

11 January 2023.

To: Councillors Martin Colston, Jo Day, Sue Farrant, Nigel Foot, Jon Gage, Stephen Masters, Elizabeth O'Keeffe, Erik Pattenden, Sarah Slack and Tony Vickers.

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

Also: All Members of the Council for information.

Dear Councillor

You are summoned to attend a meeting of the **Policy & Resources Committee** to be held in the Council Chamber, Town Hall, Newbury at **7.30 pm on Monday 16 January 2023.**

The meeting is open to the press and the public.

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

1. Apologies for absence

Chairperson

2. Declarations of interest and dispensations

Chairperson

To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.

3. Minutes (Appendix 1)

Chairperson

To approve the minutes of a meeting of the Policy & Resources Committee held on Monday 10 October 2022 (previously circulated).

Town Hall, Market Place, Newbury, RG14 5AA

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Making Newbury a Town
we can all be proud of.

4. Questions and Petitions from members of the public

Chairperson

5. Members' questions and petitions

Chairperson

Please note that questions from Councillors or Members of the public must be submitted in writing by 2 pm on Friday 13 January 2023

6. Review of the Council's Strategy 2019-2024 (Appendix 2)

Chairperson

7.1 To note the Action Plan report for the Strategy 2019-2024, at 31 December 2022 (Appendix 2.1) and the recommendations from the Strategy Working Group

7.2 To recommend that Full Council on 30 January approves the draft review of the Council Strategy 2019 to 2024, as appended. (Appendix 2.2)

7. 2023/24 Budget (Appendix 3)

Chairperson

To approve the budget for 2023/24 in order that the Council can consider its adoption and formally set its precept when it meets on 30 January 2023.

8. Health and Safety Report (Appendix 4)

Chairperson

To receive the quarterly Health and Safety report and comment as appropriate.

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

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

Chairperson

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

10. List of Payments (Appendix 5)

Chairperson

To note the payments made during the period 1 October 2022 to 31 December 2022.

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

11. Income and Expenditure Account 2022/23 (Appendix 6)

Chairperson

11.1 To receive the Income and Expenditure Account for the period ended 31 December 2022.

11.2 To approve any over-expenditures arising.

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

12. Grants Subcommittee

Cllr. Gary Norman, Chair of the Grants Subcommittee

To receive a report on the meeting of the Grants Subcommittee on 21 November 2022
(Minutes already circulated)

13. Internal Audit Reports, Q1 and Q2 2022-23 (Appendix 7)

Chairperson

To receive the internal Audit reports for Quarters 1 and 2 of 2022-23 and

To approve the recommendations from the Council's internal Auditors

14. Responsible Financial Officer (Appendix 8)

Chairperson

To approve the Job Description, Person requirements, terms and conditions for the Council's RFO, as recommended by the Staff Subcommittee.

15. Affixing of the Council's seal

Chairperson

To approve the affixing of the Council's seal to the 99 year lease of Greenham house Gardens from West Berkshire Council.

16. Charges at Shaw Cemetery (Appendix 9)

Chairperson

To amend the out of Parish Definitions as used when determining charges at Shaw Cemetery.

17. Forward Work Programme for Policy and Resources Committee meetings 2022-23 (Appendix 10)

Chairperson

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

18. Exclusion of the press and public

Chairperson

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

19. Staff Sub Committee

Chairperson

To receive a report from the Staff Sub-committee meeting held on 23 November 2022
(Minutes already circulated)

**Minutes of a meeting of the Policy & Resources Committee held on
Monday 10 October 2022 at 7.30 pm, in The Council Chamber, Town Hall, Newbury.**

Present

Councillors: Martin Colston (Chairperson), Jo Day, Nigel Foot, Sue Farrant, Jon Gage, Roger Hunneman (substituting for Erik Pattenden), Stuart Gourley, Erik Pattenden and Sarah Slack.

In attendance

Hugh Peacocke, Chief Executive Officer (CEO).

21. Apologies for absence

Councillors Erik Pattenden and Stephen Masters (Attended on Zoom).

22. Declarations of interest and dispensations

None.

23. Minutes

Proposed: Councillor Elizabeth O’Keeffe

Seconded: Councillor Sarah Slack

Resolved: That the minutes of the meeting of the Policy & Resources Committee held on Monday 13 June be approved as a correct record and signed by the Chairperson.

24. Questions and petitions from members of the public

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

25. Members’ questions and petitions

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

26. Berkshire Youth

Kelly Leach and David Seward gave a report from Berkshire Youth on the operation of the SLA with the Council for April to September 2022.

The meeting thanked them for the information and for the service they are delivering for youth in Newbury.

27. Health and Safety Report

The meeting noted the health and safety report to 30 September 2022.

28. List of Payments

The Committee noted the payments made during the period 10 June to 30 September 2022.

29. Budget Monitoring 2022/23

The Committee noted the Income and Expenditure Account for the period ended 30 September 2022.

Proposed: Councillor Martin Colston

Seconded: Councillor Jon Gage

Resolved: That the Council approves the recommendation from the Community services committee for expenditure from reserves of £15,407.83 for the replacement of equipment at Wash Common playground.

The meeting considered the recommendation from The Community Services Committee to approve expenditure of £1,520 for 1 bench at City Recreation Ground along the Andover Road.

Proposed: Councillor Martin Colston

Seconded: Councillor Jon Gage

Resolved: That the that the matter be considered when setting the budget for 2023-24.

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

The Committee heard that there was only one outstanding debt and that this was being cleared, as agreed.

31. Recommendations from the Audit Working Group

The Committee received the recommendations from the Audit Working Group which pointed out new/ increased risks to be added to the Register from October 2022. These were:

A. The proposed Community café in Victoria Park

B. The new grounds maintenance contract
(both of these carry significant financial and reputational risks for the Council)

C. The current rate of inflation, impacting wages, materials and utilities.
(Poses financial risks, with pressure to maintain existing services)

Proposed: Councillor Martin Colston

Seconded: Councillor Nigel Foot

Resolved: That the Council approves the amended Strategic Risk Register, as recommended by the Audit Working Group (attached)

The meeting received an update on the Council's investment Strategy and the investment with the Public Sector Deposit Fund.

Proposed: Councillor Martin Colston

Seconded: Councillor Sue Farrant

Resolved: That the Council's financial regulations are amended to add former Mayors, who are still Councillors, to the list of members who can approve payments from the council's bank account.

32. Climate Emergency Working Group Report & Recommendations

Referred to Full council on 17 October 2022.

33. The Council Strategy 2019 to 2024

The meeting noted the Strategy Action Plan report at 30 September 2022 and asked that the objective regarding the BT Tower be reviewed.

34. Grants Sub-Committee

The meeting received a report on the meeting held on 30 June 2022.

35. Forward Work Programme for Policy and Resources Committee meetings 2022/23

The Committee noted the Forward Work Programme for Policy and Resources Committee meetings 2022/23.

36. Exclusion of the Press and Public

Proposed: Councillor Martin Colston

Seconded: Councillor Roger Hunneman

Resolved: That the press and public be excluded from the meeting for items 19 and 20 of business because publicity would be prejudicial to the public interest by reason of the confidential personal business to be discussed.

37. Staff Subcommittee Meeting on 29 September 2022

The meeting received the minutes of the meeting and noted the proceedings and decisions made at the meeting.

The business of the meeting concluded at 8.45 pm.

Signed: _____
Chairman

Date: _____

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

A. Provide outstanding parks, playgrounds and public spaces

Strategy	Item	Deadline	Lead	Position at 31 December 2022	Status (RAG)
1.	Open a new café in Victoria Park	Summer 2023	CSM	QS negotiating with contractors Commence construction 2023	
2.	Retain Green Flag for Victoria Park	September 2022	CSM	Green flag retained	Completed
3.	Consultation and plan on Green Flag for Wash Common	Consultation re Wash Common	CSM	Consultation complete	Completed
		Decision and plan by Dec 2021		Draft plan for end of 2021	Completed
4.	Wash Common upgrade	By end 2023	CSM	Include proposals in budget 2022-23 - Re consultation in Autumn 2022 on phase 1 works Complete phase 1 works Q1 23	
5.	Explore options for our land at Hutton Close	By Q3 2022	CEO	Consultation closed 30 October 2022 Upgrades to open space 2023	
6.	Explore taking ownership of Greenham House Gardens from WBC	decision taken 2020	CSM	Sealing lease at P & R on 16.01.23	Completed
	Finalise plans for upgrades to the City Recreation Ground	January 2020	CSM	Completed	Completed
	Upgrade City Recreation Ground	2020 to 2022	CSM	Completed	Completed
	Refurbishment / replacement of playground and other park equipment	Rolling programme from March 2020	CSM	Plan for long-term funding – Phase 2, Fifth Rd to be completed Dec. 2022	

B. Run vibrant markets

1.	Run an annual meeting with all market traders and agree joint action plan to enhance our market	September 2021	CSM	Working group to be set up October 2022.	Completed
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C. Run thriving Allotments

1.	Maintain and run high quality allotments, and promote allotments to new tenants targeting > 97% occupancy	ongoing	CSM	All performing to plan.	
2.	Encourage and support competitions within and between allotments	ongoing	CSM	2022/23 Awards to be presented 13 October	
3.	Organise an annual meeting with allotment holders to agree action plan for the following year	October 2022	CSM	Scheduled.	
4.	Explore options for additional allotment sites	April 2022	CSM	No further action taken	

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

Strategy	Item	Deadline	Lead	Position at 31 December 2022	Status (RAG)
1.	Ensure safety and quality, start implementation of long-term rolling plan for the upkeep and refurbishment of the public buildings in our care	From March 2020,	CSM	Ongoing subject to Budget constraints. Sinking funds in place for some.	

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

1.c)	Continue to pressure BT to improve the appearance of the BT tower, and work with any interested parties who can make this happen		CEO	Poor response from BT	
2.a)i	Explore options for the best location for a specialist hoist in at least one public toilet in Newbury	Completed	CSM	Awaiting design brief for toilets at The Wharf.	
3.a)	Work with West Berkshire District Council to identify what additional signage and footpaths are required for walking and cycling routes to and from the Town Centre and local schools, and agree a programme for their delivery	By 2021 By Q3 2022	CEO	Got suggestions from SPOKES and volunteers. Options approved by P & H- with WBC No progress on WBC side.	
b)	Consider additional signage to countryside paths and open space within the parish of Newbury or immediately adjacent to it			Asked members which footpaths	
4.b)	Provide defibrillators in appropriate locations and assist other bodies who wish to provide them		CSM	4 new facilities provided Provide a further defib on Café when built	
5.a)	Working with Newbury BID, agree a co-operation plan with coach operators who bring visitors to the town to make them feel welcome and encourage them to continue to stop off in Newbury	By end 2023	CEO	Delayed due to pandemic	
5.b)	Work with Newbury BID and other organisations to encourage sustainable tourism growth in the interest of the town's economy		CEO	Allocated £300 to the BID towards promotional video promoting the re-opening of the town Centre after lockdown 1.	
5. d)	Work with partners to ensure Newbury "arrival points" (Tesco roundabout, train stations, car parks etc) give visitors a good impression		CEO	New "Welcome" sign at new bus station Explore options at Railway station	Completed
6	Upgrade/ refurbish the public toilets at The Wharf, including the provision of a Changing Places facility	End 2022	CSM	Awaiting design brief for toilets at The Wharf. Not successful in obtaining funds for Changing Places facility.	

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

Strategy	Item	Deadline	Lead	Position at 31 December 2022	Status (RAG)
1.a	Neighbourhood Development Plan By end 2020, explore the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions	End 2020	CEO		Completed
1.b	Decide whether to move forward with a Neighbourhood Development Plan based on both the cost benefit investigation and the success or otherwise of G2-G7 below	By end Q1 2021	CEO	Amend to Q2 2021	Completed
1.c	Establish a Neighbourhood Development Plan Steering Group to produce a draft NDP	By end 2022	CEO	First meeting of Steering Group on 20/12/21 Initial public consultation started.	
2.	"Progress with the Canal Corridor Action Plan for the future development and protection of the Canal Corridor."		CEO	Convened WG in June 2021. Now running again.	
3.	Promote and encourage investment in the Town Centre, especially south of the Canal Bridge, including a coherent plan for the Kennet Centre	Ongoing	CEO	Submissions to Town Centre Master Plan and Kennet Centre planning application	
4.	Pedestrianisation- Work with Newbury BID and other relevant organisations to lobby for a decision from WBC for the Market Place, excluding Mansion House and Wharf Streets.		CEO	Working with TCWG and BID Press WBC/Masterplan consultants	
5.	Ensure the views of our residents form a central part of the input to any consultation on the new Newbury Town Centre Masterplan 2036.	Ongoing	CEO	TCWG met consultants. Keeping dual-hatted members and P & H appraised	Completed
6.	Ensure full participation and input into any consultation on the redevelopment of the LRIE.	ongoing	CEO	Formal response has been provided 2020/21. Standing item on P & H Agenda	Completed
7	Lobby West Berkshire Council regarding the Local Plan Review	ongoing	CEO	NTC has responded. Asked our dual-hatted members to pursue	

Strategy	Item	Deadline	Lead	Position at 31 December 2022	Status (RAG)
8.	<p>Lobby WBC to:</p> <p>a) Provide a first-class football ground and stadium to enable Newbury's Men's, Ladies and Youth teams to aspire to play football at a level equivalent to the size and importance of the town (National League for a men's team, Southern Premier for a women's team). The aspiration of this council is for the ground to remain within a short walking distance of the town centre, allowing for footfall to increase as the clubs grow up their league structures and attract more home and away fans, with all the benefits to the town's businesses that that implies.</p> <p>Inability to provide a suitable alternative site should result in the ground on Faraday Road being redeveloped with 3G pitches, providing higher availability for matches and training for the community, and be scalable so it can grow from an initial Step 4 level to higher levels up to Step 1 (National League/Southern Premier) should our teams' success require it.</p>	ongoing	CEO	Met LRIE consultants. Standing item on P & H agenda. Responded to planning application for sports hub at Monk's Lane.	
	b)Take action where appropriate under S215 of the Planning against owners of lands or buildings which detract from the amenity of the area (See also 1.G.11.e)	ongoing	CEO	Ongoing.	
	c)Complete a Conservation Area Appraisal for the town	ongoing	CEO	Town Centre CAA underway by Masterplan Consultants Respond to consultation, February 2023.	
	d)Consider making Newbury a low emission zone and so discourage through traffic on the A339	ongoing	CEO	Sent to Masterplan consultants	
	e)Consider providing an additional 'at grade' pedestrian crossing of the A339	ongoing	CEO	Sent to Masterplan consultants	

2. Foster a real sense of community

B. Stage and support enjoyable and inclusive community events

Strategy	Item	Deadline	Lead	Position at 31 December 2022	Status (RAG)
1.	Work with and support the tennis coaches to stage a Victoria Park tennis championship.	Target first one in 2022	CSM	New SLA with NTA, Newbury Tennis Club and Thatcham Tennis for management of Tennis in Newbury as 1 st April 2022	Completed
2.	Support the re-establishment of Art on the Park and other public arts events	Summer 2022	CM	Art organisations keen to re-establish for Summer 2022. Working group arranging event for Summer 2022.	Completed
3.	Work with Newbury BID and other parties to explore options for a Christmas Market in Newbury from 2021	Dec 2021	CSM	Worked with the BID on Christmas Fayre 2022, 3 and 4 December.	
4.	Hold an Annual Family Day in Victoria Park for the enjoyment of our residents and to promote the Park and its facilities	Summer 2022	CSM	Successful day held on 12 June 2022 2023 planned for 21 May	
5.	Organise and support the annual Mayor's Drive	July 2022	CM	Agreed to support any organisation who wishes to provide this event.	
6.	Installation of 2 'interpretation / information board' similar to those along the canal, and in Speen, and Goldwell park, with historical facts and information on sites below: <ul style="list-style-type: none"> At the junction of Kiln Road/Pear Tree and highlighting the significance of the site in the 2nd battle of Newbury. The old factory on Turnpike, which supported the building of Spitfires during the 2nd world war 	Q3 2022	CSM/ CEO		

C. Celebrate and recognise individual and community achievements

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

3. Take actions to address the climate emergency

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

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

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

Strategy	Item	Deadline	Lead	Position at 31 December 2022	Status (RAG)
1.	NTC will hold at least one Climate Change Community Workshop per year		CSM	Workshop completed 1 st October 2022	
2.	Launch a Climate Fund to support local environmental groups with projects that will reduce CO2 emissions and other actions that benefit the climate in the parish of Newbury	By mid March 2020	CSM	£10K allocated in budget. Second round of Grants awarded	
3.b)	Support a local 'Green Directory' to ensure residents know what resources, offers and support they can access		CSM	Promote support through 2 above.	
4.	Reconnect the drinking water fountain on the Town Hall	April 2022	CSM	Not proceeding due to costs and technical issues.	
	Install new drinking water taps in the City recreation Ground and Blossoms Field	April 2022	CSM	Completed	Completed
5.	Investigate cost effective ways of increasing the current recycling rate from waste collected from our parks	During 2021	CSM	Trial completed for City Rec only.	
	Decide whether to implement new arrangements	Q1 2022	CSM	Included in new grounds maintenance contract	
7.	Encourage local community groups to set up market stalls at no / heavily reduced fees to promote green initiatives e.g. refillables		CSM	No responses received	

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

A. Provide funding to support youth work in Newbury

Strategy	Item	Deadline	Lead	Position at 31 December 2022	Status (RAG)
1. a	Launch a new fund dedicated to delivering much needed youth work for Newbury, running from March 2020 to March 2024.	From March 2020	CEO	Funds provided in budget. 3- year SLA in place from 1 December 2020 Regular reporting to P & R Committee	Completed
2	Provide funding support for youth work initiatives at the Greenham Community Youth Project at the Nightingales, and the Riverside Centre in Clay Hill		CEO	Funds provided in budget.	Completed

B. Support initiatives to make Newbury a more inclusive town

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

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

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



Notes of meeting held at 4.30 pm on 13 December 2022.

Present: Councillors Martin Colston (Chairman), Jo Day, Chris Foster, Roger Hunneman, David Marsh and Erik Pattenden

In attendance: Hugh Peacocke, CEO.

1. To consider the position at 30 September 202 on the Action plan for the Strategy 2019-2024

Members reviewed the Action Plan status at 30 September 2022 and agreed same.

2. To consider the amendments and additions to the Strategy, including those proposed by the Council's Committees

Members noted the proposed amendments and additions

Items:

- Members noted the tracked changes on the circulated version, which were largely updates to deadlines and status comments.
- The meeting agreed the following amendments:
- Add: 1. A 11 To manage our responsibilities as riparian owners on any relevant lands in our ownership (to enable budget provision of £10,000 for watercourses)
- Add 1.C.2: Request new developments to include allotment provision, where appropriate. (From P & H Committee)
- Add to 1.E.1: Longer term strategy to include the next cyclical survey and forward maintenance plan, including stonework survey. (Ensure our public and historic buildings are properly cared for and well-used)
- Add F.1.d) Encourage the owners of the Kennet Centre and the Planning Authority to ensure any re-development of the centre is suitable for Newbury.
- Add F.1.2.h) Provide town centre facilities for cyclists
- Add 1.G.12.k) Request new developments, where appropriate, to include allotment provision
- Add 3.A.4.c) Change bedding plants to incorporate more perennials (25% per annum) (Green Spaces Working Group)
- Add 3.A.4. d) Prohibit the use of artificial grass (turf) on areas of land owned or managed by Newbury Town Council unless specific permission has been granted by this Committee on an identified approved Town Council project AND approach West Berkshire Council to request that they follow a similar approach to prohibit the use of this artificial grass (turf).

- Amend 3.B.4 by removing “...reconnect the drinking water fountain on the Town Hall”

The meeting agreed to recommend all of the above changes to the Policy and Resources Committee on 16 January 2023.



Strategy 2019-2024

Year 4 Update

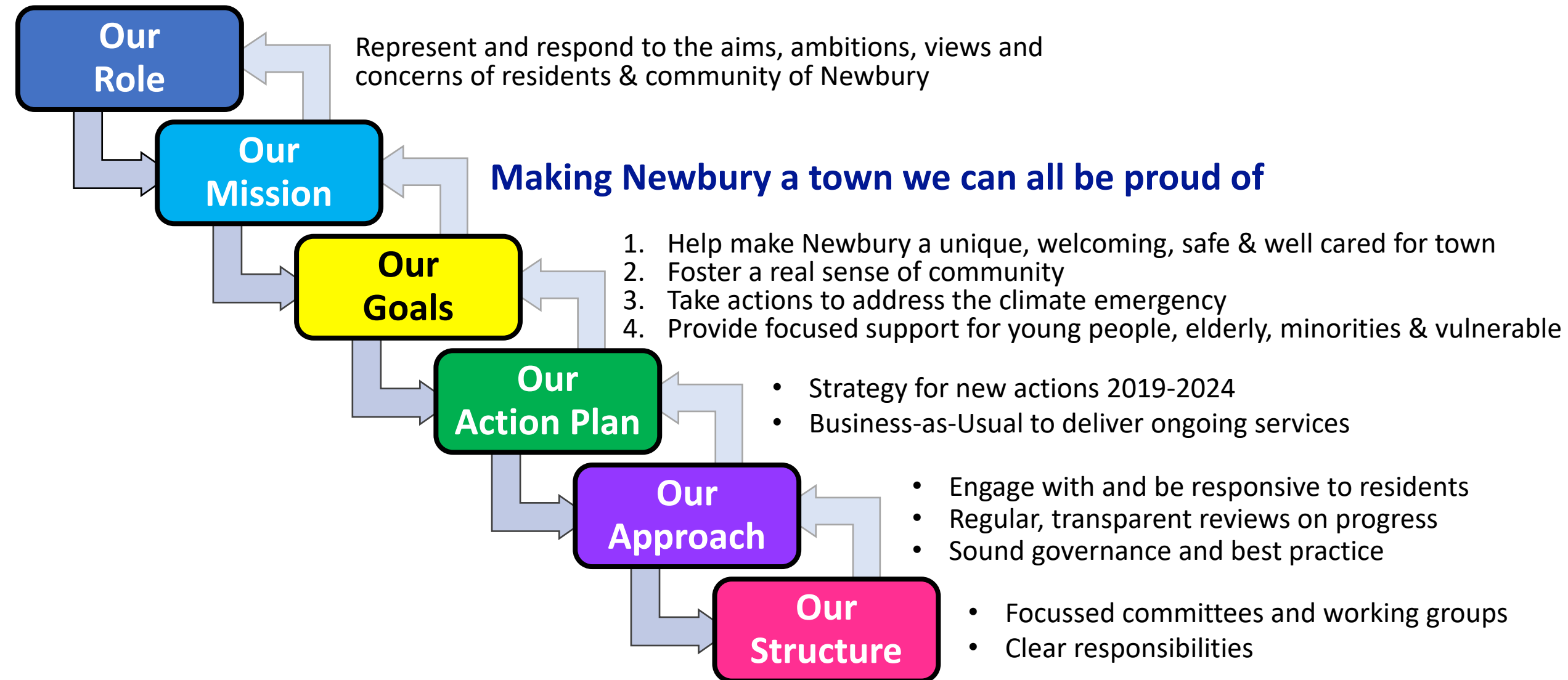
Version Full Council, 30th January 2023

Making Newbury a town we can all be proud of

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Summary for our strategy





Newbury: a town we can all be proud of

**Our
Role**

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



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

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

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

- Funded by annual Precept, developer contributions & other income

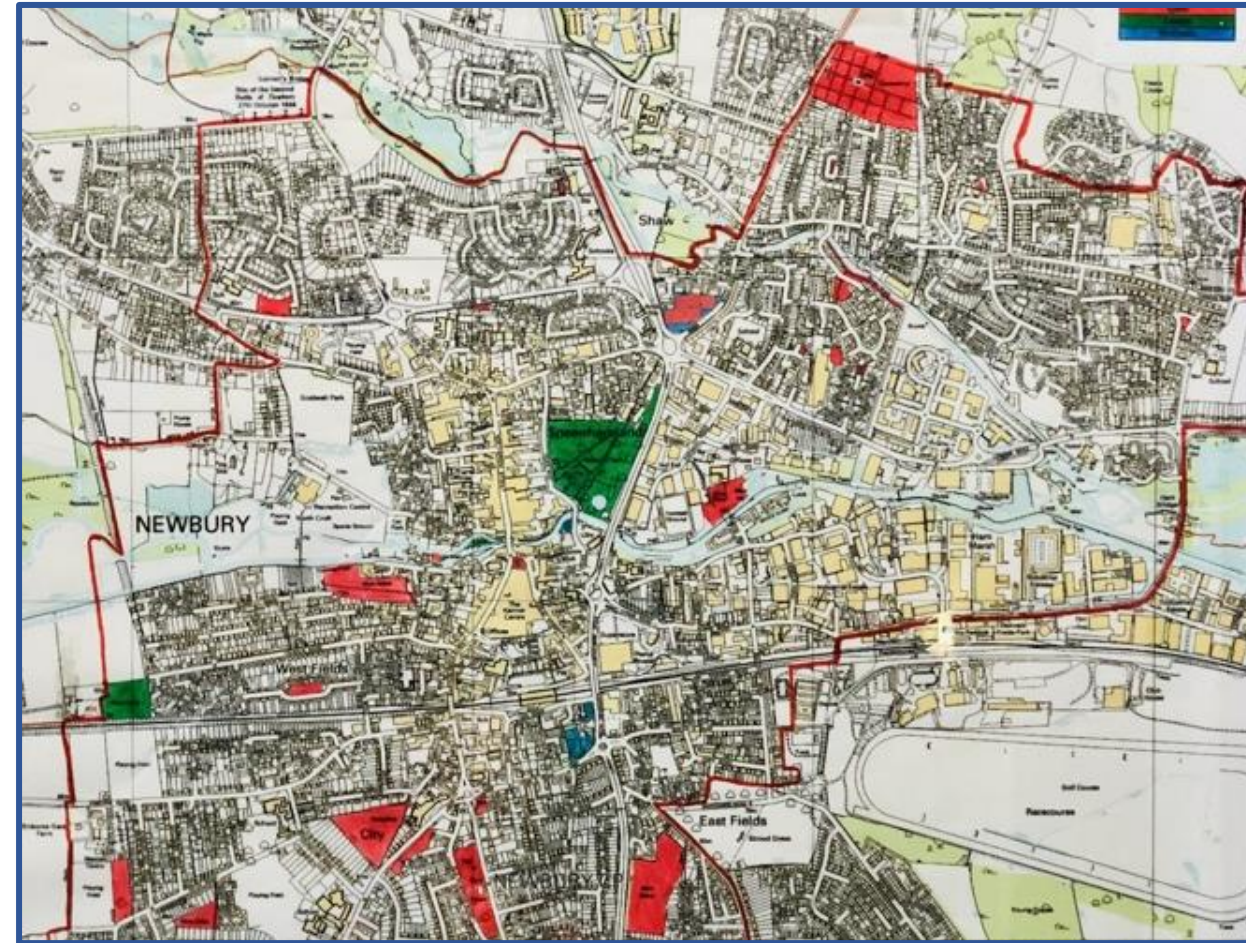
- Care & housing
- Schools, learning & libraries
- Consumer & environmental protection
- Rubbish & recycling
- Leisure, parks & countryside
- Tax & benefits
- Planning & building control
- Roads, transport & parking
- Licensing

