

8th October 2025

To: Councillors Jo Day, Nigel Foot, David Harman, Pam Lusby-Taylor, Steve Masters, Vaughan Miller, Andy Moore, Gary Norman (Chairperson), Elizabeth O’Keeffe & Meg Thomas.

Substitutes: All remaining Members of the Council.

Dear Councillor

You are summoned to attend a meeting of the **Policy & Resources Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 13th October 2025 at 7.30pm.** The meeting is open to the press and public and will be streamed via Zoom:

<https://us02web.zoom.us/j/84019202713?pwd=3C8CgScPBR8G4QHHbvGdAppeaJnBt0.1>

Meeting ID: 840 1920 2713

Passcode: 720299

Yours sincerely,

Liz Manship

Liz Manship
Finance & Corporate Services Manager

AGENDA

1. **Apologies for absence**
Chairperson
2. **Declarations of interest and dispensation**
Chairperson
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
3. **Minutes (Appendix 1)**
Chairperson
To approve the minutes of a meeting of the Policy & Resources Committee held on 9th June 2025 (appendix 1).
4. **Questions and Petitions from members of the public**
Chairperson
5. **Members’ questions and petitions**
Chairperson
All questions for this meeting must be submitted to the RFO by 2.00 pm on Friday 10th October 2025
6. **List of Payments (Appendix 2, 3 & 4)**
Chairperson
6.1 To ratify the BACS Payments made 1st June to 30th September 2025 (appendix 2).
6.2 There are no Direct Payments made 1st June to 30th September 2025 (appendix 3)

6.3 To approve the reconciliation statements for the period 1st June to 30th September 2025, previously verified by a member of the Audit Working Group (appendix 4).

7. Budget Monitoring 1st 2 months (Appendix 5, 6, & 7)

Chairperson

7.1. To receive the Income and Expenditure Account for the period 1st June to 30th September 2025 (Appendix 5)

7.2. To note any income and expenditure against cost centres with a variance greater than 15% of annual budget (financial regulations 4.2) (Appendix 6)

7.3 To approve recommended EMR adjustments in consideration of reduced Town Hall income and higher than expected water costs. (Appendix 6)

7.4 To ratify virements made to the Budget, 5th June to 30th September 2025 (Appendix 7)

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

Chairperson

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

9. Internal Audit (2025/26 Q1) (Appendix 8)

Chairperson

To receive the Internal Audit Report for 2025/26 Quarter 1 and note the recommendations contained therein.

10. Financial Regulations (Appendix 9 & 11 - IA Report R1)

Chairperson/Chair of Audit Working Group

To consider and recommend the updated Financial Regulations to Full Council for approval and adoption, as recommended to P&R by the Audit Working Group.

11. Member Substitution in Committees (Appendix 10 & 11 - IA Report R3)

Chairperson/Chair of Audit Working Group

To consider the paper on Member Substitution, as discussed by the Audit Working Group and **resolve** a recommendation to Full Council.

12. Confidential and Privilege Matters resolved at Council Meetings (Appendix 11 – IA Report R2)

Chairperson/Chair of Audit Working Group

To consider and recommend to Full Council that when Council discusses and resolves actions that are ‘confidential and privilege’ due to data protection legislation and similar, any resolution should be clear in the minutes, a public document, and any ‘confidential and privilege’ detail should be written in an appendix, referred to in the minutes and held confidentially.

13. Investment Diversification (Appendix 11 & 11A – IA Report R7.1)

Chairperson/Chair of Audit Working Group

To consider the recommendation of the Audit Working Group and resolve not to diversify further at the present time, but to keep under annual review as part of the Council’s Treasury Policy.

14. Council Credit Card (Appendix 11 & 11B – IA Report R8)

Chairperson/Chair of Audit Working Group

To note the recommendation of the Audit Working Group and Management Team **and resolve** that the RFO should explore and obtain a credit card(s) for the Council.

15. Internal Audit (2025/26 Q1 – Recommendations, Proposed Actions & Timeline) (Appendix 11)

Chairperson/Chair of Audit Working Group

To consider and recommend to Full Council for approval the actions and timeline, not discussed above, as recommended to P&R by the Audit Working Group and Management Team.

16. Annual Governance & Accountability Return (AGAR) – Annual Governance Certificate 2024/25 (Appendix 12 & 12A)

Chairperson

16.1 To note that the Annual Governance Certificate, together with Notice of Conclusion of Audit, year ended 31st March 2025, published on the Council noticeboard and website on 30th September 2025 (Appendix 12)

16.2 To discuss the matters raised as part of the External Audit 2024/25 with the RFO and make recommendation to Full Council.

17. Community Infrastructure Levy (CIL) (Appendix 13 & 14)

Chairperson

17.1 To consider and approve the reviewed CIL statements for years 2019/20 to 2024/25, as agreed with West Berkshire (appendix 13)

17.2 To consider and approve the Council / CIL funding adjustments for the EMRs as affected by the above review (appendix 14)

18. Victoria Park Café – Pergola

Chairperson/Chair of Community Services Committee

To consider and approve the recommendation of the Community Services Committee meeting, 15th September 2025, to repurpose EMR projects funding, for the Pergola development, as follows: £5,000 from EMR 418, Shaw Cemetery Land Survey; £1,800 from EMR 455, Repair of Market pop-ups (4425/310); and £4,600 from EMR 456, (4541/345) Repair of Victoria & Lions.

19. Victoria Park – Compound for Football Goals

Chairperson/Chair of Community Services Committee

To note the agreement of Council, at its meeting, 29th September 2025, to use £2,000 from EMR 437, 9-side football pitch, to build a fenced compound behind the Crazy Golf Course in Victoria Park, providing dedicated storage, protected and accessible, for club owned goals. Fencing styled to match existing crazy golf fencing. Additional sums required (approx. £1,200) to be found from existing Community Services budgets.

20. Grant Sub-Committee Meeting – 26th June 2025 (Appendix 15)

Chairperson

To receive the draft minutes from the Grant Sub-Committee meeting of 26th June 2025

21. Grant Payments (Appendix 16 & 17)

Chairperson

To resolve grant payments to the following organisations, as set aside in the 2025/26 Budget:

21.1 The BID – Christmas Lights (up to £10,000) (4160/210) (Appendix 16)

21.2 The Volunteer Centre (up to £500) (4170/210) (Appendix 17)

21.3 Citizens Advice West Berkshire (up to £20,000) (4185/210)

21.4 Community United West Berkshire (up to £3,000) (4213/210)

22. Budget 2026/27 (Appendix 18)

Chairperson

To approve the Budget Review Timeline 2026/27

23. Terms of Reference – Policy & Resources Committee (Appendix 19)

Chairperson

To consider and recommend to Council for approval, the updated Terms of Reference for the Policy & Resources Committee.

24. Council Strategy 2024-27 – Mid-Year KPI Data (Appendix 20)

Chairperson

To receive mid-year KPI data against the Council's strategy 2024-27

25. Council Policies (Appendix 21 to 28)

Chairperson

To review and approve the following Council Policies & Procedures, as recommended to the CEO by the Internal Auditor:

- 25.1** Complaints Policy (Appendix 21)
- 25.2** Data Protection Policy (Appendix 22)
- 25.3** Data Retention Policy (Appendix 23)
- 25.4** Equality, Diversity & Inclusion Policy (Appendix 24)
- 25.5** Information Security Procedure (Appendix 25)
- 25.6** Information Technology Policy (Appendix 26)
- 25.7** Privacy Policy (Appendix 27)
- 25.8** Safeguarding Policy (Appendix 28)

26. Health and Safety (Appendix 29)

Chairperson

To receive the quarterly health and safety report.

27. Forward Work Programme for Policy and Resources Committee meetings 2025/26 (App. 30)

Chairperson

To note and agree any other items that Members resolve to add to the Forward Work Programme (2025/26 programme).

28. Next meeting:

Chairperson

To note that the next meeting of the Policy & Resources Committee is to be held on Monday 19th January 2026, should no meeting be called earlier.

29. 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 financial business to be transacted.

30. Staffing Matters (Appendix 31)

Chairperson

To receive the minutes from the Staff Sub-Committee meetings of 30th July 2025 and 18th September 2025 (draft)

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE COUNCIL
CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 9th JUNE 2025 AT 7.30PM.**

PRESENT

Councillors Jo Day, Billy Drummond (Substitute), David Harman, Roger Hunneman (Substitute), Pam Lusby-Taylor, Andy Moore, Gary Norman (Chairperson), Graham Storey (Substitute), & Meg Thomas.

IN ATTENDANCE

Liz Manship, Finance & Corporate Services Manager

ABSENT

Councillor Nigel Foot

111. APOLOGIES FOR ABSENCE

Councillor Steve Masters, substituted by Councillor Graham Storey
Councillor Vaughan Miller, substituted by Councillor Roger Hunneman
Councillor Elizabeth O’Keeffe, substituted by Councillor Billy Drummond

112. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Billy Drummond as a Member of West Berkshire Council has a general dispensation to discuss any matters relating to the business of that Council.

There were no further declarations of interest.

113. ELECTION OF CHAIR

PROPOSED: Councillor Jo Day

SECONDED: Councillor Billy Drummond

RESOLVED: Councillor Gary Norman was elected as Chair to the Policy & Resources Committee.

114. ELECTION OF DEPUTY CHAIR

PROPOSED: Councillor Meg Thomas

SECONDED: Councillor Roger Hunneman

RESOLVED: Councillor Jo Day was elected as Deputy Chair to the Policy & Resources Committee.

115. MINUTES

PROPOSED: Councillor Meg Thomas

SECONDED: Councillor Andy Moore

VOTE: Carried with a majority of 6 with 3 abstentions due to non-attendance.

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Monday 28th April 2025 be approved as a correct record and signed by the Chairperson.

116. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

117. MEMBERS' QUESTIONS AND PETITIONS

There were none.

118. LIST OF PAYMENTS

118.1 BACS PAYMENTS – 1st April to 31st May 2025

PROPOSED: Councillor Billy Drummond

SECONDED: Councillor Jo Day

RESOLVED: That the lists of BACS payments made 1st April to 31st May 2025 be ratified.

118.2 DIRECT PAYMENTS – 1st April to 31st May 2025.

PROPOSED: Councillor David Harman

SECONDED: Councillor Meg Thomas

RESOLVED: That the list of Direct Payments made 1st April to 31st May 2025 be ratified.

118.3 RECONCILIATION STATEMENTS – 1st April to 31st May 2025.

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Meg Thomas

RESOLVED: The Reconciliation Statements for the period 1st April to 31st May 2025, previously verified by a member of the Audit Working Group are approved and are to be signed by the Chair.

119. BUDGET MONITORING FIRST TWO MONTHS

119.1 INCOME & EXPENDITURE ACCOUNT

The Income and Expenditure account for the period 1st April to 31st May 2025 was received and noted by the Committee.

119.2 EXPENDITURE WITH A VARIANCE GREATER THAN 15% OF ANNUAL BUDGET

The Committee noted the explanation for expenditure, April to May 2025, cost centres with a variance greater than 15% of annual budget. The RFO advised that an audit of the water invoices is planned over the summer months. The Committee requested that the RFO enquire whether the water meter at Shaw Cemetery could be read weekly to support this.

119.3 VIREMENTS MADE TO THE BUDGET – 1ST April to 4th June 2025

PROPOSED: Councillor Billy Drummond

SECONDED: Councillor Andy Moore

RESOLVED: That the virements made to the budget 1st April to 4th June 2025 be ratified

120. DEBTS OVER £500 AND MORE THAN THREE MONTHS OLD

Members were advised that there were no debts over £500 and more than three months old. The RFO offered her thanks to the Civic Services Manager for her support in this, which was noted by the Committee.

