

16 July 2019

**To:** The Leader and Deputy Leader of the Council; Councillors

**Substitutes:** Councillors

**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, Market Place, Newbury on **Monday 22 July 2019 at 7.30pm**.  
The meeting is open to the press and the public.

Yours sincerely,

**Gillian Durrant**  
**Finance and Corporate Services Manager**

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## 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 29 April 2019 (previously circulated).
4. **Questions and Petitions from members of the public**  
*Chairperson*
5. **Members' questions and petitions**  
*Chairperson*

**6. Health and Safety Report (Appendix 2)**

*Chairperson*

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

**(Members are requested to raise any questions on this item prior to the meeting).  
(Large print - Excel - versions are available on request)**

**7. List of Payments (Appendix 3)**

*Chairperson*

**To note** the payments made during the period 1 April 2019 to 30 June 2019 as attached at Appendix 3.

**(Members are requested to raise any questions on this item prior to the meeting).  
(Large print - Excel - versions are available on request)**

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

*Chairperson*

**8.1. To receive** the Income and Expenditure Account for the period ended 30 June 2019.

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

**(Members are requested to raise any questions on this item prior to the meeting).  
(Large print - Excel - versions are available on request)**

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

*Chairperson*

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

**10. Internal Audit Report (Appendix 5)**

*Chairperson*

**To receive** the final interim internal audit report for the financial year 2018/19 from Auditing Solutions Ltd, as attached at Appendix 5.

**11. Grants Sub-Committee**

*Cllr Gary Norman, Chairman of the Grants Sub Committee*

**To receive** a report on the Grants Sub-Committee meeting of 26 June 2019.

**12. Report on Key Performance Indicators (Appendix 6)**

*Chairperson*

**12.1 To receive** the Key Performance Indicators for the first quarter of 2019/20.

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

**13. Newbury Library Service**

*Chairperson*

**15.1 To receive** a report from the Newbury Library Working Group, on progress made by the working group

**15.2 To agree** to pay the first quarter of the annual budgeted contribution to West Berkshire Council for Newbury Library, i.e. £7,818.75.

**14. CIL and S.106 Monies (Appendices 7 and 7a)**

*Chairperson*

**To consider** the future use of CIL and S.106 monies received.

**15. Expenditure from the Policy and Resources Project Fund**

*Chairperson*

**To resolve** to spend up to £1,600 from the Policy and Resources Project Fund on a consultancy fee for a carbon footprint appraisal of the Town Hall and services provided therefrom.

**16. Membership of Working Groups**

*Chairperson*

**To resolve** the membership of the Audit Working Group and The Strategy Working Group for the 2019/20 Municipal Year.

**17. Mayor's Benevolent Fund Accounts (Appendix 8)**

*Chairperson*

**To note** the summary financial report for the Mayor's Benevolent Fund 2018/19

**18. Update on Strategy Action Plan (Appendix 9)**

*Chairperson*

**To receive** an update on the implementation of the Council Strategy.

**19. Forward Work Programme for Policy and Resources Committee meetings 2019/20 (Appendix 10)**

*Chairperson*

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

**20. 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.

**21. The Town Council's IT systems (Appendix 11 and 11a)**

*Chairperson*

**To consider** replacing the existing IT in the Town Hall with a 'Cloud-based' system, as detailed in appendices 11 and 11a.

**22. Staff Sub Committee**

*Chairperson*

**To receive** a report from the staff sub-committee meeting held on 25 June 2019.

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

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE  
COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY  
ON MONDAY 29 APRIL 2019 AT 7.30PM.**

**PRESENT**

Councillors Jeff Beck; Adrian Edwards (Chairperson); Miles Evans; David Fenn; Sarah Greenall; Elizabeth O'Keeffe; Anthony Pick; Julian Swift-Hook and Martha Vickers.

**IN ATTENDANCE**

Hugh Peacocke, CEO  
Gillian Durrant, Finance and Corporate Services Manager

Prior to the commencement of the meeting, Councillor Martha Vickers told the meeting that Councillor Julian Swift-Hook was not running for re-election in the forthcoming town council elections and proposed a vote of thanks for his 22 years of unbroken service as a Newbury Town Councillor, and the only member who has been with the Council continuously since its inception in 1997.

**69. APOLOGIES FOR ABSENCE**

Councillors Margo Payne, Howard Bairstow and Tony Stretton.

**70. DECLARATIONS OF INTEREST AND DISPENSATIONS**

The Finance and Corporate Services Manager declared that Councillors Jeff Beck, Adrian Edwards and Anthony Pick are also Members of West Berkshire District Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council (WBC) business.

**71. MINUTES**

**PROPOSED:** Councillor Anthony Pick

**SECONDED:** Councillor Jeff Beck

**RESOLVED:** That the minutes of the meeting of the Policy & Resources Committee held on Monday 14 January 2019 be approved as a correct record and signed by the Chairperson.

**72. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC**

There were none.

**73. MEMBERS' QUESTIONS AND PETITIONS**

There were none.

**74. NEWBURY LIBRARY SERVICE**

The Chairperson thanked Paul James, West Berkshire Council's Culture and Libraries Manager, for giving a presentation on the future of Newbury Library. The report of the Newbury Library Working Group was also considered and discussed. Councillor Sarah

Greenall, the Chairman of the Working Group, said it had been a very positive experience being part of the Working Group over the past three years.

**PROPOSED:** Councillor Jeff Beck

**SECONDED:** Councillor Sarah Greenall

**RESOLVED:** To pay the final quarter of the annual budgeted contribution to West Berkshire Council for Newbury Library, i.e. £7,818.75.

Councillors Julian Swift-Hook and Martha Vickers voted against the proposal.

## **75. HEALTH AND SAFETY REPORTS**

The information was received and noted by the Committee.

## **76. LIST OF PAYMENTS**

**PROPOSED:** Councillor Sarah Greenall

**SECONDED:** Councillor Anthony Pick

**RESOLVED:** That the lists of payments for the period 1 January 2019 to 31 March 2019 is authorised.

## **77. IN YEAR BUDGET MONITORING QUARTER 4, 2018/19**

The income and expenditure account to 31 March 2019 was received and noted by the Committee.

**PROPOSED:** Councillor Anthony Pick

**SECONDED:** Councillor Elizabeth O'Keeffe

**RESOLVED:** That the over spends shown against the account codes on Appendix 5 & 5a be approved subject to any changes in presentation approved by the internal auditor

## **78. TOWN COUNCIL RESERVES AND EXPENDITURE OF S.106 AND CIL MONIES IN 2018/19**

**PROPOSED:** Councillor Sarah Greenall

**SECONDED:** Councillor David Fenn

**RESOLVED:** To expend S.106 and CIL monies as set out in appendices 6, 6a, 6b and 6c.

**PROPOSED:** Councillor Sarah Greenall

**SECONDED:** Councillor David Fenn

**RESOLVED:** To approve the earmarking of funds as set out in appendices 6d and 6e

## **79. INTERNAL AUDIT REPORT**

Councillor David Fenn, Chairman of the Audit Working Group, reported to the Committee that no actions were arising from the second internal audit and that it was a good report.

**80. AUDIT WORKING GROUP**

Councillor David Fenn, Chairman of the Audit Working Group presented the amended Financial Regulations, AWG Terms of Reference and Treasury Management Policy.

**PROPOSED:** Councillor David Fenn

**SECONDED:** Councillor Julian Swift-Hook

**RESOLVED:** To accept the amended Financial Regulations, in accordance with appendix 8 and to clarify that all amounts mentioned in the Financial Regulations exclude VAT.

**PROPOSED:** Councillor David Fenn

**SECONDED:** Councillor Elizabeth O'Keeffe

**RESOLVED:** To accept the amended Terms of Reference of the Audit Working Group, in accordance with appendix 9.

**PROPOSED:** Councillor David Fenn

**SECONDED:** Councillor Anthony Pick

**RESOLVED:** To accept the amended Treasury Management Policy in accordance with appendix 10.

Councillors Julian Swift-Hook and Martha Vickers abstained.

**81. REPORT ON KEY PERFORMANCE INDICATORS**

The report was noted.

**PROPOSED:** Councillor Miles Evans

**SECONDED:** Councillor Sarah Greenall

**RESOLVED:** To add the KPI for staff training of 6 hours each quarter, (pro rata for part time staff), and to ask the committees under the next administration to consider their KPIs when they next meet.

**82. PROGRESS REPORT ON THE COUNCIL'S STRATEGY**

Councillor Miles Evans, Chairman of the Strategy Working Group, thanked all those who had worked on the Strategy, and explained that he was very happy with the progress made on the Strategy action plan.

Councillor Adrian Edwards thanked Miles Evans for keeping the Strategy action plan up to date.

**83. COUNCILLOR EMAIL ADDRESSES**

**PROPOSED:** Councillor Sarah Greenall

**SECONDED:** Councillor Anthony Pick

**RESOLVED:** To defer the decision regarding 'newbury.gov.uk' email addresses for councillors to the new administration.

**84. NEW LEASE FOR SUITE 9**

**PROPOSED:** Councillor Sarah Greenall

**SECONDED:** Councillor Miles Evans

**RESOLVED:** To approve the signing and sealing of the new lease for Suite 9.

**85. NEW LEASE FOR SUITE 1**

**PROPOSED:** Councillor Sarah Greenall

**SECONDED:** Councillor Miles Evans

**RESOLVED:** To approve the signing and sealing of the new lease for Suite 1.

**86. FORWARD WORK PROGRAMME FOR POLICY AND RESOURCES COMMITTEE MEETINGS 2018/19**

The Forward Work Programme was noted.

**87. EXCLUSION OF THE PRESS AND PUBLIC**

**PROPOSED:** Councillor Sarah Greenall

**SECONDED:** Councillor Miles Evans

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

**88. DEBTS OVER 500 AND MORE THAN 3 MONTHS OLD**

**PROPOSED:** Councillor Sarah Greenall

**SECONDED:** Councillor Anthony Pick

**RESOLVED:** To negotiate a lump sum settlement of the debt.

The Chairperson thanked all the members and officers of the committee for their hard work over the four years of this administration.

**THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 9.12 PM.**

**CHAIRPERSON**

# Health & Safety Report for P&R Committee - Last Updated 15/07/2019

## Appendix 3

Appendix 1

**Note:** Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.

Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS1	Football changing rooms Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading, quarterly descaling of shower heads	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Recreation Ground R&M budget	To minimise risk of legionella / compliance with legislation
HS2	Town Hall Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading,	Safety 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	N/A	Improved Town Hall Safety
HS5	Town Hall Fire Alarm Testing	Officers	Included in staff cost	On going	Weekly	N/A	N/A	Compliance with legislation
HS6	Town Hall Disabled Toilet Alarm Testing	Officers	Included in staff cost	On going	Monthly	N/A	N/A	Improved Town Hall Safety
HS7	Risk Management Strategy and Strategic Risk Register Review	Council	Included in staff cost	15/10/2018	Agreed at P&R 15.10.18	October 2019	Audit Working Group to consider following Management Team input	Ensured risk strategy is still correct
HS8	Town Hall Safety Inspections (quarterly)	Safety Officer / Caretaker	Included in staff cost	End June 2019	Completed 26/06/2019	End Sept 2019	N/A	Improved Town Hall Safety
HS9	Annual Play Area Inspection by ROSPA accredited inspection company	Contractor / Safety Officer / Community Services Manager	Approx. £700	End March 2018	Completed 13, 14, & 15 February 2019	February 2020	Playground R&M budget	Legal requirement Safety for users
HS10	Boiler Servicing & Gas Safety Certificate for Old Court House (Suite 1)	Safety Officer / Subcontractor	£200.00	End June 2019	Engineer appointment Booked 23/07/2019	End June 2020	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS11	Lift Inspection (annually)	Subcontractor / Safety Officer	Included in Insurance	End June 2019	Completed 20/06/2019	June 2020	Legal requirement	Improved Town Hall safety / compliance with legislation
HS12	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	£1043 Annually	End April 2019	Completed April 2019	End April 2020	Various Contracts / R&M budgets	Improved safety / compliance with legislation
HS13	5 yearly Periodical Test & Inspections of the Town Hall Electrical System	Safety Officer / Subcontractor	£3,000.00	End April 2015	Completed 27/04/2015	April 2020	Town Hall R&M budget	Improved safety / compliance with legislation
HS14	Newtown Road Cemetery 5 yearly Electrical installation testing	Safety Officer / Subcontractor	£300.00	End April 2017	Completed 17/05/2017	May 2022	Newtown Road Cemetery R&M Budget	Improved safety / compliance with legislation
HS15	Lift Service (6 monthly) Changing to quarterly March 2019	Safety Officer / Subcontractor	From March 2019 £320/annual	End April 2019	Completed 03/04/2019	End July 2019	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS16	Town Hall Annual Fire Risk Assessment Review (annually)	Safety Officer / Community Services Manager	Approx. £450	End May 2019	Completed 11/04/2019	End May 2020	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS17	Town Hall (PAT) Portable Electrical Appliance Testing (annually)	Safety Officer / Caretaker	Included in staff cost	End July 2019	To be completed by 31/07/2018	July 2020	Officer Time	Improved Town Hall safety / compliance with legislation
HS18	Lightning Conductor Maintenance / Inspection (annually) Test Strike UK Limited	Safety Officer / Subcontractor	£110.00	End March 2019	Completed 03/01/2019	End of January 2020	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS19	Shaw Cemetery (PAT) Portable Electrical Appliance Testing (annually)	Safety Officer / Subcontractor	Under taken by GM Contractors	End July 2019	Completed 25/01/2019	July 2020	Shaw Cemetery R&M budget	Improved Shaw Cemetery safety / compliance with legislation
HS20	Town Hall Emergency Light Test (6 monthly)	Safety Officer / Subcontractor	£165.00	End April 2019	Completed 08/05/2019	End October 2019	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation



# Health & Safety Report for P&R Committee - Last Updated 15/07/2019

## Appendix 3

Appendix 1

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Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS21	Bandstand Electrical Supply Testing (annually)	Safety Officer / Subcontractor	£120.00	End July 2019	To be completed by 31/07/2018	July 2020	Victoria Park R&M budget	Improved Bandstand safety / compliance with legislation
HS22	Town Hall Fire Alarm Maintenance (quarterly)	Safety Officer / Subcontractor	Included in contract	End July 2019	Engineer appointment TBC	End October 2019	Town Hall Contract	Information for Emergency Services and Town Hall occupants
HS23	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 28/08/2018	Minimum of 2 per annum	N/A	Improved Town Hall safety / compliance with legislation
HS24	Review of Town Hall Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End August 2019	N/A	Improved information on Risks for NTC own / managed assets
HS25	Review of Victoria Park Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End August 2019	N/A	Improved information on Risks for NTC own / managed assets
HS26	Review of Newtown Road Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End August 2019	N/A	Improved information on Risks for NTC own / managed assets
HS27	Review of Shaw Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End August 2019	N/A	Improved information on Risks for NTC own / managed assets
HS28	Review of Market Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End August 2019	N/A	Improved information on Risks for NTC own / managed assets
HS29	Review of Recreation Grounds Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End August 2019	N/A	Improved information on Risks for NTC own / managed assets
HS30	Review of Playground Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End August 2019	N/A	Improved information on Risks for NTC own / managed assets

# Health & Safety Report for P&R Committee - Last Updated 15/07/2019

## Appendix 3

Appendix 1

**Note:** Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.

Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS31	Review of Allotments Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End August 2019	N/A	Improved information on Risks for NTC own / managed assets
HS32	Review of Bus Shelter Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End August 2019	N/A	Improved information on Risks for NTC own / managed assets
HS33	Review of Clocks Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End August 2019	N/A	Improved information on Risks for NTC own / managed assets
HS34	Review of Public Seating (Benches) Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End August 2019	N/A	Improved information on Risks for NTC own / managed assets
HS35	Review of Skatepark Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End August 2019	N/A	Improved information on Risks for NTC own / managed assets
HS36	Review of Footway Lighting Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End August 2019	N/A	Improved information on Risks for NTC own / managed assets
HS37	Review of War Memorial Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End August 2019	N/A	Improved information on Risks for NTC own / managed assets