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

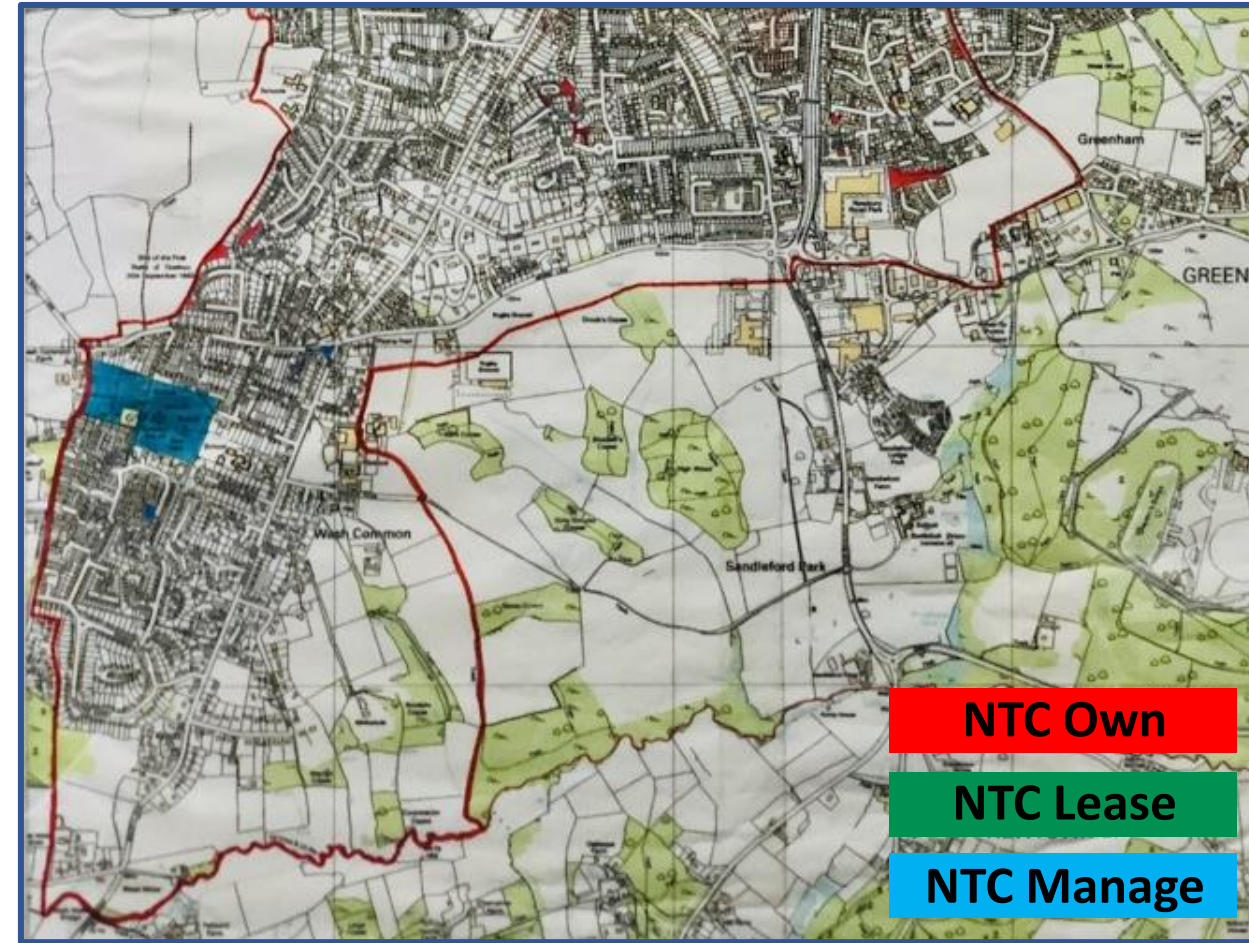
Newbury parish boundary and land we own, lease and manage

Our
Role

Newbury Parish – northern half



Newbury Parish – southern half

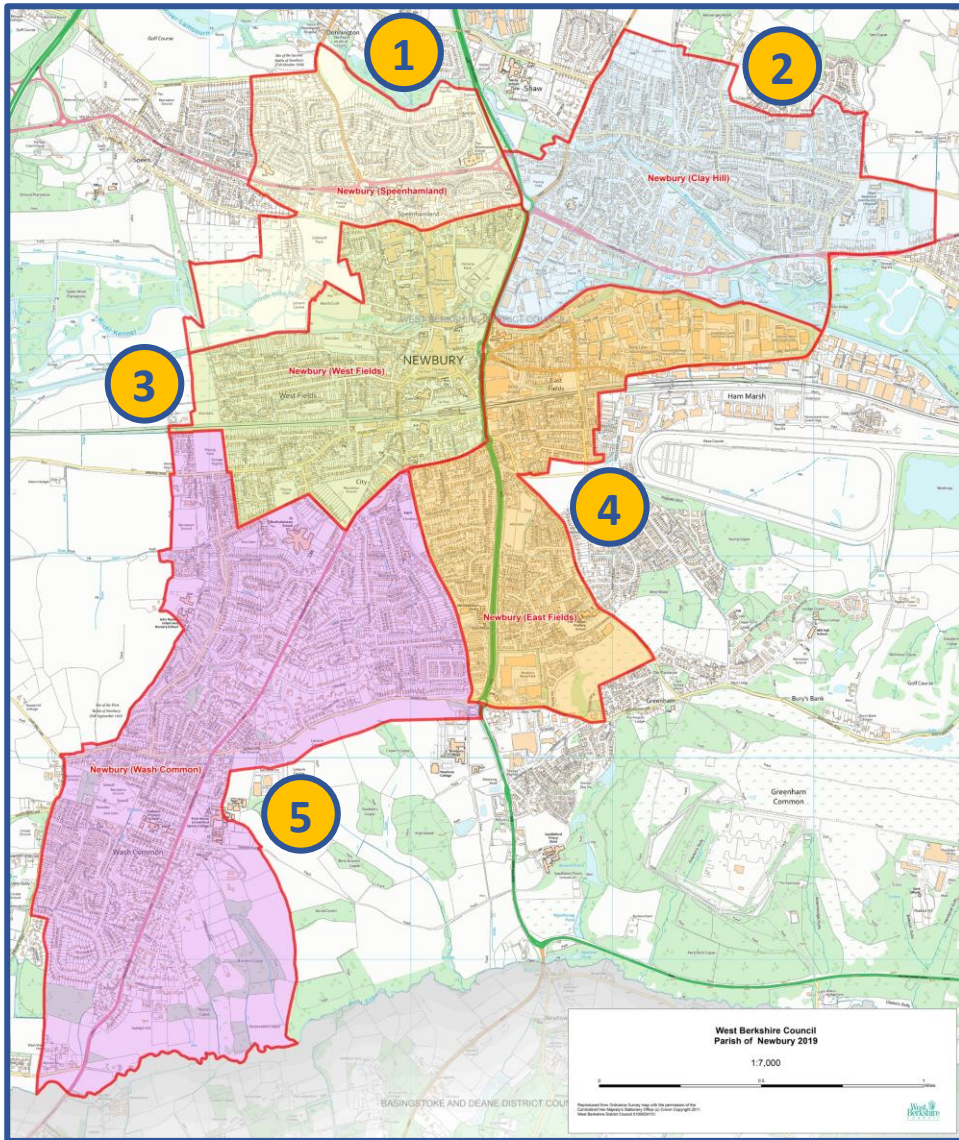


NTC Own

NTC Lease

NTC Manage

Newbury parish wards and Councillors – January 2023



1. Speenhamland

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

2. Clay Hill

- Phil Barnett – *Liberal Democrat*
- Jeff Beck – *Conservative*
- Sue Farrant – *Liberal Democrat*
- Pam Lusby Taylor – *Liberal Democrat*
- Stuart Gourley – *Liberal Democrat*

3. West Fields

- Martin Colston – *Liberal Democrat, Leader of the Council*
- Nigel Foot – *Liberal Democrat, Deputy Mayor*
- Andy Moore – *Liberal Democrat*
- Elizabeth O’Keeffe – *Liberal Democrat*
- Martha Vickers – *Liberal Democrat*

4. East Fields

- Billy Drummond – *Liberal Democrat*
- Jon Gage – *Liberal Democrat*
- Olivia Lewis – *Independent*
- Vaughan Miller – *Liberal Democrat*
- Erik Pattenden – *Liberal Democrat*

5. Wash Common

- Chris Foster – *Liberal Democrat*
- Roger Hunnemann – *Liberal Democrat*
- David Marsh – *Green Party*
- Gary Norman – *Liberal Democrat, Mayor*
- Sarah Slack – *Liberal Democrat, Deputy Leader of the Council*
- Tony Vickers – *Liberal Democrat*

Our Mission – *What drives us?*



- Mission: **Making Newbury a town we can all be proud of**
- Our priorities are:
 - **Our residents and our community**
 - **Local businesses & their employees, & visitors to the town**

Our Goals – *Where are we heading?*

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

- A. Provide outstanding parks, playgrounds and public spaces
- B. Run vibrant markets
- C. Run thriving allotments
- D. Provide well-kept and peaceful cemeteries
- E. Ensure our public and historic buildings are properly cared for and well-used
- F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors
- G. Provide a strong voice for Newbury by lobbying and working with WBC, Newbury BID, and others

2. Foster a real sense of community

- A. Inspiring Civic events and Mayoral calendar
- B. Enjoyable and inclusive community events
- C. Celebrate and recognise individual and community achievements
- D. Encourage and support contributions to our public and community life
- E. Celebrate and encourage appreciation of public art and Newbury's heritage

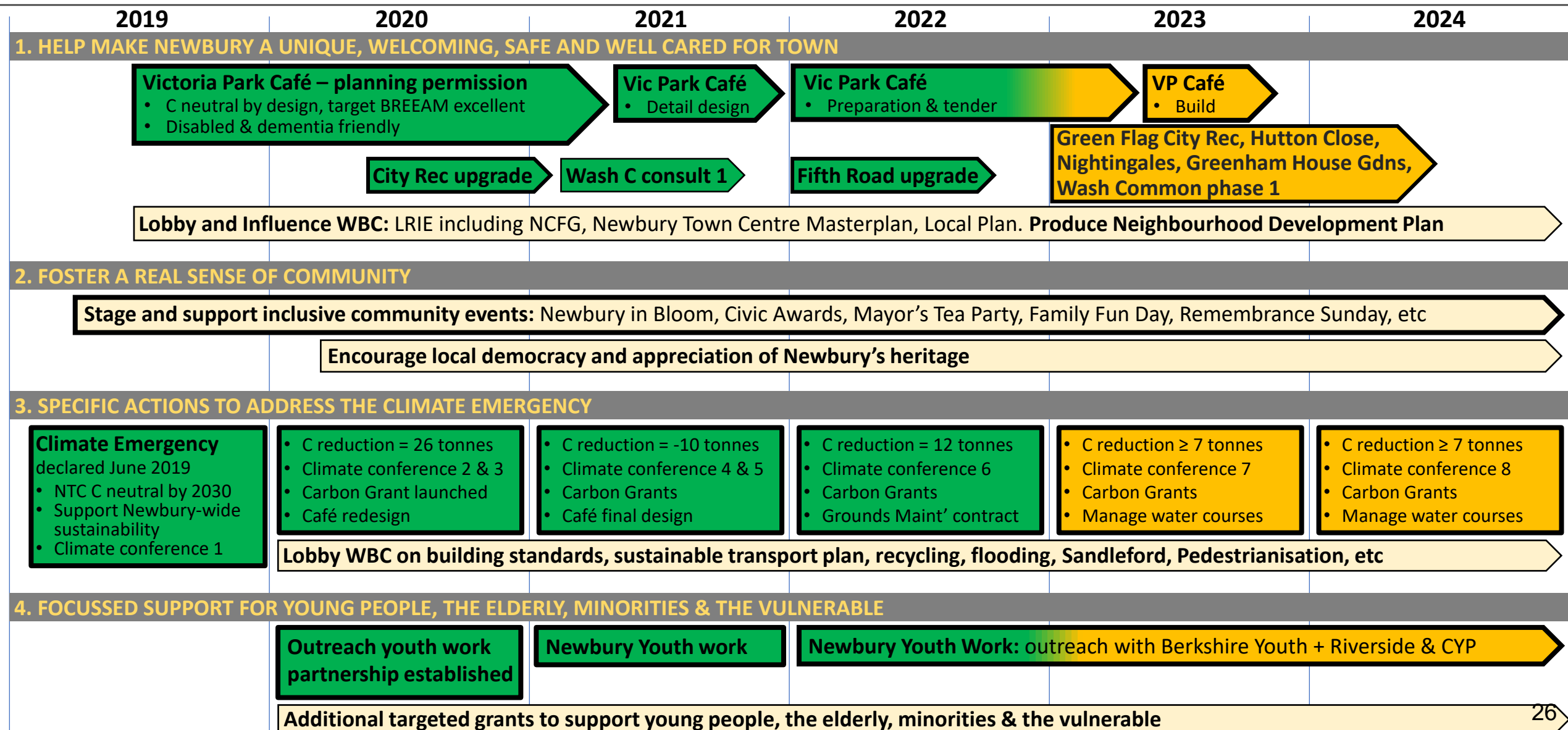
3. Take actions to address the climate emergency

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

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

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

Summary of Key Strategic Actions 2019-2024



Coding to understand type of strategy action points

1. Specific project activity – roman font
2. *Business as usual items – italic font*
3. Completed – green
4. New / modified in 2023/24 update
5. Cancelled / on hold – brown

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

Provide outstanding parks, playgrounds and public spaces



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

A. Provide outstanding parks, playgrounds and public spaces

1. By **end 2023**, open a new café in Victoria Park that we can all be proud of, **assuming tenders come in within our agreed budget. If we cannot meet our agreed budget, then we will pause the project until the market situation improves and we can tender again.**
 - a) We will target BREEAM Excellent for the building design and construction – **21/22 Planning permission granted, detailed design completed**
 - b) Café has been designed to enable carbon neutral operation with PV panels for electricity generation and air source heat pumps for heating
 - c) Café will have a toilet with baby changing facilities and disabled access; & the building will also house male, female and disabled toilets for park users
 - d) The building will have storage facilities for tennis coaches and other users of the park. The park will have enhanced CCTV
2. City Recreation Ground:
 - a) **Complete 20/21: Finalise plans for upgrades; b) Complete 20/21: Upgrade according to agreed plans.**
 - b) **Secure Green Flag by September 2023**
3. Wash Common public space:
 - a) **21/22: Initial consultation on possible improvements completed. b) 23/24 Carry out phase 1 upgrade**
 - b) Longer term goal to secure Green Flag status – investigate in 24/25 once upgrade completed
4. **Complete 20/21: From April 2020, to ensure safety and quality, start implementation of long-term rolling plans for:**
 - a) the refurbishment / replacement of playground and other park equipment when it reaches the end of its life
 - b) our trees and other planting to ensure they are properly cared for and replaced or extended when necessary
 - c) **Complete 22/23: Major upgrade to playground in Fifth Road**
5. Hutton Close:
 - a) **Complete 22/23: Explore options for better utilization of our land at Hutton Close, and consultation on how to improve**
 - b) **2023/24 Carry out upgrade based on results of the consultation**
6. Greenham House Gardens
 - a) Explore taking ownership from WBC: a) **21/22 Agreement in principle; b) 22/23 Transfer agreed; c) upgrade based on consultation findings**
7. *Maintain Green Flag Status for Victoria Park*
8. *Implement our rolling maintenance plans for equipment and planting and managing our tree stock, and review and update annually*
9. *Provide and maintain trees, flower beds, hanging baskets and other plantings in appropriate locations*
10. *Carry out our responsibilities as riparian owners on any relevant lands in our ownership*

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

Run vibrant charter and farmers' markets

Run thriving allotments



100% occupancy

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

B. Run vibrant markets

1. *The Market Working Group will produce and monitor an action plan to enhance our market and hold an annual survey with our regular traders*

C. Run thriving Allotments

1. Explore options for additional allotment sites, working with our neighbouring parishes as appropriate
2. Request new developments to include allotment provision where appropriate
3. *Maintain and run high quality allotments, and promote allotments to new tenants targeting > 97% occupancy*
4. *Encourage and support competitions within and between allotments*
5. *Organise an annual meeting with allotment holders to agree action plan for the following year*

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

Provide well-kept and peaceful cemeteries

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



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

D. Provide well-kept and peaceful Cemeteries

1. *Maintain and run cemeteries to a high standard*

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

1. **Complete 20/21:** From April 2020, to ensure safety and quality, start implementation of long-term rolling plan for the upkeep and refurbishment of the public buildings in our care
2. Begin work in 23/24 on a long-term strategy (20+ years) to include plans for the future of our public buildings and other assets, to include the next cyclical survey and forward maintenance plan including stonework
3. *Implement our rolling upkeep and refurbishment plans for buildings, and review and update annually*
 - a) Year 1 & 2 complete
 - b) Year 3 funded in budget 2022/23
4. *Promote the use and enjoyment of the Town Hall for all the people of Newbury, including as a venue for meetings, conferences, receptions, the celebration of weddings, etc*
 - a) *Continue to offer discounted rates for local community groups that are engaged in activities that further the aims of the NTC strategy*
5. *Work with the Newbury Society and other relevant outside bodies to:*
 - a) *Support the heritage and conservation of Newbury and promote events and activities that recognise, highlight and protect the town's traditions, heritage and history and help engage the public interest and involvement in Newbury's heritage*
 - b) *Support the protection of important and historical / character buildings through Local Listing and, when agreed, by liaising with Historic England for national listing*

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

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



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

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

1. Well-presented town:

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

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

- a) *Public toilets*
 - i. *A new public toilet to be included as part of the planned new community café in Victoria Park – due by end 2023*
 - ii. *By end Q2 2020, explore options for the best location for a specialist hoist in at least one public toilet in Newbury that will enable carers to change older children / young people on the changing table when needed rather than on the floor. Will be at the Wharf Toilets.*
 - iii. *When funds are available:* To upgrade and refurbish the public toilets at the Wharf so that they are more economic to run, more vandal-resistant and more sustainable in the longer term. This work to include the provision of a Changing Places facilities (with specialist hoist) and a shower, both within the current building structure.
- b) *Bus shelters*
- c) *Benches and other street furniture*
- d) *Roadside salt bins*
- e) *Footway lighting*
- f) *Bins for litter / dog waste*
- g) *Provide limited support for library services in Newbury, with clearly defined benefits for residents and / or NTC.*
To be reviewed annually in October to determine whether to continue support for the following budget year.
21/22 Completed gradual phase-out of the temporary support grants in order to fund other strategic priorities in support of young people, the elderly, minorities and the vulnerable. Statutory responsibility for libraries remains with West Berkshire Council
- h) *Provide town centre facilities for cyclists*

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

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

3. Well-being:

- a) *21/22: Completed: work with West Berkshire District Council to identify what additional signage and footpaths are required for walking and cycling routes to and from the Town Centre and local schools, and agree a programme for their delivery*
- b) Consider additional signage to countryside paths and open space within the parish of Newbury or immediately adjacent to it
- c) Support the work of the Greenham & Crookham Common Commissioners
- d) Support the Friends Group working to ensure the permitted path through Speen Moors remains open to the public
- e) Support efforts to safeguard the long-term future of the Newbury Lido, and to extend the number of months each year that it is open
- f) Work with local community groups like the Newbury Society and City Arts to promote and extend the Town Trail and other visual arts initiatives.

4. Safety:

- a) Specialist changing facilities: *when funds are available, include the addition of a Changing Places facility (with specialist hoist) as part of the Wharf Toilets upgrade project*
- b) Provide defibrillators in appropriate locations and assist other bodies who wish to provide them – *4 have been installed as of end 22/23*
- c) *Support community safety, working with partners as appropriate, including Town Centre CCTV, footway lighting etc as required*
 - i. *21/22: Successfully worked with partners to upgrade to a new CCTV system for the town centre which provides high definition, improved coverage and at a lower annual cost*

5. Support Visitors:

- a) By end 2023, working with Newbury BID, agree a co-operation plan with coach operators who bring visitors to the town to make them feel welcome and encourage them to continue to stop off in Newbury
- b) Work with Newbury BID and other organisations to encourage sustainable tourism growth in the interest of the town's economy
- c) *Provide brochures, maps, signage and other information for the benefit of visitors to Newbury*
- d) *Work with partners to ensure Newbury "arrival points" (Tesco roundabout, train stations, car parks etc) give visitors a good impression*

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

Provide a strong voice for Newbury



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

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

1. Neighbourhood Development Plan
 - a) **Complete 20/21:** By end 2020, explore the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions
 - b) **Complete 21/22:** By end Q1 2021: decide whether to move forward with a Neighbourhood Development Plan
 - c) **Complete 22/23:** By end of 2022 to produce an outline project plan and initiate stage one consultation on the scope of the NPD
 - d) Goal to have the NDP completed and adopted by the end of 2024
2. Canal Corridor Working Group
 - a) **Complete 20/21:** to prepare an outline plan for the future development and protection of the Canal Corridor.
 - b) By April 2024: confirm detailed implementation plan, to dovetail with WBC plans to upgrade the Wharf
3. Promote and encourage investment in the Town Centre, especially south of the Canal Bridge, including a coherent plan for the Kennet Centre
4. Work with Newbury BID and other relevant organisations to lobby WBC for the pedestrianisation of the Market Place (**permanent vehicle restricted zone**), excluding Mansion House and Wharf Streets. Aim for decision by end 2024
 - a) Added: Use NTC input to the Newbury Town Centre Masterplan 2036 to promote this objective
5. Newbury Town Centre Masterplan 2036
 - a) Ensure the Newbury Town Plan 2019-2036, items (1) to (4) above, and the views of our residents form a central part of the input to any consultation on the new Newbury Town Centre Masterplan 2036. Town Centre WG (November 2020) + P&H + dual-hatted members will provide input
6. London Road Industrial Estate redevelopment
 - a) Ensure full participation and input into any consultation on the redevelopment of the LRIE. **20/21 Formal response provided**
7. Lobby West Berkshire Council to adopt the following into their new Local Plan, expected in late 2023 (was Q1/Q2 2020)
 - a) The relevant parts of the Newbury Town Plan 2019-2036
 - b) An environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport
 - c) Opposition to the use of Permitted Development Rights for change of use to residential in established employment areas, and request the planning authority to seek article 4 directions in this matter

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

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

8. Lobby WBC to:

- a) Provide a suitable football facility for Newbury's Men's, Ladies and Youth teams to play football at an equivalent or better standard than the old ground provided. This should be within the Newbury settlement area, with good walking and cycling access to the town centre, good public transport links and adequate parking. Inability to provision a suitable alternative site should result in the ground on Faraday Road being returned to its former standard or being redeveloped to an even better standard, with 3G pitches providing higher availability for matches and training. (As amended by Full Council on 20th May 2020) – **Standing item on P&H; regular lobbying as a result**
- b) Take action where appropriate under S215 of the Planning against owners of lands or buildings which detract from the amenity of the area, **and encourage WBC to devolve this power to the Town Council** (See also 1.G.11.e) – **Regular item on P&H; several recommendations made to WBC and improvements made to several buildings as a result**
- c) Complete a Conservation Area Appraisal for the town
- d) Consider making Newbury a low emission zone and so discourage through traffic on the A339
- e) Consider providing an additional 'at grade' pedestrian crossing of the A339
- f) Lobby WBC for Newbury to develop better integrated travel points, for example at Newbury Train Station

9. Work closely with WBC, the BID, Thames Valley Police and other organisations that are important to the success and wellbeing of the town and its residents

10. Work with partners to grow Newbury's reputation as a centre of high-tech excellence

11. Support and encourage the devolution of decision making and service delivery to the most appropriate level

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

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

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

- a) *Encourage diverse shopping and eating out options with a significant number of independents*
- b) *Encourage a modal shift in transport by prioritising walking, cycling and public transport*
- c) *Maintain pressure for significant provision of social housing, including houses for social rent*
- d) *Improve environmental standards and reduce carbon footprint of new building and infrastructure projects*
- e) *Lobby, encourage and assist WBC in enforcing S215 repairs to land and buildings that diminish the town's appearance (see also G3b)*
- f) *Continue to pressure WBC to maintain, respect and protect our Conservation Area (see also 1.G.3.c)*
- g) *Request the planning authority to address the flood risks associated with development proposals and ensure that these are properly addressed*
21/22: The Council responded to the Local Flood risk management strategy, expressing our support for a local Flood forum for Newbury
- h) *Lobby the Local Planning Authority as appropriate on issues of importance for the wellbeing and prosperity of the people of Newbury*
- i) *Comment on all planning and licensing applications in, near, or affecting the town and continue to provide a service to residents of Newbury who wish to comment on them further and seek to influence West Berkshire Council on all planning applications of significance*
- j) *Comment and respond to the Highways Authority (West Berkshire District Council) on consultations and proposals for highways, traffic and parking schemes in Newbury*
- k) *Request new development, where appropriate, to include allotment provision*

2. Foster a real sense of community

- Inspiring Civic events and Mayoral calendar
 - Enjoyable and inclusive community events
- Celebrate and recognise individual and community achievements
- Encourage and support contributions to our public and community life
- Celebrate and encourage appreciation of public art and Newbury's heritage



2. Foster a real sense of community

A. Arrange and Manage Inspiring Civic events and Mayoral calendar

1. *Co-ordinate the annual Remembrance Sunday Parade in Newbury*
2. *Deliver the annual Mayor Making ceremony*
3. *Uphold and promote the role of Mayor as Civic Head and First Citizen of Newbury*
4. *Encourage bookings, and manage the calendar of events for the Mayor and Deputy Mayor*

B. Stage and support enjoyable and inclusive community events

1. *Work with and support the tennis coaches to stage a Victoria Park tennis championship once Covid allows.*
2. *22/23: Support the re-establishment of Art in the Park and other public arts events*
3. *Facilitate the Newbury BID holding a Christmas Fayre in the town centre, including the Market Place, in 2021 and 2022*
4. *By end April 2023: Work with Newbury BID and other parties to explore options for up to four significant town centre events per year which include use of the Market Place on days when the Charter Market operates*
5. *Hold an Annual Family Day in Victoria Park for the enjoyment of our residents and to promote the park and its facilities*
6. *Support the organisation of an annual event for the over 75s in Newbury to be attended by the Mayor*
 - a) *2022: The first Mayor's Tea Party was held in the summer, and greatly enjoyed by those attending*
7. *Support and promote selected community events through financial assistance and / or provision of venues and facilities, notably, but not limited to: Christmas Lights, Music at the Band Stand, and the Newbury Carnival*
8. *Support Newbury in Bloom to raise Civic Pride and encourage and acknowledge efforts by the community, businesses, residents and other organisations of Newbury*
9. *Consider entry into Britain in Bloom when finances and service capacity permit*
10. *Encourage and facilitate residents' participation in social, recreational and sporting activities by providing suitable facilities in appropriate places*
11. *Where it fits with other Council initiatives, encourage and support community involvement as appropriate – e.g. community litter picks, community planting / clearing for biodiversity etc*

2. Foster a real sense of community

C. Celebrate and recognise individual and community achievements

1. *Run and sponsor Newbury's annual Civic Award scheme to recognise the contributions of our residents to the town*
 - a) *First completed in 20/21: Added an award for best environmental contribution. Annual thereafter*
 - b) *First completed in 20/21: Display full list of all those who have been congratulated by the Mayor during the preceding year. Annual thereafter*
2. *Congratulate residents and members of the community whenever significant achievements are brought to our attention, and keep a list on the website*