121. INTERNAL AUDIT**121.1 FOURTH & FINAL INTERNAL AUDIT REPORT FOR 2024/25**

PROPOSED: Councillor David Harman

SECONDED: Councillor Jo Day

RESOLVED: That the fourth and final internal audit report for 2024/25 be recommended to Full Council

121.2 ANNUAL INTERNAL AUDIT REPORT 2024/25 FOR EXTERNAL AUDIT

PROPOSED: Councillor David Harman

SECONDED: Councillor Jo Day

RESOLVED: That the Annual Internal Audit report 2024/25 signed by the Internal Auditor be recommended to Full Council for inclusion as part of the Annual Governance & Accountability Return (AGAR) for External Audit

122. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – ANNUAL GOVERNANCE STATEMENT (2024/25)**122.1 TO CONSIDER THE ANNUAL GOVERNANCE STATEMENTS 2024/25**

The Committee considered the Annual Governance Statements 2024/25, previously circulated. There were no questions.

122.2 TO RECOMMEND TO FULL COUNCIL THAT THE ANNUAL GOVERNANCE STATEMENT 2024/25 IS APPROVED, SIGNED AND FORWARDED TO THE EXTERNAL AUDITOR.

PROPOSED: Councillor Andy Moore

SECONDED: Councillor Meg Thomas

RESOLVED: To recommend to Full Council that the Annual Governance Statement 2024/25 is approved, signed and forwarded to the External Auditor.

123. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – ACCOUNTING STATEMENTS 2024/25

123.1 TO CONSIDER THE ACCOUNTING STATEMENTS 2024/25 AND SUPPORTING PAPERS

The Committee considered the Annual Governance Statements 2024/25, together with the following supporting papers, previously circulated:

- a) Year-End Reconciliation
- b) Reconciliation between Box 7 & 8
- c) Explanation of Variances 2023-24 to 2024-25
 - a. Summary
 - b. Precept
 - c. Total Other Receipts
 - d. Fixed Assets
- d) Making Provision for the Exercise of Public Rights

There were no questions.

123.2 TO RECOMMEND TO FULL COUNCIL THAT THE ACCOUNTING STATEMENTS 2024/25 AND SUPPORTING PAPERS ARE APPROVED, SIGNED AND FORWARDED TO THE EXTERNAL AUDITOR

PROPOSED: Councillor Billy Drummond

SECONDED: Councillor David Harman

RESOLVED: To recommend to Full Council that the Annual Accounting Statements 2024/25 and supporting papers are approved, signed and forwarded to the External Auditor.

124. POLICY & RESOURCES COMMITTEE'S WORKING GROUPS

124.1 TO REVIEW AND APPROVE THE TERMS OF REFERENCE FOR THE 'AUDIT' AND 'STRATEGIC' WORKING GROUPS

PROPOSED: Councillor Graham Storey

SECONDED: Councillor Andy Moore

RESOLVED:

- a) The Terms of Reference for the Audit Working Group 14/10/25, previously circulated, were approved without amendment

- b) The Terms of Reference for the Strategic Working Group 14/10/25, with suggested amendments previously circulated, were approved with two additional amendments (Appendix 1)

124.2 TO REVIEW AND ELECT MEMBERS TO THE 'AUDIT' AND 'STRATEGIC' WORKING GROUPS

PROPOSED: Councillor Gary Norman

SECONDED: Councillor Roger Hunneyman

RESOLVED:

- a) The following Members were elected to the Audit Working Group:

- a. Councillor Alistair Bounds
- b. Councillor Nigel Foot
- c. Councillor Steve Masters
- d. Councillor Andy Moore
- e. Councillor Sarah Slack

- b) The following Members were elected to the Strategic Working Group:

- a. Councillor Jo Day
- b. Councillor Billy Drummond
- c. Councillor David Harman
- d. Councillor Roger Hunneman
- e. Councillor Vaughan Miller
- f. Councillor Andy Moore
- g. Councillor Gary Norman
- h. Councillor Graham Storey

125. MAYOR OF NEWBURY'S CHARITABLE TRUST

The Committee received, previously circulated, a summative report, taken from the Charitable Trust's Governing Document, covering its governance. Together the Report & Accounts for the Mayor of Newbury's Charitable Trust 2024-25. The Committee was advised that the Governing Document will be made available to Full Council at its next meeting.

The Committee requested that two observations be forwarded for the attention of Full Council:

- a) "Agreement of at least 75% of the Trustees is required by a vote, unless all agree in which case no vote is required" – That 75% of 3 Trustees is 3.
- b) That the word "Civic" in the context of "Civic Mayor" is now considered redundant.

126. HEALTH & SAFETY

The Committee received the quarterly health and safety report (previously circulated).

The Committee asked to be advised further detail in respect of accident one, to include how the Council was made aware and the outcome.



Financial Regulations

| | |
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| Date Issued: July 2024 | Date Reviewed: July 2024 |
| Date Adopted: 21st October 2024 | Adopted By: Full Council |
| Review Date: October 2025 | Reviewing Committee: Policy & Resources |

These Financial Regulations were adopted by the Council at its meeting held on [enter date].

NEWBURY TOWN COUNCIL – FINANCIAL REGULATIONS

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| | Appendix 1 - Tender process | Error! Bookmark not defined. |

1 General (Section 1 is taken from the Model Regs)

- 1.1. These Financial Regulations govern the financial management of the Council and shall only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the Council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the Council cannot change.
 - 'Shall' refers to a non-statutory instruction by the Council to its members and staff.
 - (MR XXX) refers to the section within NALC Model Regulations from where this have been taken.
 - (NTC) refers to a local arrangement approved by Newbury Town Council
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Council. The RFO:
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;

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

1.6. The Council must not delegate any decision regarding:

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

1.7. In addition:

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

2 Risk management and internal control (Section 2 is taken from the Model Regs)

- 2.1. The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The CEO, with the RFO, shall prepare, for discussion with the Audit Working Group and approval by the Policy & Resources Committee, a risk management policy covering all activities of the Council. This policy and consequential risk management arrangements shall be reviewed by the Policy & Resources Committee at least annually.
- 2.3. When considering any new activity, the Lead Manager, with the CEO, shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Policy & Resources Committee.
- 2.4. At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. The accounting control systems determined by the RFO must include measures to:

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

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

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

3 Accounts and audit (3.1 – 3.12 are taken from the Model Regs)

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

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

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

- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the Policy & Resources Committee, for recommendation to Full Council for approval, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary.
- 3.7. The internal auditor shall be appointed by the Policy & Resources Committee and shall carry out their work to evaluate the effectiveness of the Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The Policy & Resources Committee shall ensure that the internal auditor:
- 3.8.1. is competent and independent of the financial operations of the Council;
 - 3.8.2. reports to Council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - 3.8.3. can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - 3.8.4. has no involvement in the management or control of the Council
- 3.9. Internal or external auditors shall not under any circumstances:
- 3.9.1. perform any operational duties for the Council;
 - 3.9.2. initiate or approve accounting transactions;

- 3.9.3. provide financial, legal or other advice including in relation to any future transactions; or
- 3.9.4. direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO and CEO shall, without undue delay, bring to the attention of all Councillors via the Policy & Resources and full Council meetings respectively, any report from the internal or external auditors.
- 3.13. Further to receipt of the internal and external auditor's reports, the RFO shall, consult with the Chair of the Audit Working Group and if appropriate make arrangements to discuss the Internal Audit Report with the Audit Working Group, prior to taking recommendations to the Policy & Resources Committee.

(NTC)

4 Budget and precept

- 4.1. **Before setting a precept, the Council must calculate its Council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation. (MR 4.1)**
- 4.2. The RFO shall write to members, beginning October, inviting suggestions for the budget in line with the Strategy, for consideration by the Committees. To be received by the end of October, the RFO to include in the draft budget. (NTC)
- 4.3. The RFO shall meet with Officers in October to discuss the demands on the budget for 'lights-on', asset management and capital expenditure for planned projects. The RFO to include in the draft budget. (NTC)
- 4.4. Budgets for salaries and wages, including employer contributions and the salary reallocation hours by cost centre, shall be reviewed by the Staff Sub-Committee at least annually; in October/beginning November, further to the annual appraisals. The schedule agreed by committee shall inform the budget

for the following financial year. The RFO shall inform committees of the implications of any salary commitments and associated officer allocated hours, before they consider their draft their budgets. (MR 4.2)

- 4.5. No later than middle November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, along with a forecast for the following four financial years, taking account of the lifespan of assets and cost implications of repair or replacement. (MR 4.3)
- 4.6. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects shall only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full Council. (MR 4.4)
- 4.7. Each committee shall review its draft budget and submit any proposed amendments for Council consideration to the RFO, no later than the end of November each year. (MR 4.5)
- 4.8. The Strategy Working Group shall consider committee proposals beginning December and make recommendations. The RFO to incorporate in the draft budget. (NTC)
- 4.9. The RFO by end December shall update the draft budget, with the recommendations of the Strategy Working Group, to include a four-year forecast, and any recommendations for the use or accumulation of reserves, for consideration by the Policy & Resources Committee in January, to inform its recommendation to Council. (MR 4.6)
- 4.10. The Council shall consider annual budget proposals in relation to the Council's four-year forecast of revenue and capital receipts and payments, including recommendations for the use of reserves and sources of funding, and update the forecast accordingly. (NTC)
- 4.11. Having considered the proposed budget and four-year forecast, the Council shall determine its Council tax requirement by setting a budget. The Council shall set a precept for this amount no later than the end of January for the ensuing financial year. (MR 4.7)
- 4.12. **Any member with Council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them. (MR 4.8)**

- 4.13. The RFO shall **issue the precept to the billing authority no later than the end of February**, or the date requested by the billing authority, whichever is earliest, and supply each member and officer with a copy of the agreed annual budget. (MR 4.9)
- 4.14. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned. (MR 4.10)
- 4.15. Any addition to, or withdrawal from, any earmarked reserve during the financial year, other than expenditure for the purpose agreed, shall be approved by the Policy & Resources Committee. (MR 4.11) This to support the management of the budget and the material direction of the Council's Strategy. (NTC)
- 4.16. The RFO shall coordinate the annual budget & precept information leaflet to residents. (NTC)
- 4.17. The sum total of the general reserves shall always be a minimum of three months' annual net revenue expenditure. Ear-marked Reserves, set aside to support specific areas of Council work, shall not be taken into consideration when calculating the General Reserves. The Council's general reserves shall be held with a financial institution other than the Council's day to day bankers with understood minimum risk. They shall not be committed or used to cover any expenditure unless an emergency and all other financial avenues have been explored. (NTC)

5 Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works shall ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers. (MR 5.1)
- 5.2. Where an officer is aware they have or may have a personal or prejudicial interest with a current or potential supplier, they must declare it to their line manager and the CEO at the earliest opportunity. Appropriate arrangements shall be agreed to ensure these interests do not affect procurement decisions. A register shall be kept to record the interests and steps taken. (NTC)
- 5.3. Every contract shall comply with the Council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency. (MR 5.3)
- 5.4. **For a contract for the supply of goods, services or works where the estimated value exceeds the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement**

Regulations 2024 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.

