Preparation for Officer Reviews & Salary Reallocations** • RFO Reviews current 5-year budget in prep for Officer discussions & books meetings. • RFO updates the Salary Reallocation Spreadsheet & forwards to Officers for 2027/28 estimates	RFO
7	26/10 – 30/10	**Salary Reallocations** • Officers return 2027/28 Salary Reallocation Estimates to RFO	All Officers

8	27/10 – 19/11	**Officer Budget Reviews**
		• 1:1 RFO/Officer Discussions:
		  ○ Review 2026/27 Budget
		  ○ Discuss 2027/28 Budgets – Revenue & Capital Projects.
			RFO
			Officers

9	**01/10 to 30/11**	**Committee Meetings – Formal Budget Requests against the Council's agreed parameters:** • Community Services Committee – Date TBC (CEO) • Climate Emergency Sub-Committee – 07/10/26 • Planning & Highways Committee – 26/10/26 • Victoria Park Sub-Committee – 02/11/26 • Grants Sub-Committee – 16/11/26 • Civic Pride, Arts & Culture Committee – 30/11/26	CEO CEO CEO/CC CEO/CC FA/RFO CCM
10	01/10 to 30/11	**Committee Requests – feedback to RFO – Dates TBC** • Community Services Committee – Date TBC • Climate Emergency Sub-Committee – After 07/10/26 • Planning & Highways Committee – After 26/10/26 • Victoria Park Sub-Committee – After 02/11/26 • Grants Sub-Committee – After 16/11/26 • Civic Pride, Arts & Culture Committee – After 30/11/26	CEO CEO CEO/CC CEO/CC FA/RFO CCM

11	18/11	**Salaries Budget** • Finalise Draft Salary Budget	RFO/CEO
12	19/11	**Salaries Budget** • Forward Draft Salaries Budget to Staff Sub Committee	CEO
13	**25/11/26**	**Salaries Budget** • **Staff-Sub Committee** • **Resolve 2027/28 Salaries Budget**	Staff Sub CEO RFO
14	07/12-11/12 TBC	**Draft Budget** • RFO forwards 1st draft of Budget to Strategy Working Group	RFO
15	**08/12-12/12** **TBC**	**Strategy Working Group Meeting – Draft Budget** • Consider 1st draft of Budget in consideration of Member/Committee/Officer Proposals	SWG RFO CEO
16	By 15/12	**Draft Budget** • RFO adjusts budgets in consideration of SWG recommendations • Send 2nd draft budget to all members for information	RFO
17	16/12	**Tax Base** • RFO writes to neil.cosham@westberks.gov.uk requesting update re: tax base 2027/28	RFO
18	*16/12 – 05/01* *Possibly 07/01*	***Member Consultations*** • *Group Meetings*	*Members*
19	**06/01-08/01** **TBC**	**Strategy Working Group** • Recommend final adjustments to budget from Members / Committees feedback	RFO/CEO
20	08/01 & 11/01	**Draft Budget** • RFO finalises the final draft 2026/27 Budget from SWG Recommendations.	RFO
21	12/01	**P&R Committee** • Publish Draft Budget with P&R meeting papers	RFO
22	**18/01**	**P & R Committee** • Approves 2026/27 Budget & Precept Recommendations for Full Council	RFO
23	19/01	**Full Council** • Publish Draft Budget with Full Council Papers	CEO
24	**25/01**	**Full Council** • Approves Budget & Precept 2027/28	CEO RFO
25	26/01	**Precept – 2027/28** • RFO notifies West Berks of NTC's 2027/28 Precept Request	RFO
26	27/01 – 29/01	**Final Budget** • RFO forwards final budget to members & officers	RFO

N.B RFO to write to SWG & coordinate meeting dates. Draft dates can then be finalised.

FOI Requests July-Sept

Date received	Area	Concluded
14.08.2026	ACV Application	Yes
16.08.2026	Entry for UK Town of Culture 2028	Yes
25.08.2026	Copies of questions by non-councillors at Full Council 22.06.2026 and 27.07.2026 and the Community Services Committee meeting 13.07.2026.	Yes
18.09.2026	Final accounts for the refurbishment of Victoria Park (	Ongoing
21.09.2026	Minutes of Stewards meeting for the past two years, all communications between Wash Common allotment site stewards and council members	Ongoing

Minutes of the Staff Sub-Committee held on 31 July 2026 in the Elsie Kimber Room

Present:
Councillors: Pam Lusby Taylor, David Marsh, Vaughan Miller (Chair), Elizabeth O'Keeffe

In Attendance:
Toby Miles-Mallowan, Chief Executive Officer (CEO)

1. **APOLOGIES OF ABSENCE**
   Cllrs Jo Day and Gary Norman

2. **DECLARATIONS OF INTEREST AND DISPENSATIONS**
   It is declared that Cllr David Marsh is also a member of West Berkshire Council which is declared as a general interest and dispensation is given to discuss any matters relating to west Berks.