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

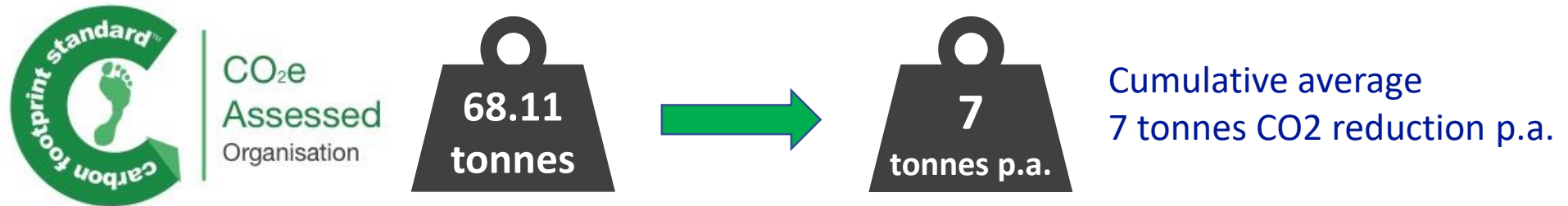
1. *Hold an Annual Town Meeting for Town Council electors and use it to encourage participation in and feedback on key elements of the Council strategy*
2. *Encourage participation in local democracy with particular focus on:*
 - a) *Encouraging women into local politics*
 - b) *Introducing young people to local democracy and NTC; and encouraging / supporting a forum for young people to input to our plans, eg a Youth Forum / Youth Council*
 - c) *Run a community grants scheme which prioritises the award of financial or other support to organisations and causes which serve wholly or mainly the residents of Newbury and have outcomes that support the delivery of our Strategy*
3. *Continue to support the principle of Newbury Town Twinning and explore how to make it more inclusive*
4. *Provide support, advice and publicity for self-funding groups (eg Friends of Newtown Road Cemetery, Growing Newbury Green, the Secret Garden project, the Green Gym, etc)*

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

1. *Further develop the town's heritage trail*
 - a) *Regular unveiling of new blue heritage plaques to commemorate Newbury's history*
2. *Promote the art and heritage trails, working with partners where appropriate*
 - a) *21/22 New heritage trail map produced in partnership with the Newbury BID*

3. Take actions to address the climate emergency

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



Re-design the new Community Café for Victoria Park:
with target BREEAM Excellent for the construction
and to be carbon neutral in operation



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

3: Take specific actions to address the climate emergency

A. Ensure the activities of Newbury Town Council are carbon neutral by 2030 or before – 22/23: one year ahead of schedule

- Becoming carbon neutral will be a core ongoing priority for NTC, and will result in clear targets and potentially new ways of working across the organisation
 - NTC direct carbon footprint was been independently measured in 2019 and certified at 68.11 tonnes per year. Therefore, to become carbon neutral by 2030, NTC will need to reduce its annual carbon footprint by an average of at least 7 tonnes every year, although the reduction is unlikely to be linear
1. The Climate Emergency Working Group will continue to develop our plans and recommendations to deliver net zero carbon
 - a) **Completed:** In December 2019, agree a clear carbon reduction plan for 2020 to deliver a full year equivalent reduction of at least 7 tonnes
 - b) In December every year, starting in 2020, agree the detailed carbon reduction plan and budget for the following year, and an outline plan for the remaining years to 2030. **2019/20:** C footprint 42t. **2020/21:** C footprint 53t (cumulative reduction still > 7t pa). **2022/23:** C footprint 41t – one year ahead of schedule
 - c) By end Q3 2021: audit our street lighting to determine which ones we need to keep. Ensure their replacement with energy efficient solutions forms part of the longer term strategy outlined in 1.E.2
 2. For existing operations, we will:
 - a) Prioritise real reductions in our energy usage by cutting out waste and by investing in more efficient systems and ways of working. For example, in the Town Hall we will invest in insulation, efficient heating, low energy bulbs, systems to automatically turn off the lights, etc. **Started 20/21**
 - b) We will also look to offset where this makes sense; and will not simply buy offsets as an easy way to reduce our carbon footprint. Instead, we will prioritise by offsetting through primarily local means and opportunities within our operations. For example, solar electricity generation, additional tree and shrub planting, grants to local organisations supporting our carbon-neutral / Climate Emergency principles, etc.
 3. For all new projects, activities and procurement decisions we will ensure carbon impact is a core decision making criteria when making recommendations about new projects, activities and procurement decisions. We will always aim to minimise the carbon impact, and target net zero where practical and cost effective. **To this end, from November 2019, environmental impact considerations will become part of the NTC standard report template.**
 - a) **Completed 20/21:** Planning redesign the new café in Victoria Park to enable carbon neutral operation, and target BREEAM Excellent for its construction
 - b) **Completed 21/22:** Detailed plans to hit environmental targets and planning conditions
 - c) **Completed 22/23:** Ensure biodiversity and carbon footprint are considered in our new grounds maintenance contract to be awarded in Q1 2023

3: Take specific actions to address the climate emergency

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

4. *Ensure that management of our green spaces and support for nature and horticulture projects more widely across Newbury is designed, where feasible and cost effective, to maximise environmental benefits and biodiversity.*
 - a) Establish new sown wildflower meadows where possible using local seed sources and/or those appropriate to the ecological and cultural heritage of the site. **20/21: New wildflower meadow in City Rec; 21/22: New wildflower meadow in Victoria Park**
 - b) Conduct biodiversity surveys in our major open spaces to provide benchmarks and give basis for future enhancements. **21/22 Completed first surveys in Victoria Park and Wash Common. 22/23 Biodiversity survey of River Lambourn in Clay Hill**
 - c) Starting in 2023/24: Change bedding plants to incorporate more perennials vs annuals to reduce climate impact – 25% change per year
 - d) Starting in 2023: Prohibit the use of artificial grass / turf (due to its adverse effect on biodiversity and decay into microplastic particles) on land owned or managed by Newbury Town Council unless specific permission has been granted by the Community Services committee as part of an identified and approved NTC project where it is the only viable option. And approach West Berkshire Council to request that they follow a similar approach to prohibit the use of artificial grass / turf
5. *Once our current contract ends, we will move to green tariffs (certified 100% matched by renewable sources) for our energy supply. In the meantime, we will explore options within our current contract.*
6. *From March 2020, our carbon footprint will be publicly reported annually as a new KPI – **Completed in 20/21, 21/22, 22/23***

3: Take actions to address the climate emergency

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

1. Starting in September 2019, NTC will hold at least one Climate Change Community Workshop per year to:
 - a) Update local residents & environmental groups on progress towards making the activities of NTC carbon neutral, and gather feedback & suggestions
 - b) Encourage & support actions to help make Newbury as a whole more environmentally sustainable, & gather suggestions on how NTC can best help

Completed: 1 in 2019/20, 2 in 20/21, 2 in 21/22, 1 in 22/23
2. By mid April 2020, launch a Climate Fund to support local environmental groups with projects that will reduce CO2 emissions and other actions that benefit the climate in the parish of Newbury. NTC will be able to take credit for an appropriate share of any carbon reduction and use this to offset total emissions and help deliver zero carbon
 - Launched 20/21, ongoing thereafter. Several Carbon Grants have been awarded. 22/23 £10K to Loose Ends / Cricket Club for solar panels
3. Use our influence and network where appropriate and cost effective to:
 - a) Support local community organisations in their 'green initiatives'
 - b) Support a local 'Green Directory' to ensure residents know what resources, offers and support they can access
4. **Complete:** By mid 2022, install new drinking water taps in the City recreation Ground and Blossoms Field
5. During 2020, investigate cost effective ways of increasing the current recycling rate from waste collected from our parks. Decide in Q1 2023 (was October 2020) whether to implement new arrangements
6. Lobby WBC to:
 - a) Update their planning guidelines to require key environmental features in order to receive planning support, e.g. solar panels for electricity and hot water, electricity storage batteries, ground / air source heat pumps, electric car changing point, etc. This should also be added to their Local Plan review – in 2020/21 provided official NTC response to the Local Plan Review and WBC Environmental Strategy
 - b) (Repeat of 1.G.4): Work with Newbury BID and other relevant organisations to lobby WBC for the permanent pedestrianisation of the Market Place, excluding Mansion House and Wharf Streets. Aim for decision by end 2024
 - c) (Repeat of 1.G.1.b): Develop an environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport. This should also be added to their Local Plan review
 - d) Support the wider use of electric vehicles (cars and bicycles), and to install an adequate number charge points in suitable, secure parking spaces that are reserved for those vehicles
 - e) Radically expand the range of materials and product types that are collected kerb-side for recycling – in 2020/21 provided official NTC feedback
7. *Encourage local community groups to set up market stalls at no / heavily reduced fees to promote green initiatives e.g. refillables*

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

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



- Launch a new fund dedicated to delivering much needed youth work for Newbury. This fund will form part of the budget for the next 4 years to enable our partners to plan effectively and deliver the best possible outcomes
- Explore options for the best location, and then install a specialist hoist in at least one public toilet in Newbury that will enable carers to change older children / young people on the changing table when needed rather than on the floor

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

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

1. Launch a new fund dedicated to delivering much needed outreach youth work for Newbury, running from April 2020 to March 2023. This fund will form part of the budget for at least the next 3 years to enable our partners to plan effectively and deliver the best possible outcomes – Three-year agreement started on time in 20/21. 23/24: Funding committed for another year.
2. The Council is committed to developing a youth offering and encouraging joint initiatives between young people and the Council. This will be achieved through our detached work with Berkshire Youth and by supporting and / or lobbying to fulfil suggestions proposed by young people (eg outdoor covered shelter, improved street lighting etc)
3. Provide funding support for youth work initiatives at the Greenham Community Youth Project at the Nightingales, and the Riverside Centre in Clay Hill. *Started in 21/22, continued in 22/23 and 23/24*

B. Support initiatives to make Newbury a more inclusive town

1. Support our minority communities where possible by working with relevant local groups such as Community United
 - a) *In 2022 we began a new partnership to support inclusivity with our minorities. Further funding agreed for 23/24*
2. Support dementia-friendly initiatives to help the elderly in our community:
 - a) Explore NTC becoming an accredited dementia-friendly organisation
 - b) *Organise dementia-awareness training for all members and officers by Q1 2020, and then display accreditation on NTC website*
 - c) *Dementia-friendly training planned for first quarter following successive elections*
 - d) **Completed 2020/21:** Ensure the design of the new café in Victoria Park considers the needs of those with dementia, and encourage the café operator to embrace dementia-awareness training and practices
3. Specialist Changing facilities:
 - a) *When funding allows, these will be part of the proposed Wharf toilets upgrade and will be a welcome additional facility for the town*
4. *We will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town*

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

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



6. Our Role: Long term (20+ years) strategy

1. By the end of 2024, to develop a new long-term (20+ years) strategy

The regular 4-year council strategies coincide with the changes in administration and largely drive the priorities of the current incumbents. However, their shorter-term nature means, by definition, that much longer term and significant decisions on investments and the role of the council have been properly addressed. This new, long-term strategy will seek to bridge this gap and provide an over-arching framework for future administrations to work within.

The long-term strategy will address at least the following items:

a. The long-term viability, funding and upkeep of public buildings and other infrastructure that we own

These includes the Town Hall, the Clock House, Shaw Cemetery, various streetlamps, etc. The next cyclical survey and forward maintenance plan including stonework will be a key input to this work

b. The future scope and role of this council

The general power of competence we hold opens up many possibilities which we may want to explore especially in the light of potential devolution of powers from central government, the ongoing trend of devolution from district councils, and in comparison to other large parish council such as ours

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

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

2. Promote cultural identity and equality of opportunity

- 1. We will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town. (See also Our Action Plan 4.B.4&5).*

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

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

Our Approach – Part 2 = Policy Area 3 from current strategy

Newbury Town Council, its Members and its Officers will:

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

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

- **People**

- 23 Councillors (Members), elected every 4 years - *responsible for setting the strategy and budget*
- 18 staff (including part-time and honorary staff) - *responsible for advising Members, and delivering the strategy and ongoing services*

- **Decision Making**

- Full Council, Committees and Sub-Committees can make decisions
- Working Groups make recommendations to their parent committee which then decides whether to implement

- **Meetings, Committees and Working Groups:**

- **Full Council** – 23 Members, 4 scheduled meetings / year
- **Policy & Resources** – 10 Members, 5 Subs, 4/yr.
 - Staff Sub-Committee – 6 members, 4 subs, 4/yr
 - Grants Sub-Committee – 6 members, 4 subs, 2/yr
 - Strategy working group
 - Audit working group
- **Planning & Highways** – 12 Members, 5 Subs, every 3 weeks
 - Canal Corridor working group
 - Heritage working group
 - Joint Sandleford working group
 - Neighbourhood Development Plan steering group
 - Town Centre working group
- **Community Services** – 10 Members, 5 Subs, 4/yr
 - Victoria Park Café Sub-Committee
 - Climate Emergency working group
 - Green Spaces working group
 - Market Working Group
- **Civic Pride, Arts & Leisure** – 10 Members, 5 Subs, 4/yr
 - Local democracy working group

Our Mission – *What drives us?*

Our Mission



Newbury Town Council**Public Report****To:** Policy and Resources Committee**Date of meeting:** 16 January 2023.**Agenda item No. 8: 2022/23 Budget**

Decision Required: To approve the budget for 2023/24 in order that the Council can consider its adoption and formally set its precept when it meets on 31 January 2022.

Budget Highlights

The full figures for the proposed budget for 2023-24 are shown on the attached table.

The table details the budget as approved last year, with actual outturn, the budget for this year with projected outturns and the proposed expenditures for next year and the sources of funds for this expenditure.

In summary, the “bottom lines” are as follows:

Year	Total Expenditure					
		NTC income	Precept	Reserves	CIL/S106	PWLB
21-22	1,306,014	247,401	1,135,249	-105,331	28,695	0
22-23 ¹	1,727,955	250,996	1,180,623	246,336	50,000	0
23-24	2,285,724	307,345	1,272,879	330,161	75,339	300,000

The draft budget continues the work of the Council in delivering the 4 key elements of the Council’s Strategy 2019-2024:

1. Help make Newbury a unique, welcoming, safe and well cared for Town
2. Foster a real sense of community
3. Take actions to address the climate emergency
4. Focused support for youth, the elderly, minorities and the vulnerable.

The Main features of the budget are as follows:

Salaries: A proposed increase of 9.5% which incorporates the Staff structure review, as approved by the Staff Subcommittee.

Grounds Maintenance Contract: the draft budget provides for our new grounds maintenance contract, operative from 7 January 2023. The annual increase is 12% approx. but given current inflation rates, the new contract represents real value for money for the Council.

¹ Projected outturn

The Community Café in Victoria Park: The draft budget also proposes funds for the construction of the proposed community Café in Victoria Park. Planning permission has been obtained and discharge of all planning conditions approved. We have been out to tender and our QS is negotiating a final price with three contractors. We have also agreed the operator for the new café, and they will be involved in the design, layout and fitout of the café. The planned opening date is late 2023. The planned expenditure for the coming year is £630,000, funded from reserves (£269,661), CIL (£60,339) and a loan of £300,000.

Conclusion/ recommendations: The Committee is required to consider the draft budget attached and to recommend a budget for 2022-23 for Full Council on 30 January, so that Full Council can set a precept to fund the Council's services for 2023-24.

Hugh Peacocke

CEO and RFO

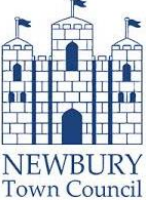
12 January 2023.



Strategy 2019-2024 – Year 4 update and Budget 2023/24

P&R 16th January 2023, v1

Making Newbury a town we can all be proud of



Our Mission

Our Mission – *What drives us?*



Making Newbury
a town we can all be proud of



2022-23: Continued delivery in most areas

- **NTC has successfully delivered several key objectives in Year 3:**
 - Significant progress on proposed new Community Café and public toilets for Victoria Park
 - Tender process entering final stages – complicated and delayed due to Covid aftermath, construction bottleneck and inflation. Funding agreed
 - Continued our youth work partnerships
 - Successful ongoing partnership with Berkshire Youth for outreach youth work in Newbury
 - Ongoing grants for the Community Youth Project in the Nightingales and the Riverside Centre in Clay Hill
 - Significant steps on sustainability:
 - Completed several energy saving projects in the Town Hall and our other buildings
 - Our cumulative carbon footprint reduction is one year ahead of schedule for an average of 7 tonnes p.a and carbon neutrality by 2030
 - Held our 6th climate conferences and awarded further Climate Grants incl £10K to Loose Ends & Cricket Club for PV and 3.8 tonnes CO2 offset
 - Completed a successful tender process and appointed John O'Connor as our new Grounds Maintenance partner
 - Improving sustainability and biodiversity included at the heart of the contract
 - Continued a much needed programme of maintenance to ensure safety of our playgrounds, buildings and our trees
 - Major upgrade of the playground in Fifth Road, and the addition of play equipment for the disabled in Victoria Park
 - Completed consultations on future improvements to Hutton Close and Greenham House Gardens
 - Started work on our Neighbourhood Development Plan, with stage 1 consultation almost completed
 - Significant consultation / planning responses on:
 - LRIE (incl NCFG), Sandford, the Local Plan, Newbury Town Centre Masterplan 2036, redevelopment of the Kennet Centre
 - Maintained Green Flag for Victoria Park, entered new tennis partnership, and introduced Crazy Golf
- **NTC has successfully maintained core services:**
 - Looked after our parks and playgrounds despite deteriorating service from previous grounds maintenance contractor
 - Charter market continues to have healthy number of stalls
 - Allotments remain at 100% capacity
 - Awarded grants to local organisations who are supporting the vulnerable in Newbury
 - Ongoing support for Citizens Advice, town centre CCTV, and Christmas Lights
 - Mayoral support for and appreciation of our residents, businesses and minority communities

2023-24: Key strategic projects

- **Open the new Community Café and public toilets in Victoria Park, by the end of 2023**
 - Assuming we can successfully complete the tender process and appoint a contractor who will deliver within our agreed budget.
 - If we cannot meet our agreed budget, then we will pause the project until the market situation improves and we can tender again.
- **Continue our support of youth work in Newbury with ongoing funding for:**
 - Partnership with Berkshire Youth for outreach youth work, youth work at both the CYP in the Nightingales and the Riverside Centre in Clay Hill
- **Specific actions to address the climate emergency:**
 - Reduce our net carbon by $\geq 7t$ to deliver cumulative reduction of $\geq 35t$ since 2019/20, one year ahead of schedule for net neutral by 2030
 - Ensure Victoria Park Community Café build is rated \geq BREEAM Very Good, and begin measurement of carbon emissions once operational
 - Award further Carbon Grants to help local organisations in Newbury reduce their carbon footprint, and deliver local offset for NTC
 - Begin recommended actions to manage the water courses for which we are responsible
- **Parks and Playgrounds:**
 - Start work on the improvements to the public open space at Wash Common & Hutton Close, based on the completed public consultations
 - Take over ownership of Greenham House Gardens and begin work to upgrade it based on the completed public consultation
 - Retain Green Flag for Victoria Park and secure Green Flag for City Rec for the first time
- **Seek funding for a major upgrade to the Wharf public toilets**
 - Work with WBC and others to secure funding for this, including disabled changing facility with specialist hoist, and a shower
- **Continue partnership to support inclusivity with our minorities**
- **Continue work on our Neighbourhood Development Plan:**
 - to enable the people of Newbury to have real influence in guiding future development in a sensitive and sustainable way
- **Provide a strong lobbying voice for Newbury residents, in particular into:**
 - Newbury Town Centre Masterplan 2036, including permanent pedestrianisation of the Market Place
 - London Road Industrial Estate development plans, including the Faraday Road Football Ground
 - Continue to oppose any plans for redevelopment of the Kennet Centre that are out scale with the historic town centre
- **Begin work to develop and agree a 20-year strategy for the role of NTC and investment in our public buildings**

Our Goals – *Where are we heading?*

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

- A. Provide outstanding parks, playgrounds and public spaces.
 - Upgrade our parks in the Nightingales, Hutton Close, Wash Common & Greenham House Gardens. Win Green Flag for City Rec
- B. Run vibrant markets
- C. Run thriving allotments
- D. Provide well-kept and peaceful cemeteries
- E. Ensure our public and historic buildings are properly cared for and well-used
- F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors
- G. Provide a strong voice for Newbury by lobbying and working with WBC, Newbury BID, and others
 - Produce Neighbourhood Development Plan

2. Foster a real sense of community

- A. Inspiring Civic events and Mayoral calendar
- B. Enjoyable and inclusive community events
- C. Celebrate and recognise individual and community achievements
- D. Encourage and support contributions to our public and community life
- E. Celebrate and encourage appreciation of public art and Newbury's heritage

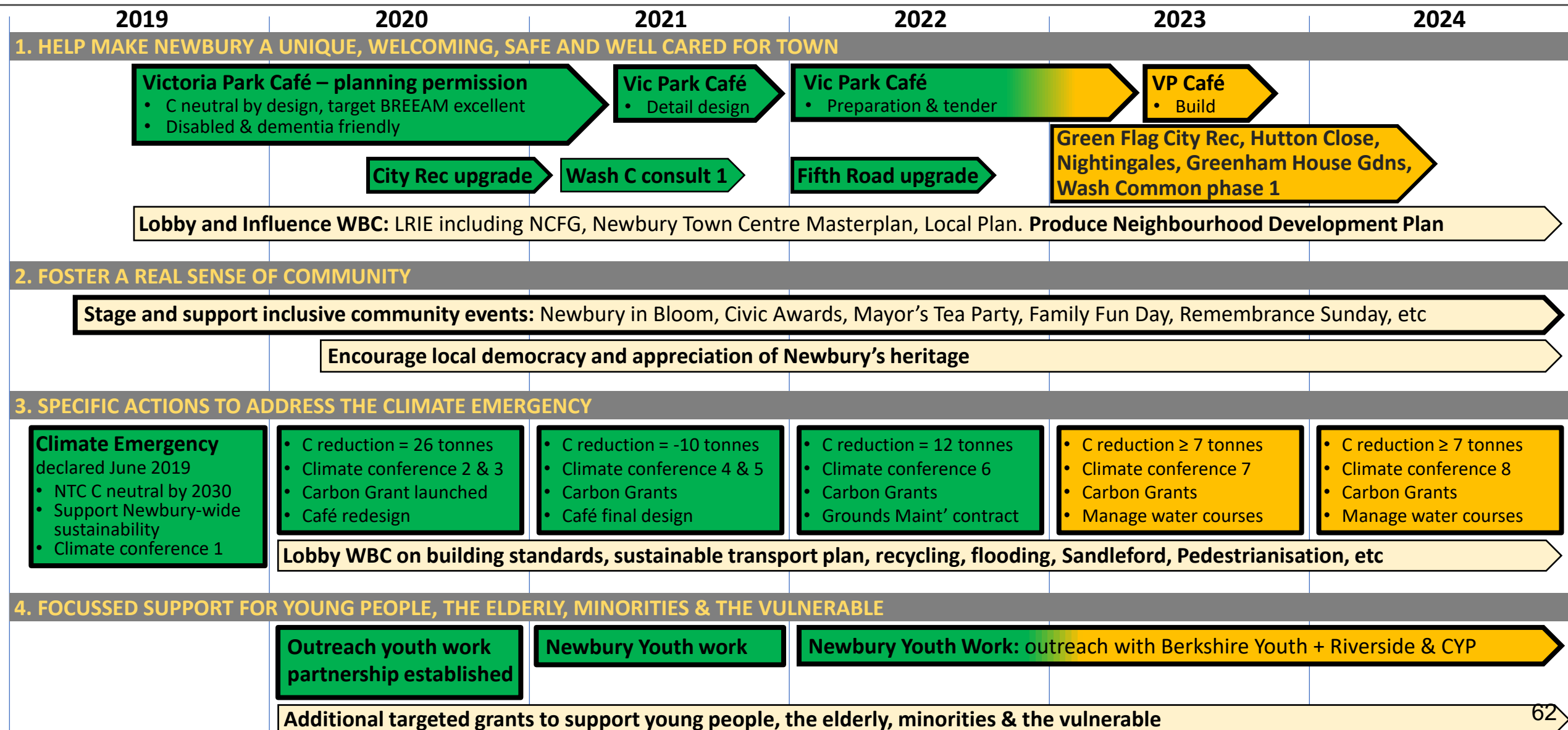
3. Take actions to address the climate emergency

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

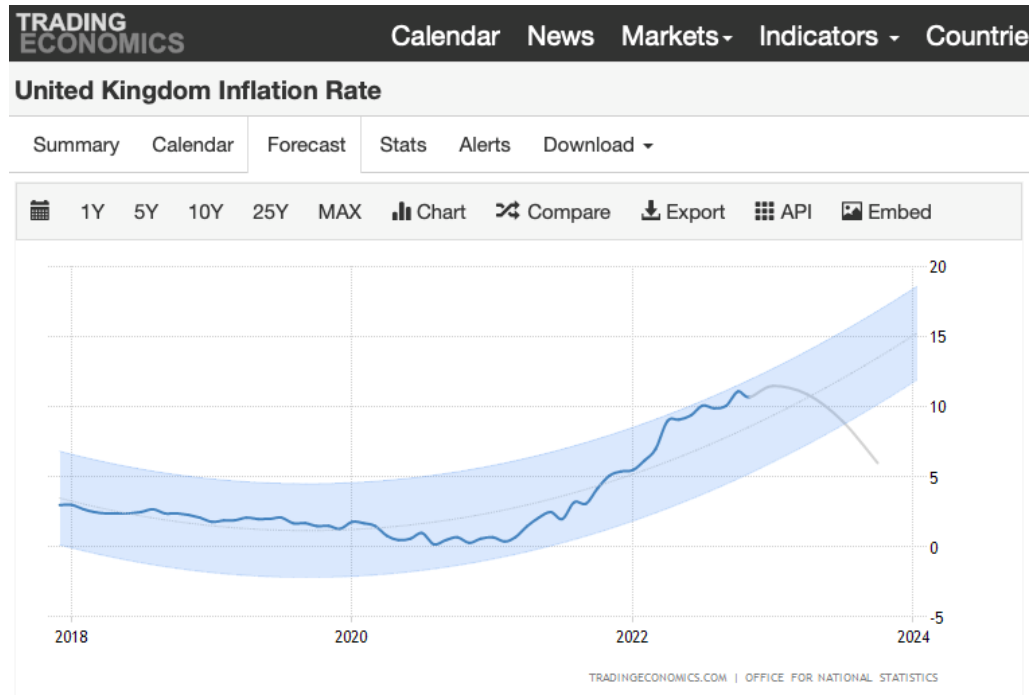
4. Provide focused support for young people, the elderly, minorities and the vulnerable

- A. Provide funding to organisations which support youth work and support to other vulnerable people in Newbury
- B. Support initiatives to make Newbury a more inclusive town
- C. Work with local organisations which support the homeless in Newbury