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

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

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

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

5.5.3.1. Tenders shall be invited in accordance with the Council’s procurement policy.

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

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

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

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

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

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

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

- 5.9. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason shall be set out in a recommendation to the relevant committee. Avoidance of competition is not a valid reason. (MR 5.13)
- 5.10. The Council, its committees or delegated officers, as appropriate, shall not be obliged to accept the lowest of any tender, quote or estimate, but must have a valid reason for not doing so. (MR 5.14)
- 5.11. The Council supports and commits to consider social value in its procurement procedures. Preference will be given to local suppliers, preferably independent, provided value for money, quality, time efficient goods and services are offered. (NTC)
- 5.12. The Council may contract with preferred suppliers. These opportunities shall be advertised in consideration of the legislation, depending on value. (NTC)
- 5.12.1. A contract shall usually be agreed for two years, with the opportunity to extend for one further year. (NTC)
- 5.12.2. The agreement of an hourly rate, day rate or job rate must be a condition of contract, which may be increased by CPI as from 1st April; the year to be specified dependent on start date. (NTC)
- 5.12.3. A break clause must be agreed in consideration of both the Council and the contractor. (NTC)
- 5.13. The Council may open business trade accounts to support the purchase of routine everyday items e.g. materials, tools and stationery. (NTC)
- 5.13.1. Any trade card account opened by the Council shall be restricted to named officers, recommended by the manager and agreed by the CEO in discussion with the RFO. Any balance shall be paid in full each month. (MR 9.3)
- 5.14. Authorisation of Expenditure – Revenue expenditure agreed by Council at its annual budget meeting, usually January, or by the Policy & Resources committee within the financial year. (NTC)**
- 5.14.1. Other than in an emergency, expenditure shall only be authorised by the ‘Lead Officer’ with responsibility for the budget line (nominal code), under delegated authority, subject to:
- 5.14.1.1. The level of their spending authority. (MR 5.15)
- Expenditure above a Lead Officer’s spending authority must additionally be agreed by their line manager and/or the CEO and

RFO, with the appropriate spending authority. Delegated spending authority levels are as follows:

- Officers authorised by their manager – spending authority up to £500 (ex VAT) as agreed on an individual basis.
 - Line manager to recommend, CEO, in discussion with RFO, to agree.
 - A manager of the Council – spending authority up to £1,500 (ex VAT)
 - The CEO and RFO together – spending authority up to £25,000 (ex VAT)
 - The RFO to confirm sufficiency of funds.
 - The CEO to confirm the expenditure is within the Council Strategy.
 - Full Council for expenditure over £25,000 (ex VAT).
 - The usual process is via the appropriate (lead) committee and the Policy & Resources committee, who require an overview of the financial situation. In exceptional circumstances, once a project is established and funding agreed, full Council may resolve that the lead committee shall make their recommendation direct. If this is agreed, the financial overview must be made available to the Policy & Resources Committee for their quarterly meeting. (MR 5.15 amended to council agreements)
- 5.14.1.2. There being sufficient remaining in the budget line (nominal code) for all planned expenditure over the remainder of the financial year. (NTC)
- 5.14.1.3. That the spend does not cause the budget for the nominal code to be exceeded. (NTC)
- If funds within a nominal code are insufficient, at the request of the Lead Officer, the RFO may vire funds from another nominal code, subject to the agreement of the Lead Officer for both nominal codes, their managers, the CEO and RFO. (NTC)
- 5.14.1.4. Where **capital** expenditure has been approved by Council for general improvements / projects e.g. play areas, the expenditure is in line with the committee's recorded priorities, previously resolved by the appropriate committee and recorded in the minutes. (NTC)

- 5.15. Requested expenditure that has arisen **since** the agreement of the budget by Council, for which there is no allocated budget, must be approved by the Policy & Resources Committee. (NTC)
- 5.15.1. Any such agreement of the Policy & Resources committee must be in consideration of from where the funding is to be vired. Such authorisation must be supported by a minute. (NTC)
- 5.16. No individual member, or informal group of members shall issue an official order unless instructed to do so in advance by a resolution of the Council, or make any contract on behalf of the Council (MR 5.16)
- 5.17. No expenditure shall be authorised that shall exceed the budget for that type of expenditure other than by resolution of the Council, or by the Policy & Resources Committee, except in an emergency. (MR 5.17)
- 5.18. The RFO shall provide the Policy & Resources committee with a statement of receipts and payments to date under each budget line (nominal code), comparing actual expenditure to that expected for the time of year. These statements are to be prepared at least at the end of each financial quarter and show explanations of material variances, both over and under, for both income and expenditure. For this purpose, “material” shall be over or under £1,000 or 15%. (NTC)
- 5.19. No committee, individual councillor or officer, shall request, encourage or pressurise any officer of the Council to spend, where there are no pre-agreed funds. (NTC)
- 5.20. In cases of serious risk to the delivery of Council services or to public safety on Council premises, the CEO may authorise expenditure of up to £25,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The CEO shall report such action to the Chair of the Policy & Resources Committee as soon as possible and to Policy & Resources Committee as soon as practicable thereafter. (MR 5.18)
- 5.21. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first. (MR 5.19)
- 5.22. A Purchase Order shall be issued for all work, goods and services unless a formal contract is to be prepared for which a Standing Order or Direct Debit is required, or where expenditure falls within one of the categories for which an

Officer's debit card may be used. See section 12 entitled "Payments requiring a payment card". (MR 5.20 extended to include: SO, DD & DC)

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

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

6 Grants (NTC Section 6)

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

6.1.1. Grants to mitigate against the Climate Emergency:

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

6.1.2. Grants for Specific Organisations and Purposes:

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

6.1.3. Grants to support Community Events

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

6.1.4. Small Grants to individual organisations.

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

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

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

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

- 6.5. Once authorised, grants shall be paid by BACS within the next supplier payments run.
- 6.6. Any collections organised by the Council for charitable purposes, are to be authorised and managed by the appropriate committee.

7 Payment of salaries and allowances (MR section 11)

- 7.1. **As an employer, the Council must make arrangements to comply with the statutory requirements of PAYE legislation. (MR 11.1)**
- 7.2. **Councillors' allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment. (MR 11.2)**
- 7.3. Salary rates shall be agreed by the Council, or the Staff Sub-Committee, dependent on post, in consideration of National Joint Council (NJC) for Local Government Services agreed salary framework. The Staff Sub-Committee shall review these annually, further to the annual appraisals and publication of the annual Local Government Services Pay Agreement. **(MR 11.3 part 1, amended to Council agreements)**
- 7.4. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Council or Staff Sub-Committee. **(MR 11.3 part 2)**
- 7.5. Agreed overtime payments, mileage and any other agreed staff expenses shall, on a monthly basis, be authorised by the officer's line manager, coordinated for payroll by the Senior Accounts Officer (or the RFO) and checked by the RFO (or the CEO), thus ensuring no break in the payment of salaries through sickness or annual leave. **(NTC)**
- 7.6. Payment of salaries by BACS shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts. **(MR 11.4)**
- 7.7. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above. **(MR 11.5)**
- 7.8. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. **(MR 11.6 part 1)**
- 7.9. Any termination payments shall be supported by a report to the Council, setting out a clear business case. Termination payments shall only be authorised by the full Council. **(MR 11.7)**

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

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

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

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

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

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

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

8 Banking Arrangements (MR Section 6 includes Payments which we include in S.10-13)

8.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the Policy & Resources Committee. The RFO is the Council's Service Administrator. The bank mandate shall include member and officer signatories as agreed by Council. The arrangements shall be reviewed annually for security and efficiency. (MR 6.1)

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

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

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

9 Banking Security

- 9.1. No employee or member shall disclose any PIN or password, relevant to the Council or its banking, to anyone not authorised in writing by the Council or a duly delegated committee. (MR 7.3)
- 9.2. Members and officers shall ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated. (MR 7.13)
- 9.3. Remembered password facilities shall not be used on any computer used for Council banking. (MR 7.14)
- 9.4. Account details for suppliers shall only be changed upon written notification by the supplier verified by the Senior Accounts Officer and the RFO. This is a potential area for fraud and the individuals involved shall ensure that any change is genuine. Data held must be checked with suppliers a minimum of every two years. (MR 7.12)
- 9.5. No Officer appointed after 1st April 2025 will have access to the Bank or a Bank Card without a clear DBS Check with NTC in respect to dishonesty, fraud or theft from employer **and** the agreement of their Line Manager further to a satisfactory 3-month probation review. A Standard DBS is required for Senior Managers and Officers within the Finance Team. A Basic DBS for all other Officers.
- 9.6 All Members will routinely be offered a Basic DBS check. Whilst there is no requirement for this to be taken up, from the Annual Meeting 2026, onwards, all members who have access to the Bank or who are routinely provided with copies of the bank statements for reconciliation purposes, must hold a clear DBS check with NTC in respect to dishonesty, fraud or theft from an employer. (Members on the Bank Mandate, the Audit Working Group and Policy & Resources Committee).

10 Payments to Suppliers – Invoices requiring payment

- 10.1. All invoices for payment shall be: (MR 6.3 expanded)
- 10.1.1. matched to the Purchase Order (Senior Accounts Officer) (from MR 6.3)
- 10.1.2. examined for arithmetical accuracy (Senior Accounts Officer and Lead Officer) (MR 6.3)

- 10.1.2.1. Invoices shall be accepted up to 15% over their quotation or estimate, with the agreement of the Lead Officer. (NTC)
- 10.1.3. checked to ensure logged to the appropriate expenditure heading (Senior Accounts Officer & RFO) (NTC)
- 10.1.4. added to a schedule of payments requiring authorisation (Senior Accounts Officer) (from MR 6.3)
- 10.1.5. verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Council (Lead Officer & Manager) (MR 6.3)
- 10.1.6. approved by the appropriate manager, and if over £1,500, reviewed by the RFO and authorised by the CEO. (from MR 6.3) Then,
- 10.1.7. The invoices and purchase orders are to be forwarded by the Senior Accounts Officer to the Chair and Vice-Chair of Council and of the following committees: Policy & Resources, Community Services, Civic Pride Arts & Culture and Planning & Highways; requesting the authorisation in writing by two members for the release of the online payments. (MR 6.10 amended)
- 10.1.8. Evidence shall be retained showing which members authorised the online payment. (NTC)
- 10.2. All invoices for payment require dual online authorisation, or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the Council's bank. (MR 6.2 part 2 tightened)
- 10.3. Prior to setting up or authorising any payment, responsible officers, usually the Senior Accounts Officer and RFO, shall ensure sufficiency of funds within the current account to cover authorised payments. The RFO, or the Senior Accounts Officer in their absence shall transfer funds from the Instant Access Account as required, allowing approximately £20,000 to cover direct debits and debit card payments. (NTC)
- 10.4. The Council's usual practice shall be to arrange two payment runs per month for the supplier payments, which shall be paid by BACS. Faster payments or CHAPS may be made by exception, at the discretion of the RFO (see 10.7 & 10.8). (NTC)
- 10.5. The Council shall make a payment by cheque only as a last resort. (from MR 6.5 expanded) However, if the only method of payment available, in addition to 10.1.1 to 10.1.17, the following regulations apply.