Date: 02/07/2019

## Newbury Town Council 19-20

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Time: 12:26

## Current Account

## List of Payments made between 01/04/2019 and 30/06/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2019	West Berkshire Council	Std Ord	52.94		Newtown Rd Cemetery Rates
01/04/2019	West Berkshire Council	Std Ord	154.10		Mayors Parlour rates
01/04/2019	West Berkshire Council	Std Ord	796.75		Market Rates
01/04/2019	West Berkshire Council	Std Ord	320.50		Chamber Rates
01/04/2019	West Berkshire Council	Std Ord	96.73		Elsie Kimber room rates
01/04/2019	West Berkshire Council	Std Ord	274.60		Suite 12 rates
01/04/2019	West Berkshire Council	Std Ord	107.38		Suite 4 Rates
01/04/2019	West Berkshire Council	Std Ord	93.45		Suite 3 rates
01/04/2019	Officers Account	correction	104.55		Rates paid from wrong cashbook
01/04/2019	West Berkshire Council	DD	691.00		duplicate payment by DD wharf
01/04/2019	St Barts Foundation	SO	212.50		rent for Parsons allotment
03/04/2019	Officers Account	Top up	1,470.61		Top up of officer's account
03/04/2019	Vodafone	DDg	96.09		GMO & Caretaker mobiles
12/04/2019	Handelsbanken	DD	120.87		Bank charges April
16/04/2019	Southern Electric	DDf	506.37		F/way night 02.03 to 01.04.19
23/04/2019	BACS P/L Pymnt Page 824	BACS Pymnt	86,130.05		See Appendix A
23/04/2019	Apogee Corporation Ltd	DD	114.32		Photocopier charges
23/04/2019	Southern Electric	DDa	880.15		VP Pavillion 21.12 to 29.03.19
23/04/2019	Everflow Ltd	ddB	1,170.91		Water bill 14.05to13.06.19
23/04/2019	Streamline Merchant Services	DDc	53.40		Card Payment charges
23/04/2019	De Lage Landen Leasing Ltd	DDd	983.80		95311900003549/10674/De Lage
23/04/2019	Southern Electric	DDe	28.24		Old Toilet VP21.12to29.03.19
23/04/2019	GoCardless Tennis	DD	0.71		Fees 23.04.2019
24/04/2019	PAYG Tennis	SO	25.29		Fees 01.04 to 23.04.19
24/04/2019	GoCardless	SO	29.04		Fees 01.04to18.04.19
26/04/2019	Southern Electric	DD	155.25		Shaw cem 02.03-01.04.19
26/04/2019	Together Technology Ltd	DDa	333.00		Tow Hall Phones
26/04/2019	Together Technology Ltd	DDb	160.55		NTC1-00119/10809/Together Tech
26/04/2019	Together Technology Ltd	DDc	124.68		Analogue phones
26/04/2019	Southern Electric	DDd	159.28		NTR Cem 08.01 to 04.04.19
26/04/2019	Handelsbanken	BACS	20,020.66		April Salaries
30/04/2019	Waterplay Solutions Ltd	30	2,634.00		0359/10748/Waterplay Solutions
30/04/2019	Stripe PAYG Tennis	TNSFR	6.05		Fees 24.04-30.04.19
30/04/2019	GoCardless Tennis	TNSFR	4.71		Fees 24.04-30.04.19
01/05/2019	BACS P/L Pymnt Page 836	BACS Pymnt	24,665.19		See Appendix B
01/05/2019	Mrs E Williams	31	200.00		MM190519/10820/Mrs E Williams
01/05/2019	West Berkshire Council	Std Ord	54.00		Newtown Rd Cemetery Rates
01/05/2019	West Berkshire Council	Std Ord	152.00		Mayors Parlour rates
01/05/2019	West Berkshire Council	Std Ord	105.00		Shaw Cemetery Rates
01/05/2019	West Berkshire Council	Std Ord	798.00		Market Rates
01/05/2019	West Berkshire Council	Std Ord	319.00		Chamber Rates
01/05/2019	West Berkshire Council	Std Ord	97.00		Elsie Kimber room rates
01/05/2019	West Berkshire Council	Std Ord	275.00		Suite 12 rates

Continued on Page 2

## List of Payments made between 01/04/2019 and 30/06/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/05/2019	West Berkshire Council	Std Ord	104.00		Suite 4 Rates
01/05/2019	West Berkshire Council	Std Ord	96.00		Suite 3 rates
03/05/2019	Vodafone	DD	95.53		GMO & Caretaker mobiles
04/05/2019	Hughes & Salvidge t/a Aasvogel	DDd	-0.54		amount entered was incorrect
07/05/2019	Officers Account	TopUp	1,824.14		Top up of officers account
09/05/2019	Frama (UK) Ltd	DD	200.00		Postage download
13/05/2019	GoCardless fees	TNSFR	26.97		Market/suite lease, tennis
13/05/2019	Stripe PAYG Tennis	TNSFR	2.22		Fees 01.05 to 07.05.19
15/05/2019	Handelsbanken	DD	66.49		Bank Charges
16/05/2019	BACS P/L Pymnt Page 844	BACS Pymnt	13,109.70		See Appendix C
16/05/2019	Southern Electric	DDa	500.61		F/Way night 02.04-01.05.19
16/05/2019	Southern Electric	DDb	58.82		City Rec 29.01-25.04.19
16/05/2019	Siemens Financial Services Ltd	DDc	156.00		Franking Machine Lease-no 3
22/05/2019	GoCardless	TNSFR	5.60		Tennis Fees 13.05-21.05.19
22/05/2019	Stripe PAYG Tennis	SO	5.14		Fees 13.05 to 21.05.19
22/05/2019	Everflow Ltd	DDa	287.87		Water bill
22/05/2019	211 (Newbury) Squadron ATC	DD	-100.00		Incorrect amount donated
23/05/2019	Streamline Merchant Services	DD	50.17		Card payment charges
29/05/2019	Together Technology Ltd	DD	160.55		Broadband
29/05/2019	Together Technology Ltd	DDa	124.68		Analogue Phones
29/05/2019	Together Technology Ltd	DDb	333.00		Town Hall Phones
29/05/2019	Apogee Corporation Ltd	DDc	107.75		Photocopier charges
29/05/2019	Southern Electric	DDd	136.51		Shaw/Cem02.04-01.05.19
29/05/2019	Southern Electric	DDe	314.16		T/Hall, Suite 4 24.01-30.04.19
29/05/2019	Southern Electric	DDf	169.98		T/Hall Suite 2, 24.01-30.04.19
29/05/2019	Southern Electric	DDg	516.80		T/Hall - Gas 24.01-30.04.19
29/05/2019	Southern Electric	DDh	113.26		Market PI 2 24.01-30.04.19
29/05/2019	Southern Electric	DDi	259.92		WCChangeRm2, 24.01-30.04.19
29/05/2019	Southern Electric	DDj	89.50		Market PI 1, 24.01-30.04.19
29/05/2019	Southern Electric	586.68	586.68		155 Bart St 24.01-30.04.19
29/05/2019	Southern Electric	DDk	132.21		T/Hall,MayorSt, 24.01-30.04.19
31/05/2019	Handelsbanken	BACS	20,268.10		May salary
31/05/2019	Stripe PAYG Tennis	STD ORD	5.03		Fees 22.05 to 30.05.19
31/05/2019	GoCardless	SO	5.60		Tennis fees 24.05 to 31.05.19
01/06/2019	West Berkshire Council	Std Ord	54.00		Newtown Rd Cemetery Rates
01/06/2019	West Berkshire Council	Std Ord	152.00		Mayors Parlour rates
01/06/2019	West Berkshire Council	Std Ord	105.00		Shaw Cemetery Rates
01/06/2019	West Berkshire Council	Std Ord	798.00		Market Rates
01/06/2019	West Berkshire Council	Std Ord	319.00		Chamber Rates
01/06/2019	West Berkshire Council	Std Ord	97.00		Elsie Kimber room rates
01/06/2019	West Berkshire Council	Std Ord	275.00		Suite 12 rates
01/06/2019	West Berkshire Council	Std Ord	104.00		Suite 4 Rates
01/06/2019	West Berkshire Council	Std Ord	96.00		Suite 3 rates

## List of Payments made between 01/04/2019 and 30/06/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/06/2019	BACS P/L Pymnt Page 848	BACS Pymnt	32,972.64		See Appendix D
04/06/2019	Vodafone	DD	95.53		GMO & Caretaker Mobiles
12/06/2019	Hungerford Garden Machinery	31052019	744.00		19783/10826/1290/Hungerford Ga
14/06/2019	Stripe PAYG Tennis	STD ORD	7.02		Fees 03.06.to 11.06.19
14/06/2019	GoCardless	STD ORD	35.97		Various fees 03.06 to 11.06.19
14/06/2019	Handelsbanken	DD	54.10		Bank Charges
20/06/2019	Streamline Merchant Services	DD	39.90		Card machine charges
20/06/2019	Together Technology Ltd	DDa	180.00		New phone message
20/06/2019	Southern Electric	DDb	550.13		FWN040619/10941 /Southern Elect
24/06/2019	BACS P/L Pymnt Page 859	BACS Pymnt	28,784.25		See Appendix E
25/06/2019	Officers Account	Top Up	1,903.14		Top up of Officers Account
25/06/2019	GoCardless Tennis	TNSFR	2.40		Fees 12.06 to 17.06.19
25/06/2019	Stripe PAYG Tennis	TNSFR	2.06		Fees 17.06 to 20.06.19
27/06/2019	Together Technology Ltd	DD	160.55		Broadband
27/06/2019	Together Technology Ltd	DDa	124.68		Analogue phones
27/06/2019	Together Technology Ltd	DDb	333.00		Town Hall Phones
27/06/2019	Apogee Corporation Ltd	DDc	202.34		Photocopier printing costs
27/06/2019	Southern Electric	DDd	128.53		02.05 to 01.06.2019
27/06/2019	Everflow Ltd	DDe	593.30		Water - 14.07 to 13.08.19
28/06/2019	Handelsbanken	BACS	19,888.41		June Salaries
30/06/2019	GoCardless Tennis	TNSFR	4.00		Fees 25.06 to 26.06.19
30/06/2019	Stripe PAYG Tennis	TNSFR	2.95		Fees 24.06 to 28.06.19
30/06/2019	BACS P/L Pymnt Page 869	BACS Pymnt	31,432.43		See Appendix F
30/06/2019	Information Commisioner	32	60.00		Data Protection renewal
Total Payments			304,891.50		

## Officers Account

## List of Payments made between 01/04/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2019	West Berkshire Council	Std Ord	104.55		Shaw Cemetery Rates
12/04/2019	Handelsbanken	BACS	9.60		bank charges
30/04/2019	Card - Petty Cash	DD	1,234.29		1234.29/10824/Card - Petty Cas
15/05/2019	Handelsbanken	DD	6.40		Bank Charges
31/05/2019	Card - Petty Cash	DD	1,188.09		CP31.05.19/10910/Card - Petty
31/05/2019	Cash	DDa	160.28		PC020519/10825/Cash
14/06/2019	Handelsbanken	DD	9.20		Bank charges
30/06/2019	Card - Petty Cash	DD	708.45		STM 2-2019/10975/Card - Petty
30/06/2019	Card - Petty Cash	DDa	164.36		PC130619/10913/Card - Petty Ca
<b>Total Payments</b>			<u>3,585.22</u>		

23/04/2019

## Newbury Town Council 19-20

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## List of Purchase Ledger Payments

User: MGG

## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>A15 HawkEye Pest Control Ltd</b>							
VP - Routine Inspection	02/04/2019	9643SM51	1	151.20	0.00	151.20	0.00
VP Bowls - Routine Inspection	02/04/2019	9643SM52	1	90.00	0.00	90.00	0.00
					<b>0.00</b>	<b>241.20</b>	
Above paid on 23/04/2019 by Online Payment Ref A15							
<b>A20 A &amp; S Meats</b>							
Market Management April 19	03/04/2019	30	1	1,320.00	0.00	1,320.00	0.00
					<b>0.00</b>	<b>1,320.00</b>	
Above paid on 23/04/2019 by Online Payment Ref A20							
<b>A46 Aprimatic Automation Ltd</b>							
914676/10789/1253/Aprimatic Au	01/04/2019	914676	1	1,280.13	0.00	1,280.13	0.00
					<b>0.00</b>	<b>1,280.13</b>	
Above paid on 23/04/2019 by Online Payment Ref A46							
<b>B1 Biffa Waste Services Ltd</b>							
571C21267/10730/Biffa Waste Se	29/03/2019	571C21267	1	324.00	0.00	324.00	0.00
571C21268/10731/Biffa Waste Se	29/03/2019	571C21268	1	456.00	0.00	456.00	0.00
					<b>0.00</b>	<b>780.00</b>	
Above paid on 23/04/2019 by Online Payment Ref N15485*1*5							
<b>B10 David J. Butler - Carpenter &amp; Joiner</b>							
1119/10768/1119/David J. Butle	12/04/2019	1119	1	545.00	0.00	545.00	0.00
					<b>0.00</b>	<b>545.00</b>	
Above paid on 23/04/2019 by Online Payment Ref B10							
<b>B54 Mike Bradshaw</b>							
TM4531/19/10743/1288/Mike Brad	01/04/2019	TM4531/19	1	250.00	0.00	250.00	0.00
					<b>0.00</b>	<b>250.00</b>	
Above paid on 23/04/2019 by Online Payment Ref B54							

Continued over page

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>C10</b>	<b>Crescent Signs Ltd</b>						
<i>T/Hall magnetic noticeboard</i>	08/04/2019	18136	1	354.00	0.00	354.00	0.00
<i>18141/10767/Crescent Signs Ltd</i>	10/04/2019	18141	1	72.00	0.00	72.00	0.00
					<b>0.00</b>	<b>426.00</b>	
Above paid on 23/04/2019 by Online Payment Ref 17108/1710							
<b>D12</b>	<b>DCK Accounting Solutions Ltd</b>						
<i>Payroll-Year End</i>	28/03/2019	P1305	1	92.40	0.00	92.40	0.00
<i>Payroll - April 2019</i>	18/04/2019	P1354	1	107.40	0.00	107.40	0.00
					<b>0.00</b>	<b>199.80</b>	
Above paid on 23/04/2019 by Online Payment Ref P1104							
<b>D2</b>	<b>Mr B Digby</b>						
<i>Civic duties / Honourarium</i>	17/04/2019	CD170419	1	300.00	0.00	300.00	0.00
					<b>0.00</b>	<b>300.00</b>	
Above paid on 23/04/2019 by Online Payment Ref D2							
<b>E18</b>	<b>Enviro Building Solutions Ltd</b>						
<i>00254/10735/1244/Enviro Buildi</i>	31/03/2019	00254	1	13,311.60	0.00	13,311.60	0.00
					<b>0.00</b>	<b>13,311.60</b>	
Above paid on 23/04/2019 by Online Payment Ref E18							
<b>F9</b>	<b>Falconry UK</b>						
<i>Display at Fun Day Event</i>	05/04/2019	FALUK-2070	1	325.90	0.00	325.90	0.00
					<b>0.00</b>	<b>325.90</b>	
Above paid on 23/04/2019 by Online Payment Ref F9							
<b>G1</b>	<b>Gardner Leader LLP</b>						
<i>Land at Sayer Close charges</i>	09/04/2019	43637	1	929.00	0.00	929.00	0.00
					<b>0.00</b>	<b>929.00</b>	
Above paid on 23/04/2019 by Online Payment Ref NEW 103/105							



## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>H11 Healthmatic Ltd</b>							
<i>Clean Wharf Toilet 01.01-31.03</i>	03/04/2019	9069	1	3,444.00	0.00	3,444.00	0.00
					<b>0.00</b>	<b>3,444.00</b>	
Above paid on 23/04/2019 by Online Payment Ref INV7984							
<b>I1 Her Majesty's Revenue and Customs</b>							
<i>Payroll - April 2019</i>	18/04/2019	PRAPRIL19	1	7,492.98	0.00	7,492.98	0.00
					<b>0.00</b>	<b>7,492.98</b>	
Above paid on 23/04/2019 by Online Payment Ref 120PW00124							
<b>I4 ICCM</b>							
<i>Annual Membership ICCM</i>	01/04/2019	4269/2019/20	1	95.00	0.00	95.00	0.00
					<b>0.00</b>	<b>95.00</b>	
Above paid on 23/04/2019 by Online Payment Ref I4							
<b>J2 JS Maintenance Services</b>							
<i>A5120/10771/1311/JS Maintenanc</i>	15/04/2019	A5120	1	241.60	0.00	241.60	0.00
					<b>0.00</b>	<b>241.60</b>	
Above paid on 23/04/2019 by Online Payment Ref J2							
<b>K6 Kingfisher Visitor Guides</b>							
<i>15691/10745/1285/Kingfisher Vi</i>	01/04/2019	15691	1	190.80	0.00	190.80	0.00
					<b>0.00</b>	<b>190.80</b>	
Above paid on 23/04/2019 by Online Payment Ref K6							
<b>L12 Mr Colin Lewis</b>							
<i>Civic Duties 19.03.19</i>	17/04/2019	CD170419	1	25.00	0.00	25.00	0.00
					<b>0.00</b>	<b>25.00</b>	
Above paid on 23/04/2019 by Online Payment Ref L12							
<b>L13 Link Up</b>							
<i>Bus stop posters</i>	01/04/2019	3/19/3610	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 23/04/2019 by Online Payment Ref L13							

## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>L23</b> <b>Lyreco UK Ltd</b>							
6520191338/10741/Lyreco UK Ltd	31/03/2019	6520191338	1	475.14	0.00	475.14	0.00
					<b>0.00</b>	<b>475.14</b>	
Above paid on 23/04/2019 by Online Payment Ref L23							
<b>L3</b> <b>G &amp; P Lilleystone</b>							
PF3 paddlock for VP Container	08/04/2019	L9793	1	104.99	0.00	104.99	0.00
					<b>0.00</b>	<b>104.99</b>	
Above paid on 23/04/2019 by Online Payment Ref L3							
<b>M28</b> <b>Minster Cleaning Services</b>							
Office Cleaning - April 2019	01/04/2019	4178	1	1,377.53	0.00	1,377.53	0.00
					<b>0.00</b>	<b>1,377.53</b>	
Above paid on 23/04/2019 by Online Payment Ref INV29354							
<b>N11</b> <b>NABMA</b>							
NABMA - Market Subscription	01/04/2019	19/147	1	358.00	0.00	358.00	0.00
					<b>0.00</b>	<b>358.00</b>	
Above paid on 23/04/2019 by Online Payment Ref N11							
<b>N16</b> <b>Newbury Tools Ltd</b>							
1144759/10732/1194/Newbury Too	03/04/2019	1144759	1	84.60	0.00	84.60	0.00
					<b>0.00</b>	<b>84.60</b>	
Above paid on 23/04/2019 by Online Payment Ref N16							
<b>N8</b> <b>Newbury Office Supplies</b>							
9012/10734/1286/Newbury Office	26/03/2019	9012	1	141.58	0.00	141.58	0.00
					<b>0.00</b>	<b>141.58</b>	
Above paid on 23/04/2019 by Online Payment Ref N8							
<b>P18</b> <b>Prudential</b>							
Payroll - April 2019	18/04/2019	PRAPRIL19	1	200.00	0.00	200.00	0.00
					<b>0.00</b>	<b>200.00</b>	
Above paid on 23/04/2019 by Online Payment Ref L643-24897							

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## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>P23</b> <b>Mr Garry Poulson</b>							
<i>Civic duties/Honourarium</i>	17/04/2019	CD170419	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 23/04/2019 by Online Payment Ref P23							
<b>P28</b> <b>Paulette McAllister</b>							
<i>V/Park Project Management</i>	15/04/2019	191	1	2,780.00	0.00	2,780.00	0.00
					<b>0.00</b>	<b>2,780.00</b>	
Above paid on 23/04/2019 by Online Payment Ref P28							
<b>R5</b> <b>Berkshire Pension Fund</b>							
<i>Payroll - April 2019</i>	18/04/2019	PRAPRIL19	1	7,798.54	0.00	7,798.54	0.00
					<b>0.00</b>	<b>7,798.54</b>	
Above paid on 23/04/2019 by Online Payment Ref QL66							
<b>S2</b> <b>SSE Contracting Ltd</b>							
<i>S/Light Maint charge-March qtr</i>	26/03/2019	869835	1	1,761.10	0.00	1,761.10	0.00
<i>Street light repairs March Qtr</i>	27/03/2019	870787	1	77.63	0.00	77.63	0.00
					<b>0.00</b>	<b>1,838.73</b>	
Above paid on 23/04/2019 by Online Payment Ref S2							
<b>S4</b> <b>Mr B Sylvester</b>							
<i>Civic Duties / honourarium</i>	17/04/2019	CD170419	1	475.00	0.00	475.00	0.00
					<b>0.00</b>	<b>475.00</b>	
Above paid on 23/04/2019 by Online Payment Ref S4							
<b>S5</b> <b>Mr D Stubbs</b>							
<i>Civic Duties 13.05.19</i>	17/04/2019	CD170419	1	25.00	0.00	25.00	0.00
					<b>0.00</b>	<b>25.00</b>	
Above paid on 23/04/2019 by Online Payment Ref S5							
<b>S71</b> <b>Smart Integrated Solutions</b>							
<i>3224/10761/1192/Smart Integrat</i>	10/04/2019	3224	1	519.00	0.00	519.00	0.00
					<b>0.00</b>	<b>519.00</b>	
Above paid on 23/04/2019 by Online Payment Ref S71							

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## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>S72</b>	<b>S Montague</b>						
BACS3-2019/10746/S Montague	11/03/2019	BACS3-2019	1	105.00	0.00	105.00	0.00
BACS 4-2019/10747/S Montague	26/03/2019	BACS 4-2019	1	200.00	0.00	200.00	0.00
					<b>0.00</b>	<b>305.00</b>	
Above paid on 23/04/2019 by Online Payment Ref S72							
<b>S74</b>	<b>Squeegee &amp; Ink</b>						
2611/10770/1308/Squeegee & Ink	08/04/2019	2611	1	83.40	0.00	83.40	0.00
					<b>0.00</b>	<b>83.40</b>	
Above paid on 23/04/2019 by Online Payment Ref S74							
<b>T2</b>	<b>Mr R Thomason</b>						
Civic duties / honourarium	17/04/2019	CD170419	1	375.00	0.00	375.00	0.00
					<b>0.00</b>	<b>375.00</b>	
Above paid on 23/04/2019 by Online Payment Ref T2							
<b>T30</b>	<b>Technique Limited</b>						
1 Year warranty - laptop	11/04/2019	46573	1	202.80	0.00	202.80	0.00
New laptop - CS Manager	17/04/2019	46654	1	1,011.00	0.00	1,011.00	0.00
					<b>0.00</b>	<b>1,213.80</b>	
Above paid on 23/04/2019 by Online Payment Ref T30							
<b>T38</b>	<b>The Play Inspection Company Ltd</b>						
35611/10769/1309/The Play Insp	15/04/2019	35611	1	390.00	0.00	390.00	0.00
					<b>0.00</b>	<b>390.00</b>	
Above paid on 23/04/2019 by Online Payment Ref T38							
<b>W1</b>	<b>West Berkshire District Council</b>						
GM Contract - March 2019	29/03/2019	208787-455590	1	26,574.08	0.00	26,574.08	0.00
208787-455591/10729/1121/West	29/03/2019	208787-455591	1	463.73	0.00	463.73	0.00
Park Way Bridge Maint Jan-Mar	29/03/2019	208787-455592	1	250.92	0.00	250.92	0.00
Recharge-IT VIC Kiosk Library	03/04/2019	208787-455734	1	595.00	0.00	595.00	0.00
Wedding licence renewal	05/04/2019	WED2019	1	1,770.00	0.00	1,770.00	0.00
					<b>0.00</b>	<b>29,653.73</b>	
Above paid on 23/04/2019 by Online Payment Ref W1							

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## Newbury Town Council 19-20

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## List of Purchase Ledger Payments

User: MGG

## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>W21</b>							
<b>West Berkshire Council</b>							
<i>Balance Rates Wharf Toilet</i>	14/04/2019	BRWT010419	1	6,183.00	0.00	6,183.00	0.00
					<b>0.00</b>	<b>6,183.00</b>	
Above paid on 23/04/2019 by Online Payment Ref W21							
<b>W8</b>							
<b>Watership Brass</b>							
<i>Nby Market 13.04.19</i>	04/04/2019	213	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 23/04/2019 by Online Payment Ref W8							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>86,130.05</b>	

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## Newbury Town Council 19-20

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## List of Purchase Ledger Payments

User: MGG

## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>A4</b>	<b>Ab-Fab Loos Limited</b>						
Q37683/10800/Ab-Fab Loos Limit	22/04/2019	Q37683	1	60.82	0.00	60.82	0.00
					<b>0.00</b>	<b>60.82</b>	

Above paid on 01/05/2019 by Online Payment Ref A4

<b>A44</b>	<b>Avonmore Associates Ltd</b>						
13363/10795/1325/Avonmore Asso	16/04/2019	13363	1	346.80	0.00	346.80	0.00
					<b>0.00</b>	<b>346.80</b>	

Above paid on 01/05/2019 by Online Payment Ref A44

<b>...</b>	<b>Hughes &amp; Salvidge t/a Aasvogel Skip Hire</b>						
Skip - Dairy Farm Allotments	20/04/2019	240500	1	281.35	0.00	281.35	0.00
					<b>0.00</b>	<b>281.35</b>	

Above paid on 01/05/2019 by Online Payment Ref A7

<b>A9</b>	<b>ACAS</b>						
06/14668/10811/ACAS	24/04/2019	06/14668	1	255.00	0.00	255.00	0.00
					<b>0.00</b>	<b>255.00</b>	

Above paid on 01/05/2019 by Online Payment Ref A9

<b>E14</b>	<b>Environmental Solutions Ltd</b>						
11602/10813/Environmental Solu	18/04/2019	11602	1	81.04	0.00	81.04	0.00
					<b>0.00</b>	<b>81.04</b>	

Above paid on 01/05/2019 by Online Payment Ref E14

<b>G1</b>	<b>Gardner Leader LLP</b>						
Suite 1 - new lease	29/04/2019	43915	1	1,880.00	0.00	1,880.00	0.00
					<b>0.00</b>	<b>1,880.00</b>	

Above paid on 01/05/2019 by Online Payment Ref NEW103/105

<b>G28</b>	<b>Gostand Ltd</b>						
1606/10802/Gostand	30/04/2019	1606	1	372.00	0.00	372.00	0.00
					<b>0.00</b>	<b>372.00</b>	

Above paid on 01/05/2019 by Online Payment Ref G28

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## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>J2 JS Maintenance Services</b>							
A5122/10817/JS Maintenance Ser	17/04/2019	A5122	1	36.00	0.00	36.00	0.00
A5123/10816/JS Maintenance Ser	17/04/2019	A5123	1	48.00	0.00	48.00	0.00
A5124/10815/JS Maintenance Ser	18/04/2019	A5124	1	36.00	0.00	36.00	0.00
A5125/10818/JS Maintenance Ser	18/04/2019	A5125	1	48.00	0.00	48.00	0.00
A5126/10819/JS Maintenance Ser	24/04/2019	A5126	1	197.99	0.00	197.99	0.00
					<b>0.00</b>	<b>365.99</b>	

Above paid on 01/05/2019 by Online Payment Ref J2

<b>L3 G &amp; P Lilleystone</b>							
L9798/10805/G & P Lilleystone	24/04/2019	L9798	1	279.49	0.00	279.49	0.00
					<b>0.00</b>	<b>279.49</b>	

Above paid on 01/05/2019 by Online Payment Ref L3

<b>N7 Newbury News Ltd</b>							
Easter Puzzle Advert	18/04/2019	SIN664409	1	240.00	0.00	240.00	0.00
SIN664709/10798/Newbury News L	25/04/2019	SIN664709	1	71.52	0.00	71.52	0.00
					<b>0.00</b>	<b>311.52</b>	

Above paid on 01/05/2019 by Online Payment Ref SIN654247

<b>P19 Proludic Ltd</b>							
SIN000797/10823/Proludic Ltd	12/04/2019	SIN000797	1	9,865.50	0.00	9,865.50	0.00
SIN000838/10822/1243/Proludic	18/04/2019	SIN000838	1	538.94	0.00	538.94	0.00
					<b>0.00</b>	<b>10,404.44</b>	

Above paid on 01/05/2019 by Online Payment Ref P19

<b>R13 Mr Andrew Robinson</b>							
Allotrent refund-S92a Robinson	26/04/2019	REFUND	1	44.70	0.00	44.70	0.00
					<b>0.00</b>	<b>44.70</b>	

Above paid on 01/05/2019 by Online Payment Ref R13

<b>R20 RBS Software Solutions</b>							
26636/10812/RBS Software Solut	18/04/2019	26636	1	696.60	0.00	696.60	0.00
					<b>0.00</b>	<b>696.60</b>	

Above paid on 01/05/2019 by Online Payment Ref R20

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## List of Purchase Ledger Payments

User: MGG

## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>S15</b>							
<b>Safe I. S. Limited</b>							
44710/10797/Safe I. S. Limited	29/04/2019	44710	1	210.60	0.00	210.60	0.00
					<b>0.00</b>	<b>210.60</b>	
Above paid on 01/05/2019 by Online Payment Ref S15							
<b>S21</b>							
<b>Trade UK - 6331640070618731</b>							
0968707750/10803/Trade UK - 63	15/04/2019	0968707750	1	23.97	0.00	23.97	0.00
					<b>0.00</b>	<b>23.97</b>	
Above paid on 01/05/2019 by Online Payment Ref 6331640070							
<b>S29</b>							
<b>Mr J Swift-Hook</b>							
Councillor expenses 2018-19	23/04/2019	EXP2018-19	1	65.37	0.00	65.37	0.00
					<b>0.00</b>	<b>65.37</b>	
Above paid on 01/05/2019 by Online Payment Ref S29							
<b>S6</b>							
<b>Southern Remedial Services Limited</b>							
8258/10806/Southern Remedial S	16/04/2019	8258	1	1,167.00	0.00	1,167.00	0.00
					<b>0.00</b>	<b>1,167.00</b>	
Above paid on 01/05/2019 by Online Payment Ref S6							
<b>W1</b>							
<b>West Berkshire District Council</b>							
Contribution to Nby Library	29/04/2019	208787-453127	1	7,818.50	0.00	7,818.50	0.00
					<b>0.00</b>	<b>7,818.50</b>	
Above paid on 01/05/2019 by Online Payment Ref W1							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>24,665.19</b>	



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## List of Purchase Ledger Payments

User: MGG

## Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>A20</b>	<b>A &amp; S Meats</b>						
<i>Market Management - May 2019</i>	02/05/2019	31	1	1,320.00	0.00	1,320.00	0.00
					<b>0.00</b>	<b>1,320.00</b>	
Above paid on 16/05/2019 by Online Payment Ref A20							
<b>A41</b>	<b>Auditing Solutions Ltd</b>						
<i>Internal Audit - 02.05.2019</i>	03/05/2019	A5929	1	516.00	0.00	516.00	0.00
					<b>0.00</b>	<b>516.00</b>	
Above paid on 16/05/2019 by Online Payment Ref A41							
<b>A7</b>	<b>Hughes &amp; Salvidge t/a Aasvogel Skip Hire</b>						
<i>241129/10836/1318/Hughes &amp; Sal</i>	04/05/2019	241129	1	479.89	0.00	479.89	0.00
					<b>0.00</b>	<b>479.89</b>	
Above paid on 16/05/2019 by Online Payment Ref A7							
<b>B18</b>	<b>Charlotte Bidgood</b>						
<i>Allotment Refund - DF31A</i>	08/05/2019	REFUND	1	43.37	0.00	43.37	0.00
					<b>0.00</b>	<b>43.37</b>	
Above paid on 16/05/2019 by Online Payment Ref B18							
<b>B6</b>	<b>BALC</b>						
<i>BALC Subscription</i>	03/05/2019	INV-0036	1	3,496.29	0.00	3,496.29	0.00
					<b>0.00</b>	<b>3,496.29</b>	
Above paid on 16/05/2019 by Online Payment Ref BALC10305							
<b>C10</b>	<b>Crescent Signs Ltd</b>						
<i>18223/10854/1289/Crescent Sign</i>	14/05/2019	18223	1	187.20	0.00	187.20	0.00
					<b>0.00</b>	<b>187.20</b>	
Above paid on 16/05/2019 by Online Payment Ref 17108/1710							
<b>C35</b>	<b>CRM Groundworks</b>						
<i>759/10855/1229/CRM Groundworks</i>	14/05/2019	759	1	5,610.00	0.00	5,610.00	0.00
					<b>0.00</b>	<b>5,610.00</b>	
Above paid on 16/05/2019 by Online Payment Ref C35							