Summary of Key Strategic Actions 2019-2024

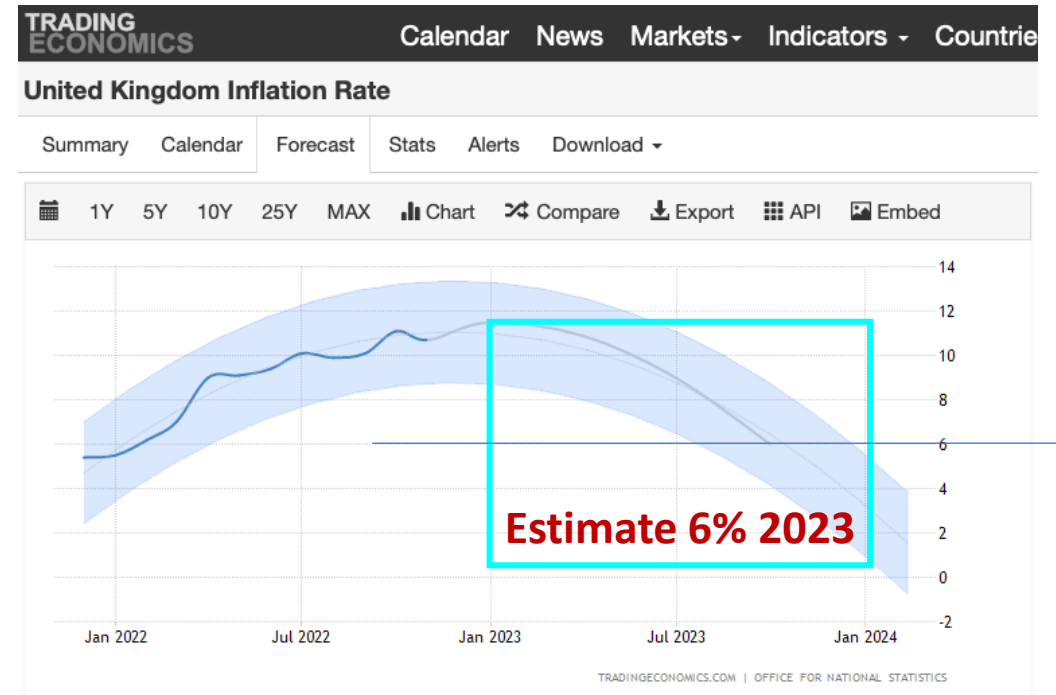


Inflation – CPI last 5 years and forecast next 2 years



Calendar	GMT	Reference	Actual	Previous	Consensus	TEForecast
2022-11-16	07:00 AM	Oct	11.1%	10.1%	10.7%	11%
2022-12-14	07:00 AM	Nov	10.7%	11.1%	10.9%	11%
2023-01-18	07:00 AM	Dec		10.7%		11.5%

+

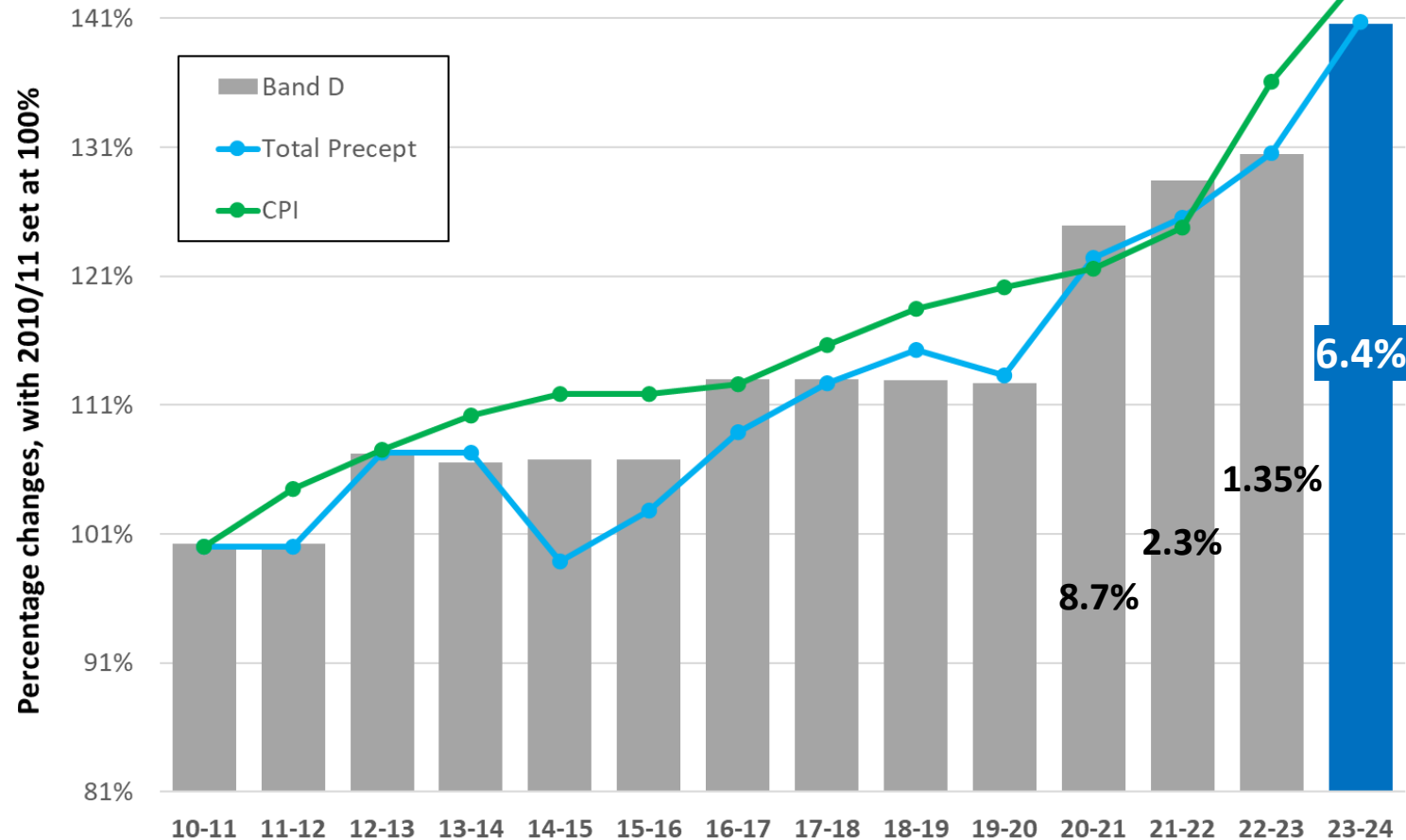


Calendar	GMT	Reference	Actual	Previous	Consensus	TEForecast
2022-11-16	07:00 AM	Oct	11.1%	10.1%	10.7%	11%
2022-12-14	07:00 AM	Nov	10.7%	11.1%	10.9%	11%
2023-01-18	07:00 AM	Dec		10.7%		11.5%

+

Budget – Topline vs CPI

Band D Precept vs Total Precept vs CPI - Budget vP&R



• CPI: Status and predictions:

- to Nov 2022 = +10.7% (ONS)
- prediction for Q4 2023 = +5.0% (BoE)
- prediction for Q4 2024 = 1.5% (BoE)
- NTC assumption for 2023 = 6.0%
- CPI increase 2023-24 vs 2019-20 = 20.1%

• Budget total precept = +7.8%

- 2023-24 = £1.273 mio vs £1.181 mio

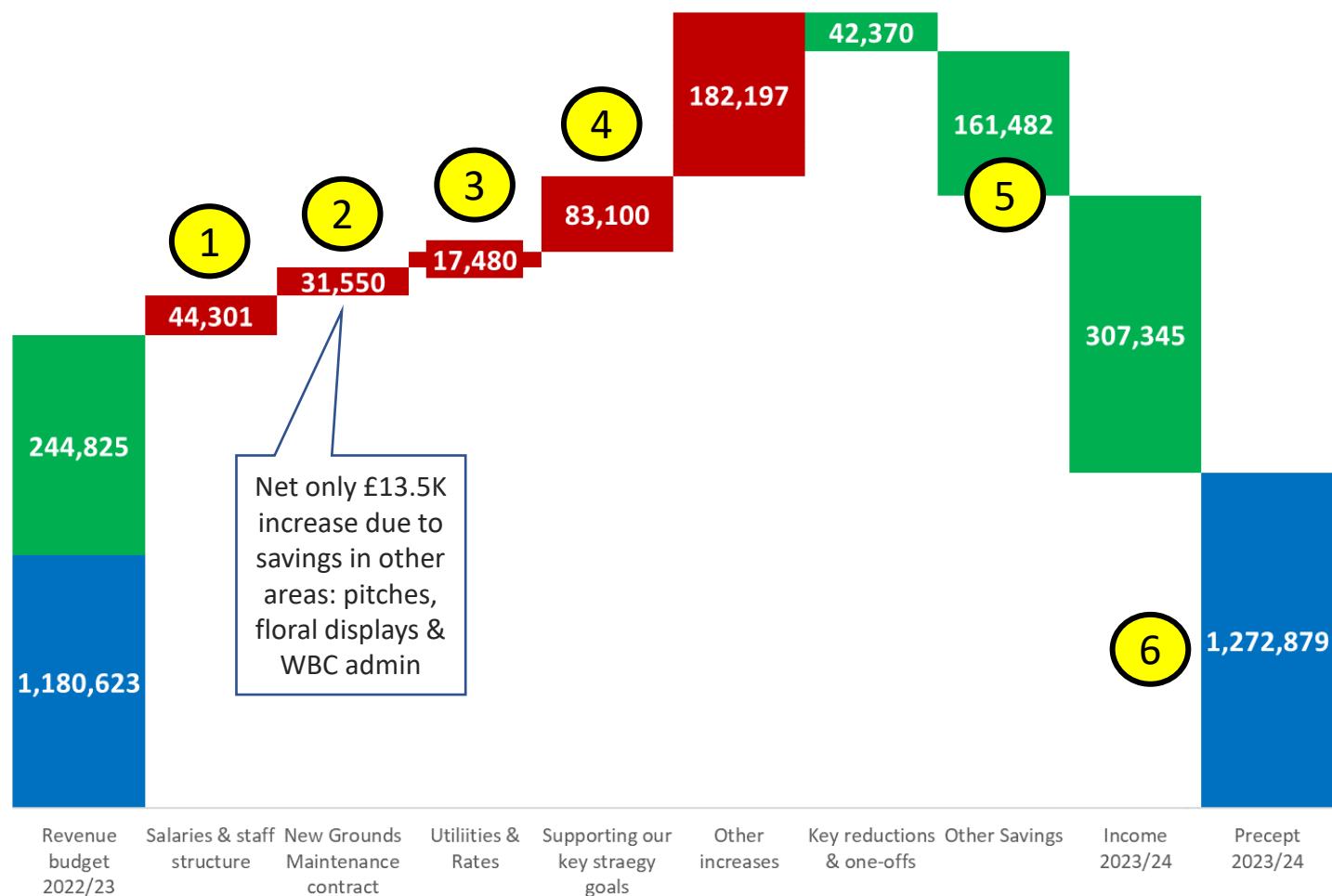
• Tax base up 1.4% to 13,446

• Band D up by 6.4% to £94.67 p.a.

- Increase of £5.66 p.a. or 11 pence per week
- Significantly below inflation
- Band D increase 2023-4 vs 2019-20 is below CPI rise over same period

Budget 2023-24 vs 2022-23 – Illustrative Summary

Illustrative Change in Precept: 2023-24 vs 2022-23



• Significant increase in staff costs

- ① • National pay awards, NI & pension, Covid levy
- New structure slight increase offset by savings

• New grounds maintenance contract

- ② • Autonomy vs previous. Local depot
- Partnership, incl joint branding of vehicles

• Utilities & rates

- ③ • Electricity actually lower due to climate action

• Supporting our key strategic goals

- ④ • See further details

• Significant increase in income

- ⑤ • Market
- Tennis
- Allotments
- Cemetery

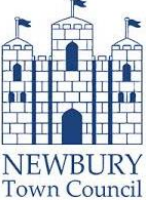
• Resulting Precept

- ⑥ • Budget vP&R = + 7.8% total precept
- For Band D +6.4%, below inflation

Supporting our key strategy goals

Supporting our Strategic Goals 2023-24

		Revenue	Reserves	CIL/PWLB	Total	Commentary
1	Community Café in Victoria Park	0	245,000	385,000	630,000	<p>Section 1 of our strategy:</p> <p>Help make Newbury a unique, welcoming, safe and well cared for town</p>
2	Upgrading Playgrounds, focus on Nightingales	40,000	10,000		50,000	
3	Wash Common public space upgrade stage 1	-	18,400		18,400	
4	Hutton Close upgrade	-	15,000		15,000	
5	Contribution towards Newbury Christmas lights	12,000			12,000	
6	Newbury In Bloom	4,500			4,500	
7	Support for friends Groups, Community, groups, etc	3,000			3,000	
8	Defibrillators	2,500			2,500	
9	Green Flag - City Rec	700			700	
10	Berkshire Youth: outreach youth work	25,000			25,000	<p>Section 4 of our strategy:</p> <p>Provide focused support for young people, the elderly, minorities and the vulnerable</p>
11	Grant Sub Committee	24,500			24,500	
12	CAB Grant	20,000			20,000	
13	Diversity & Inclusivity	3,000			3,000	
14	Greenham Community Youth	2,500			2,500	
15	Riverside Centre	2,500			2,500	
16	Volunteer Centre	500			500	
17	Grants for Climate Change Proj	10,000			10,000	<p>Section 3 of our strategy:</p> <p>Take actions to address the climate emergency</p>
18	Additional solar panels Town Hall	10,000			10,000	
19	Water courses	10,000			10,000	
20	Energy Conservation Projects	4,000			4,000	
21	Biodiversity Survey	1,000			1,000	
22	Greenham & Crookham Common	500			500	
Total		176,200	288,400	385,000	849,600	
Revenue increase vs 2022-23		83,050				



Our Mission

Our Mission



Making Newbury
a town we can all be proud of



9/1/23	NTC Budget 2023/24														
16:41	Draft 5, 05.01.2023														
Code	De	Income/exp		21-22		22-23			23-24	Source of Funds 2023-24					
				Budget	Actual	Budget	Actual YTD	Projected	Budget	Income	REVENUE	Reserves	CIL/ S106	PWLB etc	External
100	Staff														
4000	Salaries/Ni/PAYE			420,066	457,377	468,323	265,966	480,000	512,624		512,624				
4010	Misc Staff Expenses			2,575	4,815	4,000	3,889	5,000	7,000		7,000				
4045	Salary Reallocation			-420,066	-457,377	-468,323	-265,966	-480,000	-512,624		-512,624				
	Overhead Expenditure			2,575	4,815	4,000	3,889	5,000	7,000						
110	Central Services														
1076	Precept Received			1,135,249	1,135,249	1,180,623	1,180,623	1,180,623	1,272,879						
1090	Interest Received			2,500	906	1,000	4,414	7,000	8,000	8,000					
1091	Shares/Dividend Income			0	2	0	4	10	0	0					
1120	Grants & Donations Received			0	100	0	0	0	0	0					
1905	CIL income received			0	28,695	0	9,357	20,000	0	0					
1990	Miscellaneous Income			0	40	0	0	0	0	0					
	Total Income			1,137,749	1,164,992	1,181,623	1,194,398	1,207,633	1,280,879						
4045	Salary Reallocation			25,962	27,935	101,982	57,715	103,200	146,368		146,368				
4050	Bank Charges			2,060	2,573	2,100	1,472	2,400	3,000		3,000				
4055	Election Expenses			6,500	4,826	0	0	0	18,000		0	18,000			
4425	Repairs and Maintenance			0	2,700	0	0	0	0		0				
	Overhead Expenditure			34,522	38,034	104,082	59,187	105,600	167,368						
	110 Net Income over Expenditure			1,103,227	1,126,958	1,077,541	1,135,211	1,102,033	1,113,511						
200	P&R General														
4045	Salary Reallocation			36,695	40,256	15,679	8,511	16,000	28,380		28,380				
4105	Members' travel & subsistence			750	0	800	0	400	800		800				
4110	Bus Shelter Advertising			800	218	0	0	0	0		0				
4120	Precept Leaflet			1,200	1,099	1,300	0	1,400	1,000		1,000				
4125	P&R Projects Fund			5,000	23	3,000	0	0	2,000		2,000				
	Overhead Expenditure			44,445	41,596	20,779	8,511	17,800	32,180						

210	Grants & Contributions													
1600	Sponsorship	0	900	0	0	0	0	0	0					
	Total Income	0	900	0	0	0	0	0	0					
4150	Grants for Climate Change Proj	10,000	4,495	10,000	0	10,000	10,000		10,000					
4155	Berkshire Youth; Youth Worker	25,000	25,000	25,000	12,500	25,000	25,000		25,000					
4160	Contribution to BID Xmas light	12,000	12,000	12,000	12,000	12,000	12,000		12,000					
4165	Greenham Community Youth	2,500	2,500	2,500	0	2,500	2,500		2,500					
4170	Volunteer Centre	500	500	500	0	500	500		500					
4180	Grant Sub Committee	24,500	29,306	24,500	10,440	20,500	24,500		24,500					
4185	CAB Grant	20,000	20,000	20,000	20,000	20,000	20,000		20,000					
4190	CCTV	12,000	12,000	0	0	0	0		0					
4205	WBC - contribution to library	10,000	10,000	0	0	0	0		0					
4210	Defibs	4,000	3,266	2,500	1,070	2,500	2,500		2,500					
4211	Riverside Centre	2,500	0	2,500	0	2,500	2,500		0	2,500				
4212	Greenham & Crookham Common	500	500	500	0	500	500		500					
4213	Diversity & Inclusivity	0	0	3,000	2,500	2,500	3,000		3,000					
4214	Cicket Club contribution	0	0	5,000	0	5,000	0		0					
4215	Support for friends Groups, Community, groups, etc						3,000		3,000					
	Overhead Expenditure	123,500	119,567	108,000	58,510	103,500	106,000							
220	Corporate Services													
1990	Miscellaneous Income	100	118	100	0	0	0		0					
	Total Income	100	118	100	0	0	0							
4200	Visitor Information Centre	1,500	0	500	0	500	500		500					
4220	Training and Development	5,000	6,449	8,000	1,645	4,000	6,000		6,000					
4225	Advertising Recruitment	1,000	2,060	1,000	1,797	4,000	2,000		2,000					
4230	Telephone	5,650	7,303	7,000	4,315	7,000	8,000		8,000					
4235	Postage	1,500	1,929	1,800	1,612	2,500	3,000		3,000					
4240	Printing/Stationery	1,500	1,771	1,000	954	1,500	1,800		1,800					
4245	Office Equipment	2,000	860	1,500	117	1,500	1,500		1,500					
4250	IT	22,000	20,148	20,000	20,267	25,000	30,000		30,000					
4255	Professional Fees	15,000	10,833	12,500	11,796	17,000	18,000		18,000					
4260	Audit	3,800	3,395	4,500	480	5,000	4,800		4,800					
4265	Subscriptions	4,400	4,510	4,800	4,259	4,800	5,000		5,000					
4270	Photocopier Charges	2,000	1,640	1,300	1,018	1,500	2,000		2,000					
4275	Advertising General	1,200	1,016	1,300	660	1,300	1,500		1,500					
4280	Recycling Costs	900	974	1,100	578	1,100	1,200		1,200					
4285	GM contract admin fee (WBC)	2,700	2,700	2,800	0	2,800	0		0					
4290	Capital exp computers etc	6,000	2,069	2,000	0	2,000	0		0					
4420	Insurance	13,000	12,304	11,500	11,226	13,000	14,000		14,000					
	Overhead Expenditure	89,150	79,961	82,600	60,724	94,500	99,300							

300	Newtown Road Cemetery													
1300	Cemetery Income	0	300	1,000	240	500	1,000	1,000						
	Total Income	0	300	1,000	240	500	1,000							
4045	Salary Reallocation	2,348	3,147	6,857	3,990	7,000	5,253		5,253					
4355	NRC Composting toilet maintenance	1,300	1,347	1,250	768	1,250	1,500		1,500					
4405	Rates	389	488	650	886	886	950		950					
4415	Energy Supplies	400	2,851	600	209	600	700		700					
4416	Energy Conservation Projects	1,000	134	0	0	0	0		0					
4425	Repairs and Maintenance	7,500	1,482	15,670	8,833	12,000	10,000		10,000					
4430	Maint. Contracts	12,250	11,093	8,650	6,741	9,600	9,000		9,000					
4435	Maint. Contracts Unscheduled	1,200	1,125	1,560	1,450	2,000	1,200		1,200					
4436	Headstone Survey	2,000	0	2,240	1,875	2,000	500		500					
4440	Fire Extinguishers	100	59	225	63	225	250		250					
4515	Tree Surveys & Works	800	0	1,850	800	1,850	2,000		2,000					
4540	NRC Composting Toilet (25%)	2,563	0	14,000	0	0	0		0					
4545	Redecoration of Chapel	1,200	0	0	0	0	0		0					
	Overhead Expenditure	33,050	21,726	53,552	25,615	37,411	31,353							
305	Shaw Cemetery													
1300	Cemetery Income	35,000	68,691	40,000	32,188	45,000	55,000	55,000						
	Total Income	35,000	68,691	40,000	32,188	45,000	55,000							
4045	Salary Reallocation	21,149	22,899	14,443	8,245	15,000	18,015		18,015					
4250	IT	1,100	1,792	1,180	0	800	0		0					
4265	Subscriptions	95	150	95	260	260	300		300					
4400	Rent Payable	1,000	1,000	1,000	0	1,000	1,000		1,000					
4405	Rates	280	1,410	1,500	8,982	8,982	9,200		9,200					
4410	Water	3,000	724	750	1,044	1,500	1,600		1,600					
4415	Energy Supplies	1,000	962	1,200	274	1,000	1,000		1,000					
4416	Energy Conservation Projects	1,860	1,860	0	0	0	0		0					
4425	Repairs and Maintenance	13,560	8,459	5,540	1,156	4,000	4,500		4,500					
4430	Maint. Contracts	63,500	60,120	67,500	36,458	67,500	70,000		70,000					
4435	Maint. Contracts Unscheduled	2,200	0	2,860	0	2,860	2,860		2,860					
4440	Fire Extinguishers	250	227	860	126	700	700		700					
4515	Tree Surveys & Works	2,885	680	3,420	0	2,420	3,000		3,000					
	Overhead Expenditure	111,879	100,283	100,348	56,545	106,022	112,175							

330	Street Furniture													
1605	Clear Channel (INC)	0	47,797	48,000	55,000	48,000	60,000	60,000						
	Total Income	0	47,797	48,000	55,000	48,000	60,000							
4045	Salary Reallocation	3,709	4,165	5,397	3,192	5,500	5,451		5,451					
4111	Bus Shelter Provision & Maint	0	47,797	48,000	55,000	48,000	60,000		60,000					
4415	Energy Supplies	220	0	300	0	300	400		400					
4425	Repairs and Maintenance	5,500	2,376	7,000	5,891	8,000	11,000		11,000					
4435	Maint. Contracts Unscheduled	500	0	500	0	0	0		0					
4460	Grit Bins	4,635	0	2,000	0	2,000	2,000		2,000					
4860	Move of Bus Stop	5,800	0	0	0	0	0		0					
	Overhead Expenditure	20,364	54,338	63,197	64,083	63,800	78,851							
	330 Net Income over Expenditure	-20,364	-6,541	-15,197	-9,083	-15,800	-18,851							
335	Recreation Grounds													
1355	Income - Pitches	2,266	2,307	3,000	552	3,000	3,300	3,300						
	Total Income	2,266	2,307	3,000	552	3,000	3,300							
4861	football pitch management	0	0	9,870	0	9,870	0		0					
	Direct Expenditure	0	0	9,870	0	9,870	0							
335	Wash Common Upgrade- Phase 1	0	0	18,600	0	18,600	0		0					
4045	Salary Reallocation	15,218	17,016	25,182	14,362	26,000	18,429		18,429					
4410	Water	600	265	650	336	650	650		650					
4415	Energy Supplies	2,060	3,941	2,300	1,380	2,300	3,000		3,000					
4423	Upgrading	2,250	0	3,000	0	1,000	0		0					
4425	Repairs and Maintenance	4,600	1,532	7,000	1,581	4,000	5,000		5,000					
4430	Maint. Contracts	29,800	26,913	32,200	16,331	33,500	34,000		34,000					
4435	Maint. Contracts Unscheduled	9,650	346	2,000	0	2,000	2,500		2,500					
	Tree maintenance													
4515	Tree Surveys & Works	5,460	2,600	6,780	0	5,000	4,000		4,000					
4580	PPE	1,000	97	1,000	0	0	0		0					
4585	Drinking Water Tap	1,220	0	2,760	2,637	2,637	0		0					
4590	Consultation - Wash Common	1,000	0	1,250	0	1,250	0		0					
	Overhead Expenditure	72,858	52,710	102,722	36,627	96,937	67,579							
336	City Recreation Ground													
4423	Upgrading - City Rec Bench	14,000	0	0	0	0	0		0					
4585	Drinking Water Tap	1,220	0	1,800	0	0	0		0					
4591	Green Flag - City Rec						700		700					
	Overhead Expenditure	15,220	0	1,800	0	0	700							
340	Play Areas													
4045	Salary Reallocation	18,258	19,302	36,449	20,745	37,500	30,007		30,007					
4423	Upgrading	5,800	0	115,000	7,144	125,000	50,000		40,000	10,000				
4425	Repairs and Maintenance	14,000	26,879	21,000	14,101	30,000	25,000		25,000					
4430	Maint. Contracts	23,240	21,230	25,400	12,892	26,000	26,000		26,000					
4435	Maint. Contracts Unscheduled	9,600	0	2,000	0	2,000	1,000		1,000					
	Overhead Expenditure	70,898	67,411	199,849	54,882	220,500	132,007							

350	Open Spaces													
1395	Wayleave Income	25	25	25	0	25	25	25						
1500	Other open spaces income	0	240	0	0	0	0	0						
1990	Miscellaneous Income	0	4,000	0	0	0	0	0						
	Total Income	25	4,265	25	0	25	25	25						
4771	Hutton Close Upgrade	0	0	35,000	2,091	15,000	20,000	0	20,000					
	Direct Expenditure	0	0	35,000	2,091	15,000	20,000							
4045	Salary Reallocation	25,658	27,708	15,674	8,777	16,500	10,609	10,609						
4400	Rent Payable	180	82	180	479	180	500	500						
4410	Water	100	29	110	8	110	110	110						
4425	Repairs and Maintenance	5,000	4,752	4,000	948	4,000	2,000	2,000						
4430	Maint. Contracts	72,994	71,372	76,240	42,939	78,000	78,000	78,000						
4435	Maint. Contracts Unscheduled	4,000	1,224	3,000	315	2,000	2,000	2,000						
4515	Tree Surveys & Works	7,650	5,925	4,530	950	3,530	3,000	3,000						
4750	Greenham House Gdns	9,450	0	10,500	0	10,500	0	0						
4755	Blossoms Field Tree Works	3,500	0	0	0	0	0	0						
4760	Litter Picking Equipment	500	92	500	0	500	500	500						
4765	Speen Moor Friends Group	500	199	500	0	500	0	0						
4770	Biodiversity Survey	2,000	0	1,500	0	1,500	1,000	1,000						
4773	Water courses						10,000	0	10,000					
	Overhead Expenditure	131,532	111,383	116,734	54,416	117,320	107,719							
	350 Net Income over Expenditure	-131,507	-107,118	-151,709	-56,507	-132,295	-127,694							
355	Floral Displays and Trees													
1990	Miscellaneous Income	2,000	1,135	1,500	1,437	997	1,500	1,500						
	Total Income	2,000	1,135	1,500	1,437	997	1,500							
4045	Salary Reallocation	6,111	5,963	6,514	3,724	7,000	6,690	6,690						
4425	Repairs and Maintenance	850	0	500	52	0	0	0						
4430	Maint. Contracts	21,896	21,170	23,890	12,849	25,000	26,000	26,000						
4435	Maint. Contracts Unscheduled	0	0	1,435	0	0	1,500	1,500						
4470	Tree Maintenance	5,000	5,000	7,680	850	4,680	0	0						
4500	Tree planting	4,850	2,297	6,750	0	2,000	3,000	3,000						
4505	Edible Crops	300	0	450	0	450	450	450						
4510	Additional Floral Displays NIB	1,500	1,599	1,800	561	750	18,500	18,500						
4590	Consultation	1,000	0	0	0	0	0	0						
	Overhead Expenditure	41,507	36,029	49,019	18,036	39,880	56,140							