- 10.5.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two signatories. (MR 8.1)
- 10.5.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under any circumstances, be a signatory to that payment. (MR 8.2)
- 10.5.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice. (MR 8.3)
- 10.6. The Policy & Resources committee shall, at each quarterly meeting, receive and ratify the list of supplier payments paid against the invoice over the preceding three months, which shall then be appended to the minutes. (NTC)
- 10.7. Any payment necessary to comply with contractual terms, to enable late invoices to be paid prior to year-end, or to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998, shall, provided there is no dispute or other reason to delay payment, be paid by faster payments. The invoices and purchase orders are to be forwarded by the Senior Accounts Officer to the Chair and Vice-Chair of Council and of the following committees in the usual way: Policy & Resources, Community Services, Civic Pride Arts & Culture and Planning & Highways; requesting the authorisation in writing by two members for the release of the online payments. A list of faster payments shall be submitted to the next appropriate meeting of the Policy & Resources committee. (MR 6.9 iii)
- 10.8. By exception, if member agreement is not feasible due to the timescale, an invoice may be paid by faster payments at the RFO's discretion, or in the RFO's absence, the CEO. The RFO and/or CEO must satisfy themselves as to the reasons for the exception, and that there are sufficient funds within the budget. (NTC)

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

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

financial year, and within the new financial year, subject to the budget having already been agreed. (NTC)

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

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

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

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

12 Purchases requiring a payment card (MR section 9 expanded to tighten)

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

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

12.1.2. Personal protective equipment and clothing.

12.1.3. Office and staff expenses.

12.1.4. Subscriptions

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

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

12.2.1. A recommendation from the line manager

- 12.2.2. Agreement from the CEO further to discussion with the RFO
 - 12.2.3. A resolution by the Policy & Resources Committee
 - 12.2.4. A bank mandate signed by the Chair of the Policy & Resources committee.
 - 12.3. With the resolution of the Policy & Resources Committee and signed bank mandate, the RFO shall process the application. (NTC)
 - 12.4. Delegated spending authority levels for a single transaction are as follows: (MR 9.1)
 - 12.4.1. Any officer of the Council – spending authority between £100 and £500 (ex VAT) as recommended by their line manager and agreed by the CEO in consideration of need.
 - 12.4.2. Any senior manager of the Council – spending authority up to £1,000 (ex VAT)
 - 12.4.3. The CEO and RFO – spending authority up to £1,500 (ex VAT).
 - 12.5. It is anticipated that the need for a debit card payment, rather than purchase order and invoice, over £500 is rare. If required, the manager shall e-mail the details to the CEO and RFO. The RFO shall record the reason to support future reviews. (NTC)
 - 12.6. Council debit cards are not to be used for items that in consideration of Council policy, are to be claimed as personal expenses, e.g. eye tests. (NTC)
 - 12.7. Personal credit or debit cards shall not be used under any circumstances for the purchase of goods and services for the Council. (NTC)
 - 12.8. Any purchase on behalf of the Council by a member, shall be by exception, where it is not practical for an officer to make the purchase. E.g. Flowers for agreed arrangements. Such agreement requires the authorisation of the Policy & Resources Committee. (NTC)
 - 12.9. Any corporate credit card opened by the Council shall be specifically restricted to use by the CEO and RFO and any balance shall be paid in full each month. (MR 9.3)
- 13 Contracts with stage payments e.g. payments under contracts for building or other construction works (MR Section 14 in full)**
- 13.1. Where contracts provide for payment by instalments the Services Delivery Manager and RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates

from the architect or other consultant engaged to supervise the works. (MR 14.1)

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

14 VAT

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

15 Loans and investments

- 15.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full Council and recorded in the minutes. All borrowing shall be in the name of the Council, after obtaining any necessary approval. (MR 12.1)
- 15.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full Council, following a written report on the value for money of the proposed transaction. (MR 12.2)
- 15.3. The Council shall consider the requirement for an Investment Strategy and Policy in accordance with "Statutory Guidance on Local Government Investments", which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually. (MR 12.3)
- 15.4. All investment of money under the control of the Council shall be in the name of the Council. (MR 12.4)
- 15.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO. (MR 15.5)
- 15.6. The opening and closing and transfer of funds to fixed term interest accounts in the same bank or branch, to support the Council's investment strategy, shall be made by the RFO after consulting the CEO. The Policy & Resources committee is to be briefed at their next ordinary meeting. Two signatories to the bank are required. (MR 15.6 tightened)

16 Income

- 16.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO. (MR 13.1)
- 16.2. The Policy & Resources Committee shall approve all fees and charges for work undertaken, services provided, or goods sold at least annually as part of the budget-setting process, following a review and recommendation of the respective committees. The RFO shall be responsible for the collection of all amounts due to the Council, supported by the Lead Officer for the budget area and the Senior Finance Officer. (MR 13.2)
- 16.3. All payees are to be asked to settle invoices by electronic banking, such as BACS, CHAPS, faster payment, direct debit, standing order or card machine. Cheques shall also be accepted but are discouraged if an alternative payment method available. (NTC) (replacing MR 13.4 & 13.5 in line with Council procedures)
- 16.4. The Council shall not maintain any form of cash float. (NTC) (replacing MR 13.7 cash float)
- 16.5. If there is no other payment method available to the payee e.g. the occasional allotment resident, cash may be accepted, but only alongside an invoice, and a receipt from the receipt book must be given, with the carbon copy kept. The Officer in receipt of the cash is to report the occurrence, and reason, to their line manager and the Senior Accounts Officer, as soon as reasonably possible. Cash must be paid into the Council bank account via the post office. This is a position of last resort. (NTC 16.4 expanded)
- 16.6. All late payments shall be followed up by the Senior Accounts Officer in conjunction with the Lead Officer, and late payments over 3 months reported to the Policy & Resources Committee. (MR 13.3 expanded)
- 16.7. Sums found to be irrecoverable and any bad debts shall be reported to the Policy & Resources Committee by the RFO and shall be written off for accounting purposes after exploring all possible avenues. The Committee's approval shall be shown in the accounting records. (13.3 expanded)
- 16.8. The Council may, with the agreement of the Policy & Resources Committee, contract agents to manage its assets and/or collect any associated income. The means of income collection and fees shall be agreed on an individual basis. (NTC)

17 Stores and equipment

- 17.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section. (MR 15.1)
- 17.2 Goods must be checked as to order and quality at the time delivery is made. (MR 15.2 part 2)
- 17.3 Whilst recognising that most deliveries are left on the doorstep, with the driver often taking a photograph, when asked to sign that the goods have been received, officers shall sign “unchecked” alongside their signature. This shall usually be on an electronic handheld device. On the rare occasion this is on carbonated slip, a copy to be kept until the goods have been checked and the delivery confirmed correct. (MR 15.2 expanded)
- 17.4 Stocks shall be kept at the minimum levels consistent with operational requirements. (MR 15.3)
- 17.5 The Lead Officer shall be responsible for periodic checks of stocks and stores, at least annually. (MR 15.4)

18. Assets, properties and estates

- 18.1 The CEO shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Council. (MR 16.1)
- 18.2 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations. (MR 16.2)
- 18.3 The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets. (MR 16.3)
- 18.4 No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a written report shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law). (MR 16.4)
- 18.5 When undertaking land or asset management, disposal or installation, any agreements required from West Berkshire Council and/or the Oxford Diocese shall be obtained prior to the activity being undertaken. Procedures required by

both organisations in an emergency shall be included within the risk assessments and followed. (NTC)

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

19. Insurance (MR section 17 in full)

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

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

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

19.4 Appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee. (MR 17.4)

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

20. Charities

20.1 Where the Council is sole managing trustee of a charitable body and there is no Memorandum of Understanding in place, the CEO and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with

Charity Law and legislation, or as determined by the Charity Commission. The CEO and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document. (MR 18.1)

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

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

21. Suspension and revision of Financial Regulations (MR section 19 in full)

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

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

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

127. CLIMATE EMERGENCY SUB-COMMITTEE MEETING – 21ST May 2025

Members received and noted the draft minutes from the Climate Emergency Sub-Committee held 21st May 2025.

128. NEWBURY TOWN COUNCIL'S STRATEGY 2024-28 – KEY PERFORMANCE INDICATORS

PROPOSED: Councillor Billy Drummond

SECONDED: Councillor Meg Thomas

RESOLVED:

That the Key Performance Indicators, as recommended by the Strategy Working Group, be approved.

129. FORWARD WORK PROGRAMME

The Forward Work Programme was received. It was noted that the summer meeting for the Grant Sub Committee is scheduled for Thursday 26th June 2025. The draft minutes will therefore be received by the Policy & Resources Committee at its 13th October 2025 meeting, if no meeting is called earlier.

130. NEXT MEETING

Members noted the next meeting is scheduled to take place on Monday 13th October 2025, should no meeting be called earlier.

131. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Jo Day

SECONDED: Councillor Billy Drummond

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.

132. APPOINTMENT OF INTERNAL AUDITOR

PROPOSED: Councillor Gary Norman

SECONDED: Councillor Billy Drummond

RESOLVED: To appoint 'Working the Greener Way' as the Council's Internal Auditor for 2025/26 at a cost of £2,040 plus travel expenses, with the view to extend further to review.

133. STAFFING MATTERS

The Committee received the draft minutes from the Staff Sub-Committee meeting of 23rd May 2025. Cllr Jo Day requested that she be removed from the attendance

record. The Chair advised that these minutes corrected the error found within the minutes of 19th March 2025.

THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20:46 HRS

CHAIRPERSON:

Signature:

Date:

Appendix 1

Strategy Working Group – Terms of Reference – Approved 09/06/25

Name: Strategy Working Group

Parent Company: Policy & Resources Committee

Members:

- Eight members to be appointed by the Policy & Resources Committee, with representation from each of the Council's Committees and Sub-Committees and proportional representation from each political party.
- The Chief Executive Officer (Strategy Lead)
- The Responsible Financial Officer (Finance Lead)

Substitute Members:

- Any member of a Committee/Sub-Committee may be called upon to act as a substitute. Enabling, where possible, full representation of all the Committees and Sub-Committees at the meeting.

Quorum: 5 – to include 1 elected Member from each of the Council's four Committees (P&R, CS, CPAC & P&H) and 1 Officer.

Chairperson: The Working Group to appoint a chairperson at the first meeting following the parent committee's annual review of the group's membership, from one of the serving councillors.

Goals:

1. To review the Council's Strategy and the Strategy Action Plan and, through discussion with members and the Council's Committees and Sub-Committees, to make recommendations to the Policy & Resources Committee on any amendments the Group feels are required to the Council's Strategy and the Strategy Action Plan. Working Group Meetings to support this goal will be coordinated by the Chief Executive Officer, at least annually.
2. To review the Council's Strategy in consideration of the Council's 4-year budget plan and make recommendations to the Policy & Resources Committee to support the allocation of funding, with the purpose of the timely achievement of the Council's objectives.
3. The workplan to support objective 2 is to include items (a), (b) & (c) below. Meetings in October, December and January to be coordinated by the RFO:
 - a. The Working Group, in **October**, discusses the first draft of the new budget in consideration of the Strategy.

- i. The considerations of the Working Group in respect to budget priorities are reported back to the Committees/Sub-Committees and their Lead Officers, by the RFO and Chair of each Committee/Sub-Committee.
 - ii. Each Committee and Sub-Committee meets to discuss the budget and priorities in respect to their responsibilities. The Lead Officer for each Committee/Sub-Committee reports agreed priorities to the RFO to support the second draft of the budget.
 - b. The Working Group, in **December**, discusses the second draft of the budget in consideration of both the Strategy and the Committees/Sub-Committees priorities; and makes recommendations to support the third draft of the budget.
 - i. The RFO applies the recommendations and forwards the third draft to all Councillors for information.
 - ii. Members of the Working Group consult with non-Working Group Councillors.
 - c. The Working Group, in **January**, discusses the third draft of the budget, in consideration of their consultations and makes recommendations for the final draft budget.
 - i. The RFO applies the recommendations and forwards the final draft budget to the Policy & Resources Committee for consideration at its January meeting.
 - ii. The Policy & Resources Committee considers the final draft budget and makes its recommendation to Full Council for its January meeting.
4. Quarterly meetings will be arranged by the CEO for the purpose of reviewing performance against the Town Council's Strategy.

Resources and Budget:

Use of Town Council meeting rooms, administration resources and NTC Officer time as approved by the Chief Executive Officer.

Governance:

The Working Group will discuss proposals proposed by members and decide through consensus, or a majority vote with the Chair having a casting vote in the event of an equality of votes, what should be taken forward for action or for consideration by the Policy & Resources Committee.

Additional Notes:

- The Working Group will communicate through email, phone, and meetings, both formally and informally.
- Shared information/documentation will be held in the Council's Admin Office
- The Meetings shall take place when required.

These Terms of Reference may be reviewed and amendments recommended to the Policy & Resources Committee as necessary by the Working Group in light of additional information.