3. **APPROVAL OF MINUTES OF STAFF SUB-COMMITTEEE 24 MARCH 2026**
   Proposed: Cllr David Marsh
   Seconded: Cllr Pam Lusby Taylor
   Resolved to approve the minutes of the staff sub-committee 24 March 2026

4. **OUT OF HOURS PROCEDURE**
   Out of hours paper **received.**
   Proposed: Cllr David Marsh
   Seconded: Cllr Elizabeth O'Keeffe
   Resolved to authorise CEO to develop the out of hours procedure – to compare rates with other Town Councils

5. **EXCLUSION OF PRESS AND PUBLIC**
   Proposed: Cllr Vaughan Miller
   Seconded: Cllr Elizabeth O'Keeffe
   Resolved that, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item of business because of the confidential nature of the business to be transacted.

6. **PARKS AND OPEN SPACES SUPERVISOR**
   Proposed: Cllr Vaughan Miller
   Seconded: Cllr David Marsh
   Resolved to reinstate the honorarium for the Parks and Open Spaces to take into account the additional duties. The honorarium to be back dated to 20 July 2026.

7. **CEO TRAINING**
   Confirmed that the CEO has successfully completed the Certificate in Local Council Administration.
   Proposed: Cllr Vaughan Miller
   Seconded: Cllr Pam Lusby Taylor
   Resolved to approve the salary uplift of one scale point for the CEO in line with the contract of employment.

There being no other matters the meeting finished at 14:45

Signed – Chairperson: _____ Date: _____

Minutes of the Staff Sub-Committee held on 30 September 2026 in the Elsie Kimber Room.

Present:
Councillors: Jo Day, Roger Hunneman (substitute) Pam Lusby Taylor and David Marsh (Chair)

In Attendance:
Toby Miles-Mallowan, Chief Executive Officer (CEO)

8. APOLOGIES OF ABSENCE

Cllrs Vaughan Miller, Gary Norman and Elizabeth O'Keeffe

9. DECLARATIONS OF INTEREST AND DISPENSATIONS

It is declared that Cllr David Marsh is also a member of West Berkshire Council which is declared as a general interest and dispensation is given to discuss any matters relating to west Berks.

10. APPROVAL OF MINUTES OF STAFF SUB-COMMITTEEE 31 July 2026

Proposed: Cllr David Marsh
Seconded: Cllr Pam Lusby Taylor
Resolved to approve the minutes of the staff sub-committee 31 July 2026

11. OUT OF HOURS PROCEDURE

Out of hours paper **received.**
Proposed: Cllr David Marsh
Seconded: Cllr Jo Day
Resolved to recommend to Policy and Resources Committee the out of hours compensation procedure.

12. EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr Jo Day
Seconded: Cllr Roger Hunneman
Resolved that, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item of business because of the confidential nature of the business to be transacted.

13. NJC PAY AGREEMENT

Report on the NJC Pay agreement was **received.**
Proposed: Cllr David Marsh
Seconded: Cllr Roger Hunneman
Resolved: That the Council:

1. adopts the NJC pay agreement and revised national pay scales for 2026/27, effective from 1 April 2026;
2. applies the agreed pay award to all eligible employees and pays the resulting salary arrears backdated to 1 April 2026;
3. notes the deletion of Spinal Column Point 2 from the NJC pay spine with effect from 1 April 2026;
4. moves all employees who were on SCP 2 immediately before 1 April 2026 to SCP 3 with effect from 1 April 2026; and

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5. pays those employees the appropriate SCP 3 salary, incorporating the 2026/27 NJC pay award, backdated to 1 April 2026, with the associated arrears paid through the next available payroll.

14. CIVIC SERVICES MANAGER'S REPORT

Report on Civic Services Manager was **received.**
Proposed: Cllr Jo Day
Seconded: Cllr Pam Lusby Taylor
Resolved to that the Community Services Officer referred to in the report receives an additional increment award as from 30 September 2026.