360	Britain & Newbury In Bloom													
1600	Sponsorship	0	500	500	400	400	500	500						
	Total Income	0	500	500	400	400	500							
4712	Lock Island Upgrade	0	0	5,460	5,661	5,661	0			0				
	Direct Expenditure	0	0	5,460	5,661	5,661	0							
4045	Salary Reallocation	18,307	19,380	9,571	5,319	10,000	8,626			8,626				
4710	Newbury In Bloom	7,000	3,479	7,000	3,136	4,000	4,500			4,500				
	Overhead Expenditure	25,307	22,859	16,571	8,455	14,000	13,126							
	360 Net Income over Expenditure	-25,307	-22,359	-21,531	-13,716	-19,261	-12,626							
420	Wash Common Allotment													
1400	Allotment Income	3,300	3,584	3,700	3,702	3,695	4,070			4,070				
	Total Income	3,300	3,584	3,700	3,702	3,695	4,070							
4451	Notice Boards - Wash Common	0	0	1,850	1,848	1,848	0			0				
	Direct Expenditure	0	0	1,850	1,848	1,848	0							
4045	Salary Reallocation	5,801	5,743	4,775	1,330	5,000	2,801			2,801				
4410	Water	700	408	600	1,195	1,500	1,500			1,500				
4425	Repairs and Maintenance	2,250	1,101	3,400	1,766	3,000	3,000			3,000				
4430	Maint. Contracts	1,440	1,454	2,300	895	2,400	2,800			2,800				
4435	Maint. Contracts Unscheduled	2,000	0	3,720	0	2,000	2,000			2,000				
4450	Extra security measures	2,300	0	1,500	0	1,500	1,000			1,000				
4515	Tree Surveys & Works	800	0	2,100	0	1,500	1,500			1,500				
	Overhead Expenditure	15,291	8,706	18,395	5,186	16,900	14,601							
421	Allotments (except Wash Common)													
1400	Allotment Income	19,570	20,599	20,500	20,307	20,500	22,000			22,000				
	Total Income	19,570	20,599	20,500	20,307	20,500	22,000							
4451	Notice Boards - other allotments	0	0	5,850	5,853	5,852	0			0				
	Direct Expenditure	0	0	5,850	5,853	5,852	0							
4045	Salary Reallocation	29,007	31,656	19,100	13,298	19,500	16,000			16,000				
4255	Professional Fees	2,500	0	0	0	0	0			0				
4400	Rent Payable	876	850	900	425	900	900			900				
4410	Water	4,000	2,185	1,100	3,230	3,500	4,000			4,000				
4425	Repairs and Maintenance	16,500	12,293	3,400	2,339	4,500	4,000			4,000				
4430	Maint. Contracts	7,192	6,995	9,870	4,256	10,300	10,500			10,500				
4435	Maint. Contracts Unscheduled	1,500	0	11,760	1,080	3,000	4,000			4,000				
4450	Extra security measures	5,540	1,371	3,000	0	3,000	2,000			2,000				
4515	Tree Surveys & Works	500	500	2,800	1,150	2,800	2,500			2,500				
	Overhead Expenditure	67,615	55,850	51,930	25,778	47,500	43,900							
	421 Net Income over Expenditure	-48,045	-35,251	-37,280	-11,324	-32,852	-21,900							
6000	plus Transfer from EMR	0	2,000	0	0	0	0							

430	Wharf Toilets													
4417	Refurbishment - Wharf toilets	0	0	150,000	2,675	5,000	0		0					
	Direct Expenditure	0	0	150,000	2,675	5,000	0							
4045	Salary Reallocation	6,424	7,616	2,914	1,596	3,000	10,185		10,185					
4195	Wharf Toilets Contract	11,845	11,480	12,450	6,050	12,450	15,000		15,000					
4405	Rates	7,309	-6,776	0	0	0	0		0					
4425	Repairs and Maintenance	3,650	285	1,800	291	1,000	2,000		2,000					
	Overhead Expenditure	29,228	12,605	17,164	7,937	16,450	27,185							
500	CPA&L General													
4640	Queens Platinum Jubilee	0	0	1,500	1,499	1,499	0		0					
4641	NTC 25th Anniversary	0	619	2,500	1,238	2,000	0		0					
4642	Coronation						1,500		1,500					
	Direct Expenditure	0	619	4,000	2,737	3,499	1,500							
4045	Salary Reallocation	28,081	30,961	28,083	15,958	29,000	24,519		24,519					
4600	CPA&L Committee Fund	500	0	500	0	0	500		500					
4625	Art Trail	1,000	1,366	1,000	725	1,000	1,000		1,000					
4637	Local Democracy WG	600	515	600	43	600	500		500					
4638	Youth Voice Event	5,000	235	5,000	0	0	0		0					
4639	Art on the Park	500	0	500	500	500	500		500					
	Overhead Expenditure	35,681	33,077	35,683	17,226	31,100	27,019							
505	Civic Responsibility													
4045	Salary Reallocation	30,469	32,761	23,139	13,032	23,500	24,403		24,403					
4650	Mayors Allowance	1,000	326	1,000	526	1,000	1,000		1,000					
4655	Honorarium	4,000	2,340	4,000	1,650	4,000	3,500		3,500					
4660	Mayor Making	2,500	810	2,500	1,847	2,000	2,500		2,500					
4665	Remembrance	4,000	1,549	4,000	602	3,000	3,000		3,000					
4670	Regalia and Robes	3,000	2,739	3,000	353	2,000	2,000		2,000					
4680	Civic Hospitality & Events	1,500	1,291	1,500	1,049	1,500	1,500		1,500					
4690	Twin Towns	250	250	250	-250	250	250		250					
4700	Civic Award Scheme	1,000	1,180	1,000	0	500	1,000		1,000					
4705	Watership Brass	650	650	650	650	650	650		650					
	Overhead Expenditure	48,369	43,896	41,039	19,459	38,400	39,803							

600	Planning & Highways													
1120	Grants & Donations Received	100	0	0	0	0	15,000	15,000						
	Total Income	100	0	0	0	0	15,000							
4045	Salary Reallocation	32,142	35,430	41,775	23,671	43,500	35,980		35,980					
4800	P & H Committee Fund	1,000	396	1,000	0	1,000	1,000		1,000					
4805	Heritage Working Group	3,000	498	3,000	401	1,000	1,000		1,000					
4810	Neighbourhood Development Plan	7,000	1,228	5,000	1,062	5,000	15,000		15,000					
4815	Signage	10,000	0	0	0	0	0		0					
4820	Canal Corridor	10,000	0	5,000	0	3,000	0		0					
	Overhead Expenditure	63,142	37,552	55,775	25,134	53,500	52,980							
	600 Net Income over Expenditure	-63,042	-37,552	-55,775	-25,134	-53,500	-37,980							
	TOTALS													
	Reserves, etc						705,500							
	Total Budget Income	1,297,537	1,411,345	1,425,448	1,407,836	1,481,619	1,580,224	307,345	1,580,224	330,161	75,339	300,000	-	
	Expenditure	1,964,260	1,306,014	2,326,418	867,831	1,727,955	2,285,724	1,272,879						
	Net Income over Expenditure	-666,723	105,331	-900,970	540,004	-246,336	0	1,580,224						
								1,180,623						
								7.8%						

Health & Safety Report for P&R Committee - Last Updated 10/01/2023						Appendix 4		
Note: Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans. Service plans also contain details such as health and safety inspections where relevant. The Health and Safety officer continues to co-ordinate and provide advice on all services, while the health and safety responsibility for each of those services remains operationally with the principle service manager and ultimately with the Chief Executive Officer.								
Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS1	Football changing rooms Domestic Water Services hygiene regimes following LRA - Weekly running of taps - Regular Legionella testing& cleaning heads by specialist	Subcontractor	£1,000.00	On Going	Weekly / Monthly / On going	N/A	Recreation Ground R&M budget	To minimise risk of legionella / compliance with legislation
HS2	Town Hall Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading,	Safety Office	Included in staff cost	On Going	Weekly / Monthly / On going	N/A	Staff costs budget	To minimise risk of legionella / compliance with legislation
HS3	Shaw Cemetery Domestic Water Services hygiene regimes following LRA - weekly purging, monthly temp reading,	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Shaw Cemetery R&M budget	To minimise risk of legionella / compliance with legislation
HS4	Town Hall Inspections (offices and communal areas). Including Quarterly Workplace Inspections by Safety Officer	Officers	Included in staff cost	On going / ad hoc	Daily / Weekly / Monthly / Quarterly / On going	N/A	Officer Time	Improved Town Hall Safety
HS5	Town Hall Fire Alarm Testing	Officers	Included in staff cost	On going	Weekly	N/A	Officer Time	Compliance with legislation
HS6	Town Hall Disabled Toilet Alarm Testing	Officers	Included in staff cost	On going	Monthly	N/A	Officer Time	Improved Town Hall Safety
HS7	Risk Management Strategy and Strategic Risk Register Review	Council	Included in staff cost	Oct 2021	Agreed at P&R 18/10/2021	October 2023	Audit Working Group to consider following Management Team input	Ensured risk strategy is up to date
HS8	Town Hall Safety Inspections (quarterly) CSM inspects the Town Hall by weekly walk round during lockdown period. Current position is that the quarterly inspection will be held pending return to office working. Annual inspection carried out in June 2021	Safety Officer / Caretaker	Included in staff cost	01 May 2022	Weekly Checks on going	Weekly visual Checks on going - Annual due 1/5/23	Officer Time	Improved Town Hall Safety
HS9	Annual Play Area Inspection by ROSPA accredited inspection company	Contractor / Safety Officer / Community Services Manager	Approx. £758	End April 2021	Completed Week Comm. 25/04/2022	End April 2023	Playground R&M budget	Legal requirement Safety for users
HS10	Boiler Servicing & Gas Safety Certificate for Servery	Safety Officer / Subcontractor	£200.00	End Jan 2022	Completed 10/02/2022	Nov 2023	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS11	Boiler Servicing & Gas Safety Certificate for Old Court House (Suite 1)	Safety Officer / Subcontractor	£200.00	End Sept 2022	Completed 14/09/2022	End Sept 2023	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS12	Town Hall Evacuation Chair Training - 2 yearly	Subcontractor / Safety Officer	£900.00	End July 2021	Completed 08/07/2021	End July 2023	Legal requirement	Improved Town Hall safety / compliance with legislation
HS13	1/4ly Lift Inspection / service	Subcontractor / Safety Officer	£320.00	End August 2022	Completed 14/09/2022	Dec 2023	Legal requirement / R&M Budget	Improved Town Hall safety / compliance with legislation
HS14	Lift Inspection (annually by Insurers) - these are independent of NTC Control, The Insurers carry these out at their own discretions	Subcontractor / Safety Officer	Included in Insurance	End June 2019	Completed 20/06/2019	Outside of NTC Control	Legal requirement	Improved Town Hall safety / compliance with legislation
HS15	Fire Extinguishers Maintenance (annually) for All NTC Sites, requiring extinguishers (Shaw Cemetery, Victoria Park Changing Rooms & Kiosk, Bowling Club, Town Hall, Newtown Road Cemetery)	Safety Officer / Subcontractor	£1,043 Annually	End Aug 2022	Waiting date from Contractors	End Aug 2023	Various Contracts / R&M budgets	Improved safety / compliance with legislation
HS16	5 yearly Periodical Test & Inspections of the Town Hall Electrical System	Safety Officer / Subcontractor	£4,750.00	End April 2020	All Works Completed October 2020	April 2025	Town Hall R&M budget	Improved safety / compliance with legislation
HS17	Newtown Road Cemetery 5 yearly Electrical installation testing	Safety Officer / Subcontractor	£300.00	End April 2017	Completed 15/06/2022	May 2027	Newtown Road Cemetery R&M Budget	Improved safety / compliance with legislation
HS18	Independent Town Hall Annual Fire Risk Assessment Review (annually)	Safety Officer / Community Services Manager	£250.00	End May 2022	Completed 14/06/2022	End May 2023	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS19	Town Hall (PAT) Portable Electrical Appliance Testing (annually) Due to infrequent use of Offices, PAT Testing will be VISUAL only check for 2020/21 year wiring test completed, no current appliance issues . New MCB sockets being installed as added safety. Normal PAT testing will resume in June 2022	Safety Officer / Facilities Officer	Included in staff cost	Weekly on Going	Weekly on Going	Visual Oct 2022 next Actual June 2023	Officer Time	Improved Town Hall safety / compliance with legislation

Health & Safety Report for P&R Committee - Last Updated 10/01/2023						Appendix 4		
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Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS20	Lightning Conductor Maintenance / Inspection (annually) Test Strike UK Limited	Safety Officer / Subcontractor	£110.00	End Nov 2021	Awaiting date from Contractor	End November 2023	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS22	Shaw Cemetery (PAT) Portable Electrical Appliance Testing (annually) Contractors to carry out 2021 test in November 2020 –	Safety Officer / Subcontractor	£130.00	End July 2021	Completed 26/07/2021	End July 2022 Next phsical 2023	Shaw Cemetery R&M budget	Improved Shaw Cemetery safety / compliance with legislation
HS23	Town Hall Emergency Light Test (Annually)	Safety Officer / Subcontractor	£580.00	End June 2022	13 June 2022	End Nov 2023	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS24	Bandstand Electrical Supply Testing (annually)	Safety Officer / Subcontractor	£120.00	End Oct 2022	Order raised - Awaiting Date from Contractor	Nov 2023	Victoria Park R&M budget	Improved Bandstand safety / compliance with legislation
HS25	Town Hall Fire Alarm Maintenance (half yearly)	Safety Officer / Subcontractor	Included in contract	End June 2022	Completed 22/06/2022	End Jan 2023	Town Hall Contract	Information for Emergency Services and Town Hall occupants
HS26	Town Hall Emergency Evacuation Drills	Community Services Manager / Safety Officer / Fire Marshals	Included in staff cost	Minimum of 2 per annum	Completed Not a Drill 27/08/2019	Minimum of 2 per annum - delayed due to lockdown	N/A	Improved Town Hall safety / compliance with legislation
HS27	Independent Commercial EPC Survey	Community Services Manager / Contractor	£375.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS28	Independent DEC Survey	Community Services Manager / Contractor	£475.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS29	Independent Asbestos management Survey	Community Services Manager / Contractor	£595.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS30	Independent Marketing style floor plan Survey	Community Services Manager / Contractor	£445.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS31	Independent 5 year Structural & Aerial Drone Surveys - All NTC Premises	Community Services Manager / Contractor	£8,606.00	End June 2019	Completed 30/06/2019	End June 2024	Town Hall R&M budget	Compliance with legislation
HS32	Independent Tree Condition Survey & Mapping - All NTC Land	Community Services Manager / Contractor	£15,700.00	End Jan 2020	Completed End January 2020	End January 2025	Town Hall R&M budget	Compliance with legislation
HS33	Shaw & Newtown Road Cemeteries Memorial survey (subject to available funding)	Community Services Manager / Contractor	£1,875.00	End March 2022	Completed 28/07/2022	March 2025	Shaw Cemetery R&M budget	Compliance with legislation
HS34	Town Hall Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Town Hall R&M budget	Compliance with legislation
HS35	Market Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 28/05/2020	As required by Legislation	Market R&M budget	Compliance with legislation
HS36	Play Area Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Play Area R&M budget	Compliance with legislation
HS37	Cemeteries Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Shaw & Newtown Road R&M budget	Compliance with legislation
HS38	Review of Town Hall Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End May 2023	Officer Time	Improved information on Risks for NTC own / managed assets
HS39	Review of Victoria Park Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets

Health & Safety Report for P&R Committee - Last Updated 10/01/2023					Appendix 4			
<p>Note: Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.</p> <p>Service plans also contain details such as health and safety inspections where relevant. The Health and Safety officer continues to co-ordinate and provide advice on all services, while the health and safety responsibility for each of those services remains operationally with the principle service manager and ultimately with the Chief Executive Officer.</p>								
Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS40	Review of Newtown Road Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS41	Review of Shaw Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS42	Review of Market Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS43	Review of Recreation Grounds Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS44	Review of Playground Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	March 2023	Officer Time	Improved information on Risks for NTC own / managed assets
HS45	Review of Allotments Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS46	Review of Bus Shelter Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS47	Review of Clocks Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS48	Review of Public Seating (Benches) Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS49	Review of Skatepark Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	October 2023	Officer Time	Improved information on Risks for NTC own / managed assets
HS50	Review of Footway Lighting Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS51	Review of War Memorial Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	October 2023	Officer Time	Improved information on Risks for NTC own / managed assets

19/10/2022

Newbury Town Council Current Year

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List of Purchase Ledger Payments

User: MGG

Linked to Cashbook 1

Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
Gate post at Wash common	05/10/2022	PM 127	1	180.00	0.00	180.00	0.00
VP replace green fence panel	05/10/2022	PM 128	1	170.00	0.00	170.00	0.00
					0.00	350.00	
Above paid on 19/10/2022 by Online Payment Ref A13							
A15 HawkEye Pest Control Ltd							
Pest control - Victoria Park Recreation	02/10/2022	12373SM57	1	166.32	0.00	166.32	0.00
Pest control Bowls Club Victoria Park	02/10/2022	12373SM58	1	99.00	0.00	99.00	0.00
					0.00	265.32	
Above paid on 19/10/2022 by Online Payment Ref A15							
A2 ADT Fire & Security Plc							
Maintain Fire Alarm 3.10.22-2.10.23	01/10/2022	50995934	1	92.51	0.00	92.51	0.00
					0.00	92.51	
Above paid on 19/10/2022 by Online Payment Ref 40579697							
A29 Appcentric							
Monthly NTC Support & Retainer	03/10/2022	1438	1	522.50	0.00	522.50	0.00
					0.00	522.50	
Above paid on 19/10/2022 by Online Payment Ref A29							
A41 Auditing Solutions Ltd							
Internal Audit service for 2022	01/10/2022	A7697	1	576.00	0.00	576.00	0.00
					0.00	576.00	
Above paid on 19/10/2022 by Online Payment Ref A41							
B56 Berkshire Youth							
Project management 01.08.22 - 31.01.23	01/10/2022	3246	1	12,500.00	0.00	12,500.00	0.00
					0.00	12,500.00	
Above paid on 19/10/2022 by Online Payment Ref B56							

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Linked to Cashbook 1

Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C10	Crescent Signs Ltd						
<i>Lock Island Lecturn</i>	29/09/2022	20522	1	2,143.20	0.00	2,143.20	0.00
					0.00	2,143.20	
Above paid on 19/10/2022 by Online Payment Ref 17108/1710							
C2	Citizens Advice West Berkshire						
<i>CAB Annual Grant 2022-23</i>	17/10/2022	ANNUAL GRANT 22-23	1	20,000.00	0.00	20,000.00	0.00
					0.00	20,000.00	
Above paid on 19/10/2022 by Online Payment Ref C2							
C3	Chubb Fire and Security Ltd						
<i>1.2x1.2M FIRE BLANKET CS06</i>	30/09/2022	9554996	1	30.14	0.00	30.14	0.00
					0.00	30.14	
Above paid on 19/10/2022 by Online Payment Ref C3							
D10	Mrs J I Day						
<i>Flower arrangements-NIB Awards</i>	28/09/2022	REFUND	1	40.50	0.00	40.50	0.00
					0.00	40.50	
Above paid on 19/10/2022 by Online Payment Ref D10							
D12	DCK Payroll Solutions						
<i>September 2022 - Salaries</i>	01/10/2022	P3462	1	185.04	0.00	185.04	0.00
					0.00	185.04	
Above paid on 19/10/2022 by Online Payment Ref P1104							
D26	Mrs T Draper						
<i>Key refund-OTP24c-Mrs T Draper</i>	13/10/2022	REFUND OTP24C	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 19/10/2022 by Online Payment Ref D26							
E14	Environmental Solutions Ltd						
<i>Secure shredding</i>	01/10/2022	20702	1	67.84	0.00	67.84	0.00
					0.00	67.84	
Above paid on 19/10/2022 by Online Payment Ref E14							

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Linked to Cashbook 1

Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G1	Gardner Leader LLP						
<i>Community Cafe,AUG INV</i>	01/10/2022	71369	1	2,695.20	0.00	2,695.20	0.00
					0.00	2,695.20	
Above paid on 19/10/2022 by Online Payment Ref NEW103/105							
G2	GoCardless Ltd						
<i>Fees</i>	07/10/2022	GCLTD0001667171Y	1	22.36	0.00	22.36	0.00
					0.00	22.36	
Above paid on 19/10/2022 by Online Payment Ref G2							
H1	Hags/SMP						
<i>Playground equipment - slide</i>	01/10/2022	084615	1	5,778.26	0.00	5,778.26	0.00
					0.00	5,778.26	
Above paid on 19/10/2022 by Online Payment Ref H1							
H11	Healthmatic Ltd						
<i>Clean Public Toilets</i>	29/09/2022	12313	1	3,630.00	0.00	3,630.00	0.00
					0.00	3,630.00	
Above paid on 19/10/2022 by Online Payment Ref INV7984							
L13	Link Up Local Mencap						
<i>Bus stop posters</i>	01.09.2022	03.10.22	1	53.00	0.00	53.00	0.00
					0.00	53.00	
Above paid on 19/10/2022 by Online Payment Ref L13							
L23	Lyreco UK Ltd						
<i>Stationery including A4 paper</i>	01/10/2022	6520239167	1	324.98	0.00	324.98	0.00
					0.00	324.98	
Above paid on 19/10/2022 by Online Payment Ref L23							
L33	Mr S H T Law						
<i>Key refund-S30c - Mr SHT Law</i>	10/10/2022	REFUND S30C	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 19/10/2022 by Online Payment Ref L33							

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Linked to Cashbook 1

Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M21 Mrs N L McMillan-Webb							
Key refund- OTP8b - McMillan	06/10/2022	REFUND OTP8B	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 19/10/2022 by Online Payment Ref M21							
M28 Minster Cleaning Services							
Cleaning services	03/10/2022	11784	1	1,601.46	0.00	1,601.46	0.00
					0.00	1,601.46	
Above paid on 19/10/2022 by Online Payment Ref INV29354							
M61 Microshade Business Consultants Ltd							
Hosted Application Service	19/10/2022	16785	1	318.60	0.00	318.60	0.00
					0.00	318.60	
Above paid on 19/10/2022 by Online Payment Ref M61							
N7 Newbury News Ltd							
Democratic Services Office-Advert	09/10/2022	14757	1	618.00	0.00	618.00	0.00
Democratic Services Office - Advert	16/10/2022	114897	1	270.00	0.00	270.00	0.00
					0.00	888.00	
Above paid on 19/10/2022 by Online Payment Ref SIN654247							
O5 Fenland Leisure Products Ltd							
Premium Cradle Swing Seat	11/10/2022	SIN048961	1	1,088.40	0.00	1,088.40	0.00
					0.00	1,088.40	
Above paid on 19/10/2022 by Online Payment Ref O5							
P16 PKF Littlejohn LLP							
External Audit to 31.02.2022	28/09/2022	SB20223120	1	2,400.00	0.00	2,400.00	0.00
					0.00	2,400.00	
Above paid on 19/10/2022 by Online Payment Ref BE0057							
P24 Proelectric							
ST Bollard Head	10/10/2022	INV-6125	1	570.00	0.00	570.00	0.00
					0.00	570.00	
Above paid on 19/10/2022 by Online Payment Ref P24							

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Linked to Cashbook 1

Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P42 PAD Electrics Limited							
<i>Electrical works to VP Band Stand</i>	11/10/2022	INV-0234	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 19/10/2022 by Online Payment Ref P42							
P6 Pangbourne and District Silver Band							
<i>Performance at VP Bandstand 25.9.22</i>	03/10/2022	25/09/22/PSB	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 19/10/2022 by Online Payment Ref P6							
R20 RBS Software Solutions							
<i>Ray Campbell on Wed 05/10/22</i>	05/10/2022	30113	1	225.00	0.00	225.00	0.00
					0.00	225.00	
Above paid on 19/10/2022 by Online Payment Ref R20							
R22 Ridge and Partners LLP							
<i>Topographical surveys at Shaw Cemetery</i>	29/09/2022	224640	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 19/10/2022 by Online Payment Ref R22							
S2 Enerveo Limited. was sse contract							
<i>Col1 City Rec-Service Transfer</i>	30/09/2022	900006118	1	492.64	0.00	492.64	0.00
<i>Replace Column City Rec</i>	01/10/2022	90006121	1	1,583.57	0.00	1,583.57	0.00
<i>Contract Sept quarter</i>	05/10/2022	90006265	1	1,493.74	0.00	1,493.74	0.00
					0.00	3,569.95	
Above paid on 19/10/2022 by Online Payment Ref S2							
S41 Sundog Grounds Maintenance Ltd							
<i>Raking of grass at cemetery</i>	05/10/2022	3732	1	1,610.40	0.00	1,610.40	0.00
<i>Bowling club in Victoria Park</i>	11/10/2022	3733	1	1,008.00	0.00	1,008.00	0.00
					0.00	2,618.40	
Above paid on 19/10/2022 by Online Payment Ref S41							

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Linked to Cashbook 1

Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T30							
Cybit South Limited							
<i>Cyber Liability Insurance</i>	01/10/2022	T2328	1	1,500.00	0.00	1,500.00	0.00
					0.00	1,500.00	
Above paid on 19/10/2022 by Online Payment Ref T30							
Total Purchase Ledger Payments					0.00	64,716.66	

Linked to Cashbook 1

Entered Month 8
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
Wasp nest <i>Treated & removed</i>	22/10/2022	12504SM15	1	66.00	0.00	66.00	0.00
					0.00	66.00	
Above paid on 07/11/2022 by Online Payment Ref A15							
A18 Aquaid (Kennet and North Wilts)							
Annual rental	31/10/2022	422485	1	1,036.80	0.00	1,036.80	0.00
					0.00	1,036.80	
Above paid on 07/11/2022 by Online Payment Ref A18							
A20 A & S Meats							
Market Management October 2022	22/10/2022	77	1	1,479.99	0.00	1,479.99	0.00
					0.00	1,479.99	
Above paid on 07/11/2022 by Online Payment Ref A20							
A4 Ab-Fab Loos Limited							
NTR Cemetery Disabled Unit	21/10/2022	38965	1	153.60	0.00	153.60	0.00
					0.00	153.60	
Above paid on 07/11/2022 by Online Payment Ref A4							
A61 Advansys Limited							
Content Strategy & Best Practice Training	27/10/2022	NV-40870	1	840.00	0.00	840.00	0.00
					0.00	840.00	
Above paid on 07/11/2022 by Online Payment Ref A61							
B21 Barlows Woodyard							
Larch Untreated <i>for Bat Boxes</i>	17/10/2022	001/10045306	1	183.46	0.00	183.46	0.00
					0.00	183.46	
Above paid on 07/11/2022 by Online Payment Ref B21							
C47 Mrs S M Carr							
Key refund x 2-S50a E Smith	24/10/2022	REFUNDKEYS50A	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 07/11/2022 by Online Payment Ref C47							