CHAIRPERSON:

Signature:

Date:

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 |
|--|--------------|------------|--------|------------|-------------|-----------------|---------|
| A15 HawkEye Pest Control Ltd | | | | | | | |
| <i>Pest Control WMills Allot</i> | 01/06/2025 | 14537SM22 | 1 | 253.94 | 0.00 | 253.94 | 0.00 |
| <i>Pest Control Southby Allot</i> | 01/06/2025 | 14537SM27 | 1 | 280.66 | 0.00 | 280.66 | 0.00 |
| <i>Pest Control OTP Allot</i> | 01/06/2025 | 14537SM29 | 1 | 213.84 | 0.00 | 213.84 | 0.00 |
| <i>Pest Control DF Allot</i> | 01/06/2025 | 14537SM30 | 1 | 240.59 | 0.00 | 240.59 | 0.00 |
| <i>Pest Control WC Allot</i> | 01/06/2025 | 14537SM33 | 1 | 187.13 | 0.00 | 187.13 | 0.00 |
| <i>Pest control - Parsons Allot</i> | 01/06/2025 | 145375SM28 | 1 | 187.13 | 0.00 | 187.13 | 0.00 |
| | | | | | 0.00 | 1,363.29 | |
| Above paid on 06/06/2025 by Online Payment Ref A15 | | | | | | | |
| A20 A & S Meats | | | | | | | |
| <i>Market Manqangement - June 25</i> | 05/06/2025 | 122 | 1 | 1,560.00 | 0.00 | 1,560.00 | 0.00 |
| | | | | | 0.00 | 1,560.00 | |
| Above paid on 06/06/2025 by Online Payment Ref A20 | | | | | | | |
| A29 Appcentric | | | | | | | |
| <i>Monthly Support - June 25</i> | 03/06/2025 | 1951 | 1 | 574.75 | 0.00 | 574.75 | 0.00 |
| | | | | | 0.00 | 574.75 | |
| Above paid on 06/06/2025 by Online Payment Ref A29 | | | | | | | |
| A41 Auditing Solutions Ltd | | | | | | | |
| <i>Final Internal Audit 2024-25</i> | 21/05/2025 | A8987 | 1 | 612.00 | 0.00 | 612.00 | 0.00 |
| | | | | | 0.00 | 612.00 | |
| Above paid on 06/06/2025 by Online Payment Ref A41 | | | | | | | |
| A50 Aero Property Consultants | | | | | | | |
| <i>VP Cafe - Re purposing - May 2</i> | 30/05/2025 | 25 / 043 | 1 | 1,140.00 | 0.00 | 1,140.00 | 0.00 |
| | | | | | 0.00 | 1,140.00 | |
| Above paid on 06/06/2025 by Online Payment Ref A50 | | | | | | | |
| C26 C & D Security | | | | | | | |
| <i>Padlock Main Gate WC Allot</i> | 30/05/2025 | 2002 | 1 | 191.40 | 0.00 | 191.40 | 0.00 |
| | | | | | 0.00 | 191.40 | |
| Above paid on 06/06/2025 by Online Payment Ref C26 | | | | | | | |

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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 |
|--|--------------|--------------------|--------|------------|-------------|------------------|---------|
| C59 Canal & River Trust | | | | | | | |
| <i>Lease Lock Island 24.06-28.09.</i> | 21/05/2025 | 0000221550 | 1 | 300.00 | 0.00 | 300.00 | 0.00 |
| | | | | | 0.00 | 300.00 | |
| Above paid on 06/06/2025 by Online Payment Ref 8083919 | | | | | | | |
| D12 DCK Payroll Solutions | | | | | | | |
| <i>Salaries - May 2025</i> | 24/05/2025 | 25638 | 1 | 180.30 | 0.00 | 180.30 | 0.00 |
| | | | | | 0.00 | 180.30 | |
| Above paid on 06/06/2025 by Online Payment Ref P1104 | | | | | | | |
| H11 Healthmatic Ltd | | | | | | | |
| <i>Clean W-Toilets 01.04-30.06.25</i> | 30/05/2025 | 14679 | 1 | 4,352.45 | 0.00 | 4,352.45 | 0.00 |
| | | | | | 0.00 | 4,352.45 | |
| Above paid on 06/06/2025 by Online Payment Ref INV7984 | | | | | | | |
| H14 Huck Nets (UK) Ltd | | | | | | | |
| <i>Pyramid Rope Net & Slide</i> | 02/06/2025 | 0000328876 | 1 | 24,893.10 | 0.00 | 24,893.10 | 0.00 |
| | | | | | 0.00 | 24,893.10 | |
| Above paid on 06/06/2025 by Online Payment Ref H14 | | | | | | | |
| H41 Hoskins Electrical Services | | | | | | | |
| <i>Shaw Cem - Install 4 Heaters</i> | 30/05/2025 | 2964 | 1 | 370.00 | 0.00 | 370.00 | 0.00 |
| | | | | | 0.00 | 370.00 | |
| Above paid on 06/06/2025 by Online Payment Ref H41 | | | | | | | |
| H53 Mr Chris Hall | | | | | | | |
| <i>Allot Key Refund x 1 - WC025</i> | 29/05/2025 | KEY REFUND - WC025 | 1 | 10.00 | 0.00 | 10.00 | 0.00 |
| | | | | | 0.00 | 10.00 | |
| Above paid on 06/06/2025 by Online Payment Ref H53 | | | | | | | |
| J21 John O'Conner GM Ltd | | | | | | | |
| <i>Strimming Allotments</i> | 30/05/2025 | 120157 | 1 | 144.00 | 0.00 | 144.00 | 0.00 |
| | | | | | 0.00 | 144.00 | |
| Above paid on 06/06/2025 by Online Payment Ref J21 | | | | | | | |

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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 |
|---|--------------|----------------|--------|------------|-------------|-----------------|---------|
| K8 Kennet Community Radio | | | | | | | |
| VP Family Day 01.06.2025 | 02/06/2025 | KR1000686 | 1 | 714.00 | 0.00 | 714.00 | 0.00 |
| | | | | | 0.00 | 714.00 | |
| Above paid on 06/06/2025 by Online Payment Ref K8 | | | | | | | |
| M28 Minster Cleaning Services | | | | | | | |
| Office Cleaning - June 2025 | 02/06/2025 | 17063 | 1 | 2,131.55 | 0.00 | 2,131.55 | 0.00 |
| | | | | | 0.00 | 2,131.55 | |
| Above paid on 06/06/2025 by Online Payment Ref INV29354 | | | | | | | |
| N28 Newbury BID CIC | | | | | | | |
| NIB Contribution-Wharf Toilet | 16/05/2025 | 70026552-25/26 | 1 | 191.25 | 0.00 | 191.25 | 0.00 |
| Bid Rates - Suite 12, T-Hall | 16/05/2025 | 70028220-25/26 | 1 | 106.50 | 0.00 | 106.50 | 0.00 |
| NIB Rates - Market Place | 16/05/2025 | 70029396-25/26 | 1 | 100.50 | 0.00 | 100.50 | 0.00 |
| | | | | | 0.00 | 398.25 | |
| Above paid on 06/06/2025 by Online Payment Ref NbyBIDrate | | | | | | | |
| N7 Newbury News Ltd | | | | | | | |
| Family Day Advert 22.05.25 | 25/05/2025 | 104882 | 1 | 51.30 | 0.00 | 51.30 | 0.00 |
| VP Family Day Advert | 01/06/2025 | 107503 | 1 | 128.70 | 0.00 | 128.70 | 0.00 |
| | | | | | 0.00 | 180.00 | |
| Above paid on 06/06/2025 by Online Payment Ref NW502447 | | | | | | | |
| R49 Rude Not 2 | | | | | | | |
| VP Bandstand - Fun Day | 22/05/2025 | 102 | 1 | 150.00 | 0.00 | 150.00 | 0.00 |
| | | | | | 0.00 | 150.00 | |
| Above paid on 06/06/2025 by Online Payment Ref R49 | | | | | | | |
| S24 Sundog Hire Ltd | | | | | | | |
| Hire Avant Loader - 2 days | 04/06/2025 | 5436 | 1 | 246.00 | 0.00 | 246.00 | 0.00 |
| Solid Metal Panels Christie H | 04/06/2025 | 5441 | 1 | 996.00 | 0.00 | 996.00 | 0.00 |
| | | | | | 0.00 | 1,242.00 | |
| Above paid on 06/06/2025 by Online Payment Ref S24 | | | | | | | |

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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 |
|---|---------------------------------------|-------------|--------|------------|-------------|------------------|---------|
| S26 | St John Ambulance | | | | | | |
| <i>First Aid VE80 Day - 10.05.25</i> | 28/05/2025 | SP25002542 | 1 | 274.50 | 0.00 | 274.50 | 0.00 |
| | | | | | 0.00 | 274.50 | |
| Above paid on 06/06/2025 by Online Payment Ref S26 | | | | | | | |
| S27 | SLCC Enterprises | | | | | | |
| <i>CiLCA Qualification - Toby</i> | 22/05/2025 | QL-207197-1 | 1 | 450.00 | 0.00 | 450.00 | 0.00 |
| <i>CiLCA Qualification - Kym</i> | 23/05/2025 | QL207201-1 | 1 | 450.00 | 0.00 | 450.00 | 0.00 |
| | | | | | 0.00 | 900.00 | |
| Above paid on 06/06/2025 by Online Payment Ref MEM252371- | | | | | | | |
| S41 | Sundog Grounds Maintenance Ltd | | | | | | |
| <i>Work - NTR Cemetery</i> | 23/05/2025 | 4372 | 1 | 6,048.00 | 0.00 | 6,048.00 | 0.00 |
| <i>Track works - WM Allotment</i> | 04/06/2025 | 4378 | 1 | 648.00 | 0.00 | 648.00 | 0.00 |
| <i>Construct 2 x Bench bases</i> | 04/06/2025 | 4379 | 1 | 852.00 | 0.00 | 852.00 | 0.00 |
| <i>Town Hall Roof Works</i> | 04/06/2025 | 4380 | 1 | 5,430.00 | 0.00 | 5,430.00 | 0.00 |
| | | | | | 0.00 | 12,978.00 | |
| Above paid on 06/06/2025 by Online Payment Ref S41 | | | | | | | |
| S51 | South Berks Concert Band | | | | | | |
| <i>Performance VE80 Day - May 25</i> | 08/05/2025 | 202502 | 1 | 100.00 | 0.00 | 100.00 | 0.00 |
| | | | | | 0.00 | 100.00 | |
| Above paid on 06/06/2025 by Online Payment Ref S51 | | | | | | | |
| S57 | Kevin Sheldrake | | | | | | |
| <i>Photo's - Mayor Making 2025</i> | 12/05/2025 | 74 | 1 | 350.00 | 0.00 | 350.00 | 0.00 |
| | | | | | 0.00 | 350.00 | |
| Above paid on 06/06/2025 by Online Payment Ref S57 | | | | | | | |
| T34 | Tactical Medical Rescue Ltd | | | | | | |
| <i>First Aid - VP Family Day</i> | 02/06/2025 | 1611 | 1 | 220.00 | 0.00 | 220.00 | 0.00 |
| | | | | | 0.00 | 220.00 | |
| Above paid on 06/06/2025 by Online Payment Ref T34 | | | | | | | |

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 |
|---|--|--------------|--------|------------|-------------|------------------|---------|
| T36 | The Pensions Regulator | | | | | | |
| <i>Fixed Penalty Notice</i> | 01/06/2025 | 134128407266 | 1 | 400.00 | 0.00 | 400.00 | 0.00 |
| | | | | | 0.00 | 400.00 | |
| Above paid on 06/06/2025 by Online Payment Ref 1341284072 | | | | | | | |
| T7 | Thomas Fattorini Ltd | | | | | | |
| <i>Staff Name Badges x 15</i> | 28/05/2025 | I298037 | 1 | 149.82 | 0.00 | 149.82 | 0.00 |
| | | | | | 0.00 | 149.82 | |
| Above paid on 06/06/2025 by Online Payment Ref T7 | | | | | | | |
| W1 | West Berkshire District Council | | | | | | |
| <i>Rates Suite 6 May & June 25</i> | 04/06/2025 | 15910663 | 1 | 535.00 | 0.00 | 535.00 | 0.00 |
| <i>Rates Suite 9 June 25</i> | 04/06/2025 | 15913077 | 1 | 212.64 | 0.00 | 212.64 | 0.00 |
| | | | | | 0.00 | 747.64 | |
| Above paid on 06/06/2025 by Online Payment Ref W1 | | | | | | | |
| W56 | G & Mrs N Williams | | | | | | |
| <i>Allotrent refund - WC024a</i> | 27/05/2025 | WC24A-REFUND | 1 | 38.50 | 0.00 | 38.50 | 0.00 |
| | | | | | 0.00 | 38.50 | |
| Above paid on 06/06/2025 by Online Payment Ref W56 | | | | | | | |
| Total Purchase Ledger Payments | | | | | 0.00 | 56,665.55 | |