15. FACILITIES OFFICER

Proposed: Cllr Roger Hunneman
Seconded: Cllr Jo Day
Resolved to authorise officers to review the job description and to present the updated job description and pay scale recommendation back to the Staff Sub-Committee.

There being no other matters the meeting finished at 14:39

Signed: _____ Date: _____
Chairman

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Newbury Town Council

Work Programme for Policy and Resources Committee Meetings 2026-2027

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 (ratify BACS payments and any Direct payments, receive Cashbook, approve reconciliation statements)
8. Income and Expenditure/ Budget Monitoring Report (receive I&E, ratify extraordinary expenditure, plus virements if applicable, Budget monitoring plus/minus 15%, minor EMR adjustments if needed.)
9. Debts over £500 and more than three months old
10. AWG report (if met)
11. Grant Sub draft minutes (if met)
12. Staff Sub draft minutes (if met)
13. Internal & external audit reports
14. Authorisation of grants under £25,000 (as applicable)
15. KPIs report
16. Report to P&R when the Unreasonable, Persistent or Abusive Complainants policy has been invoked.
17. Update on Strategy Action Plan

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

Internal Audit Recommendations 2025/26 – Quarters 1 to 4

Quarter	Ref	Recommendation	Progress	Outcome
1	R1	**Financial Regulations** Review Financial Regulations and consider separating into Financial Regulations and Financial Procedures.	**Closed (13/10/2025)**	**P&R mins 143 – 13/10/2025 / Full – Oct 2025** Leave the Financial Regulations as one document. Do not separate into regulations and procedures. Leave within the Regulations (MRxx) and (NTC) to provide a permanent record of whether taken from the Model Regulations or an NTC Regulations
1	R2	**Confidential Matters** The Council's use of Confidential Minutes is incorrect. All minutes must be published and in the public domain. The correct way of managing this process is as follows: a) A Confidential Matter is added to the Agenda of a meeting i.e. Staff Salary review b) The Matter is discussed under Suspended Standing Orders with Press & Public excluded. c) A 'Confidential & Privilege' report is written up as a referenced Appendix to the Minutes	**Closed (13/10/2025)**	**P&R mins 145 – 13/10/2025 / Full – Oct 2025** Implemented
1	R3	**Councillor Substitution** It is our opinion that 'Substitution' of Members may only be used at the Principal Authority level and not by Town and Parish Councils. We suggest that the Council discontinues the use of 'Substitution'	**Closed (22/06/2026)**	**P&R mins 144 – 13/10/2025 / Full – Oct 2025** The CEO to provide the Committee with additional information from NALC and SLCC to support this decision. **Full Council: 22/06/2026 section 37:** Resolved to continue with the use of named substitutes for all committees and subcommittees, and where there are no named substitutes that all councillors not named on that committee/sub-committee be the named substitute.
1	R4	**Council Policies** We suggest the Council drafts a standardised portfolio of Policy documents, to meet the Council's current and ongoing requirements. To include: 1) GDPR Policies 2) Privacy Policy 3) Burials Policy	In progress (CEO)	**P&R mins 158 – 13/10/2025** The Committee would like more time to consider policies in greater detail prior to their adoption. Two members to be allocated to each policy by the CEO, for the purposes of consultation. Members to be from the P&R Committee and its regular Substitutes, excluding The Mayor. These allocations to include:

		4) Transfer of Exclusive right of Burial Policy 5) Shallow Graves Policy 6) Memorial Testing Policy 7) Memorial Policy 8) Cemetery Rules & Regulations Policy 9) Grant Aid Policy 10) Vexatious Complainant Policy 11) Allotment Rules & Regulations Policy 12) Complaints Procedure a. **Complaints Policy approved** by Full Council – 22/06/2026 – mins: 31. 13) Biodiversity Policy 14) Terms of Conditions of Hire 15) Safeguarding Vulnerable People & Children Policy 16) Modern Slavery Act 17) Anti Money laundering policy 18) Social Media & Electronic Communication Policy		a. Equality, Diversity & Inclusion – Councillor Elizabeth O'Keeffe b. Information Technology – Councillors Meg Thomas and Vaughan Miller c. Privacy Policy – Councillor Andy Moore. Other allocations to be at the CEO's discretion. Reviewed policies to be brought to the January Policy & Resources Committee for adoption.
1	R5	**GDPR Policies & Procedures** We strongly encourage the CEO to draft an appropriate suite of GDPR and Data Protection policies for Scrutiny and onward Approval by Council Members. Further, a Document Retention policy should be drafted and maintained by the CEO to ensure that all council documentation, either electronic or had copy is secured and maintained appropriately and for the correct period of time.	In progress (CEO)	**P&R mins 158 – 13/10/2025** Finalise & adopt GDPR & Data Protection Policies. Conduct Data Protection Impact Assessment Approve & Implement Data Retention Policy
1	R6	**Cyber Essentials Certification** Please note that the UK Government is increasingly focused on cyber security and will be bringing new legislation which will require a more stringent approach to this area of Corporate Governance to all government bodies. We strongly encourage the Chief Officer and the Council Members to work towards Cyber Essentials Certification during the 2025-26 financial year, as we are advised that this will become a minimum requirement for all Councils in England & Wales in the near future.	In progress (RFO)	**P&R mins 158 – 13/10.2025** **Update:** RFO spoken with Equity. Sum allowed within an EMR for P&R Ratification. To take forward, with this ratification. **05/10/26** – contract signed Sept 2026 with Equity (Committee Clerk – Lead Officer)