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Linked to Cashbook 1

Entered Month 8
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C59 Canal & River Trust							
<i>Lock Island - Lease of Land</i>	27/10/2022	177080	1	464.39	0.00	464.39	0.00
					0.00	464.39	
Above paid on 07/11/2022 by Online Payment Ref 8083919							
C68 Clearview Surveys Ltd							
CCTV Survey of drainage	31/10/2022	13922	1	990.00	0.00	990.00	0.00
					0.00	990.00	
Above paid on 07/11/2022 by Online Payment Ref C68							
D12 DCK Payroll Solutions							
October 2022 - <i>Payroll</i>	26/10/2022	PP3512	1	193.80	0.00	193.80	0.00
					0.00	193.80	
Above paid on 07/11/2022 by Online Payment Ref P1104							
D30 DCK Accounting Solutions							
VAT Partial Exemption	01/10/2022	TPC10401	1	492.00	0.00	492.00	0.00
					0.00	492.00	
Above paid on 07/11/2022 by Online Payment Ref D30							
L2 Mrs J Lewis							
Mayor robe repairs	31/10/2022	EXPENSES OCT 22	1	21.05	0.00	21.05	0.00
					0.00	21.05	
Above paid on 07/11/2022 by Online Payment Ref L2							
L23 Lyreco UK Ltd							
<i>Stationery - Navigator</i> paper	30/10/2022	6520240334	1	470.33	0.00	470.33	0.00
					0.00	470.33	
Above paid on 07/11/2022 by Online Payment Ref L23							
L32 Love By Lucy and Liam Ltd							
Catering for <i>event</i>	01/10/2022	CATERING TO BE COLL	1	540.00	0.00	540.00	0.00
					0.00	540.00	
Above paid on 07/11/2022 by Online Payment Ref L32							

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Linked to Cashbook 1

Entered Month 8
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M28 Minster Cleaning Services							
Contract cleaning services November 22	01/11/2022	11933	1	1,601.46	0.00	1,601.46	0.00
					0.00	1,601.46	
Above paid on 07/11/2022 by Online Payment Ref INV29354							
N28 Newbury BID CIC							
Contribution for Christmas Lights	28/10/2022	1735	1	12,000.00	0.00	12,000.00	0.00
					0.00	12,000.00	
Above paid on 07/11/2022 by Online Payment Ref NbyBIDrate							
P19 Proludic Ltd							
Victoria Park - SeeSaw	27/10/2022	SIN006436	1	12,068.76	0.00	12,068.76	0.00
					0.00	12,068.76	
Above paid on 07/11/2022 by Online Payment Ref P19							
P42 PAD Electrics Limited							
Emergency light fittings - Bandstand	25/10/2022	INV-0243	1	833.40	0.00	833.40	0.00
					0.00	833.40	
Above paid on 07/11/2022 by Online Payment Ref P42							
R1 Royal British Legion							
Refresments Remembrance 2022	31/10/2022	REMEMBRANCE 22	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 07/11/2022 by Online Payment Ref R1							
S13 Mole Country Stores							
2-Stroke OIL	08/10/2022	20336885	1	3.50	0.00	3.50	0.00
					0.00	3.50	
Above paid on 07/11/2022 by Online Payment Ref New068							
S2 Enevero Limited. was sse contract							
Column 10 - Tydehams	31/10/2022	90007707	1	459.36	0.00	459.36	0.00
					0.00	459.36	
Above paid on 07/11/2022 by Online Payment Ref S2							

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Linked to Cashbook 1

Entered Month 8
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S41 Sundog Grounds Maintenance Ltd							
Stone works on St <i>Johns Corner</i>	26/10/2022	3736	1	912.00	0.00	912.00	0.00
VP - <i>fencing off skate park</i>	27/10/2022	3737	1	4,944.00	0.00	4,944.00	0.00
					0.00	5,856.00	
Above paid on 07/11/2022 by Online Payment Ref S41							
T12 Thatcham Glass							
<i>Safety Glass supplied & Fitted Wharf Toilets</i>	17/10/2022	62416	1	264.00	0.00	264.00	0.00
					0.00	264.00	
Above paid on 07/11/2022 by Online Payment Ref T12							
W1 West Berkshire District Council							
<i>Grounds Maintenance - Sept 22</i>	01/11/2022	546606	1	29,166.90	0.00	29,166.90	0.00
<i>Grounds Maintenance - Oct 22</i>	01/11/2022	546607	1	29,166.90	0.00	29,166.90	0.00
<i>Hanging basket bracket</i>	01/11/2022	546608	1	62.40	0.00	62.40	0.00
					0.00	58,396.20	
Above paid on 07/11/2022 by Online Payment Ref W1							
Total Purchase Ledger Payments					0.00	98,684.10	

Linked to Cashbook 1

Entered Month 8
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13	Acclaim Fabrications						
<i>Lock repair main gates at Shaw Cemetery</i>	14/11/2022	PM 032	1	360.00	0.00	360.00	0.00
					0.00	360.00	
Above paid on 22/11/2022 by Online Payment Ref A13							
A2	ADT Fire & Security Plc						
<i>Maintain & Monitor alarm 01.11.22-31.10.23</i>	01/11/2022	51223076	1	3,650.05	0.00	3,650.05	0.00
					0.00	3,650.05	
Above paid on 22/11/2022 by Online Payment Ref 40579697							
A20	A & S Meats						
<i>Market Management November 2022</i>	01/11/2022	78	1	1,479.99	0.00	1,479.99	0.00
					0.00	1,479.99	
Above paid on 22/11/2022 by Online Payment Ref A20							
A29	Appcentric						
<i>Monthly NTC Support & Retainer</i>	03/11/2022	1454	1	522.50	0.00	522.50	0.00
					0.00	522.50	
Above paid on 22/11/2022 by Online Payment Ref A29							
A4	Ab-Fab Loos Limited						
<i>NTR Cem toilet hire 18/10/2022 - 14/11/2022</i>	17/11/2022	39422	1	153.60	0.00	153.60	0.00
					0.00	153.60	
Above paid on 22/11/2022 by Online Payment Ref A4							
A43	APPLE PRINT & CREATIVE						
<i>Mayor of Newbury Christmas Card</i>	09/11/2022	IN-13585	1	337.20	0.00	337.20	0.00
					0.00	337.20	
Above paid on 22/11/2022 by Online Payment Ref A43							
B41	Berkshire Pressure Cleaning						
<i>Clean war memorial & civic steps</i>	11/11/2022	P6171	1	432.00	0.00	432.00	0.00
					0.00	432.00	
Above paid on 22/11/2022 by Online Payment Ref B41							

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Linked to Cashbook 1

Entered Month 8
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B42	Bamboo House Publishing						
<i>Publishing & Design visitor map</i>	01/11/2022	3852	1	1,110.00	0.00	1,110.00	0.00
					0.00	1,110.00	
Above paid on 22/11/2022 by Online Payment Ref B42							
G1	Gardner Leader LLP						
<i>Lease - Suite 9 Town Hall</i>	31/10/2022	72877	1	1,800.00	0.00	1,800.00	0.00
					0.00	1,800.00	
Above paid on 22/11/2022 by Online Payment Ref NEW103/105							
H1	Hags/SMP						
<i>Fifth Road playarea revamp</i>	11/11/2022	085926	1	36,824.40	0.00	36,824.40	0.00
					0.00	36,824.40	
Above paid on 22/11/2022 by Online Payment Ref H1							
K6	Kingfisher Visitor Guides						
<i>Market Advertisement</i>	01/11/2022	23565	1	174.00	0.00	174.00	0.00
					0.00	174.00	
Above paid on 22/11/2022 by Online Payment Ref K6							
K8	Kennet Community Radio						
<i>Remembrance Sunday parade</i>	14/11/2022	KR1000477	1	714.00	0.00	714.00	0.00
					0.00	714.00	
Above paid on 22/11/2022 by Online Payment Ref K8							
M61	Microshade Business Consultants Ltd						
<i>Hosted Application Service</i>	19/11/2022	16908	1	318.60	0.00	318.60	0.00
					0.00	318.60	
Above paid on 22/11/2022 by Online Payment Ref M61							
N28	Newbury BID CIC						
<i>Victorian Christmas Market leaflet</i>	14/11/2022	1739	1	72.00	0.00	72.00	0.00
					0.00	72.00	
Above paid on 22/11/2022 by Online Payment Ref NbyBIDrate							

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Linked to Cashbook 1

Entered Month 8
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P37 Shelley Pike							
<i>Refund-paid to NTC by mistake</i>	07/11/2022	REFUNDS54B	1	32.00	0.00	32.00	0.00
					0.00	32.00	
Above paid on 22/11/2022 by Online Payment Ref P37							
P45 Polaris Medical Services Ltd							
<i>Remembrance First Aid.</i>	14/11/2022	SI-69719	1	486.00	0.00	486.00	0.00
					0.00	486.00	
Above paid on 22/11/2022 by Online Payment Ref P45							
P9 Poppy Appeal							
<i>Wreaths - Remembrance 2022</i>	07/11/2022	SAB26/10/2022	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 22/11/2022 by Online Payment Ref SAB26/10/2							
S41 Sundog Grounds Maintenance Ltd							
<i>Newtown Road wall repairs</i>	02/11/2022	3758	1	8,208.00	0.00	8,208.00	0.00
<i>Cutting and rotavating at Roebuts Close</i>	04/11/2022	3761	1	1,008.00	0.00	1,008.00	0.00
					0.00	9,216.00	
Above paid on 22/11/2022 by Online Payment Ref S41							
T11 Newbury Twin Town Association							
<i>Mayor Xmas lunch with NTTA</i>	16/11/2022	XMAS22 LUNCH	1	53.00	0.00	53.00	0.00
					0.00	53.00	
Above paid on 22/11/2022 by Online Payment Ref T11							
T30 Cybit South Limited							
<i>Gen9 Service Post warranty Service 1yr</i>	28/10/2022	BM9755	1	1,122.00	0.00	1,122.00	0.00
<i>Email Security 30.09.22-30.09.2023</i>	28/10/2022	T2679	1	1,476.00	0.00	1,476.00	0.00
<i>Office 365 - 1yr Subscription</i>	31/10/2022	T2687	1	5,781.60	0.00	5,781.60	0.00
					0.00	8,379.60	
Above paid on 22/11/2022 by Online Payment Ref T30							

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Linked to Cashbook 1

Entered Month 8
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T9							
Test Strike UK Ltd							
<i>Inspect Lightning Protection System</i>	02/11/2022	TS24295	1	135.60	0.00	135.60	0.00
					0.00	135.60	
Above paid on 22/11/2022 by Online Payment Ref T9							
W42							
Window Flowers Ltd							
<i>Winter Hanging Baskets 01.01.23-01.04.23</i>	01/11/2022	50628	1	960.00	0.00	960.00	0.00
					0.00	960.00	
Above paid on 22/11/2022 by Online Payment Ref W42							
Total Purchase Ledger Payments					0.00	67,310.54	

Linked to Cashbook 1

Entered Month 8
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
F5 Foxes Tree Services & Son Ltd							
Emergency call out <i>to Walton Way</i>	22/11/2022	4439	1	480.00	0.00	480.00	0.00
					0.00	480.00	
Above paid on 25/11/2022 by Online Payment Ref F5							
G22 The Good Exchange Ltd							
Grant Sub 21 Nov 2022 Amended	25/11/2022	GS NOV 22	1	12,560.00	0.00	12,560.00	0.00
					0.00	12,560.00	
Above paid on 25/11/2022 by Online Payment Ref G22							
N7 Newbury News Ltd							
Advert Out & About Magazine	20/11/2022	15680	1	120.00	0.00	120.00	0.00
					0.00	120.00	
Above paid on 25/11/2022 by Online Payment Ref SIN654247							
S24 Sundog Hire Ltd							
Barriers & cones Remembrance Day	22/11/2022	2846	1	288.00	0.00	288.00	0.00
					0.00	288.00	
Above paid on 25/11/2022 by Online Payment Ref S24							
S62 Star Rubber Environmental Ltd							
TigerMulch - VP Seesaw	17/11/2022	3564	1	2,558.40	0.00	2,558.40	0.00
					0.00	2,558.40	
Above paid on 25/11/2022 by Online Payment Ref S62							
S7 Sawscape Play Ltd							
Works VP Wheelchair / Seesaw	21/11/2022	NV 1834	1	3,900.00	0.00	3,900.00	0.00
					0.00	3,900.00	
Above paid on 25/11/2022 by Online Payment Ref S7							
Total Purchase Ledger Payments					0.00	19,906.40	

Linked to Cashbook 1

Entered Month 9
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
Dairy Farm Allotment	01/12/2022	12587SM23	1	118.80	0.00	118.80	0.00
Wash Common <i>Allotment</i>	01/12/2022	12587SM24	1	92.40	0.00	92.40	0.00
One Tree <i>Park</i> Allotment	01/12/2022	12587SM25	1	105.60	0.00	105.60	0.00
<i>Parsons Allotment</i>	01/12/2022	12587SM26	1	92.40	0.00	92.40	0.00
Southbys <i>Allotment</i>	01/12/2022	12587SM22	1	138.60	0.00	138.60	0.00
West Mills <i>Allotment</i>	01/12/2022	12587SM34	1	125.40	0.00	125.40	0.00
					0.00	673.20	
Above paid on 14/12/2022 by Online Payment Ref A15							
A20 A & S Meats							
<i>December Market Management</i>	01/12/2022	79	1	1,479.99	0.00	1,479.99	0.00
					0.00	1,479.99	
Above paid on 14/12/2022 by Online Payment Ref A20							
A22 Active Heating Services Ltd							
Thermostat and boiler issue	23/11/2022	20321	1	129.60	0.00	129.60	0.00
					0.00	129.60	
Above paid on 14/12/2022 by Online Payment Ref 13872/1385							
A29 Appcentric							
Monthly NTC Support & Retainer	03/12/2022	1469	1	522.50	0.00	522.50	0.00
					0.00	522.50	
Above paid on 14/12/2022 by Online Payment Ref A29							
B1 Biffa Waste Services Ltd							
<i>General Recycling</i> - plastic bags	18/11/2022	571C18522	1	658.80	0.00	658.80	0.00
					0.00	658.80	
Above paid on 14/12/2022 by Online Payment Ref N15485*1*5							
B29 Broxap Ltd							
<i>Dog Waste Bins</i>	12/12/2022	0000300067	1	992.22	0.00	992.22	0.00
					0.00	992.22	
Above paid on 14/12/2022 by Online Payment Ref B29							

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Linked to Cashbook 1

Entered Month 9
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B38 Philippa Bolton							
Allot key refund WC1f-P Bolton	29/11/2022	KEYREFUNDWC1F	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 14/12/2022 by Online Payment Ref B38							
B60 Bluestone Planning							
Nby Neighbourhood <i>Development Plans</i>	29/11/2022	INV-0880	1	194.40	0.00	194.40	0.00
					0.00	194.40	
Above paid on 14/12/2022 by Online Payment Ref B60							
C59 Canal & River Trust							
<i>Lock Island Lease</i> 25.12-24.3.23	16/11/2022	177732	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 14/12/2022 by Online Payment Ref 8083919							
D12 DCK Payroll Solutions							
<i>November 2022 Salaries</i>	25/11/2022	P3591	1	176.28	0.00	176.28	0.00
					0.00	176.28	
Above paid on 14/12/2022 by Online Payment Ref P1104							
D2 Mr B Digby							
Civic Duties Sept-Dec 22	13/12/2022	CIVIC SEPT/DEC	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 14/12/2022 by Online Payment Ref D2							
E14 Environmental Solutions Ltd							
<i>Secure shredding</i>	25/11/2022	21193	1	57.78	0.00	57.78	0.00
					0.00	57.78	
Above paid on 14/12/2022 by Online Payment Ref E14							
G2 GoCardless Ltd							
November 2022	07/12/2022	GCLTD0001799031Y	1	22.01	0.00	22.01	0.00
					0.00	22.01	
Above paid on 14/12/2022 by Online Payment Ref G2							

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Entered Month 9
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
H27 Mr Anthony Hewitt							
Civic Duties Sept-Dec 22	13/12/2022	CIVIC SEPT-DEC	1	175.00	0.00	175.00	0.00
					0.00	175.00	
Above paid on 14/12/2022 by Online Payment Ref H27							
K6 Kingfisher Visitor Guides							
Market Advertisement	07/10/2022	23565(2)	1	174.00	0.00	174.00	0.00
					0.00	174.00	
Above paid on 14/12/2022 by Online Payment Ref K6							
L13 Link Up Local Mencap							
<i>Bus stop posters - Sept 2022</i>	01/12/2022	0623/22	1	53.00	0.00	53.00	0.00
<i>Bus stop posters - October 2022</i>	01/12/2022	0631/22	1	105.00	0.00	105.00	0.00
					0.00	158.00	
Above paid on 14/12/2022 by Online Payment Ref L13							
L2 Mrs J Lewis							
Civic Duties Sept-Dec 22	13/12/2022	CIVIC SEPT-DEC	1	125.00	0.00	125.00	0.00
					0.00	125.00	
Above paid on 14/12/2022 by Online Payment Ref L2							
L23 Lyreco UK Ltd							
<i>Various Stationery Items</i>	30/11/2022	6520241505	1	273.26	0.00	273.26	0.00
					0.00	273.26	
Above paid on 14/12/2022 by Online Payment Ref L23							
M28 Minster Cleaning Services							
<i>December 2022 Cleaning Service</i>	01/12/2022	12134	1	1,601.46	0.00	1,601.46	0.00
					0.00	1,601.46	
Above paid on 14/12/2022 by Online Payment Ref INV29354							
P23 Mr Garry Poulson							
Civic Duties Sept-Dec 22	13/12/2022	CIVIC SEPT/DEC	1	75.00	0.00	75.00	0.00
					0.00	75.00	
Above paid on 14/12/2022 by Online Payment Ref P23							

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Linked to Cashbook 1

Entered Month 9
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P44 Penny Post Ltd							
Coverage on Newbury's <i>NDPlan</i>	01/11/2022	16617	1	635.00	0.00	635.00	0.00
					0.00	635.00	
Above paid on 14/12/2022 by Online Payment Ref P44							
P47 Primmer Olds B.A.S							
W/Toilet B/stand Project management	23/11/2022	INV-2766	1	3,480.00	0.00	3,480.00	0.00
					0.00	3,480.00	
Above paid on 14/12/2022 by Online Payment Ref P47							
S13 Mole Country Stores							
Water trough <i>repairs & parts</i>	02/11/2022	203280354	1	174.30	0.00	174.30	0.00
					0.00	174.30	
Above paid on 14/12/2022 by Online Payment Ref New068							
S2 Enerveo Limited. was sse contract							
September 2022 - <i>repairs</i>	01/11/2022	90006301	1	833.48	0.00	833.48	0.00
					0.00	833.48	
Above paid on 14/12/2022 by Online Payment Ref S2							
S24 Sundog Hire Ltd							
Tap parts & <i>Installation</i>	24/11/2022	2853	1	273.60	0.00	273.60	0.00
					0.00	273.60	
Above paid on 14/12/2022 by Online Payment Ref S24							
S4 Mr B Sylvester							
Civic Duties Sept-Dec 22	13/12/2022	CIVIC SEPT/DEC	1	140.00	0.00	140.00	0.00
					0.00	140.00	
Above paid on 14/12/2022 by Online Payment Ref S4							
S41 Sundog Grounds Maintenance Ltd							
Repairs to Clock Tower	24/11/2022	3762	1	2,832.00	0.00	2,832.00	0.00
Repairs to Cemetery Walls	05/12/2022	3785	1	2,736.00	0.00	2,736.00	0.00
					0.00	5,568.00	
Above paid on 14/12/2022 by Online Payment Ref S41							

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Entered Month 9
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S7 Sawscape Play Ltd							
<i>Works in Victoria Park</i>	07/12/2022	ON ACC 14718	1	3,900.00	0.00	3,900.00	0.00
					<u>0.00</u>	<u>3,900.00</u>	
Above paid on 14/12/2022 by Online Payment Ref S7							
T26 TK Play Ltd							
<i>Removal Fifth Road Gym Equipment</i>	29/11/2022	11167	1	480.00	0.00	480.00	0.00
					<u>0.00</u>	<u>480.00</u>	
Above paid on 14/12/2022 by Online Payment Ref T26							
T30 Cybit South Limited							
<i>Telephone support (2 of 12)</i>	28/11/2022	T3032	1	192.00	0.00	192.00	0.00
<i>Acrobat DC for Teams - 1yr subscription</i>	30/11/2022	T3074	1	247.39	0.00	247.39	0.00
					<u>0.00</u>	<u>439.39</u>	
Above paid on 14/12/2022 by Online Payment Ref T30							
W32 Whoosya							
Performance Family day 2022	30/11/2022	REF 2347	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
Above paid on 14/12/2022 by Online Payment Ref W32							
Z2 Zurich Management Services							
<i>Inspection Contract</i>	07/12/2022	520035585	1	113.75	0.00	113.75	0.00
					<u>0.00</u>	<u>113.75</u>	
Above paid on 14/12/2022 by Online Payment Ref YLL-272085							
Total Purchase Ledger Payments					<u>0.00</u>	<u>24,236.02</u>	