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 |
|--|--------------|-------------------|--------|------------|----------|-------------|---------|
| A15 HawkEye Pest Control Ltd | | | | | | | |
| T-Hall - Rodent Visits x 2 | 04/06/2025 | 14517SM8 | 1 | 144.00 | 0.00 | 144.00 | 0.00 |
| Wasp Nest Removed 09.06.25 | 10/06/2025 | 14515SM9 | 1 | 72.00 | 0.00 | 72.00 | 0.00 |
| Call out THall - Bird 28.04.25 | 10/06/2025 | 14516SM8 | 1 | 66.00 | 0.00 | 66.00 | 0.00 |
| | | | | | 0.00 | 282.00 | |
| Above paid on 19/06/2025 by Online Payment Ref A15 | | | | | | | |
| B49 Beenham Wind Orchestra | | | | | | | |
| VP Bandstand 25.05.2025 | 07/06/2025 | 43-2025 | 1 | 150.00 | 0.00 | 150.00 | 0.00 |
| | | | | | 0.00 | 150.00 | |
| Above paid on 19/06/2025 by Online Payment Ref B49 | | | | | | | |
| C11 Cove Brass | | | | | | | |
| VP Bandstand - 08.06.2025 | 08/06/2025 | 000063 | 1 | 150.00 | 0.00 | 150.00 | 0.00 |
| | | | | | 0.00 | 150.00 | |
| Above paid on 19/06/2025 by Online Payment Ref C11 | | | | | | | |
| C26 C & D Security | | | | | | | |
| Callout WMAIlot-ReplacePadlock | 12/06/2025 | 1988 | 1 | 287.40 | 0.00 | 287.40 | 0.00 |
| | | | | | 0.00 | 287.40 | |
| Above paid on 19/06/2025 by Online Payment Ref C26 | | | | | | | |
| E14 Environmental Solutions Ltd | | | | | | | |
| Secure Shredding + June 25 | 16/06/2025 | 29343 | 1 | 202.82 | 0.00 | 202.82 | 0.00 |
| | | | | | 0.00 | 202.82 | |
| Above paid on 19/06/2025 by Online Payment Ref E14 | | | | | | | |
| E31 E.ON Next Energy Ltd | | | | | | | |
| Suite1 electric 30.04-31.05.25 | 05/06/2025 | KI-69291B1B - 002 | 1 | 116.86 | 0.00 | 116.86 | 0.00 |
| | | | | | 0.00 | 116.86 | |
| Above paid on 19/06/2025 by Online Payment Ref E31 | | | | | | | |

19/06/2025

Newbury Town Council Current Year

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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 |
|---|--------------|---------------|--------|------------|-------------|------------------|---------|
| J21 John O'Conner GM Ltd | | | | | | | |
| GM Contract - May 2025 | 19/06/2025 | 119719 | 1 | 44,764.77 | 0.00 | 44,764.77 | 0.00 |
| | | | | | <u>0.00</u> | <u>44,764.77</u> | |
| Above paid on 19/06/2025 by Online Payment Ref J21 | | | | | | | |
| M45 Mr Luke Morley | | | | | | | |
| Allotrent & Key refund - WC39a | 13/06/2025 | REFUND WC39A | 1 | 45.00 | 0.00 | 45.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>45.00</u> | |
| Above paid on 19/06/2025 by Online Payment Ref M45 | | | | | | | |
| M61 Microshade Business Consultants Ltd | | | | | | | |
| Host / Support Citrix-June 25 | 19/06/2025 | 20928 | 1 | 466.56 | 0.00 | 466.56 | 0.00 |
| | | | | | <u>0.00</u> | <u>466.56</u> | |
| Above paid on 19/06/2025 by Online Payment Ref M61 | | | | | | | |
| R5 Berkshire Pension Fund | | | | | | | |
| Actuarial fees - IAS19 Report | 12/06/2025 | 800555 | 1 | 1,010.00 | 0.00 | 1,010.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>1,010.00</u> | |
| Above paid on 19/06/2025 by Online Payment Ref QL66 | | | | | | | |
| R50 Sue Roberts | | | | | | | |
| Allot & key refund - S33a | 10/06/2025 | REFUND - S33A | 1 | 64.00 | 0.00 | 64.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>64.00</u> | |
| Above paid on 19/06/2025 by Online Payment Ref R50 | | | | | | | |
| Total Purchase Ledger Payments | | | | | <u>0.00</u> | <u>47,539.41</u> | |

Linked to Cashbook 1

Entered Month 4
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|----------|-------------|---------|
| A13 Acclaim Fabrications | | | | | | | |
| Works at H-Close, WC & VPark | 25/06/2025 | PMM163 | 1 | 494.00 | 0.00 | 494.00 | 0.00 |
| Railing - Middle Close | 25/06/2025 | PMM179 | 1 | 995.00 | 0.00 | 995.00 | 0.00 |
| | | | | | 0.00 | 1,489.00 | |
| Above paid on 11/07/2025 by Online Payment Ref A13 | | | | | | | |
| A15 HawkEye Pest Control Ltd | | | | | | | |
| Pest Control - VP Rec | 02/07/2025 | 14407SM87 | 1 | 224.53 | 0.00 | 224.53 | 0.00 |
| Peat Control - VP Bowls Club | 02/07/2025 | 14407SM91 | 1 | 163.37 | 0.00 | 163.37 | 0.00 |
| | | | | | 0.00 | 387.90 | |
| Above paid on 11/07/2025 by Online Payment Ref A15 | | | | | | | |
| A20 A & S Meats | | | | | | | |
| Market Management - July 25 | 08/07/2025 | 123 | 1 | 1,560.00 | 0.00 | 1,560.00 | 0.00 |
| | | | | | 0.00 | 1,560.00 | |
| Above paid on 11/07/2025 by Online Payment Ref A20 | | | | | | | |
| A29 Appcentric | | | | | | | |
| Monthly Support - July 25 | 03/07/2025 | 1966 | 1 | 574.75 | 0.00 | 574.75 | 0.00 |
| | | | | | 0.00 | 574.75 | |
| Above paid on 11/07/2025 by Online Payment Ref A29 | | | | | | | |
| A50 Aero Property Consultants | | | | | | | |
| VP Cafe Re purposing | 30/06/2025 | 25/065 | 1 | 1,140.00 | 0.00 | 1,140.00 | 0.00 |
| | | | | | 0.00 | 1,140.00 | |
| Above paid on 11/07/2025 by Online Payment Ref A50 | | | | | | | |
| B12 Basingstoke Silver Band | | | | | | | |
| VP Bandstand 22.06.2025 | 22/06/2025 | 20250622-1 | 1 | 150.00 | 0.00 | 150.00 | 0.00 |
| | | | | | 0.00 | 150.00 | |
| Above paid on 11/07/2025 by Online Payment Ref B12 | | | | | | | |

Continued over page

Linked to Cashbook 1

Entered Month 4
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|----------------------|--------|------------|-------------|-----------------|---------|
| C72 Paul Clifford | | | | | | | |
| DepositRepay-Nby Bouncy Castle | 03/07/2025 | DEPOSIT REFUND 03.07 | 1 | 700.00 | 0.00 | 700.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>700.00</u> | |
| Above paid on 11/07/2025 by Online Payment Ref C72 | | | | | | | |
| C74 Alan Crame | | | | | | | |
| AC - Civic Duty April-June 25 | 01/07/2025 | CIVIC DUTY 30.06.25 | 1 | 175.00 | 0.00 | 175.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>175.00</u> | |
| Above paid on 11/07/2025 by Online Payment Ref C74 | | | | | | | |
| D12 DCK Payroll Solutions | | | | | | | |
| NTC Salaries - June 25 | 30/06/2025 | 25794 | 1 | 180.30 | 0.00 | 180.30 | 0.00 |
| | | | | | <u>0.00</u> | <u>180.30</u> | |
| Above paid on 11/07/2025 by Online Payment Ref P1104 | | | | | | | |
| D2 Mr B Digby | | | | | | | |
| BD - Civic Duty April-June 25 | 01/07/2025 | CIVIC DUTY 30.06.25 | 1 | 141.85 | 0.00 | 141.85 | 0.00 |
| | | | | | <u>0.00</u> | <u>141.85</u> | |
| Above paid on 11/07/2025 by Online Payment Ref D2 | | | | | | | |
| G1 Gardner Leader LLP | | | | | | | |
| Renew Lease - Suite 10 Beyond | 23/06/2025 | 98545 | 1 | 2,736.00 | 0.00 | 2,736.00 | 0.00 |
| Suite 6 lease - N Cook | 26/06/2025 | 98715 | 1 | 5,016.00 | 0.00 | 5,016.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>7,752.00</u> | |
| Above paid on 11/07/2025 by Online Payment Ref NEW103/105 | | | | | | | |
| G14 Greenham Trust Ltd (Grant Account) | | | | | | | |
| Grants Agreed GS-Com 26.06.25 | 07/07/2025 | GRANTS 26.06.25 | 1 | 7,938.63 | 0.00 | 7,938.63 | 0.00 |
| | | | | | <u>0.00</u> | <u>7,938.63</u> | |
| Above paid on 11/07/2025 by Online Payment Ref NTCFunder | | | | | | | |
| H2 Hungerford Town Band | | | | | | | |
| Music - VP Bandstand 15.06.25 | 24/06/2025 | 01-2025 | 1 | 150.00 | 0.00 | 150.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>150.00</u> | |
| Above paid on 11/07/2025 by Online Payment Ref H2 | | | | | | | |

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Linked to Cashbook 1

Entered Month 4
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|---------------------|--------|------------|----------|-------------|---------|
| H27 Mr Anthony Hewitt | | | | | | | |
| AH - Civic Duty April-June 25 | 01/07/2025 | CIVIC DUTY 30.06.25 | 1 | 275.00 | 0.00 | 275.00 | 0.00 |
| | | | | | 0.00 | 275.00 | |
| Above paid on 11/07/2025 by Online Payment Ref H27 | | | | | | | |
| I12 IBS Office Solutions Ltd | | | | | | | |
| Copier Read 06.03 to 25.06.25 | 30/06/2025 | 3027337 | 1 | 375.18 | 0.00 | 375.18 | 0.00 |
| | | | | | 0.00 | 375.18 | |
| Above paid on 11/07/2025 by Online Payment Ref I12 | | | | | | | |
| I5 Insideout Site Services | | | | | | | |
| Carpet, Toilet & Window Clean | 28/06/2025 | VR12621 | 1 | 240.00 | 0.00 | 240.00 | 0.00 |
| | | | | | 0.00 | 240.00 | |
| Above paid on 11/07/2025 by Online Payment Ref I5 | | | | | | | |
| J21 John O'Conner GM Ltd | | | | | | | |
| Clear Allot plot S58a | 20/06/2025 | 120502 | 1 | 216.00 | 0.00 | 216.00 | 0.00 |
| GM Contract - June 2025 | 24/06/2025 | 120815 | 1 | 44,764.77 | 0.00 | 44,764.77 | 0.00 |
| | | | | | 0.00 | 44,980.77 | |
| Above paid on 11/07/2025 by Online Payment Ref J21 | | | | | | | |
| J23 Juilee Brass (Oxford) Band | | | | | | | |
| VP Bandstand 29.06.2025 | 30/06/2025 | 2025-0011 | 1 | 150.00 | 0.00 | 150.00 | 0.00 |
| | | | | | 0.00 | 150.00 | |
| Above paid on 11/07/2025 by Online Payment Ref J23 | | | | | | | |
| K8 Kennet Community Radio | | | | | | | |
| Freedom Parade - 28.06.2025 | 30/06/2025 | KR1000690 | 1 | 954.00 | 0.00 | 954.00 | 0.00 |
| | | | | | 0.00 | 954.00 | |
| Above paid on 11/07/2025 by Online Payment Ref K8 | | | | | | | |
| L13 Link Up Local Mencap | | | | | | | |
| Bus Stop Leaflets - June 25 | 30/06/2025 | 2350/24 | 1 | 51.00 | 0.00 | 51.00 | 0.00 |
| | | | | | 0.00 | 51.00 | |
| Above paid on 11/07/2025 by Online Payment Ref L13 | | | | | | | |