1	R7.1	**Banking** The RFO and Chief Officer should investigate alternative investment options for the Council to reduce the risk of having the majority of the public funds under the Council's management placed with one financial institution.	**Closed (13/10/2025) Annual Review**	**P&R mins 146 – Oct 2025** The committee resolved not to diversify further at the present time, but to keep under annual review as part of the Council's Treasury Policy
1	R7.2	**Banking – Treasury Policy** The RFO should review the Treasury policy and ensure that this is brought up to date in light of any decisions made in recommendation R7.1	In progress (RFO)	**P&R / council – October 2025 meetings**
1	R8	**Credit Card** A credit card rather than a debit card should be utilised to make all online purchases with immediate effect. This will provide the Council with the extra protection of the Credit Card Charge Back scheme.	In progress (RFO)	**P&R mins 147 – Oct 2025** • The RFO to investigate an NTC Credit Card, and subject to an appropriate card being identified, to apply for it, subject to consultation with the Chair of P&R. • The management team to recommend protocols, card holders and card limits for Committee approval.
1	R9.1	**Risk Management** The CEO, RFO and Members should ensure that a reasonable and proportional approach is implemented in respect of all the Council's Risk Management requirements. A robust and proportionate framework should be developed.	**Closed (13/10/2025)**	**P&R mins 158 – Oct 2025** Addressed.
1	R9.2	**Strategic Risk Register** We take this opportunity to remind the CEO, RFO and Members that it is a statutory requirement to Review and Readopt the Council's Risk Register(s) at least once annually, recording the Readoption in the Approved and Published Minutes in the corresponding Full Council or Committee Meeting	**Closed (13/10/2025)**	**P&R mins 158 – Oct 2025** Noted and practiced
1	R10	**Safeguarding Policies & Procedures** The CEO must ensure that proper Safeguarding Policies and Procedures are implemented expediently and maintained thereafter.	In progress (CEO)	**P&R Mins 158 – Oct 2025 / Full** Safeguarding Policy to be adopted Safeguarding Lead to be appointed Staff / Volunteers to be provided with Lvl1 safeguarding training.
1	R11	**Playground & Recreation area Risk Management Policy** The CEO and the Parks & Open Spaces Supervisor should draft a reasonable and proportionate Playground &	In progress (CEO)	**P&R mins 158 – 13/10/2025 / Full** To approve draft policy

		Recreation area Risk Management Policy for scrutiny and approval by Council Members.		
1	R12	**Contracts of Employment** The CEO and Members should consider issuing all employees with the latest NALC model contracts, amended to reflect individual's terms of employment, to ensure that the contracts are compliant with current employment legislation which has been updated recently.	In progress (CEO)	**P&R mins 158 – 13/10/2025 / Full** To consider in discussion with HR Provider and discuss with Staff Sub.
1	R13	**Fixed Asset Register** The CEO, RFO and Members should consider acquiring the Rialtas Fixed Assets module for the Omega Accounting Software. This enables Assets to be added to the Register directly from the Purchase Ledger and Cashbook and direct input into the Annual Return at the year	In progress (RFO)	**P&R – mins 158 – 13/10/2025 / Full** **Update** SharePoint and Rialtas Software being compared in consideration of needs of council. Funds set aside in an EMR. **Sept 2026** – All Officers auditing allocated areas of the Asset Register. Asset Programme purchased from Rialtas. Timeline – to be in place for the 2026/27 End of Year.
1	R14	**Website Development** The CEO, RFO and Members should consider a reimplementation of the Council's official website rather than a costly redesign, ensuring that the new website is fully compliant with current Accessibility Legislation. The Council has all the information it needs to populate a new website, and this could be achieved in a relatively cost effective and efficient manner.	In progress (CEO)	**P&R – mins 158 – 13/10/2025 – Full** • Information not logically organised, can be difficult to navigate • Not compliant with current accessibility legislation • Whilst finance information published, no 'Finance' tab and info cannot be identified without a search – addressed. Funds set aside in the budget & EMR**.**
2	R15	**Procurement** The RFO and CEO should develop a formal Policy for the management of all competitive quotations and tenders. Which stipulates how such procurements are to be managed by the Council alongside the currently adopted Standing Orders and Financial Regulations. We recommend that a structured approach by value is utilised and have provided the RFO templated documentation for consideration and review.	In progress (RFO)	**P&R – mins 158 – 13/10/2025 / Full** • E.g. Strengthen impartiality of procurement process for quotes over £3,000. • E.g. Draft procurement guidance to support Contract Finder – for Tenders
3	R17	**Procurement** The RFO and Chief Officer should Consider producing a	In progress (RFO)	**P&R / council – October 2025 meetings**