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## Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>L23</b>							
<b>Lyreco UK Ltd</b>							
6520192443/10833/1315/Lyreco U	30/04/2019	6520192443	1	113.70	0.00	113.70	0.00
					<b>0.00</b>	<b>113.70</b>	
Above paid on 16/05/2019 by Online Payment Ref L23							
<b>N7</b>							
<b>Newbury News Ltd</b>							
664927/10853/1332/Newbury News	09/05/2019	664927	1	708.00	0.00	708.00	0.00
					<b>0.00</b>	<b>708.00</b>	
Above paid on 16/05/2019 by Online Payment Ref SIN654247							
<b>W1</b>							
<b>West Berkshire District Council</b>							
Nby Bid Rates-T/Hall Chamber	13/05/2019	BID-70023822-2019	1	97.50	0.00	97.50	0.00
Nby BID Rates T/Hall Suite 12	13/05/2019	BID-70028220-2019	1	84.00	0.00	84.00	0.00
Nby BID Rates-Market Place	13/05/2019	BID-70029396-2019	1	243.75	0.00	243.75	0.00
Nby Bid Rates Wharf toilets	13/05/2019	BID-700238552-2019	1	210.00	0.00	210.00	0.00
					<b>0.00</b>	<b>635.25</b>	
Above paid on 16/05/2019 by Online Payment Ref W1							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>13,109.70</b>	

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>A13 Acclaim Fabrications</b>							
PA066/10897/1343/Acclaim Fabri	13/05/2019	PA066	1	290.00	0.00	290.00	0.00
PA067/10898/Acclaim Fabricatio	19/05/2019	PA067	1	295.00	0.00	295.00	0.00
					<b>0.00</b>	<b>585.00</b>	
Above paid on 03/06/2019 by Online Payment Ref A13							
<b>A15 HawkEye Pest Control Ltd</b>							
Pest Control-WM Allotment	30/05/2019	9727SM34	1	114.00	0.00	114.00	0.00
Pest control-Southbys allotmen	30/05/2019	9727SM35	1	126.00	0.00	126.00	0.00
Pest control DF Allotments	30/05/2019	9727SM36	1	108.00	0.00	108.00	0.00
Pest control-WC Allotment	30/05/2019	9727SM37	1	84.00	0.00	84.00	0.00
Pest control - OTP Allotment	30/05/2019	9727SM38	1	96.00	0.00	96.00	0.00
Pest control;-Parsons Allotmen	30/05/2019	9727SM39	1	84.00	0.00	84.00	0.00
					<b>0.00</b>	<b>612.00</b>	
Above paid on 03/06/2019 by Online Payment Ref A15							
<b>A18 Aquaid (Kennet and North Wilts)</b>							
Annual Environmental Charge	30/04/2019	76342	1	10.08	0.00	10.08	0.00
					<b>0.00</b>	<b>10.08</b>	
Above paid on 03/06/2019 by Online Payment Ref A18							
<b>A20 A &amp; S Meats</b>							
Market Management - June 2019	30/05/2019	32	1	1,320.00	0.00	1,320.00	0.00
					<b>0.00</b>	<b>1,320.00</b>	
Above paid on 03/06/2019 by Online Payment Ref A20							
<b>A3 211 (Newbury) Squadron ATC</b>							
Attendance at M/Making 2019	22/05/2019	MM2019	1	200.00	0.00	200.00	0.00
					<b>0.00</b>	<b>200.00</b>	
Above paid on 03/06/2019 by Online Payment Ref A3							
<b>A4 Ab-Fab Loos Limited</b>							
Q38022/10896/1270/Ab-Fab Loos	21/05/2019	Q38022	1	184.90	0.00	184.90	0.00
					<b>0.00</b>	<b>184.90</b>	
Above paid on 03/06/2019 by Online Payment Ref A4							

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## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>B29 Broxap Ltd</b>							
248045/10890/1340/Broxap Ltd	29/05/2019	248045	1	210.00	0.00	210.00	0.00
					<b>0.00</b>	<b>210.00</b>	
Above paid on 03/06/2019 by Online Payment Ref B29							
<b>C10 Crescent Signs Ltd</b>							
18250/10877/1336/Crescent Sign	24/05/2019	18250	1	207.60	0.00	207.60	0.00
18251/10876/1338/Crescent Sign	24/05/2019	18251	1	542.40	0.00	542.40	0.00
					<b>0.00</b>	<b>750.00</b>	
Above paid on 03/06/2019 by Online Payment Ref 17108/1710							
<b>C16 CT Electrical Newbury Ltd</b>							
CT7144/10895/1327/CT Electrica	10/05/2019	CT7144	1	288.60	0.00	288.60	0.00
					<b>0.00</b>	<b>288.60</b>	
Above paid on 03/06/2019 by Online Payment Ref C16							
<b>D10 Mrs JI Day</b>							
Flowers arrangements-M/Making	30/05/2019	REFUND300519	1	53.00	0.00	53.00	0.00
					<b>0.00</b>	<b>53.00</b>	
Above paid on 03/06/2019 by Online Payment Ref D10							
<b>D12 DCK Accounting Solutions Ltd</b>							
Payroll - May 2019	27/05/2019	P1394	1	92.40	0.00	92.40	0.00
					<b>0.00</b>	<b>92.40</b>	
Above paid on 03/06/2019 by Online Payment Ref P1104							
<b>D9 Diem Photography</b>							
Photos of chamber layouts	21/05/2019	4583	1	240.00	0.00	240.00	0.00
					<b>0.00</b>	<b>240.00</b>	
Above paid on 03/06/2019 by Online Payment Ref D9							
<b>E14 Environmental Solutions Ltd</b>							
Secure shredding	17/05/2019	11792	1	63.04	0.00	63.04	0.00
					<b>0.00</b>	<b>63.04</b>	
Above paid on 03/06/2019 by Online Payment Ref E14							

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## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>F1 Flying Colours Flagmakers Ltd</b>							
30892/10872/1333/Flying Colour	09/05/2019	30892	1	129.84	0.00	129.84	0.00
31106/10873/Flying Colours Fla	09/05/2019	31106	1	121.20	0.00	121.20	0.00
						<b>0.00</b>	<b>251.04</b>
Above paid on 03/06/2019 by Online Payment Ref F1							
<b>G27 Greengage Environmental Ltd</b>							
10976/10899/1265/Greengage	20/05/2019	10976	1	842.10	0.00	842.10	0.00
						<b>0.00</b>	<b>842.10</b>
Above paid on 03/06/2019 by Online Payment Ref G27							
<b>I1 Her Majesty's Revenue and Customs</b>							
Payroll - May 2019	22/05/2019	PAYROLL0519	1	7,659.02	0.00	7,659.02	0.00
						<b>0.00</b>	<b>7,659.02</b>
Above paid on 03/06/2019 by Online Payment Ref 120PW00124							
<b>J2 JS Maintenance Services</b>							
A5131/10891/1347/JS Maintenanc	17/05/2019	A5131	1	56.06	0.00	56.06	0.00
A5132/10892/1346/JS Maintenanc	20/05/2019	A5132	1	36.00	0.00	36.00	0.00
A5133/10894/1345/JS Maintenanc	20/05/2019	A5133	1	126.96	0.00	126.96	0.00
A5135/10889/13525/JS Maintenanc	28/05/2019	A5135	1	120.00	0.00	120.00	0.00
						<b>0.00</b>	<b>339.02</b>
Above paid on 03/06/2019 by Online Payment Ref J2							
<b>J7 Jays Building and Landscape Services</b>							
285/10901/1234/Jays Building a	14/05/2019	285	1	2,280.00	0.00	2,280.00	0.00
						<b>0.00</b>	<b>2,280.00</b>
Above paid on 03/06/2019 by Online Payment Ref J7							
<b>J9 Josette Pearmine</b>							
Tennis membership refund	23/05/2019	REFUND	1	44.00	0.00	44.00	0.00
						<b>0.00</b>	<b>44.00</b>
Above paid on 03/06/2019 by Online Payment Ref J9							

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## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>M28</b>	<b>Minster Cleaning Services</b>						
Office Cleaning - May 2019	01/05/2019	4468	1	1,377.53	0.00	1,377.53	0.00
					<b>0.00</b>	<b>1,377.53</b>	
Above paid on 03/06/2019 by Online Payment Ref INV29354							
<b>OX10</b>	<b>Oxfordshire Youth Brass</b>						
Music in Bandstand 05.05.2019	19/05/2019	0002	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 03/06/2019 by Online Payment Ref OX10							
<b>P18</b>	<b>Prudential</b>						
Payroll - May 2019	22/05/2019	PRMAY19	1	200.00	0.00	200.00	0.00
					<b>0.00</b>	<b>200.00</b>	
Above paid on 03/06/2019 by Online Payment Ref L643-24897							
<b>P28</b>	<b>Paulette McAllister</b>						
VP Project Management	17/05/2019	195	1	3,262.00	0.00	3,262.00	0.00
					<b>0.00</b>	<b>3,262.00</b>	
Above paid on 03/06/2019 by Online Payment Ref P28							
<b>R5</b>	<b>Berkshire Pension Fund</b>						
Payroll - May 2019	22/05/2019	PAYROLL0519	1	7,912.73	0.00	7,912.73	0.00
					<b>0.00</b>	<b>7,912.73</b>	
Above paid on 03/06/2019 by Online Payment Ref QL66							
<b>S21</b>	<b>Trade UK - 6331640070618731</b>						
0977074781/10878/1341/Trade UK	17/05/2019	0977074781	1	69.98	0.00	69.98	0.00
					<b>0.00</b>	<b>69.98</b>	
Above paid on 03/06/2019 by Online Payment Ref 6331640070							
<b>S26</b>	<b>St John Ambulance</b>						
1900094067/10879/1349/St John	28/05/2019	1900094067	1	258.00	0.00	258.00	0.00
					<b>0.00</b>	<b>258.00</b>	
Above paid on 03/06/2019 by Online Payment Ref S26							

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## List of Purchase Ledger Payments

User: MGG

## Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>T12</b> <b>Thatcham Glass</b>							
050418/10875/1317/Thatcham Gla	24/05/2019	050418	1	816.00	0.00	816.00	0.00
					<b>0.00</b>	<b>816.00</b>	
Above paid on 03/06/2019 by Online Payment Ref T12							
<b>T30</b> <b>Technique Limited</b>							
46971/10874/1339/Technique Lim	28/05/2019	46971	1	862.20	0.00	862.20	0.00
					<b>0.00</b>	<b>862.20</b>	
Above paid on 03/06/2019 by Online Payment Ref T30							
<b>T40</b> <b>The Tadley Band</b>							
Bandstand 19.05.2019	31/05/2019	TB01018	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 03/06/2019 by Online Payment Ref T40							
<b>W1</b> <b>West Berkshire District Council</b>							
Additional Wedding Licence Fee	20/05/2019	LICENCE FEE	1	105.00	0.00	105.00	0.00
					<b>0.00</b>	<b>105.00</b>	
Above paid on 03/06/2019 by Online Payment Ref W1							
<b>W19</b> <b>Mrs E Williams</b>							
SDupply Buffet for 150 people	28/05/2019	BUFFET	1	935.00	0.00	935.00	0.00
					<b>0.00</b>	<b>935.00</b>	
Above paid on 03/06/2019 by Online Payment Ref W19							
<b>W8</b> <b>Watership Brass</b>							
Attendance - Mayor Making 19	20/05/2019	215	1	200.00	0.00	200.00	0.00
Retainer 2019	22/05/2019	ANNUAL19	1	600.00	0.00	600.00	0.00
Correction-retainer increase	22/05/2019	RETAINER 2	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>850.00</b>	
Above paid on 03/06/2019 by Online Payment Ref W8							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>32,972.64</b>	

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## List of Purchase Ledger Payments

User: MGG

## Linked to Cashbook 1

Entered Month 3  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>A47</b>	<b>The Aboricultural Association</b>						
1331/10927/The Aboricultural A	07/06/2019	31343	1	252.00	0.00	252.00	0.00
					<b>0.00</b>	<b>252.00</b>	
Above paid on 24/06/2019 by Online Payment Ref A47							
<b>B20</b>	<b>Blue Sky Big Band</b>						
Music in B/stand 02.06.19	04/06/2019	105	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 24/06/2019 by Online Payment Ref B20							
<b>B3</b>	<b>British Gas</b>						
Outstanding - Wharf Toilet	18/06/2019	710156009	1	679.99	0.00	679.99	0.00
					<b>0.00</b>	<b>679.99</b>	
Above paid on 24/06/2019 by Online Payment Ref 602562000							
<b>B49</b>	<b>Beenham Wind Orchestra</b>						
Music b/stand 09.06.19	09/06/2019	24-2019	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 24/06/2019 by Online Payment Ref B49							
<b>C57</b>	<b>Church House Vintners</b>						
Refreshments for Mayor Making	11/06/2019	3929	1	155.35	0.00	155.35	0.00
					<b>0.00</b>	<b>155.35</b>	
Above paid on 24/06/2019 by Online Payment Ref C57							
<b>C64</b>	<b>CgMs Heritage Part of RPS Group plc</b>						
TEC518384/10936/1263/CgMs Heri	31/05/2019	TEC518384	1	3,594.00	0.00	3,594.00	0.00
					<b>0.00</b>	<b>3,594.00</b>	
Above paid on 24/06/2019 by Online Payment Ref C64							
<b>D13</b>	<b>DrainsClean</b>						
1571/10914/1373/DrainsClean	09/06/2019	1571	1	108.00	0.00	108.00	0.00
					<b>0.00</b>	<b>108.00</b>	
Above paid on 24/06/2019 by Online Payment Ref D13							

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## Linked to Cashbook 1

Entered Month 3  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>D5 Gillian Durrant</b>							
<i>Plant for T/Hall trough</i>	18/06/2019	RF180619	1	38.75	0.00	38.75	0.00
					<b>0.00</b>	<b>38.75</b>	
Above paid on 24/06/2019 by Online Payment Ref D5							
<b>E13 Easton Bevins Limited</b>							
<i>10918/L9190/Easton Bevins Limi</i>	12/06/2019	L9190	1	2,760.00	0.00	2,760.00	0.00
					<b>0.00</b>	<b>2,760.00</b>	
Above paid on 24/06/2019 by Online Payment Ref E13							
<b>F5 Foxes Tree Services &amp; Son Ltd</b>							
<i>2645/10917/1370/Foxes Tree Ser</i>	19/06/2019	2645	1	420.00	0.00	420.00	0.00
					<b>0.00</b>	<b>420.00</b>	
Above paid on 24/06/2019 by Online Payment Ref F5							
<b>H3 Tony Hiller Media</b>							
<i>NTC-011/10934/1351/Tony Hiller</i>	04/06/2019	NTC-011	1	127.99	0.00	127.99	0.00
					<b>0.00</b>	<b>127.99</b>	
Above paid on 24/06/2019 by Online Payment Ref NTC-001							
<b>I1 Her Majesty's Revenue and Customs</b>							
<i>Payroll - June 2019</i>	24/06/2019	PRJUNE19	1	7,629.34	0.00	7,629.34	0.00
					<b>0.00</b>	<b>7,629.34</b>	
Above paid on 24/06/2019 by Online Payment Ref 120PW00124							
<b>I15 In Balance Energy Ltd</b>							
<i>IBE030619/10921/1357/In Balanc</i>	03/06/2019	IBE030619	1	125.00	0.00	125.00	0.00
					<b>0.00</b>	<b>125.00</b>	
Above paid on 24/06/2019 by Online Payment Ref I15							
<b>J2 JS Maintenance Services</b>							
<i>A5136/10931/1363/JS Maintenanc</i>	03/06/2019	A5136	1	93.14	0.00	93.14	0.00
<i>A5137/10932/1362/JS Maintenanc</i>	05/06/2019	A5137	1	36.00	0.00	36.00	0.00
<i>VP- fix portatloo in place</i>	17/06/2019	A5139	1	106.53	0.00	106.53	0.00
					<b>0.00</b>	<b>235.67</b>	
Above paid on 24/06/2019 by Online Payment Ref J2							