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Linked to Cashbook 1

Entered Month 4
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|---------------------|--------|------------|----------|-------------|---------|
| L2 Mrs J Lewis | | | | | | | |
| JL - Civic Duty April-June 25 | 01/07/2025 | CIVIC DUTY 30.06.25 | 1 | 175.00 | 0.00 | 175.00 | 0.00 |
| | | | | | 0.00 | 175.00 | |
| Above paid on 11/07/2025 by Online Payment Ref L2 | | | | | | | |
| L25 Local Toilet Hire Ltd | | | | | | | |
| Portaloos VP - 14.07.25- 4 Wks | 04/07/2025 | 70228 | 1 | 456.00 | 0.00 | 456.00 | 0.00 |
| | | | | | 0.00 | 456.00 | |
| Above paid on 11/07/2025 by Online Payment Ref L25 | | | | | | | |
| L7 Lift & Engineering Services Ltd | | | | | | | |
| Callout for Lift 04.10.2024 | 18/06/2025 | NV295104 | 1 | 216.00 | 0.00 | 216.00 | 0.00 |
| Lift Call Out 10.02.25 | 25/06/2025 | NV295532 | 1 | 207.36 | 0.00 | 207.36 | 0.00 |
| Lift Call Out 22.04.25 | 25/06/2025 | NV295539 | 1 | 594.00 | 0.00 | 594.00 | 0.00 |
| | | | | | 0.00 | 1,017.36 | |
| Above paid on 11/07/2025 by Online Payment Ref L7 | | | | | | | |
| M22 @MRSIGNWRITER | | | | | | | |
| Adding D Harmon Honours Board | 03/07/2025 | 0000 | 1 | 220.00 | 0.00 | 220.00 | 0.00 |
| | | | | | 0.00 | 220.00 | |
| Above paid on 11/07/2025 by Online Payment Ref M22 | | | | | | | |
| M25 Innes J Mason | | | | | | | |
| IM - Civic Duty April-June 25 | 01/07/2025 | CIVIC DUTY 30.06.25 | 1 | 422.19 | 0.00 | 422.19 | 0.00 |
| | | | | | 0.00 | 422.19 | |
| Above paid on 11/07/2025 by Online Payment Ref M25 | | | | | | | |
| M28 Minster Cleaning Services | | | | | | | |
| Office Clean - July 25 | 01/07/2025 | 17222 | 1 | 2,131.55 | 0.00 | 2,131.55 | 0.00 |
| | | | | | 0.00 | 2,131.55 | |
| Above paid on 11/07/2025 by Online Payment Ref INV29354 | | | | | | | |

Continued over page

Linked to Cashbook 1

Entered Month 4
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|---------------------|--------|------------|----------|-------------|---------|
| M53 Minerva Publications | | | | | | | |
| Wedding Ad July / Aug 25 | 19/06/2025 | MM0061017 | 1 | 358.80 | 0.00 | 358.80 | 0.00 |
| | | | | | 0.00 | 358.80 | |
| Above paid on 11/07/2025 by Online Payment Ref M53 | | | | | | | |
| N4 National Association of Memorial Masons | | | | | | | |
| Memorial Training x 6 person | 03/07/2025 | 2352 | 1 | 2,458.80 | 0.00 | 2,458.80 | 0.00 |
| | | | | | 0.00 | 2,458.80 | |
| Above paid on 11/07/2025 by Online Payment Ref 4313 | | | | | | | |
| N7 Newbury News Ltd | | | | | | | |
| Out & About Market Advert | 22/06/2025 | 109765 | 1 | 102.00 | 0.00 | 102.00 | 0.00 |
| | | | | | 0.00 | 102.00 | |
| Above paid on 11/07/2025 by Online Payment Ref NW502447 | | | | | | | |
| P23 Mr Garry Poulson | | | | | | | |
| GP - Civic Duty Apri - June 25 | 01/07/2025 | CIVIC DUTY 30.06.25 | 1 | 25.00 | 0.00 | 25.00 | 0.00 |
| | | | | | 0.00 | 25.00 | |
| Above paid on 11/07/2025 by Online Payment Ref P23 | | | | | | | |
| P49 Patrick Todd Land Agent | | | | | | | |
| Land Survey - Extend Shaw Cem | 23/06/2025 | PTCS1077 | 1 | 619.80 | 0.00 | 619.80 | 0.00 |
| | | | | | 0.00 | 619.80 | |
| Above paid on 11/07/2025 by Online Payment Ref P49 | | | | | | | |
| R40 R Allen House and Garden Maintenance | | | | | | | |
| Fit Vermin Door Seals T-Hall | 18/06/2025 | 158 | 1 | 60.00 | 0.00 | 60.00 | 0.00 |
| | | | | | 0.00 | 60.00 | |
| Above paid on 11/07/2025 by Online Payment Ref R40 | | | | | | | |
| R44 David Risley | | | | | | | |
| DR - Civic Duty April-June 25 | 01/07/2025 | CIVIC DUTY 30.06.25 | 1 | 275.00 | 0.00 | 275.00 | 0.00 |
| | | | | | 0.00 | 275.00 | |
| Above paid on 11/07/2025 by Online Payment Ref R44 | | | | | | | |

Continued over page

Linked to Cashbook 1

Entered Month 4
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|-------------|--------|------------|----------|-------------|---------|
| S105 Safelincs Fire & Safety Solutions | | | | | | | |
| Inspect 26 Fire Doors | 23/06/2025 | INV 1447951 | 1 | 750.00 | 0.00 | 750.00 | 0.00 |
| Inspect 10 extra fire doors | 23/06/2025 | INV1483280 | 1 | 240.00 | 0.00 | 240.00 | 0.00 |
| | | | | | 0.00 | 990.00 | |
| Above paid on 11/07/2025 by Online Payment Ref S105 | | | | | | | |
| S108 Sackville-West Ltd | | | | | | | |
| Store paintings13.01-31.05.25 | 24/06/2025 | INV-10988 | 1 | 713.90 | 0.00 | 713.90 | 0.00 |
| Store 2 Large Paintings-June25 | 01/07/2025 | INV-11593 | 1 | 154.08 | 0.00 | 154.08 | 0.00 |
| | | | | | 0.00 | 867.98 | |
| Above paid on 11/07/2025 by Online Payment Ref S108 | | | | | | | |
| S2 Enerveo Limited | | | | | | | |
| Qtly Maintenance April to June | 26/06/2025 | 900052483 | 1 | 1,317.20 | 0.00 | 1,317.20 | 0.00 |
| | | | | | 0.00 | 1,317.20 | |
| Above paid on 11/07/2025 by Online Payment Ref S2 | | | | | | | |
| S41 Sundog Grounds Maintenance Ltd | | | | | | | |
| Repair Water Leak ShawCemetery | 26/06/2025 | 4388 | 1 | 504.00 | 0.00 | 504.00 | 0.00 |
| Works to VP Sandpit | 26/06/2025 | 4389 | 1 | 1,032.00 | 0.00 | 1,032.00 | 0.00 |
| | | | | | 0.00 | 1,536.00 | |
| Above paid on 11/07/2025 by Online Payment Ref S41 | | | | | | | |
| T32 The Alpha Xperience | | | | | | | |
| A4 Programme, Armed Forces Day | 25/06/2025 | 00014334 | 1 | 687.50 | 0.00 | 687.50 | 0.00 |
| | | | | | 0.00 | 687.50 | |
| Above paid on 11/07/2025 by Online Payment Ref T32 | | | | | | | |
| T34 Tactical Medical Rescue Ltd | | | | | | | |
| FirstAid - Freedom Parade | 30/06/2025 | 1624 | 1 | 300.00 | 0.00 | 300.00 | 0.00 |
| | | | | | 0.00 | 300.00 | |
| Above paid on 11/07/2025 by Online Payment Ref T34 | | | | | | | |

Linked to Cashbook 1

Entered Month 4
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|---------------------|--------|------------|-------------|------------------|---------|
| T37 TTM Drain Technology (UK) Ltd | | | | | | | |
| Gate Guard etc AF parade | 30/06/2025 | TTM-INV1912 | 1 | 480.00 | 0.00 | 480.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>480.00</u> | |
| Above paid on 11/07/2025 by Online Payment Ref T37 | | | | | | | |
| T38 The Play Inspection Company Ltd | | | | | | | |
| Inspection of NTC Sites | 30/06/2025 | 79057 | 1 | 1,254.00 | 0.00 | 1,254.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>1,254.00</u> | |
| Above paid on 11/07/2025 by Online Payment Ref T38 | | | | | | | |
| W3 Royal Wootton Bassett Brass | | | | | | | |
| VP Bandstand - 18.05.25 | 03/07/2025 | 180525 | 1 | 150.00 | 0.00 | 150.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>150.00</u> | |
| Above paid on 11/07/2025 by Online Payment Ref W3 | | | | | | | |
| W53 Stephen Wallis | | | | | | | |
| SW - Civic Duty April-June 25 | 01/07/2025 | CIVIC DUTY 30.06.25 | 1 | 450.00 | 0.00 | 450.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>450.00</u> | |
| Above paid on 11/07/2025 by Online Payment Ref W53 | | | | | | | |
| Total Purchase Ledger Payments | | | | | <u>0.00</u> | <u>85,719.56</u> | |

Linked to Cashbook 1

Entered Month 5
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|----------------|--------|------------|----------|-------------|---------|
| A13 Acclaim Fabrications | | | | | | | |
| Hinges - Gate Fifth Road | 05/07/2025 | PMM 185 | 1 | 180.00 | 0.00 | 180.00 | 0.00 |
| | | | | | 0.00 | 180.00 | |
| Above paid on 04/08/2025 by Online Payment Ref A13 | | | | | | | |
| A15 HawkEye Pest Control Ltd | | | | | | | |
| Southby-Wasp Nest 30.06.25 | 12/07/2025 | 14624SM10 | 1 | 72.00 | 0.00 | 72.00 | 0.00 |
| Parsons-Wasp Nest 18.07.25 | 18/07/2025 | 14762SM9 | 1 | 72.00 | 0.00 | 72.00 | 0.00 |
| | | | | | 0.00 | 144.00 | |
| Above paid on 04/08/2025 by Online Payment Ref A15 | | | | | | | |
| B20 Blue Sky Big Band | | | | | | | |
| VP Bandstand 13.07.25 | 17/07/2025 | 001 | 1 | 150.00 | 0.00 | 150.00 | 0.00 |
| | | | | | 0.00 | 150.00 | |
| Above paid on 04/08/2025 by Online Payment Ref B20 | | | | | | | |
| B30 Blewbury & District Brass Band | | | | | | | |
| VP Bandstand - 20.07.2025 | 21/07/2025 | 20072025 | 1 | 150.00 | 0.00 | 150.00 | 0.00 |
| | | | | | 0.00 | 150.00 | |
| Above paid on 04/08/2025 by Online Payment Ref NewburyB/S | | | | | | | |
| D12 DCK Payroll Solutions | | | | | | | |
| Salaies - July 2025 | 23/07/2025 | 25901 | 1 | 209.70 | 0.00 | 209.70 | 0.00 |
| | | | | | 0.00 | 209.70 | |
| Above paid on 04/08/2025 by Online Payment Ref P1104 | | | | | | | |
| E14 Environmental Solutions Ltd | | | | | | | |
| Secure Shredding - July 25 | 04/07/2025 | 29589 | 1 | 116.74 | 0.00 | 116.74 | 0.00 |
| | | | | | 0.00 | 116.74 | |
| Above paid on 04/08/2025 by Online Payment Ref E14 | | | | | | | |
| H39 Mr Roger Hunneman | | | | | | | |
| Cllr Expenses 07.05-17.07.25 | 23/07/2025 | EXPENSES170725 | 1 | 43.40 | 0.00 | 43.40 | 0.00 |
| | | | | | 0.00 | 43.40 | |
| Above paid on 04/08/2025 by Online Payment Ref H39 | | | | | | | |