		Summary Sheet for each significant procurement to be used as a supporting document index. This can provide invaluable support for finance staff and for the purposes of Internal and External audit. (Q4 renamed R17)		• E.g. To record centrally, comparative quotations for each significant procurement, value to be confirmed. **Oct 26** – Process agreed with senior officers, alongside the draft Preferred Suppliers Policy.
4	R16	**Minutes** The Chief Officers should ensure that all Appendices referred to in the Approved and published Minutes of the Council and its Standing Committees (with the exception of Confidential Reports) are published on the Council's website.	In progress (RFO & CEO)	The CEO or RFO to advise all officers that with immediate effect, where the detail of a meeting resolution is not written out in full within the minutes, but is summarised from the detail provided within the agenda papers, the detail must be included as an appendix to the minutes. In practice, the easiest way to do this is likely by amending the agenda paper so that it confirms the detail of the resolution (as opposed to the proposal for consideration). This applies to all Full Council, Committee and Sub-Committee meetings. E.g. Service Revenues agreed, Budget agreed, the Members, Chair and Deputy Chair for each Committee & Sub-Committee etc. The attached appendices must be approved and signed at the next meeting, as part of the minutes and published on the website. The only occasion where the appendix is not shared with the public or published, is where confidential and privileged. This must be clear in the minutes, so the public are aware the appendix exists.
4	R18	**Procurement** As stated, the Council already demonstrates robust procurement protocols. These could be strengthened by implementing a 'No PO – No Pay' Policy and Approved Suppliers policy which is clearly communicated via the Council's official website under a dedicated 'How we do businesses or procurement section: A) The Council should create a new section on its official website on how to do business with the Council which details the criteria that any prospective suppliers would need to meet to do business with the Council;	In Progress (RFO)	<u>Suggested 'No PO – No Pay' Policy</u> The Finance Team will monitor when a PO is not written, investigate and consider the reasons. The RFO & CEO will make recommendations for Audit Working Group consideration. With recommended amendments, if appropriate, to the Financial Recommendations to follow. <u>How we procure – recommendations A – C.</u> The RFO, with input from the CEO and officers who regularly procure goods and services, to, for P&R consideration:

		B) The Finance & Corporate Services Manager should develop criteria for suppliers to achieve 'Approved Suppliers' status. This does not indicate any level of preference, rather the basis requirements for any supplier to work with the Council, i.e., Minimum number of year's trading history, a number of Business References, Appropriate Insurance etc., to be Approved by Members prior to implementation. C) All procurements in excess of £500.00 to be advertised on the procurement section of the Website and when the procurement has been completed and the contract awarded, that detail is recorded against the request for quotation. The above steps will not only provide an additional layer of protection from fraud for the Council, but it also has the effect of making the Council's operations more transparent to the electorate demonstrating how the Council is achieving best value for the money raised from the Precept. It also provides an opportunity for the Council to forge better working relationships with its suppliers as it can request suppliers to support various Council initiatives for youth work for example.		• draft criteria for both 'approved supplier' and 'preferred supplier' status and associated policies. • recommend the level (most likely at a level above £500.00) where procurement will be advertised on the Council's website (in addition to suppliers being directly approached for quotes). • Review and update NTC's Procurement Policy and Financial Regulations accordingly. **Oct 2026** Preferred Supplier on P&R Agenda 12/10/2026