11/01/2023

Newbury Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 11/01/2023

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 Staff</u>							
4000 Salaries/NI/PAYE	71,691	374,386	468,323	93,937		93,937	79.9%
4010 Misc Staff Expenses	577	4,787	4,000	(787)		(787)	119.7%
4045 Salary Reallocation	(71,691)	(374,386)	(468,323)	(93,937)		(93,937)	79.9%
Staff :- Indirect Expenditure	577	4,787	4,000	(787)	0	(787)	119.7%
Net Expenditure	(577)	(4,787)	(4,000)	787			
<u>110 Central Services</u>							
1076 Precept Received	0	1,180,623	1,180,623	0			100.0%
1090 Interest Received	1,172	6,665	1,000	(5,665)			666.5%
1091 Shares/Dividend Income	0	4	0	(4)			0.0%
1905 CIL income received	0	29,539	0	(29,539)			0.0%
Central Services :- Income	1,172	1,216,831	1,181,623	(35,208)			103.0%
4045 Salary Reallocation	10,805	76,490	101,982	25,492		25,492	75.0%
4050 Bank Charges	192	1,746	2,100	354		354	83.1%
Central Services :- Indirect Expenditure	10,997	78,235	104,082	25,847	0	25,847	75.2%
Net Income over Expenditure	(9,824)	1,138,595	1,077,541	(61,054)			
6001 less Transfer to EMR	0	29,539					
Movement to/(from) Gen Reserve	(9,824)	1,109,056					
<u>200 P&R General</u>							
4045 Salary Reallocation	1,593	11,280	15,679	4,399		4,399	71.9%
4105 Members' travel & subsistence	0	0	800	800		800	0.0%
4120 Precept Leaflet	0	0	1,300	1,300		1,300	0.0%
4125 P&R Projects Fund	0	0	3,000	3,000		3,000	0.0%
P&R General :- Indirect Expenditure	1,593	11,280	20,779	9,499	0	9,499	54.3%
Net Expenditure	(1,593)	(11,280)	(20,779)	(9,499)			
<u>210 Grants & Contributions</u>							
4150 Grants for Climate Change Proj	0	0	10,000	10,000		10,000	0.0%
4155 Berkshire Youth; Youth Worker	0	12,500	25,000	12,500		12,500	50.0%
4160 Contribution to BID Xmas light	0	12,000	12,000	0		0	100.0%
4165 Greenham Community Youth	0	2,500	2,500	0		0	100.0%
4170 Volunteer Centre	0	0	500	500		500	0.0%
4180 Grant Sub Committee	0	20,500	24,500	4,000		4,000	83.7%
4185 CAB Grant	0	20,000	20,000	0		0	100.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4210 Defibs	0	1,070	2,500	1,430		1,430	42.8%
4211 Riverside Centre	0	0	2,500	2,500		2,500	0.0%
4212 Greenham & Crookham Common	0	0	500	500		500	0.0%
4213 Diversity & Inclusivity	0	2,500	3,000	500		500	83.3%
4214 Cicket Club contribution	0	0	5,000	5,000		5,000	0.0%
Grants & Contributions :- Indirect Expenditure	0	71,070	108,000	36,930	0	36,930	65.8%
Net Expenditure	0	(71,070)	(108,000)	(36,930)			
<u>220 Corporate Services</u>							
1990 Miscellaneous Income	0	0	100	100			0.0%
Corporate Services :- Income	0	0	100	100			0.0%
4200 Visitor Information Centre	0	0	500	500		500	0.0%
4220 Training and Development	43	1,940	8,000	6,060		6,060	24.2%
4225 Advertising Recruitment	252	2,048	1,000	(1,048)		(1,048)	204.8%
4230 Telephone	621	5,557	7,000	1,443		1,443	79.4%
4235 Postage	400	2,142	1,800	(342)		(342)	119.0%
4240 Printing/Stationery	668	1,850	1,000	(850)		(850)	185.0%
4245 Office Equipment	0	117	1,500	1,383		1,383	7.8%
4250 IT	1,035	21,695	20,000	(1,695)		(1,695)	108.5%
4255 Professional Fees	192	12,135	12,500	365	4,500	(4,135)	133.1%
4260 Audit	480	960	4,500	3,540		3,540	21.3%
4265 Subscriptions	0	4,273	4,800	527		527	89.0%
4270 Photocopier Charges	282	1,300	1,300	(0)		(0)	100.0%
4275 Advertising General	244	903	1,300	397	425	(28)	102.2%
4280 Recycling Costs	113	739	1,100	361		361	67.2%
4285 GM contract admin fee (WBC)	0	0	2,800	2,800		2,800	0.0%
4290 Capital exp computers etc	0	0	2,000	2,000		2,000	0.0%
4420 Insurance	2,267	13,492	11,500	(1,992)		(1,992)	117.3%
Corporate Services :- Indirect Expenditure	6,596	69,151	82,600	13,449	4,925	8,524	89.7%
Net Income over Expenditure	(6,596)	(69,151)	(82,500)	(13,349)			
<u>290 Town Hall</u>							
1270 Suite Lease Income	2,542	25,086	32,000	6,914			78.4%
1275 Solar Panel Income	0	0	500	500			0.0%
1280 Chamber Hire	318	7,180	7,000	(180)			102.6%
1285 Projector Hire	0	136	50	(86)			272.0%
Town Hall :- Income	2,860	32,401	39,550	7,149			81.9%
4045 Salary Reallocation	5,535	27,027	33,656	6,629		6,629	80.3%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4255 Professional Fees	0	0	12,350	12,350		12,350	0.0%
4275 Advertising General	200	200	0	(200)		(200)	0.0%
4310 Reconnect Drinking Fountain	0	0	2,760	2,760		2,760	0.0%
4345 Replacement Solar Panel Invert	0	0	1,870	1,870		1,870	0.0%
4405 Rates	0	10,785	11,500	715		715	93.8%
4410 Water	59	346	500	154		154	69.2%
4415 Energy Supplies	149	5,014	11,000	5,986		5,986	45.6%
4416 Energy Conservation Projects	0	3,945	4,000	55		55	98.6%
4425 Repairs and Maintenance	67	13,469	22,500	9,031		9,031	59.9%
4430 Maint. Contracts	1,335	12,191	15,900	3,709		3,709	76.7%
4440 Fire Extinguishers	0	500	1,950	1,450		1,450	25.6%
4445 Security	0	463	1,600	1,137		1,137	28.9%
Town Hall :- Indirect Expenditure	7,346	73,939	119,586	45,647	0	45,647	61.8%
Net Income over Expenditure	(4,486)	(41,538)	(80,036)	(38,498)			
<u>295 Weddings</u>							
1280 Chamber Hire	0	402	2,500	2,098			16.1%
Weddings :- Income	0	402	2,500	2,098			16.1%
4045 Salary Reallocation	1,046	7,402	9,923	2,521		2,521	74.6%
4340 Weddings expenditure	0	2,609	2,000	(609)		(609)	130.4%
Weddings :- Indirect Expenditure	1,046	10,011	11,923	1,912	0	1,912	84.0%
Net Income over Expenditure	(1,046)	(9,610)	(9,423)	187			
<u>300 Newtown Road Cemetery</u>							
1300 Cemetery Income	0	240	1,000	760			24.0%
Newtown Road Cemetery :- Income	0	240	1,000	760			24.0%
4045 Salary Reallocation	747	5,287	6,857	1,570		1,570	77.1%
4355 Toilet Hire	128	1,024	1,250	226	192	34	97.3%
4405 Rates	0	886	650	(236)		(236)	136.3%
4410 Water	(0)	(0)	0	0		0	0.0%
4415 Energy Supplies	0	209	600	391		391	34.8%
4425 Repairs and Maintenance	2,280	11,113	15,670	4,557		4,557	70.9%
4430 Maint. Contracts	1,926	8,667	8,650	(17)		(17)	100.2%
4435 Maint. Contracts Unscheduled	0	1,450	1,560	110		110	92.9%
4436 Headstone Survey	0	1,875	2,240	365		365	83.7%
4440 Fire Extinguishers	0	63	225	162		162	27.9%
4515 Tree Surveys & Works	1,000	1,800	1,850	50		50	97.3%
4540 NRC Composting Toilet (25%)	0	0	14,000	14,000		14,000	0.0%
Newtown Road Cemetery :- Indirect Expenditure	6,080	32,374	53,552	21,178	192	20,986	60.8%
Net Income over Expenditure	(6,080)	(32,134)	(52,552)	(20,418)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
305 Shaw Cemetery							
1300 Cemetery Income	3,872	40,374	40,000	(374)			100.9%
Shaw Cemetery :- Income	3,872	40,374	40,000	(374)			100.9%
4045 Salary Reallocation	2,944	12,327	14,443	2,116		2,116	85.3%
4250 IT	0	0	1,180	1,180		1,180	0.0%
4265 Subscriptions	0	260	95	(165)		(165)	273.7%
4400 Rent Payable	1,000	1,000	1,000	0		0	100.0%
4405 Rates	0	8,982	1,500	(7,482)		(7,482)	598.8%
4410 Water	115	1,165	750	(415)		(415)	155.3%
4415 Energy Supplies	44	318	1,200	882		882	26.5%
4425 Repairs and Maintenance	(35)	1,709	5,540	3,831	170	3,661	33.9%
4430 Maint. Contracts	10,417	46,875	67,500	20,625		20,625	69.4%
4435 Maint. Contracts Unscheduled	0	0	2,860	2,860		2,860	0.0%
4440 Fire Extinguishers	0	126	860	734		734	14.7%
4515 Tree Surveys & Works	0	0	3,420	3,420		3,420	0.0%
Shaw Cemetery :- Indirect Expenditure	14,484	72,762	100,348	27,586	170	27,416	72.7%
Net Income over Expenditure	(10,613)	(32,388)	(60,348)	(27,960)			
310 Markets							
1320 Market Income	4,491	34,113	50,000	15,887			68.2%
Markets :- Income	4,491	34,113	50,000	15,887			68.2%
4045 Salary Reallocation	1,894	10,370	12,939	2,569		2,569	80.1%
4265 Subscriptions	0	384	450	66		66	85.3%
4275 Advertising General	99	1,135	1,500	366		366	75.6%
4360 Market Management	1,233	10,047	14,800	4,753		4,753	67.9%
4405 Rates	0	5,783	6,000	218		218	96.4%
4415 Energy Supplies	0	404	1,200	796		796	33.7%
4425 Repairs and Maintenance	115	158	2,000	1,842		1,842	7.9%
Markets :- Indirect Expenditure	3,341	28,279	38,889	10,610	0	10,610	72.7%
Net Income over Expenditure	1,150	5,834	11,111	5,277			
315 War Memorial							
4045 Salary Reallocation	649	1,557	1,577	20		20	98.8%
4425 Repairs and Maintenance	0	360	2,500	2,140		2,140	14.4%
4850 Sinking Fund	0	0	2,000	2,000		2,000	0.0%
War Memorial :- Indirect Expenditure	649	1,917	6,077	4,160	0	4,160	31.6%
Net Expenditure	(649)	(1,917)	(6,077)	(4,160)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
320 Footway Lighting							
4045 Salary Reallocation	448	3,172	4,094	922		922	77.5%
4415 Energy Supplies	0	3,616	9,000	5,384		5,384	40.2%
4425 Repairs and Maintenance	0	4,807	21,900	17,093	7,921	9,172	58.1%
4855 Street Lighting Upgrade	0	1,442	10,000	8,558	6,421	2,137	78.6%
Footway Lighting :- Indirect Expenditure	448	13,037	44,994	31,957	14,342	17,615	60.9%
Net Expenditure	(448)	(13,037)	(44,994)	(31,957)			
325 Clock House							
4045 Salary Reallocation	149	1,057	1,577	520		520	67.1%
4415 Energy Supplies	58	452	850	398		398	53.2%
4425 Repairs and Maintenance	0	2,610	3,000	390		390	87.0%
Clock House :- Indirect Expenditure	207	4,120	5,427	1,307	0	1,307	75.9%
Net Expenditure	(207)	(4,120)	(5,427)	(1,307)			
330 Street Furniture							
1605 Clear Channel (INC)	0	55,000	48,000	(7,000)			114.6%
Street Furniture :- Income	0	55,000	48,000	(7,000)			114.6%
4045 Salary Reallocation	597	4,230	5,397	1,167		1,167	78.4%
4111 Bus Shelter Provision & Maint	0	55,000	48,000	(7,000)		(7,000)	114.6%
4415 Energy Supplies	584	584	300	(284)		(284)	194.6%
4425 Repairs and Maintenance	0	5,891	7,000	1,109		1,109	84.2%
4435 Maint. Contracts Unscheduled	0	0	500	500		500	0.0%
4460 Grit Bins	0	0	2,000	2,000	2,700	(700)	135.0%
Street Furniture :- Indirect Expenditure	1,181	65,705	63,197	(2,508)	2,700	(5,208)	108.2%
Net Income over Expenditure	(1,181)	(10,705)	(15,197)	(4,492)			
6000 plus Transfer from EMR	0	5,650					
Movement to/(from) Gen Reserve	(1,181)	(5,055)					
335 Recreation Grounds							
1355 Income - Pitches	350	1,252	3,000	1,748			41.7%
Recreation Grounds :- Income	350	1,252	3,000	1,748			41.7%
4861 football pitch management	0	0	9,870	9,870		9,870	0.0%
Recreation Grounds :- Direct Expenditure	0	0	9,870	9,870	0	9,870	0.0%
335 Wash Common Upgrade- Phase 1	0	0	18,600	18,600		18,600	0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4045 Salary Reallocation	5,689	22,034	25,182	3,148		3,148	87.5%
4410 Water	95	538	650	112		112	82.7%
4415 Energy Supplies	0	1,380	2,300	920		920	60.0%
4423 Upgrading	0	0	3,000	3,000		3,000	0.0%
4425 Repairs and Maintenance	276	1,857	7,000	5,143	340	4,803	31.4%
4430 Maint. Contracts	4,666	20,996	32,200	11,204		11,204	65.2%
4435 Maint. Contracts Unscheduled	0	0	2,000	2,000		2,000	0.0%
4515 Tree Surveys & Works	1,800	1,800	6,780	4,980		4,980	26.5%
4580 PPE	0	0	1,000	1,000		1,000	0.0%
4585 Drinking Water Tap	0	2,637	2,760	123		123	95.5%
4590 Consultation	0	0	1,250	1,250		1,250	0.0%
Recreation Grounds :- Indirect Expenditure	12,525	51,242	102,722	51,480	340	51,140	50.2%
Net Income over Expenditure	(12,175)	(49,990)	(109,592)	(59,602)			
<u>336 City Recreation Ground</u>							
4585 Drinking Water Tap	0	0	1,800	1,800		1,800	0.0%
City Recreation Ground :- Indirect Expenditure	0	0	1,800	1,800	0	1,800	0.0%
Net Expenditure	0	0	(1,800)	(1,800)			
<u>340 Play Areas</u>							
4045 Salary Reallocation	4,884	28,494	36,449	7,955		7,955	78.2%
4423 Upgrading	82,820	120,650	115,000	(5,650)		(5,650)	104.9%
4425 Repairs and Maintenance	9,662	24,163	21,000	(3,163)	6,943	(10,106)	148.1%
4430 Maint. Contracts	3,683	16,575	25,400	8,825		8,825	65.3%
4435 Maint. Contracts Unscheduled	0	0	2,000	2,000		2,000	0.0%
Play Areas :- Indirect Expenditure	101,049	189,882	199,849	9,967	6,943	3,024	98.5%
Net Expenditure	(101,049)	(189,882)	(199,849)	(9,967)			
<u>345 Victoria Park</u>							
1120 Grants & Donations Received	0	10,000	0	(10,000)			0.0%
1360 Income - Tennis Courts	1,650	5,947	20,000	14,053			29.7%
1380 Income - Bowling Club	0	450	950	500			47.4%
1385 Income - Kiosk/Cafe	0	4,037	3,000	(1,037)			134.6%
1391 Income - Mini Golf	0	5,500	5,000	(500)			110.0%
1500 Other open spaces income	0	3,250	4,000	750			81.3%
1990 Miscellaneous Income	0	21,669	500	(21,169)			4333.8%
Victoria Park :- Income	1,650	50,852	33,450	(17,402)			152.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4537 Upgrade VP Bandstand	0	0	51,000	51,000		51,000	0.0%
4538 Pond liner	0	0	19,000	19,000		19,000	0.0%
4539 Replace disability swing	0	15,439	25,000	9,561		9,561	61.8%
4541 Repairs to Victoria and Lions	0	0	5,000	5,000		5,000	0.0%
4543 Splashpark	0	3,988	4,870	882		882	81.9%
Victoria Park :- Direct Expenditure	0	19,427	104,870	85,443	0	85,443	18.5%
4045 Salary Reallocation	7,479	37,749	47,023	9,274		9,274	80.3%
4325 PWLB Loan Interest	0	0	10,000	10,000		10,000	0.0%
4355 Toilet Hire	0	735	700	(35)		(35)	105.0%
4410 Water	1,124	7,756	3,000	(4,756)		(4,756)	258.5%
4415 Energy Supplies	17	1,966	4,500	2,534		2,534	43.7%
4425 Repairs and Maintenance	16	11,893	20,000	8,107	30	8,077	59.6%
4430 Maint. Contracts	10,416	46,870	71,000	24,130		24,130	66.0%
4435 Maint. Contracts Unscheduled	0	1,460	2,000	540		540	73.0%
4440 Fire Extinguishers	0	116	650	534		534	17.9%
4445 Security	0	0	500	500		500	0.0%
4465 Tennis Courts Maintenance Fund	0	0	3,600	3,600		3,600	0.0%
4475 VP LTA Registration Fee	0	0	380	380		380	0.0%
4480 Music at the Bandstand	300	2,800	3,000	200		200	93.3%
4485 VP tennis court promotion	0	1,200	1,500	300		300	80.0%
4490 VP Fun Day	150	2,583	2,500	(83)		(83)	103.3%
4515 Tree Surveys & Works	0	0	4,530	4,530	500	4,030	11.0%
4530 Community Cafe	2,500	24,638	364,500	339,862		339,862	6.8%
Victoria Park :- Indirect Expenditure	22,001	139,767	539,383	399,616	530	399,086	26.0%
Net Income over Expenditure	(20,351)	(108,342)	(610,803)	(502,461)			
6001 less Transfer to EMR	0	19,159					
Movement to/(from) Gen Reserve	(20,351)	(127,501)					
<u>350 Open Spaces</u>							
4771 Hutton Close Upgrade	0	2,091	35,000	32,909		32,909	6.0%
Open Spaces :- Direct Expenditure	0	2,091	35,000	32,909	0	32,909	6.0%
4045 Salary Reallocation	3,143	13,132	15,674	2,542		2,542	83.8%
4400 Rent Payable	0	729	180	(549)		(549)	404.9%
4410 Water	0	8	110	102		102	7.1%
4425 Repairs and Maintenance	551	1,499	4,000	2,501		2,501	37.5%
4430 Maint. Contracts	12,361	55,300	76,240	20,940		20,940	72.5%
4435 Maint. Contracts Unscheduled	0	315	3,000	2,685		2,685	10.5%
4515 Tree Surveys & Works	2,002	3,352	4,530	1,178		1,178	74.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4750 Greenham House Gdns	0	0	10,500	10,500		10,500	0.0%
4760 Litter Picking Equipment	0	0	500	500		500	0.0%
4765 Speen Moor Friends Group	0	0	500	500		500	0.0%
4770 Biodiversity Survey	0	0	1,500	1,500		1,500	0.0%
Open Spaces :- Indirect Expenditure	18,057	74,334	116,734	42,400	0	42,400	63.7%
Net Expenditure	(18,057)	(76,425)	(151,734)	(75,309)			
<u>355 Floral Displays and Trees</u>							
1990 Miscellaneous Income	0	1,597	1,500	(97)			106.5%
Floral Displays and Trees :- Income	0	1,597	1,500	(97)			106.5%
4045 Salary Reallocation	3,197	7,435	6,514	(921)		(921)	114.1%
4425 Repairs and Maintenance	0	52	500	448		448	10.4%
4430 Maint. Contracts	3,671	16,521	23,890	7,369		7,369	69.2%
4435 Maint. Contracts Unscheduled	0	800	1,435	635		635	55.7%
4470 Tree Maintenance	0	850	7,680	6,830		6,830	11.1%
4500 Tree planting	0	0	6,750	6,750		6,750	0.0%
4505 Edible Crops	0	0	450	450		450	0.0%
4510 Additional Floral Displays NIB	0	561	1,800	1,239		1,239	31.1%
Floral Displays and Trees :- Indirect Expenditure	6,868	26,218	49,019	22,801	0	22,801	53.5%
Net Income over Expenditure	(6,868)	(24,621)	(47,519)	(22,898)			
<u>360 Britain & Newbury In Bloom</u>							
1600 Sponsorship	0	400	500	100			80.0%
Britain & Newbury In Bloom :- Income	0	400	500	100			80.0%
4712 Lock Island Upgrade	0	5,661	5,460	(201)		(201)	103.7%
Britain & Newbury In Bloom :- Direct Expenditure	0	5,661	5,460	(201)	0	(201)	103.7%
4045 Salary Reallocation	2,496	8,550	9,571	1,021		1,021	89.3%
4710 Newbury In Bloom	0	3,136	7,000	3,864		3,864	44.8%
Britain & Newbury In Bloom :- Indirect Expenditure	2,496	11,686	16,571	4,885	0	4,885	70.5%
Net Income over Expenditure	(2,496)	(16,947)	(21,531)	(4,584)			
<u>420 Wash Common Allotment</u>							
1400 Allotment Income	0	3,702	3,700	(2)			100.0%
Wash Common Allotment :- Income	0	3,702	3,700	(2)			100.0%
4451 Notice Boards	0	1,848	1,850	3		3	99.9%
Wash Common Allotment :- Direct Expenditure	0	1,848	1,850	3	0	3	99.9%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4045 Salary Reallocation	749	2,263	4,775	2,513		2,513	47.4%
4410 Water	79	1,077	600	(477)		(477)	179.5%
4425 Repairs and Maintenance	77	1,843	3,400	1,557	50	1,507	55.7%
4430 Maint. Contracts	256	1,150	2,300	1,150		1,150	50.0%
4435 Maint. Contracts Unscheduled	0	0	3,720	3,720	835	2,885	22.4%
4450 Extra security measures	0	0	1,500	1,500	1,500	0	100.0%
4515 Tree Surveys & Works	500	500	2,100	1,600		1,600	23.8%
Wash Common Allotment :- Indirect Expenditure	1,660	6,833	18,395	11,562	2,385	9,177	50.1%
Net Income over Expenditure	(1,660)	(4,979)	(16,545)	(11,566)			
<u>421 Allotments (except Wash Common</u>							
1400 Allotment Income	45	20,394	20,500	106			99.5%
Allotments (except Wash Common :- Income	45	20,394	20,500	106			99.5%
4451 Notice Boards	0	5,853	5,850	(3)		(3)	100.0%
Allotments (except Wash Common :- Direct Expenditure	0	5,853	5,850	(3)	0	(3)	100.0%
4045 Salary Reallocation	5,490	20,624	19,100	(1,524)		(1,524)	108.0%
4400 Rent Payable	213	638	900	263		263	70.8%
4410 Water	54	3,526	1,100	(2,426)		(2,426)	320.6%
4425 Repairs and Maintenance	484	3,005	3,400	395	200	195	94.3%
4430 Maint. Contracts	1,216	5,472	9,870	4,398		4,398	55.4%
4435 Maint. Contracts Unscheduled	0	1,080	11,760	10,680	680	10,000	15.0%
4450 Extra security measures	0	0	3,000	3,000	925	2,075	30.8%
4515 Tree Surveys & Works	750	1,900	2,800	900		900	67.9%
Allotments (except Wash Common :- Indirect Expenditure	8,206	36,245	51,930	15,685	1,805	13,880	73.3%
Net Income over Expenditure	(8,161)	(21,704)	(37,280)	(15,576)			
<u>430 Wharf Toilets</u>							
4417 Refurbishment	2,900	5,575	150,000	144,425	250	144,175	3.9%
Wharf Toilets :- Direct Expenditure	2,900	5,575	150,000	144,425	250	144,175	3.9%
4045 Salary Reallocation	799	2,615	2,914	299		299	89.7%
4195 Wharf Toilets Contract	3,025	9,075	12,450	3,375		3,375	72.9%
4425 Repairs and Maintenance	529	820	1,800	980		980	45.5%
Wharf Toilets :- Indirect Expenditure	4,353	12,509	17,164	4,655	0	4,655	72.9%
Net Expenditure	(7,253)	(18,084)	(167,164)	(149,080)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
500 CP,A&L General							
4640 Queens Platinum Jubilee	0	1,499	1,500	1		1	100.0%
4641 NTC 25th Anniversary	0	1,238	2,500	1,262		1,262	49.5%
CP,A&L General :- Direct Expenditure	0	2,738	4,000	1,262	0	1,262	68.4%
4045 Salary Reallocation	2,987	21,149	28,083	6,934		6,934	75.3%
4600 CPA&L Committee Fund	0	0	500	500		500	0.0%
4625 Art Trail	0	725	1,000	275		275	72.5%
4637 Local Democracy WG	0	43	600	557		557	7.1%
4638 Youth Voice Event	0	0	5,000	5,000		5,000	0.0%
4639 Art on the Park	0	500	500	0		0	100.0%
CP,A&L General :- Indirect Expenditure	2,987	22,417	35,683	13,266	0	13,266	62.8%
Net Expenditure	(2,987)	(25,155)	(39,683)	(14,528)			
505 Civic Responsibility							
4045 Salary Reallocation	2,440	17,272	23,139	5,867		5,867	74.6%
4650 Mayors Allowance	21	567	1,000	433		433	56.7%
4655 Honorarium	765	2,415	4,000	1,585		1,585	60.4%
4660 Mayor Making	0	1,847	2,500	653		653	73.9%
4665 Remembrance	0	1,844	4,000	2,156		2,156	46.1%
4670 Regalia and Robes	0	353	3,000	2,647		2,647	11.8%
4680 Civic Hospitality & Events	67	1,140	1,500	360		360	76.0%
4690 Twin Towns	21	(176)	250	426		426	(70.4%)
4700 Civic Award Scheme	0	0	1,000	1,000		1,000	0.0%
4705 Watership Brass	0	650	650	0		0	100.0%
Civic Responsibility :- Indirect Expenditure	3,314	25,911	41,039	15,128	0	15,128	63.1%
Net Expenditure	(3,314)	(25,911)	(41,039)	(15,128)			
600 Planning & Highways							
1990 Miscellaneous Income	0	312	0	(312)			0.0%
Planning & Highways :- Income	0	312	0	(312)			
4045 Salary Reallocation	5,931	32,871	41,775	8,904		8,904	78.7%
4800 P & H Committee Fund	0	0	1,000	1,000		1,000	0.0%
4805 Heritage Working Group	0	401	3,000	2,599	703	1,896	36.8%
4810 Town Design St. & Town Plan	0	1,859	5,000	3,141		3,141	37.2%
4820 Canal Corridor	0	0	5,000	5,000		5,000	0.0%
Planning & Highways :- Indirect Expenditure	5,931	35,131	55,775	20,644	703	19,941	64.2%
Net Income over Expenditure	(5,931)	(34,819)	(55,775)	(20,956)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	14,440	1,457,869	1,425,423	(32,446)			102.3%
Expenditure	246,894	1,212,035	2,326,418	1,114,383	35,285	1,079,098	53.6%
Net Income over Expenditure	<u>(232,454)</u>	<u>245,834</u>	<u>(900,995)</u>	<u>(1,146,829)</u>			
plus Transfer from EMR	0	5,650					
less Transfer to EMR	0	48,698					
Movement to/(from) Gen Reserve	<u>(232,454)</u>	<u>202,786</u>					



Newbury Town Council

Internal Audit Report 2022-23 (First interim)

Susan Cook

***For and on behalf of
Auditing Solutions Ltd***

Background

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

This report sets out the work undertaken in relation to the 2022-23 financial year during our interim review of the Council's records for the year held at the Council on 21st September 2022. We wish to thank the CEO and his staff for assisting the process, providing all necessary documentation in either hard copy or electronic format to facilitate commencement of our review for the year.

Internal Audit Approach

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

This report will be updated following our next review which will take place on 14th December 2022.

Overall Conclusions

We are pleased to advise that, based on the work undertaken to date, officers continue to maintain adequate and effective internal control arrangements. We ask that the report be presented to members and a formal response be provided in advance of our next visit / review.

Review of Accounting Arrangements & Bank Reconciliations

The Council maintains its accounting systems using Omega software with one bank accounts in place. The Officers account previously in place primarily in place for electronic card usage purposes has now been closed. The petty cash account has also been closed with final journals due to be processed. Surplus funds are also on deposit with CCLA in the Public Sector Deposit Fund (PSDF).

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

- Verified the accurate carry forward of the 2020-21 closing balances in Omega to the current year opening Trial Balance;
- Ensured that an appropriate Cost and Nominal Account coding structure remains in place;
- Reviewed two sample months transactions (June and August 2022) on the Current account cashbooks agreeing details to supporting bank statements; and
- Checked and agreed the software-based bank reconciliations as at 30th June and 31st August 2021 to ensure there are no long-standing, uncleared items or other anomalous entries arising.

Conclusions

We are pleased to note that no issues have been identified in this area currently warranting formal comment or recommendation. We will undertake further work at future reviews checking a further two months' transactions along with transactions for the year on the PSDF accounts and year-end bank reconciliations on each. We will also ensure the accurate disclosure of the combined year end bank balances in the AGAR at section 2, Box 8.

Review of Corporate Governance

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

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

We have noted previously that the Council's extant SOs and Financial Regulations (FRs) are subject to periodic review and re-adoption: from our examination of the current financial year's minutes, we note that the SOs were revised and re-adopted in June 2020.

We are pleased to note that the Council properly considered the criteria for re-adoption of the General Power of Competence subsequent to the local elections in May 2019 as minuted appropriately.

Conclusions

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

Review of Expenditure and VAT

Our aim here is to ensure that: -

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

We have selected a sample of payments processed in the year to August 2022 to ensure compliance with the above criteria including all those payments individually in excess of £3,500, together with a more random selection of every 40th cashbook transaction (irrespective of value). Our test sample includes 29 individual payments plus 2 Non-Domestic Rates annual bills totalling £248,040 and equating to 64% by value of all non-pay expenditure for the year to date. We noted that VAT was claimed for the Insurance fees in error, and this will require amendment. VAT is not recoverable on insurance fees.

The VAT return for June was not examined at this visit.

Conclusions

We are pleased to record that no issues arise in this area currently to warrant formal comment or recommendation: we will confirm at our next visit that the VAT claimed on insurance fee has been amended and will extend our test sample to cover the remainder of the year at future visits. We will also review the quarterly VAT reclaims ensuring their consistency with the Omega control account detail.

Assessment and Management of Risk

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

We have noted previously that the Council has a formal Risk Management Strategy in place supplemented by a detailed Strategic Risk Register, which will require review annually.

The Council's insurance cover is provided by Zurich: we have examined the insurance schedule running to August 2022 noting that the Council's premises, street furniture and other equipment are appropriately insured together with Public, and Employer's Liability set at £12 million and £10 million respectively, Fidelity Guarantee cover at £2 million and "Business Interruption - Loss of Revenue" cover in place at £396,795 all of which we consider appropriate for the Council's present requirements.

Conclusions

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

Precept Determination and Budgetary Control

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

Both this review and the one due to take place on 14th December will be in advance of the Council's formal deliberation and determination of the budgetary and precept requirements for 2023-24: consequently, we shall revisit this area as part of our third / final review.

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

We have reviewed the latest available Omega budget report (to 31st August 2022) and, have seen no other areas of significant variance from the anticipated levels at this stage of the financial year.

Conclusions and recommendation

We shall undertake further work in this area at future visits, including ensuring the 2023-24 budget and precept are formally approved and adopted, examining the year-end budget outturn and considering the ongoing appropriateness of retained reserves to meet the Council's ongoing revenue spending plans and development aspirations.

Review of Income

The Council receives income from a variety of sources in addition to the annual precept. We note that Suite leases are now dealt with by Hennick Properties, who have responsibility for collection of rents due. Rent arrears in one case has been completely paid off and is on target to be repaid in line with the agreement.

We noted last year that members had approved various scales of fees and charges for 2022-23.

Cemetery: A review of burials and associated fees will be undertaken at the next visit.

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

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

Conclusions

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

Petty Cash Account

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

The Council is no longer using a petty cash account.

Conclusion

We are pleased to record that no issues have been identified in this area warranting formal comment or recommendation.

Review of Staff Salaries

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

We have again examined the operative payroll procedures and consider them sound with payroll production outsourced to DCK Accounting using bespoke IRIS payroll software.

We have, consequently, acquired detail of salaries paid to staff in post in August 2022; their salary points on the national spinal scale and their basic weekly hours where not employed full time: we have also examined the August payslips, undertaking the following specific work: -

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

Conclusions

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

Investments and Loans

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

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

The Council invested £250,000 in the CCLA PSDF which we have previously verified to their third-party advice note: we note from subsequent statements that dividends are duly received monthly and added to the capital investment sum in the Omega control account. We have duly, as indicated in the first section of this report, checked the accurate recording of the year-to-date dividends received.

Conclusions

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

Newbury Town Council

Internal Audit Report 2022-23 (Interim)

Susan Cook

*For and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken to date in relation to the 2022-23 financial year, during our interim review of the Council's records for the year, which was undertaken at the Council offices on 14th December 2022. We wish to thank the CEO and his staff for assisting the process, providing all necessary documentation in either hard copy or electronic format to facilitate commencement of our review for the year.

Internal Audit Approach

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

This report will be updated following our next review on Tuesday 28th March 2023.

Overall Conclusions

We are pleased to advise that, based on the work undertaken to date, officers continue to maintain generally adequate and effective internal control arrangements although there were some areas, we were unable to fully test due to ongoing staff absence. Detail of these are set out in the following report.

We ask that the report be presented to members and a formal response be provided in advance of our next review.