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## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 3  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>L13</b>	<b>Link Up</b>						
<i>Bus stop posters</i>	31/05/2019	1752/18	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 24/06/2019 by Online Payment Ref L13							
<b>L3</b>	<b>G &amp; P Lilleystone</b>						
<i>L9807/10916/1367/G &amp; P Lilleys</i>	13/06/2019	L9807	1	200.00	0.00	200.00	0.00
					<b>0.00</b>	<b>200.00</b>	
Above paid on 24/06/2019 by Online Payment Ref L3							
<b>M28</b>	<b>Minster Cleaning Services</b>						
<i>Office Cleaning - June 2019</i>	01/06/2019	4752	1	1,377.53	0.00	1,377.53	0.00
					<b>0.00</b>	<b>1,377.53</b>	
Above paid on 24/06/2019 by Online Payment Ref INV29354							
<b>N7</b>	<b>Newbury News Ltd</b>						
<i>SIN665617/10937/1348/Newbury N</i>	06/06/2019	SIN665617	1	84.00	0.00	84.00	0.00
<i>SIN665938/10919/1240/Newbury N</i>	13/06/2019	SIN665938	1	258.00	0.00	258.00	0.00
					<b>0.00</b>	<b>342.00</b>	
Above paid on 24/06/2019 by Online Payment Ref SIN654247							
<b>OX10</b>	<b>Oxfordshire Youth Brass</b>						
<i>Repayment of invoice</i>	18/06/2019	0002C	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 24/06/2019 by Online Payment Ref OX10							
<b>P18</b>	<b>Prudential</b>						
<i>Payroll - June 2019</i>	24/06/2019	PRJUNE19	1	200.00	0.00	200.00	0.00
					<b>0.00</b>	<b>200.00</b>	
Above paid on 24/06/2019 by Online Payment Ref L643-24897							
<b>R20</b>	<b>RBS Software Solutions</b>						
<i>Move software to new PC - Mags</i>	24/05/2019	26869	1	30.00	0.00	30.00	0.00
					<b>0.00</b>	<b>30.00</b>	
Above paid on 24/06/2019 by Online Payment Ref R20							

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## Linked to Cashbook 1

Entered Month 3  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>R3</b>	<b>Playsafely Limited</b>						
1328/10926/Playsafely Limited	07/06/2019	1328	1	294.00	0.00	294.00	0.00
					<b>0.00</b>	<b>294.00</b>	
Above paid on 24/06/2019 by Online Payment Ref R3							
<b>R5</b>	<b>Berkshire Pension Fund</b>						
Payroll - June 2019	24/06/2019	PRJUNE19	1	7,811.84	0.00	7,811.84	0.00
					<b>0.00</b>	<b>7,811.84</b>	
Above paid on 24/06/2019 by Online Payment Ref QL66							
<b>S13</b>	<b>Mole Country Stores</b>						
57408896/10938/1372/Mole Count	06/06/2019	57408896	1	28.39	0.00	28.39	0.00
					<b>0.00</b>	<b>28.39</b>	
Above paid on 24/06/2019 by Online Payment Ref New068							
<b>S42</b>	<b>SMS Ltd</b>						
14601/10939/1371/SMS Ltd	06/06/2019	14601	1	60.00	0.00	60.00	0.00
					<b>0.00</b>	<b>60.00</b>	
Above paid on 24/06/2019 by Online Payment Ref 11769							
<b>T30</b>	<b>Technique Limited</b>						
47148/10920/1365/Technique Lim	12/06/2019	47148	1	472.40	0.00	472.40	0.00
					<b>0.00</b>	<b>472.40</b>	
Above paid on 24/06/2019 by Online Payment Ref T30							
<b>W1</b>	<b>West Berkshire District Council</b>						
208787-461716/10922/1101/West	11/06/2019	208787-461716	1	592.06	0.00	592.06	0.00
					<b>0.00</b>	<b>592.06</b>	
Above paid on 24/06/2019 by Online Payment Ref W1							
<b>W17</b>	<b>Willis &amp; Ainsworth</b>						
129652/10950/1252/Willis & Ain	18/06/2019	129652	1	449.94	0.00	449.94	0.00
					<b>0.00</b>	<b>449.94</b>	
Above paid on 24/06/2019 by Online Payment Ref W17							

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## List of Purchase Ledger Payments

User: MGG

## Linked to Cashbook 1

Entered Month 3  
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>W3</b>	<b>Royal Wootton Bassett Brass</b>						
<i>Playing in B/stand 12.05.2019</i>	17/06/2019	BS120519	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 24/06/2019 by Online Payment Ref W3							
<b>W32</b>	<b>Whoosya</b>						
<i>WHOOSYA/10949/1376/Whoosya</i>	23/06/2019	WHOOSYA	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 24/06/2019 by Online Payment Ref W32							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>28,784.25</b>	

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## List of Purchase Ledger Payments

User: MGG

## Linked to Cashbook 1

Entered Month 3  
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>A4</b>	<b>Ab-Fab Loos Limited</b>						
Q38450/10959/1271/Ab-Fab Loos	23/06/2019	Q38450	1	159.22	0.00	159.22	0.00
					<b>0.00</b>	<b>159.22</b>	
Above paid on 30/06/2019 by Online Payment Ref A4							
<b>C16</b>	<b>CT Electrical Newbury Ltd</b>						
CT7157/10972/1382/CT Electrica	21/06/2019	CT7157	1	188.46	0.00	188.46	0.00
					<b>0.00</b>	<b>188.46</b>	
Above paid on 30/06/2019 by Online Payment Ref C16							
<b>D12</b>	<b>DCK Accounting Solutions Ltd</b>						
Salaries - June 2019	20/06/2019	P1425	1	92.40	0.00	92.40	0.00
					<b>0.00</b>	<b>92.40</b>	
Above paid on 30/06/2019 by Online Payment Ref P1104							
<b>E14</b>	<b>Environmental Solutions Ltd</b>						
Secure shredding	14/06/2019	11977	1	63.04	0.00	63.04	0.00
					<b>0.00</b>	<b>63.04</b>	
Above paid on 30/06/2019 by Online Payment Ref E14							
<b>K8</b>	<b>Kennet Community Radio</b>						
VP Family Fun Day	24/06/2019	KR1000049	1	594.00	0.00	594.00	0.00
					<b>0.00</b>	<b>594.00</b>	
Above paid on 30/06/2019 by Online Payment Ref K8							
<b>N7</b>	<b>Newbury News Ltd</b>						
SIN665763/10970/1348/Newbury N	13/06/2019	SIN665763	1	60.00	0.00	60.00	0.00
SIN665986/10969/1348/Newbury N	20/06/2019	SIN665986	1	162.00	0.00	162.00	0.00
					<b>0.00</b>	<b>222.00</b>	
Above paid on 30/06/2019 by Online Payment Ref SIN654247							
<b>P21</b>	<b>PASS Limited</b>						
PAT Testing kit & labels	20/06/2019	400423	1	489.60	0.00	489.60	0.00
					<b>0.00</b>	<b>489.60</b>	
Above paid on 30/06/2019 by Online Payment Ref P21							

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## Linked to Cashbook 1

Entered Month 3  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>S7</b>	<b>Sawscape Play Ltd</b>						
1040/10973/1353/Sawscape Ltd	28/06/2019	1040	1	300.00	0.00	300.00	0.00
					<b>0.00</b>	<b>300.00</b>	
Above paid on 30/06/2019 by Online Payment Ref S7							
<b>S75</b>	<b>Stuart Michael Associates Ltd</b>						
VP Drainage Strategy	31/05/2019	20246TNTC	1	2,128.97	0.00	2,128.97	0.00
					<b>0.00</b>	<b>2,128.97</b>	
Above paid on 30/06/2019 by Online Payment Ref S75							
<b>W1</b>	<b>West Berkshire District Council</b>						
2087897-461715/10955/West Berk	11/06/2019	2087897-461715	1	27,102.74	0.00	27,102.74	0.00
Members ID badges	20/06/2019	208787-461949	1	92.00	0.00	92.00	0.00
					<b>0.00</b>	<b>27,194.74</b>	
Above paid on 30/06/2019 by Online Payment Ref W1							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>31,432.43</b>	

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2019

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Staff</b>								
4000 Salaries/NI/PAYE	35,345	106,556	431,000	324,444		324,444	24.7%	
4010 Misc Staff Expenses	121	330	2,500	2,170		2,170	13.2%	
4045 Salary Reallocation	(35,345)	(106,556)	(428,403)	(321,847)		(321,847)	24.9%	
Staff :- Indirect Expenditure	<b>121</b>	<b>330</b>	<b>5,097</b>	<b>4,767</b>	<b>0</b>	<b>4,767</b>	<b>6.5%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(121)</b>	<b>(330)</b>						
<b>110 Central Services</b>								
1076 Precept Received	0	0	1,024,983	1,024,983			0.0%	
1090 Interest Received	275	526	3,200	2,674			16.4%	
1990 Miscellaneous Income	0	4	0	(4)			0.0%	
Central Services :- Income	<b>275</b>	<b>530</b>	<b>1,028,183</b>	<b>1,027,653</b>			<b>0.1%</b>	<b>0</b>
4045 Salary Reallocation	2,139	6,450	25,931	19,481		19,481	24.9%	
4050 Bank Charges	154	568	2,000	1,432		1,432	28.4%	
4055 Election Expenses	0	0	5,000	5,000		5,000	0.0%	
4060 NYC	0	9	300	291		291	3.0%	
4065 Local Democracy Week	0	0	300	300		300	0.0%	
Central Services :- Indirect Expenditure	<b>2,294</b>	<b>7,026</b>	<b>33,531</b>	<b>26,505</b>	<b>0</b>	<b>26,505</b>	<b>21.0%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(2,018)</b>	<b>(6,497)</b>						
<b>200 P&amp;R General</b>								
4045 Salary Reallocation	3,384	10,203	41,020	30,817		30,817	24.9%	
4100 Members Allowances	0	54	390	336		336	14.0%	
4105 Members' travel & subsistence	0	0	360	360		360	0.0%	
4110 Marketing	50	66	800	734		734	8.3%	
4120 Newsletter	0	0	1,000	1,000		1,000	0.0%	
4125 P&R Projects Fund	0	0	9,000	9,000		9,000	0.0%	
P&R General :- Indirect Expenditure	<b>3,434</b>	<b>10,323</b>	<b>52,570</b>	<b>42,247</b>	<b>0</b>	<b>42,247</b>	<b>19.6%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(3,434)</b>	<b>(10,323)</b>						
<b>210 Grants &amp; Contributions</b>								
4160 Contribution to BID Xmas light	0	0	12,000	12,000		12,000	0.0%	
4170 Volunteer Centre	0	0	500	500		500	0.0%	
4175 Newbury Carnival	0	0	2,000	2,000		2,000	0.0%	
4180 Grant Sub Committee	0	0	20,000	20,000		20,000	0.0%	
4185 CAB Grant	0	0	20,000	20,000		20,000	0.0%	
4190 CCTV	0	0	12,000	12,000		12,000	0.0%	
4205 WBC - contribution to library	0	0	31,275	31,275		31,275	0.0%	
Grants & Contributions :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>97,775</b>	<b>97,775</b>	<b>0</b>	<b>97,775</b>	<b>0.0%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2019

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>220 Corporate Services</b>								
1990 Miscellaneous Income	0	0	25	25			0.0%	
<b>Corporate Services :- Income</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>25</b>			<b>0.0%</b>	<b>0</b>
4200 Visitor Information Centre	0	512	500	(12)		(12)	102.4%	
4220 Training and Development	569	1,744	5,000	3,256	1,450	1,806	63.9%	
4225 Advertising Recruitment	0	0	1,500	1,500		1,500	0.0%	
4230 Telephone	401	1,409	5,550	4,141		4,141	25.4%	
4235 Postage	(114)	216	2,900	2,684		2,684	7.4%	
4240 Printing/Stationery	68	338	3,200	2,862		2,862	10.6%	
4245 Office Equipment	544	1,293	2,000	707	275	432	78.4%	
4250 IT	442	3,465	8,600	5,135		5,135	40.3%	
4255 Professional Fees	77	1,828	8,000	6,172	1,800	4,372	45.4%	
4260 Audit	0	(2,000)	3,800	5,800		5,800	(52.6%)	
4265 Subscriptions	60	3,816	4,300	484		484	88.8%	
4270 Photocopier Charges	1,038	1,838	5,300	3,462		3,462	34.7%	
4275 Advertising General	0	60	1,200	1,140		1,140	5.0%	
4280 Recycling Costs	53	173	1,100	927		927	15.7%	
4285 GM contract admin fee (WBC)	0	0	2,700	2,700		2,700	0.0%	
4290 Capital exp computers etc	0	1,843	4,000	2,157		2,157	46.1%	
4420 Insurance	0	7,088	14,500	7,413		7,413	48.9%	
<b>Corporate Services :- Indirect Expenditure</b>	<b>3,138</b>	<b>23,621</b>	<b>74,150</b>	<b>50,529</b>	<b>3,525</b>	<b>47,004</b>	<b>36.6%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(3,138)</b>	<b>(23,621)</b>						
<b>290 Town Hall</b>								
1270 Suite Lease Income	4,310	9,025	38,000	28,975			23.8%	
1275 Solar Panel Income	0	0	400	400			0.0%	
1280 Chamber Hire	291	795	7,000	6,205			11.4%	
1285 Projector Hire	0	0	50	50			0.0%	
1990 Miscellaneous Income	0	46	10	(36)			458.0%	
<b>Town Hall :- Income</b>	<b>4,601</b>	<b>9,866</b>	<b>45,460</b>	<b>35,594</b>			<b>21.7%</b>	<b>0</b>
4045 Salary Reallocation	4,875	14,697	59,089	44,392		44,392	24.9%	
4315 Town Hall Survey	1,600	1,600	4,780	3,180	3,180	0	100.0%	
4320 Town Hall Refurb	0	0	5,000	5,000		5,000	0.0%	
4325 PWLB Loan Interest	0	0	69	69		69	0.0%	
4330 PWLB capital repayment	0	0	2,500	2,500		2,500	0.0%	
4405 Rates	1,043	3,314	10,510	7,196		7,196	31.5%	
4410 Water	33	113	500	387		387	22.6%	
4415 Energy Supplies	0	(5,493)	10,800	16,293		16,293	(50.9%)	
4425 Repairs and Maintenance	898	1,965	22,500	20,535	4,974	15,561	30.8%	



## Detailed Income &amp; Expenditure by Budget Heading 30/06/2019

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4430 Maint. Contracts	1,148	3,444	13,750	10,306		10,306	25.0%	
4440 Fire Extinguishers	0	581	733	152		152	79.3%	
4445 Security	0	0	800	800		800	0.0%	
Town Hall :- Indirect Expenditure	<b>9,597</b>	<b>20,221</b>	<b>131,031</b>	<b>110,810</b>	<b>8,154</b>	<b>102,656</b>	<b>21.7%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(4,996)</b>	<b>(10,355)</b>						
<b>295 Weddings</b>								
1280 Chamber Hire	600	867	2,000	1,133			43.3%	
Weddings :- Income	<b>600</b>	<b>867</b>	<b>2,000</b>	<b>1,133</b>			<b>43.3%</b>	<b>0</b>
4045 Salary Reallocation	137	412	1,658	1,246		1,246	24.9%	
4340 Weddings expenditure	0	695	1,000	305		305	69.5%	
Weddings :- Indirect Expenditure	<b>137</b>	<b>1,107</b>	<b>2,658</b>	<b>1,551</b>	<b>0</b>	<b>1,551</b>	<b>41.7%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>463</b>	<b>(241)</b>						
<b>300 Newtown Road Cemetery</b>								
1300 Cemetery Income	40	40	10	(30)			400.0%	
1990 Miscellaneous Income	0	0	100	100			0.0%	
Newtown Road Cemetery :- Income	<b>40</b>	<b>40</b>	<b>110</b>	<b>70</b>			<b>36.4%</b>	<b>0</b>
4045 Salary Reallocation	193	583	2,342	1,759		1,759	24.9%	
4355 Toilet Hire NRC	133	132	1,300	1,168	762	405	68.8%	
4405 Rates	54	161	294	133		133	54.7%	
4415 Energy Supplies	0	0	800	800		800	0.0%	
4425 Repairs and Maintenance	0	973	6,330	5,358	3,309	2,048	67.6%	
4430 Maint. Contracts	893	893	10,825	9,932		9,932	8.3%	
4435 Maint. Contracts Unscheduled	0	0	1,200	1,200		1,200	0.0%	
4440 Fire Extinguishers	0	48	100	52		52	48.4%	
4515 Tree Surveys & Works	0	0	466	466		466	0.0%	
Newtown Road Cemetery :- Indirect Expenditure	<b>1,273</b>	<b>2,790</b>	<b>23,657</b>	<b>20,867</b>	<b>4,071</b>	<b>16,796</b>	<b>29.0%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,233)</b>	<b>(2,750)</b>						
<b>305 Shaw Cemetery</b>								
1300 Cemetery Income	3,981	8,799	45,000	36,201			19.6%	
Shaw Cemetery :- Income	<b>3,981</b>	<b>8,799</b>	<b>45,000</b>	<b>36,201</b>			<b>19.6%</b>	<b>0</b>
4045 Salary Reallocation	1,739	5,243	21,079	15,836		15,836	24.9%	
4250 IT	0	544	1,160	617		617	46.9%	
4400 Rent Payable	0	0	1,000	1,000		1,000	0.0%	
4405 Rates	105	315	955	640		640	32.9%	

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>4410 Water</b>	<b>244</b>	<b>2,039</b>	<b>400</b>	<b>(1,639)</b>		<b>(1,639)</b>	<b>509.7%</b>	
4415 Energy Supplies	43	99	1,550	1,451		1,451	6.4%	
4425 Repairs and Maintenance	0	(1,290)	13,000	14,290	2,841	11,449	11.9%	
4430 Maint. Contracts	4,845	4,845	58,710	53,866		53,866	8.3%	
4435 Maint. Contracts Unscheduled	0	0	2,000	2,000		2,000	0.0%	
4440 Fire Extinguishers	0	121	250	129		129	48.4%	
4515 Tree Surveys & Works	0	0	2,528	2,528		2,528	0.0%	
Shaw Cemetery :- Indirect Expenditure	<b>6,976</b>	<b>11,914</b>	<b>102,632</b>	<b>90,718</b>	<b>2,841</b>	<b>87,877</b>	<b>14.4%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(2,995)</b>	<b>(3,115)</b>						
<b>310 Markets</b>								
1320 Market Income	2,389	7,274	40,000	32,726			18.2%	
1990 Miscellaneous Income	0	0	20	20			0.0%	
Markets :- Income	<b>2,389</b>	<b>7,274</b>	<b>40,020</b>	<b>32,746</b>			<b>18.2%</b>	<b>0</b>
4045 Salary Reallocation	1,974	5,952	23,931	17,979		17,979	24.9%	
4265 Subscriptions	0	358	325	(33)		(33)	110.2%	
4275 Advertising General	14	478	2,500	2,022		2,022	19.1%	
4360 Market Management	0	3,300	13,500	10,200		10,200	24.4%	
4405 Rates	798	2,637	8,100	5,464		5,464	32.5%	
4415 Energy Supplies	0	193	1,000	807		807	19.3%	
4425 Repairs and Maintenance	0	0	3,000	3,000		3,000	0.0%	
4445 Security	0	0	260	260		260	0.0%	
Markets :- Indirect Expenditure	<b>2,787</b>	<b>12,918</b>	<b>52,616</b>	<b>39,698</b>	<b>0</b>	<b>39,698</b>	<b>24.6%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(397)</b>	<b>(5,644)</b>						
<b>315 War Memorial</b>								
4045 Salary Reallocation	285	858	3,451	2,593		2,593	24.9%	
4425 Repairs and Maintenance	0	0	1,000	1,000		1,000	0.0%	
War Memorial :- Indirect Expenditure	<b>285</b>	<b>858</b>	<b>4,451</b>	<b>3,593</b>	<b>0</b>	<b>3,593</b>	<b>19.3%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(285)</b>	<b>(858)</b>						
<b>320 Footway Lighting</b>								
4045 Salary Reallocation	285	859	3,452	2,593		2,593	24.9%	
4415 Energy Supplies	463	885	6,400	5,515		5,515	13.8%	
4425 Repairs and Maintenance	0	13	9,000	8,987		8,987	0.1%	
Footway Lighting :- Indirect Expenditure	<b>748</b>	<b>1,757</b>	<b>18,852</b>	<b>17,095</b>	<b>0</b>	<b>17,095</b>	<b>9.3%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(748)</b>	<b>(1,757)</b>						

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>325 Clock House</b>								
4045 Salary Reallocation	285	859	3,452	2,593		2,593	24.9%	
4415 Energy Supplies	117	173	580	407		407	29.9%	
4425 Repairs and Maintenance	0	0	1,200	1,200	693	508	57.7%	
Clock House :- Indirect Expenditure	<b>401</b>	<b>1,032</b>	<b>5,232</b>	<b>4,200</b>	<b>693</b>	<b>3,507</b>	<b>33.0%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(401)</b>	<b>(1,032)</b>						
<b>330 Street Furniture</b>								
4045 Salary Reallocation	285	858	3,451	2,593		2,593	24.9%	
4425 Repairs and Maintenance	0	0	3,000	3,000	315	2,685	10.5%	
4460 Grit Bins	375	0	7,500	7,500		7,500	0.0%	
Street Furniture :- Indirect Expenditure	<b>660</b>	<b>858</b>	<b>13,951</b>	<b>13,093</b>	<b>315</b>	<b>12,778</b>	<b>8.4%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(660)</b>	<b>(858)</b>						
<b>335 Recreation Grounds</b>								
1355 Income - Pitches	0	162	632	470			25.6%	
1500 Other open spaces income	0	15,000	0	(15,000)			0.0%	
1990 Miscellaneous Income	10	10	0	(10)			0.0%	
Recreation Grounds :- Income	<b>10</b>	<b>15,172</b>	<b>632</b>	<b>(14,540)</b>			<b>2400.6%</b>	<b>0</b>
4045 Salary Reallocation	1,047	3,157	12,694	9,537		9,537	24.9%	
4410 Water	32	112	510	398		398	21.9%	
4415 Energy Supplies	0	304	2,000	1,696		1,696	15.2%	
4425 Repairs and Maintenance	0	0	4,500	4,500	169	4,331	3.8%	
4430 Maint. Contracts	2,167	2,167	26,265	24,098		24,098	8.3%	
4435 Maint. Contracts Unscheduled	0	(244)	2,500	2,744	244	2,500	0.0%	
4515 Tree Surveys & Works	0	0	1,131	1,131		1,131	0.0%	
Recreation Grounds :- Indirect Expenditure	<b>3,247</b>	<b>5,496</b>	<b>49,600</b>	<b>44,104</b>	<b>413</b>	<b>43,691</b>	<b>11.9%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(3,237)</b>	<b>9,676</b>						
<b>340 Play Areas</b>								
4045 Salary Reallocation	1,466	4,419	17,767	13,348		13,348	24.9%	
4425 Repairs and Maintenance	250	914	8,000	7,086	2,459	4,627	42.2%	
4430 Maint. Contracts	1,710	1,710	20,721	19,011		19,011	8.3%	
4435 Maint. Contracts Unscheduled	0	0	1,000	1,000		1,000	0.0%	
4520 Replacement Play Equipment	0	0	20,000	20,000		20,000	0.0%	
Play Areas :- Indirect Expenditure	<b>3,426</b>	<b>7,043</b>	<b>67,488</b>	<b>60,445</b>	<b>2,459</b>	<b>57,986</b>	<b>14.1%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(3,426)</b>	<b>(7,043)</b>						

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>345 Victoria Park</b>								
1360 Income - Tennis Courts	1,331	540	10,000	9,460			5.4%	
1380 Income - Bowling Club	450	450	900	450			50.0%	
1385 Income - Kiosk/Cafe	0	2,600	8,000	5,400			32.5%	
1500 Other open spaces income	0	0	200	200			0.0%	
1600 Sponsorship	0	0	1,000	1,000			0.0%	
1905 CIL income applied	0	0	14,000	14,000			0.0%	
1990 Miscellaneous Income	907	907	907	0			100.0%	
<b>Victoria Park :- Income</b>	<b>2,687</b>	<b>4,497</b>	<b>35,007</b>	<b>30,510</b>			<b>12.8%</b>	<b>0</b>
4045 Salary Reallocation	3,096	9,335	37,529	28,194		28,194	24.9%	
4325 PWLB Loan Interest	0	0	14,000	14,000		14,000	0.0%	
4355 Toilet Hire NRC	0	0	700	700		700	0.0%	
4410 Water	203	790	3,500	2,710		2,710	22.6%	
4415 Energy Supplies	30	46	1,500	1,454		1,454	3.0%	
4425 Repairs and Maintenance	1,058	4,462	17,700	13,238	1,560	11,678	34.0%	
4430 Maint. Contracts	4,845	4,461	59,520	55,059		55,059	7.5%	
4435 Maint. Contracts Unscheduled	493	(180)	2,500	2,680	180	2,500	0.0%	
4440 Fire Extinguishers	0	97	200	103		103	48.4%	
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	330	330		330	0.0%	
4480 Music at the Bandstand	450	750	2,550	1,800		1,800	29.4%	
4490 VP Fun Day	1,028	1,822	2,500	678	375	303	87.9%	
4515 Tree Surveys & Works	0	0	2,563	2,563		2,563	0.0%	
<b>Victoria Park :- Indirect Expenditure</b>	<b>11,204</b>	<b>21,582</b>	<b>149,192</b>	<b>127,610</b>	<b>2,115</b>	<b>125,496</b>	<b>15.9%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(8,517)</b>	<b>(17,085)</b>						
<b>350 Open Spaces</b>								
1395 Wayleave Income	0	0	25	25			0.0%	
1500 Other open spaces income	0	0	15,000	15,000			0.0%	
<b>Open Spaces :- Income</b>	<b>0</b>	<b>0</b>	<b>15,025</b>	<b>15,025</b>			<b>0.0%</b>	<b>0</b>
4045 Salary Reallocation	1,047	3,157	12,693	9,536		9,536	24.9%	
4400 Rent Payable	0	0	170	170		170	0.0%	
4410 Water	5	28	80	52		52	35.1%	
4425 Repairs and Maintenance	19	(997)	4,000	4,997	2,098	2,900	27.5%	
4430 Maint. Contracts	5,751	5,539	68,804	63,265		63,265	8.1%	
4435 Maint. Contracts Unscheduled	0	0	3,000	3,000		3,000	0.0%	
4515 Tree Surveys & Works	0	0	2,962	2,962		2,962	0.0%	
<b>Open Spaces :- Indirect Expenditure</b>	<b>6,822</b>	<b>7,727</b>	<b>91,709</b>	<b>83,982</b>	<b>2,098</b>	<b>81,884</b>	<b>10.7%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(6,822)</b>	<b>(7,727)</b>						

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<b>355 Floral Displays</b>								
1990 Miscellaneous Income	1,700	1,700	1,800	100			94.4%	
Floral Displays :- Income	<b>1,700</b>	<b>1,700</b>	<b>1,800</b>	<b>100</b>			<b>94.4%</b>	<b>0</b>
4045 Salary Reallocation	527	1,590	6,393	4,803		4,803	24.9%	
4425 Repairs and Maintenance	0	0	400	400	190	210	47.5%	
4430 Maint. Contracts	1,703	1,703	20,639	18,936		18,936	8.3%	
4500 Tree planting	0	0	2,000	2,000		2,000	0.0%	
4505 Edible Crops	0	173	300	127		127	57.7%	
4510 Additional Floral Displays NIB	0	0	1,500	1,500		1,500	0.0%	
Floral Displays :- Indirect Expenditure	<b>2,230</b>	<b>3,466</b>	<b>31,232</b>	<b>27,766</b>	<b>190</b>	<b>27,576</b>	<b>11.7%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(530)</b>	<b>(1,766)</b>						
<b>360 Britain &amp; Newbury In Bloom</b>								
1600 Sponsorship	0	0	500	500			0.0%	
Britain & Newbury In Bloom :- Income	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>			<b>0.0%</b>	<b>0</b>
4045 Salary Reallocation	765	2,307	9,276	6,969		6,969	24.9%	
4425 Repairs and Maintenance	0	0	0	0	182	(182)	0.0%	
4710 Newbury In Bloom	259	281	7,000	6,719		6,719	4.0%	
Britain & Newbury In Bloom :- Indirect Expenditure	<b>1,024</b>	<b>2,589</b>	<b>16,276</b>	<b>13,687</b>	<b>182</b>	<b>13,505</b>	<b>17.0%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,024)</b>	<b>(2,589)</b>						
<b>420 Wash Common Allotment</b>								
1400 Allotment Income	70	3,056	3,000	(56)			101.9%	
Wash Common Allotment :- Income	<b>70</b>	<b>3,056</b>	<b>3,000</b>	<b>(56)</b>			<b>101.9%</b>	<b>0</b>
4045 Salary Reallocation	457	1,376	5,533	4,157		4,157	24.9%	
4410 Water	7	(61)	485	546		546	(12.7%)	
4425 Repairs and Maintenance	40	160	1,600	1,440		1,440	10.0%	
4430 Maint. Contracts	112	112	1,357	1,245		1,245	8.2%	
4435 Maint. Contracts Unscheduled	0	0	280	280		280	0.0%	
4450 Extra security measures	0	0	500	500		500	0.0%	
4515 Tree Surveys & Works	0	0	58	58		58	0.0%	
Wash Common Allotment :- Indirect Expenditure	<b>615</b>	<b>1,587</b>	<b>9,813</b>	<b>8,226</b>	<b>0</b>	<b>8,226</b>	<b>16.2%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(545)</b>	<b>1,469</b>						
<b>421 Allotments (except Wash Common)</b>								
1400 Allotment Income	163	18,123	18,000	(123)			100.7%	
1990 Miscellaneous Income	0	75	40	(35)			187.5%	
Allotments (except Wash Common :- Income	<b>163</b>	<b>18,198</b>	<b>18,040</b>	<b>(158)</b>			<b>100.9%</b>	<b>0</b>