We will update this report following our next visit for the year which will be undertaken on site in late March 2023.

Review of Accounting Arrangements & Bank Reconciliations

The Council maintains its accounting systems using the RBS Rialtas Omega software with one bank account in place, the Officers account having been closed. A cashbook is in place in the Omega accounts. Surplus funds are also on deposit with CCLA in the Public Sector Deposit Fund (PSDF).

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

- Verified the accurate carry forward of the 2021-22 closing balances in Omega to the current year opening Trial Balance;
- Ensured that an appropriate Cost and Nominal Account coding structure remains in place;
- Reviewed three sample months transactions (June, August and October 2022) on the cashbook agreeing detail to supporting bank statements;
- Verified the PSDF transactions by reference to the underlying monthly advice notices of interest earned to 31st August 2022; and
- Checked and agreed the software-based bank reconciliations as at 30th June, 31st August, and 31st October 2022 to ensure that there are no long-standing, uncleared items or other anomalous entries arising.

Conclusions

We are pleased to note that no issues have been identified in this area currently warranting formal comment or recommendation. We will undertake further work at future reviews checking a further two months' transactions along with transactions for the year on the PSDF accounts and year-end bank reconciliations on each. We will also ensure the accurate disclosure of the combined year end bank balances in the AGAR at section 2, Box 8.

Review of Corporate Governance

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

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

We have noted previously that the Council's extant SOs and Financial Regulations (FRs) are subject to periodic review and re-adoption: from our examination of the current financial year's minutes, we note that the SOs were revised and re-adopted in June 2021.

Finally in this area, we note that the 2021-22 AGAR has been signed off by the external auditors with the following comment; 'The AGAR was not accurately completed before submission for review. Information received from the smaller authority indicates that a £75,000 design and consultancy fee has been included in Section 2, Box 9. The Practitioners' Guide

states this cell shows the value of all the fixed assets and long-term investments owned by the smaller authority.’ Care will be required to ensure a similar issue does not arise in the completion of the 2022-2023 AGAR return and we will check this as part of our year-end review.

Conclusion

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

Review of Expenditure and VAT

Our aim here is to ensure that: -

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

We have selected a sample of payments processed in the year to 31st October 2022 to ensure compliance with the above criteria including all payments individually in excess of £3,500, together with a more random selection of every 40th cashbook transaction (irrespective of value). Our test sample includes 42 individual payments totalling £398,346 and equating to 67% by value of all non-pay expenditure for the year to the above date and are pleased to report that no issues have been identified in this respect with all payments meeting the above criteria.

We note that VAT returns continue to be submitted electronically on a regular quarterly basis and have verified that the first two quarterly reclaims for 2022-23 have been submitted and repaid by HMRC with the totals agreeing to the relevant Omega nominal control account, and that the VAT previously erroneously claimed for insurance has been reversed.

Conclusions

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

Assessment and Management of Risk

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

We are pleased to note that the Council has reviewed and re-adopted its Strategic Risk Register at the Policy and Resources Committee meeting in October 2022. We will review the document at our next visit to ensure it continues to be appropriate for the Council's present requirements.

The Council's insurance cover is provided by Zurich: we have examined the insurance schedule running to August 2023 noting that the Council's has revalued its buildings for insurance re-instatement purposes, and that its' street furniture and other equipment are appropriately insured together with Public and Employer's Liability set at £12 million and £10 million respectively, Fidelity Guarantee cover at £2 million and "Business Interruption - Loss of Revenue" cover in place at almost £400,000 all of which we consider appropriate for the Council's present requirements.

Conclusion

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

Precept Determination and Budgetary Control

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

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

We have reviewed the latest available Omega budget report (to 31st October 2022) and, note the current projected reduction in expenditure to the planned budget.

Conclusions

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

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

Review of Income

The Council receives income from a variety of sources in addition to the annual precept: We note that Suite leases are now dealt with by Hennick Properties, who have responsibility for collection of rents due. The remaining rent arrears for one lease remains on target to be repaid in line with the agreement.

We noted last year that members had approved various scales of fees and charges for 2022-23 but have not seen on the minutes to date any proposed changes for 2023-24.

Cemetery: Due to long-term sick leave we were unable to complete our review in this area as there were no staff available to provide assistance. We were however able to ascertain that a selection of interment applications were supported by the legally required Burial / Cremation certificates.

We understand that the bespoke burial's software currently in use at the Council is to be changed to Omega during the start of 2023. We noted that the manual burial register has not been updated since April.

We will undertake further work in this area at our next visit to ensure that, by reference to the fee invoices raised or other supporting documentation, that the appropriate fees have been charged and recovered in a timely manner with no issues arising.

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

Whilst the rental year runs from 1st April, invoices are generally issued in advance of that date with significant income also generally received well in advance of 1st April and so we will review this area of income at our next visit.

Town Hall Hire

In addition to leasing rooms at the Town Hall to local businesses, various rooms are available for casual hire. Bookings are recorded on an "Outlook" style monthly calendar with invoices raised covering each month's hires at the end of the month. We will undertake a review of this area at our next visit.

Sales Ledger – "Unpaid debts by date"

We have examined the titled report as at 31st October 2022 and there are no outstanding debts at that date.

Conclusions

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

We shall undertake further work in this area at our next visit, particularly for Cemetery and Allotment income.

Petty Cash Account

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

Review of Staff Salaries

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

We have again examined the operative payroll procedures and consider them sound with payroll production outsourced to DCK Accounting using bespoke IRIS payroll software.

We note that the Staff sub-committee approved the 2022-23 national pay award at its meeting in November 2022, it also resolved that Time off in lieu could be paid as overtime, where contracts allowed and if preferred by staff members.

We have, acquired detail of salaries paid to staff in post in August 2022; their salary points on the national spinal scale and their basic weekly hours where not employed full time: we have also examined the August payslips, undertaking the following specific work: -

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

Conclusion

We are pleased to report that no issues have arisen in this review area this year warranting comment or recommendation and will undertake a further review at our next visit.

Investments and Loans

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

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

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

We note the submission and approval of a new loan of £300,000 for development of a new café in Victoria Park which has yet to be drawn down. We will, check progress on this development and the status of the loan if drawn down at future reviews.

Conclusions

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

Newbury Town Council

Public Report

To: Policy and Resources Committee **Date of meeting:** 16 January 2023.

Agenda item No. 14. Responsible Financial Officer

Decision Required:

To Approve the Job Description, Person requirements, terms and conditions for the Council's RFO, as recommended by the Staff Subcommittee.

Background/ Introduction

The Staff Structure Review completed last year recommended that the Council should have a clear management structure. When considering the review, the Staff subcommittee agreed to implement a structure with a management team comprising the Chief Executive Officer and three service managers: Finance and Corporate Services Manager, Services Delivery Manager and Civic Services Manager.

This review means that the post of Democratic Services Officer is no longer required and these functions will be shared between the CEO and Corporate Services. In order to deliver the new structure the Council now needs to recruit a Finance and Corporate Services Manager who will also assume the responsibilities of the Council's Responsible Finance Officer (RFO).

As RFO is a statutory position, the Council's standing orders provide as follows

- (a) The Staff Sub-Committee reviews all employment policies for Council Staff and makes appropriate recommendations to the Policy and Resources Committee*
- (b) In respect of the Chief Executive Officer & Responsible Finance Officer, to:*
 - i. recommend to the Policy and Resources Committee appropriate staffing arrangements for the post and relevant salary scales and conditions;*
 - ii. provide the Town Council with related Job Description and Person Specification; and*
 - iii. propose to the Town Council such recruitment and selection processes as are required for appointment to the post (Standing Order 31.7)*

the staff subcommittee met 5th January 2023 and approved the attached terms and conditions, job description and person specification for the role. In accordance with standing orders, the Policy and Resources Committee is now requested to approve these recommendations.

Considerations:

1. Reference to Council Strategy 2019-2024

The Council's Strategy provides that:

We will exercise best practice as an employer, promoting fairness and equality for our employees and volunteers.

The proposals attached incorporate this objective.

2. Legal: The Council has legal authority to employ such officers as it considers necessary in order to deliver the services and functions it provides.

3. Financial: The salary and overheads for this position have been included in the staff salary budget recommended to the committee by the staff subcommittee.

4. Climate/ Environmental issues

None

5. Crime and Disorder

No issues arise

6. Risk assessment

The Staff Structure review recommended that the Council recruits an RFO with appropriate accountancy qualifications.

7. Equality and Diversity

The recruitment process will have full regard to the Council's duties under the Equalities Act.

8. Consultation

The proposal arises from the staff structure review carried out by an outside independent consultant. The Council staff were all interviewed as part of the review and have been consulted on these proposals. The proposed staff structure and management structure has been approved by the Staff subcommittee (copy attached). The staff subcommittee has considered all of the attached documents and recommend them to the Policy and Resources Committee for approval.

Conclusion/ Recommendation

In accordance with Standing Order 31.7b the Committee is recommended to approve the salary scales and conditions, the Job Description and Person Specification; and the recruitment and selection processes for the post of Finance and Corporate Services Manager for the Council, as recommended by the Staff Subcommittee on 5 January 2023.

Report Author: Hugh Peacocke, (CEO)

Date: 10 January 2023.

NEWBURY TOWN COUNCIL.

JOB DESCRIPTION

POST TITLE:	Finance and Corporate Services Manager
RESPONSIBLE TO:	Chief Executive Officer
RESPONSIBLE FOR:	Corporate Services Team Staff (3 Corporate Services Officers)
SALARY GRADE:	SCP 37-41 (£43,516 - £47,573 per annum)
DATE Reviewed:	Dec 2022

Job Summary

The post-holder will be accountable to the Chief Executive Officer (CEO) and will support the CEO to ensure the smooth running of the Corporate Governance, Corporate Services and Financial Administration of the Council.

The post-holder may be required to deputise in the absence of the CEO in matters relating to the overall administration of the Council's affairs and will undertake a senior management role in accordance with the instructions of the CEO and the Council.

Responsible Financial Officer

Duties and Responsibilities:

- To manage the Council's accounting records and accounting control systems and comply with the Accounts and Audit Regulations.
- To assist the Council to secure economy, efficiency and effectiveness in the use of its resources, including supplier contract reviews and negotiations.
- To produce financial management information as required by the council.
- To deliver the Council's payroll and pension requirements
- To manage all payments to suppliers and contractors engaged by the council.
- Liaising with the Internal Auditor and ensure that all recommendations are carried out

Financial Regulations

Keeping the Financial Regulations updated in accordance with legislation

Insurance

Keeping the Town Council's insurance policy up to date and liaising with brokers in the event of claims

Assets

Maintaining an up-to-date asset register

VAT

Ensuring quarterly VAT returns are completed in time and dealing with VAT enquiries

Council Meetings

Attending full Council meetings as required

Acting as the Lead Officer for the Council's Policy and Resources Committee, the Audit Working Group and the Grants Subcommittee

Budget

Preparing the annual budget (with input from other managers)

Preparing a four-year forecast and phased budget

Corporate Services Manager Job Description

Duties and responsibilities:

The Corporate Services Manager is responsible for the successful delivery of the Council's corporate support services and the day-to-day management of the Council's Corporate Services team comprising the Accounts Officer, Corporate Support Officer and Town Hall Officer.

The Corporate Services Manager should ensure the Team have all the training and equipment needed to do their jobs well, and work with them to ensure deadlines are met.

The Corporate Services Manager must:

- Appraise the Corporate Services Team staff regularly
- Hold regular team meetings
- Attend management team meetings
- Advise the CEO of any issues arising from the Corporate Services Team

(For information, the Corporate Services Team is responsible for:

- All financial transactions of the Town Council
- Payroll and HR administration
- Managing contracts for utilities and other services (excluding the Council's Grounds Maintenance contract)
- Committee support, including meetings administration
- Publishing notices, agendas and minutes on the website and noticeboard
- Providing the Council's front desk/ reception services
- Mail services
- Town Hall Suite lettings, Chamber bookings and weddings
- Updating noticeboards and notices in bus shelters
- Social media
- The Town Council website
- Graphic design for posters, reports etc.
- Maintaining the Town Council's IT and telephone systems
- Office equipment and stationery
- Visitor Information
- Key Performance Indicators
- Promoting staff training and maintaining records of training
- Data Protection and Information Governance)

Newbury Town Council.

Person Specification for the post of Finance and Corporate Services Manager

Assessment of whether criteria are met will be from the submitted application form, followed by interview / test where appropriate.
In respect of qualifications original certification will be required.

	Essential Qualifications / Skills & Attributes	✓	Desirable Qualifications / Skills & Attributes	✓
Qualifications	<ul style="list-style-type: none"> • Qualified to CIPFA, ACCA/ACA or AAT standard or equivalent • Evidence of a commitment to continuing professional development 		<ul style="list-style-type: none"> • Educated to Degree level or equivalent. • CILCA or willingness to work towards it • Appropriate management, administration or professional qualification. 	
Experience	<ul style="list-style-type: none"> • Managing and administering accounting functions on a day to day basis. • Using computerised accounting systems. • Budget setting, management and monitoring. • Managing general administration and customer service. • Line management of a small team, including motivation and development of staff and performance management 		<ul style="list-style-type: none"> • Previous local government experience • Experience of preparing funding bids and administering grant funding. • Experience of working with a variety of community groups and/ charities • Practical experience of servicing committees, report writing and writing minutes of meetings. 	
Skills, knowledge and Abilities	<ul style="list-style-type: none"> • Team Management and leadership • Excellent ICT skills, including Word, Outlook, Excel. • Report writing- presenting clear, concise written reports. • Interpret and implement financial regulations • Good communication skills – in person, verbally and in writing • Tact and discretion required for dealing with matters of a personal & confidential nature • Write and update policies to meet all legal requirements in respect of audit, insurance and risk management. • Self-motivation and ability to manage own workload. • Establish and maintain good working relationships with Councillors, colleagues, stakeholders and members of the public. • Problem solving • Providing input into our strategic vision 		<ul style="list-style-type: none"> • Knowledge of local council administration, including the decision-making process and the powers available to town and parish councils. • Working knowledge of local government finance and the Accounts and Audit Regulations. • Ability to deal with difficult, sensitive or challenging situations • Knowledge of employment law and HR issues. • Experience of innovation/ improvement in operational/ service management. 	
Other	<ul style="list-style-type: none"> • Ability and willingness to attend evening meetings of Council as required (about 1 per month). • Ability to work on your own initiative and also as part of a team 			



Recruitment Information Pack

Job Title:	Finance and Corporate Services Manager
Accountable to (line manager):	The Chief Executive Officer (CEO)
Key accountabilities:	Proper Financial Management of the Council (The Responsible Financial Officer) and the management and delivery of the Council's Corporate Support Services.

INTRODUCTION

Thank you for responding to the Council's recent advertisement for this post.

We hope that you find this Recruitment Information Pack of assistance in deciding whether to apply.

The information is arranged as follows:

- The application and selection process
- The job advertisement
- The job description
- The person specification

Enclosed with this Recruitment Information Pack is an application form (CVs alone will not be acceptable).

Further information about the Council can be found at www.newbury.gov.uk

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application or attending for interview, please let us know.

Closing date for receipt of completed applications is Sunday 19 February 2023.

Should you require any further information, or you wish to have an informal discussion prior to submitting your application, please feel free to contact Hugh Peacocke (CEO) on 07399 117524 or email ceo@newbury.gov.uk

THE ROLES OF THE FINANCE AND CORPORATE SERVICES MANAGER

A. Responsible Financial Officer to the Council (RFO)

Why become an RFO?

Becoming an RFO to a Parish or Town Council is one of the most rewarding jobs in a local community - competent financial management underpins a good Council.

The role of the RFO is to ensure that the Council conducts its financial business properly and to provide independent, objective and professional advice and support. Being an RFO puts you in the centre of things.

Parish and Town Councils are part of Local Government in West Berkshire and we work closely with the District Council.

Parish and Town Councils are the only local government tier that represents residents at Parish and Town level and we are the part of government closest to the people.

Parish and Town Councils can “precept” – raising a local tax each year, paid as part of Council Tax, to improve facilities and services for local people.

In Newbury, The Town Hall and Victoria Park are the Council’s best-known assets, but we also own and maintain a range of playgrounds and open spaces, including those at The City Recreation Ground and Wash Common. Our powers and duties cover many things that people may take for granted where they live and include the provision and maintenance of allotments, burial grounds, markets, some street lighting, litter bins, public toilets and bus shelters.

Parish Councils are consulted on, and can comment on, planning applications. Similarly, we advise the District Council on a range of consultations and on the views of residents.

As well as the District Council, we work closely with other partners and organisations, such as the Newbury Business Improvement District (the BID), Thames Valley Police, community and voluntary organisations, schools and neighbouring parishes.

What does the RFO to the Council do?

The enclosed job description lists the duties in detail but the main duties of the job can be summarised as:

- To ensure that the Council conducts its financial business lawfully;
- To administer all the Council's financial paperwork;
- To ensure that the Finance meeting papers are properly prepared;
- To ensure that the Council has the financial information needed for proper decision-making and the management of its affairs
- To ensure that they Council has adequate resources for the delivery of its services, including payments to staff and suppliers.

B. Corporate Services Manager

The Council's Corporate Services team provides the support services necessary for the rest of the Council to deliver its services. This includes IT, telecommunications, office and stationery requirements. The team also supports the Committee structure and decision-making processes of the Council to ensure that they run efficiently, consistently and properly.

Fundamentally this job is no different for large or small Councils. What is different however is the amount of time needed to deal with the volume of business.

Most Council meetings are held in the evening, so you will need to be able to work occasional evenings (6 per annum, approx.) and possibly weekends (2 per annum).

Skills and attributes needed

A good deal of common sense, confidence to handle the administrative work, being a good organiser, IT literate and able to get on with most people. The skills to lead, develop and manage a small team are essential.

The key attributes required are detailed in the person specification included in the Pack, but underlying these qualities is a sense of public duty - of wanting to help others in the community.

The key duties and responsibilities of the post are in the job description included in this pack.

THE RECRUITMENT PROCESS

Selection Process

The recruitment process will include:

- Shortlisting, based on the information submitted in the application form;
- Assessment against the person specification, and
- Selection interviews, with a panel of interviewers consisting of Councillors and the CEO of Newbury Town Council.

You should complete the enclosed Application Form in full and not disregard any section.

CVs are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills and personal style are clearly described to give you the best opportunity in the short listing process.

You will be required to show documentary proof of any qualifications you may claim to hold.

If you are shortlisted, references will normally be applied for in advance of the interview unless you indicate in the application form that you do not give the Council permission so to do.

If appropriate, the authenticity of referees may be checked by direct confidential contact if you are to be offered the appointment.

In accordance with their legal obligations the Council will require you to provide proof that you are legally able to work in the UK before commencing employment.

Canvassing

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Council will be regarded as canvassing.

Equal Opportunities

The Council wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful and/or unfair discrimination including on the grounds of any protected characteristic in accordance with the Equality Act 2010.

We will appoint purely on merit and suitability for the post on offer.

Further Information

We hope that the information contained in this Recruitment Information Pack is helpful and sufficiently thorough to enable you to submit your application, which we look forward to receiving.

Further information about the Council can be found at www.newbury.gov.uk

JOB ADVERTISEMENT

Finance and Corporate Services Manager

Newbury Town Council

SCP 37-41 (£43,516 - £47,573 per annum) Plus – Local Government Pension Scheme, Public Sector holiday allowances and Relocation Package.

Newbury Town Council needs a driven, motivated and high performing individual to take on the role of Finance and Corporate Services Manager to drive the delivery of the Council's financial objectives, oversee proper financial management and deliver the corporate services required to ensure the organisation operates effectively and smoothly.

Newbury, with a population of around 35,000 and a budget of £2m for 2022/23, is a town with exceptional facilities including: Victoria Park, The Town Hall, two cemeteries, allotments, markets, numerous play areas, and several other parks and open spaces.

Applicants need to be able to demonstrate they have the necessary financial qualifications and awareness, the ability to set and manage a budget, prepare financial information and the management skills necessary to fulfil the role.

Experience and ability to manage and deliver business support services are essential in this role. We also need a manager with experience of line management of staff and proven teamworking and people development skills. Strong communication skills with the ability to maintain good relations with the public and key external bodies are required. The successful applicant should demonstrate a willingness to identify and pursue ongoing personal development opportunities.

Attendance at evening meetings and weekend events may be required, for which overtime will be paid. The Council is also willing to explore flexible/ hybrid working arrangements.

Newbury is a very attractive town in which to live and work and you can help us deliver our strategic objective- to make Newbury a town we can all be proud of.

Newbury Town Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.

A relocation package will be negotiated for the right candidate. The Recruitment Pack and an application form are available on the Council's website: www.newbury.gov.uk, or by emailing ceo@newbury.gov.uk.

For further information or an informal discussion, please feel free to call Hugh Peacocke, Chief Executive Officer on 07399 1172524.

Closing date for receipt of completed applications is Sunday 19 February 2023

Recruitment Plan for appointment of Finance and Corporate Services Manager 2023

	Event	Date	Actions
1.	Staff sub Prep	23/12	Prepare agenda and papers for Staff Sub (application forms and guidance for applicants. Online, email and paper copies of Application forms, guidance, JD and Person Spec, recruitment schedule and process)
			Publish notice of Staff Sub, including recommendations re JD, PS, salary and terms
2.	Staff sub meets	5 Jan	Recommend JD, PS and Terms, recruitment process, selection panel to P & R On 16/01/23
3.	P & R Committee meeting	16 Jan	P & R considers Staff sub recommendations re JD, PS and Terms, etc
4.	Advertise post for 4 weeks	from 18 Jan	NWN, NTC Website?, Town Hall Notice Board. Recruitment website? SLCC?
5.	Closing date for applications	19 Feb	
6.	Convene selection panel	w/c 20/2	Assess applications and prepare shortlist Agree list of questions and 2 scenarios Decide who asks what Decide weighting and scores for answers
7.	Outcomes of selection panel	w/c 20/2	<ul style="list-style-type: none"> Respond to unsuccessful applicants Invite short-listed applicants for interview
8.	Prep for Staff sub	w/c 20/2	Prepare agenda and papers for Staff Sub and Publish notice of Staff Sub
9.	Interviews	w/c 27/2	3 or 4 interviews, followed by Panel assessments.
10.	Convene Staff sub to approve outcome of Selection Panel	w/c 27/2	Present report of selection panel and approve appointment
11.	Job offer	By 28/02	Offer job, subject to referees, etc. Prepare induction programme
		By 03/03	Terms agreed
12.	Take up post	by 1 April	Commence induction programme
13.	P & R Committee	24 April 2023	Present new RFO

Management Team level- reporting to CEO

CEO
1 FTE

Community Services Manager
1 FTE

Civic Manager
0.85 FTE

Finance and Corporate Services Manager
1 FTE

Community Services Officer
1 FTE

Community Services Officer
0.8 FTE

Parks and Open Spaces Supervisor
1 FTE

Civic Officer
0.75 FTE

Accounts Officer
1 FTE

Corporate Support Officer
1 FTE

Town Hall Officer
0. 2 FTE

Community Facilities Officer
1 FTE

Total FTE: 10.6

Newbury Town Council

Public Report

To: Policy & Resources Committee

Date of meeting: 16th January 2023

Agenda item No. 16: Charges at Shaw Cemetery

Decision Required: Amend the out of Parish Definitions as used when determining charges at Shaw Cemetery

Background/ Introduction

Cllr Andy Moore tabled a motion at Community Services Committee on 12th December 202 in respect of a request to consider a wider range of circumstances in respect of exceptions to the in Parish rule for Council charges.

The current practice is that there is a long standing “residents of the parish of Newbury within the last ten years” rule which is not documented, not in the Regulations. This Rule has come about due to Custom & Practice, I understand going back over 10 year or more, following a Concession having been made.

The Council is required to be seen to act in a fair & reasonable manner toward all Residents, on that basis the One Off 10-year residency Concession has had to be considered in all cases.

The current response to any out of Parish request is based on the following :

Newbury is a Civic Parish, like all the other Parishes in England, it levies a Tax, Precept, collected by the District Council to cover the cost of running the services in that Parish.

The Cemetery in Shaw Road is one of those services that Newbury Town Council provide.

Not every Parish provides Cemeteries, many are run by the Church Authorities or in Private hands.

When it comes to burial, subject to space availability & observance of the guidance, there is no restriction on who is buried at Shaw Rd Cemetery.

As to fees, there is a set fee which recovers all the cost for the service provided.

If you are a Parishioner, you already contribute to the management of that service, in this case Shaw Road Cemetery, as such you are entitled to a discount, you have / are already contributing to its costs.

If you live outside that Parish, please be aware it's the Boundary Commission who set the Parish Boundary, the Town Council has no say, then its only right that you pay the full cost of that service.

Where you live determines where you pay your Precept Tax, where you pay your Precept determines what discount you get in that Parish for services provided.

The cost incurred are for the management of the burial plot over 100 years, not the 25 or 30 years which now apply to most Cemetery plots in England.

The Community Services Committee resolved

RESOLVED: That a Working Group is formed, members agreed as David Ingram (CS Manager), Cllr Andy Moore and Cllr Sarah Slack to review the Council's regulations for Shaw cemetery to include the "10 years rule" (currently custom and practice) and make any other amendments required.

Following the debate and the resolution passed above Cllr Andy Moore withdrew his Motion.

Issues arising/ Options considered

All matters were considered by the Community Services Committee before the Resolution was made. The item was discussed in Part 2 at the Committee meeting.

Considerations:

- 1. Reference to Council Strategy 2019-2024**
- 2. Legal:** The decision can be made under the General Power of Competence and the Council's powers as a burial authority.
- 3. Financial:** The impact is potentially accepting 4 to 5 burials per annum a loss of income up to a value of £5,000 pa
- 4. Climate/ Environmental issues** – no specific matter to be raised.
- 5. Crime and Disorder** - No specific issues to be raised
- 6. Risk assessment** - no additional risk to be considered
- 7. Equality and Diversity** – all matter considered
- 8. Consultation** – all matter previously raised at Community Services Committee.

Conclusion/ Recommendation.

Council resolves to amend the Regulations and add the following clauses:

There are two Fee scales: In-Parish & Out-of-Parish.

The In-Parish fee reflects the contribution already made by residents of the Parish (or their families) in the precept charge.

In-Parish Fees is appropriate when:

- a) the deceased was a resident of the Parish of Newbury at the time of death;

b) the deceased had resided in the Parish of Newbury in any period of one year or more in the 10 years prior to the time of death;

c) having been a resident of the Parish of Newbury for a minimum of 5 years, the deceased had been relocated in exceptional circumstances (for example to enable medical care or for military or equivalent service) beyond their reasonable control.

Documented proof of residency and reasoning in support of b) or c) above must be provided.

The final decision to charge the In-Parish Fee rests with and is at the discretion of the Council.

Report Author David W Ingram – Community Services Manager

Date: 10th January 2023

Newbury Town Council**Work Programme for Policy and Resources Committee Meetings 2022-2023****Standing Items on each (ordinary meeting) agenda:**

1. Apologies
2. Declarations and Dispensation
3. Approval of Minutes of previous meeting
4. Questions/ Petitions from members of the Public
5. Questions/ Petitions from Members of the Council
6. Health and Safety Report
7. List of Payments
8. Income and Expenditure/ Budget Monitoring Report
9. Debts over £500 and more than three months old
10. AWG report (if met)
11. Internal audit reports
12. KPIs report
13. Report to P&R whenever the Unreasonable, Persistent or Abusive Complainants policy has been invoked.
14. Update on Strategy Action Plan

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