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4045 Salary Reallocation	2,282	6,881	27,665	20,784		20,784	24.9%	
4400 Rent Payable	0	0	850	850		850	0.0%	
4410 Water	69	(369)	3,000	3,369		3,369	(12.3%)	
4425 Repairs and Maintenance	190	1,235	9,400	8,165	2,171	5,993	36.2%	
4430 Maint. Contracts	560	560	6,780	6,220		6,220	8.3%	
4435 Maint. Contracts Unscheduled	0	(1,565)	1,730	3,295	1,565	1,730	0.0%	
4450 Extra security measures	0	(2,386)	3,000	5,386	2,386	3,000	0.0%	
4515 Tree Surveys & Works	0	0	292	292		292	0.0%	
<b>Allotments (except Wash Common :- Indirect Expenditure)</b>	<b>3,102</b>	<b>4,356</b>	<b>52,717</b>	<b>48,361</b>	<b>6,122</b>	<b>42,238</b>	<b>19.9%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(2,939)</b>	<b>13,842</b>						
<b>430 Wharf Toilets</b>								
4045 Salary Reallocation	549	1,655	6,655	5,000		5,000	24.9%	
4195 Wharf Toilets Contract	0	0	11,500	11,500		11,500	0.0%	
4405 Rates	0	7,084	7,000	(84)		(84)	101.2%	
4415 Energy Supplies	567	567	0	(567)		(567)	0.0%	
4425 Repairs and Maintenance	113	741	2,000	1,259		1,259	37.1%	
<b>Wharf Toilets :- Indirect Expenditure</b>	<b>1,229</b>	<b>10,047</b>	<b>27,155</b>	<b>17,108</b>	<b>0</b>	<b>17,108</b>	<b>37.0%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,229)</b>	<b>(10,047)</b>						
<b>490 S106 &amp; CIL Unspent</b>								
1900 S.106 income applied	0	0	51,000	51,000			0.0%	
1905 CIL income applied	0	14,549	49,300	34,751			29.5%	
<b>S106 &amp; CIL Unspent :- Income</b>	<b>0</b>	<b>14,549</b>	<b>100,300</b>	<b>85,751</b>			<b>14.5%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>14,549</b>						
<b>500 CP,A&amp;L General</b>								
4045 Salary Reallocation	2,355	7,101	28,549	21,448		21,448	24.9%	
4600 CPA&L Committee Fund	0	0	1,500	1,500		1,500	0.0%	
4610 Environmental Improvement Sche	0	0	1,000	1,000		1,000	0.0%	
4625 Art Trail	0	0	1,000	1,000		1,000	0.0%	
<b>CP,A&amp;L General :- Indirect Expenditure</b>	<b>2,355</b>	<b>7,101</b>	<b>32,049</b>	<b>24,948</b>	<b>0</b>	<b>24,948</b>	<b>22.2%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(2,355)</b>	<b>(7,101)</b>						
<b>505 Civic Responsibility</b>								
4045 Salary Reallocation	2,837	8,552	34,383	25,831		25,831	24.9%	
4652 Mayors Allowance 2019-20	0	0	2,500	2,500		2,500	0.0%	
4655 Honorarium	0	1,350	3,375	2,025		2,025	40.0%	

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4660 Mayor Making	(55)	1,703	2,500	797		797	68.1%	
4665 Remembrance	0	0	1,400	1,400		1,400	0.0%	
4670 Regalia and Robes	0	0	0	0	1,415	(1,415)	0.0%	
4680 Civic Hospitality & Events	15	224	1,500	1,276		1,276	14.9%	
4690 Twin Towns	0	500	250	(250)		(250)	200.0%	
4700 Civic Award Scheme	0	0	500	500		500	0.0%	
4705 Watership Brass	0	650	650	0		0	100.0%	
Civic Responsibility :- Indirect Expenditure	<b>2,797</b>	<b>12,979</b>	<b>47,058</b>	<b>34,079</b>	<b>1,415</b>	<b>32,664</b>	<b>30.6%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(2,797)</b>	<b>(12,979)</b>						
<u>600 Planning &amp; Highways</u>								
1120 Grants & Donations Received	10	110	100	(10)			110.0%	
Planning & Highways :- Income	<b>10</b>	<b>110</b>	<b>100</b>	<b>(10)</b>			<b>110.0%</b>	<b>0</b>
4045 Salary Reallocation	3,334	10,051	40,410	30,359		30,359	24.9%	
4800 P & H Committee Fund	142	142	2,000	1,858		1,858	7.1%	
Planning & Highways :- Indirect Expenditure	<b>3,476</b>	<b>10,193</b>	<b>42,410</b>	<b>32,217</b>	<b>0</b>	<b>32,217</b>	<b>24.0%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(3,466)</b>	<b>(10,083)</b>						
<u>900 Capital &amp; Projects</u>								
1120 Grants & Donations Received	0	0	80,000	80,000			0.0%	
1805 Loan Proceeds	0	0	200,000	200,000			0.0%	
Capital & Projects :- Income	<b>0</b>	<b>0</b>	<b>280,000</b>	<b>280,000</b>			<b>0.0%</b>	<b>0</b>
4905 CIL Expenditure	0	0	24,300	24,300		24,300	0.0%	
9010 CAPEX VP Cafe	4,769	13,729	349,099	335,370	9,496	325,874	6.7%	
9020 CAPEX VP changing Rooms	0	0	199,000	199,000		199,000	0.0%	
9040 CAPEX Tree Maintenance Reserve	350	350	5,000	4,650	1,350	3,300	34.0%	
Capital & Projects :- Indirect Expenditure	<b>5,119</b>	<b>14,079</b>	<b>577,399</b>	<b>563,320</b>	<b>10,846</b>	<b>552,474</b>	<b>4.3%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(5,119)</b>	<b>(14,079)</b>						
Grand Totals:- Income	<b>16,526</b>	<b>84,657</b>	<b>1,615,202</b>	<b>1,530,545</b>			<b>5.2%</b>	
Expenditure	<b>78,497</b>	<b>203,003</b>	<b>1,812,301</b>	<b>1,609,298</b>	<b>45,438</b>	<b>1,563,860</b>	<b>13.7%</b>	
<b>Net Income over Expenditure</b>	<b>(61,971)</b>	<b>(118,346)</b>	<b>(197,099)</b>	<b>(78,753)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(61,971)</b>	<b>(118,346)</b>						

## Newbury Town Council

Policy and Resources Committee

16 July 2019

### Item 8: In Year Budget Monitoring 2019/20

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

#### Overspent budget lines

Cost Centre	Code	Description	Reason
305	4410	Shaw Cemetery Water	There was a leak at one of the standpipes, which has now been fixed.
505	4690	Twin Towns	The cost of hiring the Corn Exchange for the twinning event with Carcaixent will be taken from an earmarked reserve.



## **Newbury Town Council**

***Internal Audit Report 2018-19 (Final)***

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***Prepared by Nigel Archer***

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

## **Background and Scope**

The Accounts and Audit Arrangements introduced from 1<sup>st</sup> April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with this requirement in terms of independence from the Council decision making process appointing a locally based company to provide the service initially. We, at Auditing Solutions Ltd were approached subsequently and appointed to provide the service for 2012-13 and beyond.

We have concluded our review programme for 2018-19 at the recent final visit to the Council, which took place on 2<sup>nd</sup> May 2019: this report outlines the outcome of that visit and supplements the work undertaken at two previous interim visits in September 2018 and January 2019

## **Internal Audit Approach**

As previously reported in 2017-18, we have agreed with the CEO and members of the Policy & Resources Committee a revised five-year program of work on the basis that it is obviously neither practicable nor deemed necessary to review each and every financial system annually, subject to the strictures of the IA Report in the Annual Governance and Accountability Return (AGAR). This plan aims to ensure that all systems, not specifically or individually identified in the IA Report, are examined at least once during the five years, with those considered to be potentially at greater risk, examined more frequently.

However, the IA Report requires us to review and “sign-off” on the soundness of the Council’s controls in ten specific areas: consequently, we have planned this year’s review process accordingly, again paying due regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts and AGAR.

## **Overall Conclusion**

We are pleased to record that, in all the areas examined for this year, the Council continues to operate effective control systems that should help ensure that transactions remain free from material misstatement and are reported accurately in the year-end Statement of Accounts and AGAR.

Consequently, there are no formal recommendations arising, it has not been considered necessary to append an Action Plan currently and we have duly signed off the Internal Audit Report at Page 3 of the AGAR, assigning positive assurances in all categories.

This report has been prepared for the sole use of Newbury Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely on, for any reason whatsoever, this report, its content or conclusions.

# Detailed Report

## Review of Accounting Arrangements & Bank Reconciliations

The Council maintains its accounting systems using Omega software and operates its primary bank account at Handelsbanken, with a supplementary “Officers Account” for electronic card usage purposes, whilst the “back stop” account with a dormant £1,000 at NatWest has now been closed. 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.

The following work has been undertaken in this area as follows: -

- We have again verified that an appropriate cost centre and nominal ledger structure remains in place for 2018-19;
- We have checked the opening Trial Balance in the accounting software for 2018-19 to the closing Financial Statements for 2017-18 to ensure that all the detailed balances have been properly rolled forward: there were no matters arising;
- We have checked and agreed two sample months receipts and payments transactions (April & September 2018 and March 2019) from both Current and Officers’ accounts bank statements to the appropriate Omega cashbooks; and
- Finally in this area we have checked and agreed the software based bank reconciliations as at 30<sup>th</sup> April & 30<sup>th</sup> September 2018 and as at 31<sup>st</sup> March 2019 to ensure that there are no long-standing, un-cleared items or other another anomalous entries arising: no such items were identified.

### **Conclusions**

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

## 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 and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

- We have continued our examination of the minutes of Full Council and its extant Committee meetings (with the exception of Planning & Highways) to end March 2019, noting the on-going proposal discussions with regard to the Victoria Park Café and Changing Room projects; and
- We have previously noted during 2016-17 that the Council’s extant Standing Orders and Financial Regulations have been the subject of reviews and re-adoption (in June and April 2016 respectively), incorporating the extant legislative changes of late, such as the EU contracting regulations, and the above examination of current minutes identifies that SO revisions were again approved in June 2018 and FRs were also similarly re-adopted in October 2018.

## ***Conclusions***

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

## **Review of Expenditure, Tendering Procedures 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 completed our review of procedures and physical payments in this area, selecting an extended sample of payments including all those individually in excess of £4,000, together with a further selection of every 40<sup>th</sup> cashbook transaction (irrespective of value) to 31<sup>st</sup> March 2019. Our test sample comprised approx. 100 individual payments, including the monthly NNDR standing order payments, totalled just under £600,000 and represented 66% of all non-pay expenditure for the year. We are pleased to report that no issues have been identified in this respect with all payments meeting the above criteria.

We note that VAT returns continue to be submitted electronically on a regular quarterly basis: we undertook detailed testing in this area at the final visit for last year, including the verification of the year-end debtor in Accounts and have now checked the Q2 (Sept 2018) and Q4 (March 2019) submissions to the underlying Omega control account balances and subsequent year-end debtor disclosure in the Accounts.

Finally in this area, we have updated our year-on-year analytical review of expenditure incurred across the Council's activities with no significant variances warranting further enquiry or explanation by officers.

## ***Conclusions***

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

## **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. Consequently:

- We have noted previously that the Council has a formal Risk Management Strategy in place and this has been supplemented by a detailed Strategic Risk Register (most recently re-adopted in October 2018), regular Health and Safety reports to members by officers and also third party and officers' in-house" play area inspections; and
- We note that the Council's insurance cover provider has been changed from Aviva to Zurich with substantial savings in premiums in the region of £4,000 with no diminution of cover. We have examined the current year's policy schedule (year ending August 2019) and note that Public Liability stands at £15 million, Employer's Liability stands at £10 million, Fidelity Guarantee stands at £2 million and Loss of Revenue cover is considered to be more than adequate at £397,000.

### ***Conclusions***

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

## **Precept Determination and Budgetary Control**

We aim in this area of our work 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. Consequently:

- We note the satisfactory conclusion of the Council's Budget and Precept deliberations for 2019-20, formally adopting the latter at £1,024,983 (with no further Council Tax Support Grant available from West Berks), detail of which had been approved at the Full Council meeting in January 2019;
- We note that levels of Earmarked Reserves are subject to periodic review, the most recent exercise being undertaken as part of the budget setting for 2019-20;
- We are again pleased to note that members continue to receive periodic management accounts on a quarterly basis (most latterly to 31<sup>st</sup> December 2018), which we have visually examined with no matters arising to warrant additional explanation by officers; and
- We note that, as at 31<sup>st</sup> March 2019, Total Reserves stood at more than £954,000 and comprised Capital Receipts (£23,000), other Earmarked items (£417,000) and the residual General Fund (£514,000). The latter represents five to six months expenditure at current levels, which is considered to be more than adequate to meet the needs of the Council currently.

### ***Conclusions***

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

## **Review of Income**

The Council receives income from a variety of sources in addition to the annual precept and, as noted in the introduction to this report, we have agreed a five-year strategic plan of cover of these areas with the Council and will continue to review income streams in accordance with that plan.

No detailed work was undertaken in this area at the first interim visit, other than to note that members had approved various scales of fees and charges for 2018-19 in the previous municipal year and the testing of the cashbook receipts to bank statements for two sample months as noted earlier in the previous report.

Subsequently, at the second interim visit:

- We have examined a sample of Cemetery related activity by reference to the original burial register entries for the period April to July 2018 (18 in all) to ensure that each had been charged the correct fees in accord with the published scales, that Omega accounting entries had been appropriately posted and that receipts from funeral directors had been received without undue delay: no matters arising in this area were identified this year;
- We have tested Town Hall Chamber and Suite bookings by reference to the diary entries for November 2018 to ensure that each activity had been charged in accord with the appropriate scales of fees dependent on the time of day / day of the week and, as above, that each sales ledger invoice had been posted and paid in a timely manner;
- We have noted that the administration of the allotment tenancies was in the process of being transferred from the “in house” database to the bespoke Rialtas software for the 2019-20 year and have not undertaken any detailed testing in this area at present; and
- We have visually examined all other nominal ledger income code transaction reports for the year to December 2018 to ensure that there are no obvious errors or omissions where income could reasonably have been expected, for example the Town Hall monthly and quarterly suite lettings and the weekly markets: no such items were identified.

Finally, at this recent visit:

- We have tested a third sample month’s cashbook transactions (as noted earlier in this report);
- We have examined the year-end Aged Debtors report with no significant matters arising of which officers and members are unaware; and
- We have updated our year-on-year analytical review of income arising across the Council’s activities with no significant variances warranting further enquiry or explanation by officers.

## **Conclusions**

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

## Petty Cash and Charge Cards Accounts

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

- We note that an account remains in place at the Council, operated on an “Imprest” basis with a float of £200 “topped-up” generally once monthly: at the first interim visit we have checked and agreed transactions for the sample period of 12<sup>th</sup> July to 14<sup>th</sup> September 2018 to ensure that each payment was supported by appropriate trader invoices or till receipts and that the goods and services were fit for the purpose of the Council’s activities with no matters arising.
- We also note that, with the transfer of banking services to Handelsbanken, the Council now operates a limited charge card facility – currently there are three card holders with a maximum credit limit of £2,500 and monthly settlement from the current account to the separate cashbook account. As with the petty cash payments above, we have tested a sample of those transactions (September 2018) to supporting documentation and again no matters arise.

### *Conclusions*

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

## Salaries and Wages

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 HM Revenue and Customs (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 previously further amended with effect from 1<sup>st</sup> April 2018 as regards the percentage contribution salary bandings.

We have undertaken an examination of the payroll procedures in place and the physical payments made to staff to date in 2018-19 by reference to the November 2018 documentation, which continues to be produced externally by DCK Accounting Solutions payroll bureau service utilising bespoke IRIS payroll software.

- The Council has duly implemented the previously agreed national pay awards for 2018-19 and we have agreed the salary rates of each employee to the published scales;
- PAYE Tax Codes have been checked to ensure that appropriate allowances are being applied for the year following the annual budgetary increases in personal allowances with effect from April 2018;
- National Insurance Table deduction rates have been checked to ensure that computations are made accurately;
- Local Government Pension Scheme deduction rates have been checked to ensure they are in accord with the current bandings; and

- We have checked and agreed the net pay values from individual payslips to the Autopay summaries and resultant bank statement and cashbook transactions, as well as verifying the monthly settlements to Berkshire County and HMRC from the relevant cashbooks and electronic settlement payments.

### ***Conclusions***

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

## **Asset Register**

Our objective in this area is to ensure that the Council is complying with the Accounts and Audit Regulations (as amended periodically) and maintaining a complete and accurate register of the assets owned and is also observing best practice in managing its stock of assets.

An appropriate formal fixed asset register continues to be in place: we have reviewed its content and consider that it fully meets the needs of a Council the size of Newbury and we have also verified the summary total disclosed at Box 9, Page 5 of the revised AGAR, which continues to be computed properly under the revised (2010-11) regulations at cost.

### ***Conclusions***

***No issues arise in this area currently to warrant formal 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, 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 previously (September 2016) invested £250,000 in the CCLA Public Sector Deposit fund and we have verified this to their third party advice note: additionally we note from subsequent quarterly statements that dividends are duly received and these are currently “rolled up” into the periodic capital re-investment with approximately £1,500 for the year, which we have verified to the March 2019 statement.

Additionally, the Council currently has one Public Works Loan Board loan, repayable half-yearly on receipt of the PWLB repayment statement: we have agreed both of the half-yearly repayment instalments for 2018-19 to their third party demand notice as part of our expenditure testing above and verified the year-end balance disclosure at Box 10, Page 5 within the AGAR.

### ***Conclusions***

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



## **Statement of Accounts and Annual Return**

Our objective here is to ensure that the Statement of Accounts, again prepared “in-house” by the RFO and her staff, and the AGAR data at Page 5 is consistent with the accounting records maintained by the Council and complies with current legislation on local government accounting as it applies to a Council of this size.

As noted elsewhere in this report, we have agreed the underlying detail and supporting work in all relevant categories of our testing of controls, procedures, etc. We have also verified all disclosures in the year’s Accounting Statements as summarised at Page 5 of the AGAR and have duly signed off the Internal Audit Report at Page 3.

### ***Conclusions***

***There are no issues arising in this area to warrant formal comment or recommendation.***

Indicator	Frequency											
Accounts	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Percentage of invoices paid within 30 days of receipt by Corporate Services Team (excluding disputed invoices)												
Council expenditure to be within 5% budget												
Amount of bad debt over £500 and more than 3 months old (aim to reduce this over the year)	£2,737.50											
Achieving budgeted income from chamber lettings (£7,000)	£2,610 - 7%	£4,715 - 12%	£9025-24%									
Achieving budgeted income from Suite Lettings (£38,000)	£0	£505 - 7%	£795-11%									
Unqualified financial audit												
Website/social media												
Number of Facebook followers (aim for 10 new p.m. 120 pa)	1954	1981	2086									
Number of Twitter followers (aim for 10 new pm, 120 pa)	4078	4131	4153									
Number of hits on website (sessions) to increase in year	2492	3507	2587									
All agendas published within 3 clear days prior to the meeting												
Communication with Public												
Publish minutes of meetings within 2 working days of Corporate Services being advised they are approved by the												
Produce draft minutes of all Council and Committee meetings within 3 working days of committee meeting												
Complaints dealt with within 5 working days												
Produce 4 press releases each month	3 - purdah	4	4									
Produce a newsletter every month	purdah	purdah										
Community Services												
Undertake monthly detailed play area inspections												
Market Income in line with budget (£40,000)	£2364 -	£4835-	£7274-18%									
Allotment income in line with budget (£21,000 - due 1.4.18)	£20528-98%	£20,964-99%	£21,179									
Shaw Cemetery income in line with budget (£45,000)	£0	11%	£8757-20%									
Shrub and flower beds weeded as per contract	2 weeks behind	90% completed	1 week behind									
pond cleaned 6 times pa or more if needed												
Contractors quote for Unscheduled Works within a week	2 weeks	3 weeks										
Frequency of grass cutting – based on length of grass	sites	areas	apart from allotments									
Frequent litter picking, based on times per site per contract		2 misses										
Contractors inspecting playgrounds weekly & competently			last month's report not yet recd									
Number of vacant allotment plots below 17	14	12	7									
Planning and Highways												
Planning comments made at meetings of the committee should be submitted to WBC within 2 working days of the		3 working days	3 working days									
Staff												
Total staff Time Off In Lieu (TOIL) carried forward	121.38	165.72	145.27									
Each staff member to undertake 6 hours training per quarter												
number of staff working days lost to sickness - target no more than 4 per month	7	3	6									

Explanation of colours in chart

	Green = target met
	Yellow = target close but not met
	Red = target not met

## Expenditure of CIL Money in 2019/20

Appendix 7

Location	Short description	Strategy reference and Comment	Amount Agreed	Amount Spent	Committee responsible
City Rec Pathway	Strip Out Old Pathway and Install New	Strategy reference O1.6 <i>Applying for WBDC Members Bid to assist in funding project</i>	£14,300		Community Services <i>Agreed at CSC 04.06.18</i>
Various NTC parks and open spaces	Additional benches for parks and open spaces	Strategy reference O1.10	£5,000		Community Services <i>P&amp;R 15.1.18</i>
Victoria Park	New changing rooms in Victoria Park	Strategy reference O1.STP3	£25,000		Community Services <i>P&amp;R 15.1.18</i>
Victoria Park	Payment of PWLB loan		£14,000		
		<b>TOTAL</b>	<b>£58,300</b>	<b>£0</b>	
<b>CIL Money received as at 1.4.19</b>			£41,804.70		
<b>CIL money received in April 2019</b>			£14,549		
<b>Total CIL money available to spend</b>			<b>£56,353.70</b>		

Updated 10.07.19

## Expenditure of Section 106 Contributions 2019/20

## Appendix 7a

Resolution or Proposer	Location	Short description	Est cost (£)	S106 Contribution (£)	S.106 Spent	Comment
P&R Committee 25.4.16	Town Centre or Victoria Park	Drinking fountain, including connection	1,000	1,000		Included in café project Not yet started
P&R Committee 25.4.16	Victoria Park	Additional funding towards increased costs of the new cafe	648,000	50,000		Not yet started
	<i>Wharf Toilets</i>	<i>Install a defibrillator</i>	<i>1,500</i>	<i>1,500</i>		Agreed at CS committee 11.3.19
<b>Total</b>				<b>£52,500</b>	<b>£0</b>	
Total S.106 monies held by Newbury Town Council at 1.4.19				<b>£64,976</b>	<b>£0</b>	

## MAYOR'S BENEVOLENT FUND 2018/19

		Mayors	Coffee	Church	Book	Over 80's		*Daisy's	*Rosemary	
	DONATIONS	Drive	Mornings	Collections	Sale	Coffee		Dream	Appeal	TOTAL
						Morning		Mayor's chosen charities		
BALANCE AS AT										£ 3,127.03
01 06 2018										
Total Income	£ 2,317.69		£435.17	£ 642.14	£ 10.00	£ 236.40				£ 3,641.40
Total Expenditure	£ 1,180.00	£ 983.28				£ 236.40		£ 422.73	£ 422.73	£ 3,245.14
Surplus for the year	1,137.69	-983.28	435.17	642.14	10.00	0.00		-£ 422.73	-£ 422.73	£ 396.26
BALANCE AS AT										
31 05 2019	£ 3,523.29									

£50 donations were paid to the following support groups:-

## 8 Bells for Mental Health

## Dingley Promise

## Fair Close Centre

## Newbury Blind Club

## Newbury Community Furniture Project

## West Berks Foodbank

## West Berks Homeless

	Action Plan for Newbury Town Council Strategy –October 2018							Appendix 9
Short term projects ( within 12 Months)								
Policy Area 1: Delivering Services for the People of Newbury								
Project No.	Strategy Ref. No	Action required	deadline	who	funding	Completion Date	Status 31.03.19	Status 30.06.19
1.	O1.STP1 Construct new café facilities in Victoria Park and provide a suitable venue for the rejuvenated Park	Review environmental credentials of the building. Submit revised planning application by October 2019 Complete project by April 2020	CSC Sept 2019	CSM/ CEO		April 2020		
2.	O1.STP2 Construct new changing rooms in Victoria Park to meet the needs of the improved facilities at the football pitch and the tennis courts	Review need for changing rooms	CSC Sept 2019	CSM/ CEO		June2010		
3.	O1.STP3 Consider options for taking charge of Northcroft and Goldwell Parks	No longer an option- remove objective		CSM/ CEO		01.04.2019		
4.	O1.STP4 Consult residents in the area and prepare a plan for the development of leisure and amenity facilities at City Recreation Ground	Residents consulted and outcomes considered by CS Committee. Options being prepared- reported to CS in June. Report to September CSCM for direction & funding	CSC Sept 2019	CSM		Sept 2019		
5.	O1.STP5 Assess the viability of an ice-rink at the pond in Victoria Park	Not Viable. Assessment completed		CSM		31.1.19	Completed	Completed
6.	O1.STP6 Prepare an action plan to further raise the profile and improve the appearance of the Council’s markets, taking into account the changing shopping patterns and requirements of the people of Newbury.		CSC Sept 2019	CSM		10.12.18	Completed	Completed
7.	O1.STP10 Develop a sensory garden in Victoria Park	Funding issues		CSM		2020		

Policy Area 2: Representing the People of Newbury as the elected body for the Town –Short term projects (12 months)								
8.	O2.STP1 Complete the formal town twinning with Carcaxient, Spain	Spanish side of Twinning agreement signed in March, Newbury to complete on 13 July		CM		2019		Completed
9.	O2.STP2 Monitor the implementation of the Newbury Town Plan and report twice yearly to the Planning and Highways Committee of the Council	First progress report to P & H in April 2019		CEO		Ongoing-reporting to P & H		
10.	O2.STP3 Add a chapter to the Town Design Statement addressing The Canal Corridor	Working group established, first meeting 27 March 2019 Draft approved for public consultation at P & H Committee on 24 June		CEO	N/A	12/19		
11.	O2.STP4 Support, assist and promote the proposed Jack of Newbury statue	Awaiting listing of project on The Good Exchange - now listed Sculptor to arrange the balance of funding- Crowdfunding proposed New fund-raising body set up to raise funds by May 2019 To be in place for 2020, 400 <sup>th</sup> anniversary of death of his father To be reviewed by CPA & L on 1 July		CEO	agreed	2020		

Medium term projects (2 years)								
Policy Area 1: Delivering Services for the People of Newbury								
Project No.	Strategy Ref. No	Action required	deadline	who	funding	Completion Date	Status 31.12.18	Status 31.03.19
1.	O1.MTP1 Explore with West Berkshire District Council options to fully pedestrianise an area of the Town Centre	WBDC deferred, pending roundabout improvements on A339	June 2019	CEO		2021		
2.	O1.MTP2 Work with West Berkshire District Council to promote and provide signage and footpaths for walking and cycling routes to and from the Town Centre and local schools	New signage erected in the town centre		CEO		2021		
		Progress programme further (see WBDC walking map)				ongoing		
3.	O1.MTP3 Provide drinking fountains in locations considered appropriate and cost effective.	Tap provided at The Wharf One at new café in VP Ask Newbury BID to promote campaign for shops to refill water bottles Report to CS September	CSC Sept 2019	CSM		ongoing		
4.	O1.MTP4 Maintain Victoria Park as a first class amenity and recreational area for the benefit of all the citizens of Newbury and achieve the Green Flag Award for Victoria Park	Green Flag submission made in February. To be assessed in April/ May. Assessment results on 17 July	July 2019	CSM		2019		Completed
5.	O1.MTP5 Newbury Town Council should, when finances and resources permit, take over primary responsibility for all the town's public open spaces.	Ongoing negotiations with WBC on Greenham House Gardens		CEO/ CSM		ongoing		See 3 above
6.	O1.6 Maintain and run high quality parks, playground and leisure spaces/ facilities	Forward plan & Asset Register being prepared for management/ replacement of equipment, etc.	CS Committee Sept	CSM	TBC	Sept 19		
Policy Area 2: Representing the People of Newbury as the elected body for the Town – Medium term projects (2 years)								
7.	O2.MTP1 To work with partners and stakeholders to establish a Newbury Arts Council, to support and encourage co-ordination and co-operation between the many different bodies promoting the arts in Newbury/ West Berkshire.	Meetings held with interested parties; should be established by March 19. Report to CPA & L in December	08/10/18	CM	N/A	31.03.19		Completed
8.	O2.MTP2 Agree a co-operation plan with coach operators who bring visitors to the Town (Newbury is a frequent stopping place for coach drivers because of its central position on the national coach network, and we should encourage close relationships with operators)	No responses from operators.		CEO		30.06.19		
		Make fresh contact following opening of new bus interchange at The Wharf						
		Raise with new CEO at the BID						
9.	O2.MTP3 To work with partners and stakeholders to establish a Newbury Sports Council, to support and encourage co-ordination and co-operation between the many different bodies promoting sports in Newbury	Preliminary contact made with FA, English Cricket Board, Rounder's England & Sports Council for advice on existing similar Working Groups in England as a model Coordinating responsibility rest with WBC on behalf of Sport England		CSM		31.3.20		
10.	O2.MTP4 Oppose 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	Wrote to Planning Authority; awaiting response		CEO		ongoing		
11.	O2.MTP5 Urge West Berkshire District Council to complete Conservation Area Appraisals for the town.	WBDC are currently in the process of creating a Conservation Area review prioritisation methodology.		CEO		30.06.20		

#### Other Objectives in the Strategy

Other objectives	Strategy Ref. No	Action required	deadline	who	funding	Completion Date	Status 31.03.19	Status 30.06.19
1.	O1.17 Hold an Annual Family day, in early summer, in Victoria Park, to promote the Park and the wide range of facilities it offers	Event held on 23 June 2019 2020 date set for 7 <sup>th</sup> June		CSM	In budget	23.06.19		Completed
2.	O2.6 Run and sponsor Newbury's annual Civic Award scheme	Very successful evening on 18 March. Send review to CPA & L		CM		18.03.19		Completed
3.	O2.10 Promote annual events for Local Democracy Week, in particular for young people.	Review timing and events after 2018 programme. New Working group established. Programme planned for 2019.	Next meeting of Working Group	CEO/ FCSM		30.09.19		
4.	O2.15 Promote Newbury in Bloom and participate in Britain in Bloom to raise civic pride and encourage and acknowledge efforts by the community, businesses, residents and other organisations of Newbury	Re-entering in 2019. Submission by March 2019		CSM		30.09.19		
		Review after 2019 judging- take report to CS Committee December	10/12/19	CSM		16/12/19		
5.	O2.21 Urge BT to improve the appearance of the BT tower in the Town Centre and work with any other interested parties who can make this happen	BT to improve maintenance.		CEO	N/A	ongoing		
6.	O2.22 Work with partners to make Newbury "arrival points" ( Tesco roundabout, rail station, bus terminal, car parks, etc.) which will impress our visitors	Bring to WBDC meeting for discussion. WBDC support; referred to Grainger (rail station), WBDC (bus Terminal) and Vodafone re roundabout.		CEO	N/A	30.06.20		
		"Crossroads of Southern England" signage erected at new bus station	03/12/18	CEO				
		Programme to replace Newbury entrance signs – significant cost implication, consider sponsorship		CSM				
7.	O2.23 Encourage owners of obsolete and derelict sites to regenerate and renovate their properties	WBDC not willing to transfer powers. NTC contacting owners, following direction from P & H. Quarterly reviews.		CEO	N/A	Ongoing		
8.	O2.28 Hold an Annual Town Meeting for Town Council electors	Meeting held 18 March 2019. Invited GWR to make a presentation- well supported.	18.03.19	CEO	N/A	18.03.19		Completed
9.	O3.4 We will publish and distribute an annual newsletter, with the Precept Leaflet and/or consider other options to publish this information	Precept approved 28 January 2019 and leaflet issued with WBDC Council tax bills		FCSM		31.03.19		Completed
10.	O3.18 We will continually review our Committee structures and Working Groups and implement any improvements identified.	Ongoing. No changes to date		CEO		30.06.19		



## Newbury Town Council

### Work Programme for Policy and Resources Committee Meetings

#### Standing Items on each (ordinary meeting) agenda:

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

Meeting Date	Item
<b>October</b>	Prep for Budget
	Risk management strategy and Strategic risk register
	Investments
	Review of Contributions for Newbury Library
	Recommendations to Full Council re Council Strategy
<b>January</b>	To receive a report from the Staff sub-Committee
	Budget
	Review of Contributions for Newbury Library
	Review of S.106 and CIL moneys
	Report from Grants subcommittee (if met in November)
<b>April</b>	Reserves and deferred grants To resolve to earmark ...
	Financial Regulations Review. It is good practice to review Financial Regulations annually.
	Standing Orders/ scheme of delegations –to Full Council
	Review of Contributions for Newbury Library
	Write off bad debts