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Linked to Cashbook 1

Entered Month 5
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|----------|-------------|---------|
| H41 Hoskins Electrical Services | | | | | | | |
| Inspect Defibs City & WC Rec | 22/07/2025 | 0396 | 1 | 90.00 | 0.00 | 90.00 | 0.00 |
| Remove reception Lights - Water | 30/07/2025 | 0399 | 1 | 90.00 | 0.00 | 90.00 | 0.00 |
| C-Rec, Shower/NTRCem Spotlight | 30/07/2025 | 0400 | 1 | 180.00 | 0.00 | 180.00 | 0.00 |
| | | | | | 0.00 | 360.00 | |
| Above paid on 04/08/2025 by Online Payment Ref H41 | | | | | | | |
| I12 IBS Office Solutions Ltd | | | | | | | |
| Copier Read 06.03-26.06.25 | 30/06/2025 | 3027337-2 | 1 | 375.18 | 0.00 | 375.18 | 0.00 |
| | | | | | 0.00 | 375.18 | |
| Above paid on 04/08/2025 by Online Payment Ref I12 | | | | | | | |
| I5 Insideout Site Services | | | | | | | |
| Clean Main Staircase & Windows | 06/07/2025 | VR12625 | 1 | 144.00 | 0.00 | 144.00 | 0.00 |
| Clean sky light/windows | 22/07/2025 | VR12658 | 1 | 324.00 | 0.00 | 324.00 | 0.00 |
| | | | | | 0.00 | 468.00 | |
| Above paid on 04/08/2025 by Online Payment Ref I5 | | | | | | | |
| L7 Lift & Engineering Services Ltd | | | | | | | |
| Contract 1.2.25 to 31.1.26 | 07/07/2025 | NV296008 | 1 | 488.16 | 0.00 | 488.16 | 0.00 |
| | | | | | 0.00 | 488.16 | |
| Above paid on 04/08/2025 by Online Payment Ref L7 | | | | | | | |
| M54 Michael Pagliaroli Architects Ltd | | | | | | | |
| VP Cafe Project - Drawings | 10/07/2025 | SI-111863 | 1 | 3,900.00 | 0.00 | 3,900.00 | 0.00 |
| | | | | | 0.00 | 3,900.00 | |
| Above paid on 04/08/2025 by Online Payment Ref M54 | | | | | | | |
| N16 Newbury Tools Ltd | | | | | | | |
| Scaffolding Tower Hire - Lift | 01/07/2025 | 1253896 | 1 | 44.40 | 0.00 | 44.40 | 0.00 |
| | | | | | 0.00 | 44.40 | |
| Above paid on 04/08/2025 by Online Payment Ref N16 | | | | | | | |

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Linked to Cashbook 1

Entered Month 5
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------------|--------|------------|----------|-------------|---------|
| N28 Newbury BID CIC | | | | | | | |
| Nby Bid Rates - Suite 1 | 26/06/2025 | 70044364-25/26 | 1 | 144.00 | 0.00 | 144.00 | 0.00 |
| | | | | | 0.00 | 144.00 | |
| Above paid on 04/08/2025 by Online Payment Ref NbyBIDrate | | | | | | | |
| S11 South West Hygiene | | | | | | | |
| Sanibin S-Cem14.08.25-13.08.26 | 14/07/2025 | 338982 | 1 | 235.15 | 0.00 | 235.15 | 0.00 |
| | | | | | 0.00 | 235.15 | |
| Above paid on 04/08/2025 by Online Payment Ref NEWB001 | | | | | | | |
| S41 Sundog Grounds Maintenance Ltd | | | | | | | |
| Dog bins & Bases Bodin Grd | 18/07/2025 | 4407 | 1 | 216.00 | 0.00 | 216.00 | 0.00 |
| Remove & Fit Bins, Extend Base | 25/07/2025 | 4409 | 1 | 2,100.00 | 0.00 | 2,100.00 | 0.00 |
| St John Grd-Capping Slabs | 25/07/2025 | 4410 | 1 | 1,158.00 | 0.00 | 1,158.00 | 0.00 |
| | | | | | 0.00 | 3,474.00 | |
| Above paid on 04/08/2025 by Online Payment Ref S41 | | | | | | | |
| S47 Archibald Shaw | | | | | | | |
| VP Cafe-Structural Calculation | 30/06/2025 | 31934/V25 353/IS | 1 | 2,362.50 | 0.00 | 2,362.50 | 0.00 |
| | | | | | 0.00 | 2,362.50 | |
| Above paid on 04/08/2025 by Online Payment Ref S47 | | | | | | | |
| S66 Supportis Ltd | | | | | | | |
| Employment Service - Year 2 | 15/07/2025 | SUP904-2 | 1 | 3,345.60 | 0.00 | 3,345.60 | 0.00 |
| | | | | | 0.00 | 3,345.60 | |
| Above paid on 04/08/2025 by Online Payment Ref S66 | | | | | | | |
| S73 SUITE 6, Town Hall | | | | | | | |
| Suite 6 - 01.05 to 25.06.25 | 08/07/2025 | IV03161270 | 1 | 173.80 | 0.00 | 173.80 | 0.00 |
| | | | | | 0.00 | 173.80 | |
| Above paid on 04/08/2025 by Online Payment Ref S73 | | | | | | | |

04/08/2025

Newbury Town Council Current Year

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List of Purchase Ledger Payments

User: MGG

Linked to Cashbook 1

Entered Month 5
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|--------------------|--------|------------|-------------|------------------|---------|
| T30 Cybit Limited | | | | | | | |
| Microsoft 365 - July 25 | 09/07/2025 | 18161 | 1 | 728.09 | 0.00 | 728.09 | 0.00 |
| | | | | | <u>0.00</u> | <u>728.09</u> | |
| Above paid on 04/08/2025 by Online Payment Ref T30 | | | | | | | |
| W1 West Berkshire District Council | | | | | | | |
| Premises Licence V-Park 25-26 | 17/07/2025 | 631717 | 1 | 70.00 | 0.00 | 70.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>70.00</u> | |
| Above paid on 04/08/2025 by Online Payment Ref W1 | | | | | | | |
| W42 Window Flowers Ltd | | | | | | | |
| NTC Floral Displays 2025-26 | 30/06/2025 | 70150 | 1 | 23,368.20 | 0.00 | 23,368.20 | 0.00 |
| Sunner Basket-Dolphine PH | 30/06/2025 | 70151 | 1 | 302.40 | 0.00 | 302.40 | 0.00 |
| Summer hanging Baskets 2025 | 30/06/2025 | 70152 | 1 | 1,285.20 | 0.00 | 1,285.20 | 0.00 |
| | | | | | <u>0.00</u> | <u>24,955.80</u> | |
| Above paid on 04/08/2025 by Online Payment Ref W42 | | | | | | | |
| W8 Watership Brass | | | | | | | |
| Annual Retainer 2025-26 | 10/07/2025 | ANNUAL RETAINER 25 | 1 | 800.00 | 0.00 | 800.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>800.00</u> | |
| Above paid on 04/08/2025 by Online Payment Ref W8 | | | | | | | |
| Total Purchase Ledger Payments | | | | | <u>0.00</u> | <u>42,918.52</u> | |

Linked to Cashbook 1

Entered Month 5
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|----------|-------------|---------|
| A20 A & S Meats | | | | | | | |
| Market Management-August 25 | 01/08/2025 | 124 | 1 | 1,560.00 | 0.00 | 1,560.00 | 0.00 |
| | | | | | 0.00 | 1,560.00 | |
| Above paid on 12/08/2025 by Online Payment Ref A20 | | | | | | | |
| A29 Appcentric | | | | | | | |
| Suppot & Retainer - August 25 | 03/08/2025 | 1985 | 1 | 574.75 | 0.00 | 574.75 | 0.00 |
| | | | | | 0.00 | 574.75 | |
| Above paid on 12/08/2025 by Online Payment Ref A29 | | | | | | | |
| A50 Aero Property Consultants | | | | | | | |
| VP Cafe repurpose- July 25 | 31/07/2025 | 25/074 | 1 | 1,482.00 | 0.00 | 1,482.00 | 0.00 |
| | | | | | 0.00 | 1,482.00 | |
| Above paid on 12/08/2025 by Online Payment Ref A50 | | | | | | | |
| B30 Blewbury & District Brass Band | | | | | | | |
| VP Bandstand 01.09.2024 | 25/07/2025 | 01092024 | 1 | 150.00 | 0.00 | 150.00 | 0.00 |
| | | | | | 0.00 | 150.00 | |
| Above paid on 12/08/2025 by Online Payment Ref NewburyB/S | | | | | | | |
| B41 Berkshire Pressure Cleaning | | | | | | | |
| Clean WC & City Changing Rooms | 28/07/2025 | P6716 | 1 | 720.00 | 0.00 | 720.00 | 0.00 |
| | | | | | 0.00 | 720.00 | |
| Above paid on 12/08/2025 by Online Payment Ref B41 | | | | | | | |
| C10 Crescent Signs Ltd | | | | | | | |
| T-Hall update T-Hall sign | 28/07/2025 | 22229 | 1 | 134.40 | 0.00 | 134.40 | 0.00 |
| Heritage Plaque - Frances Belk | 28/07/2025 | 22230 | 1 | 483.60 | 0.00 | 483.60 | 0.00 |
| | | | | | 0.00 | 618.00 | |
| Above paid on 12/08/2025 by Online Payment Ref 17108/1710 | | | | | | | |
| C76 Current Connection Ltd | | | | | | | |
| Supply/Install 4 LED E-Lights | 06/08/2025 | INV-08691 | 1 | 3,851.71 | 0.00 | 3,851.71 | 0.00 |
| | | | | | 0.00 | 3,851.71 | |
| Above paid on 12/08/2025 by Online Payment Ref C76 | | | | | | | |

Continued over page

Linked to Cashbook 1

Entered Month 5
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|----------|-------------|---------|
| C85 CreateIT Limited | | | | | | | |
| Microsoft 365 15.07-14.08.25 | 28/07/2025 | 80053 | 1 | 1,590.77 | 0.00 | 1,590.77 | 0.00 |
| | | | | | 0.00 | 1,590.77 | |
| Above paid on 12/08/2025 by Online Payment Ref C85 | | | | | | | |
| F5 Foxes Tree Services & Son Ltd | | | | | | | |
| WC Storm Damage Tree works | 06/08/2025 | 5659 | 1 | 300.00 | 0.00 | 300.00 | 0.00 |
| | | | | | 0.00 | 300.00 | |
| Above paid on 12/08/2025 by Online Payment Ref F5 | | | | | | | |
| H14 Huck Nets (UK) Ltd | | | | | | | |
| Steel post caps/2-part tees | 04/08/2025 | 0000331685 | 1 | 118.15 | 0.00 | 118.15 | 0.00 |
| | | | | | 0.00 | 118.15 | |
| Above paid on 12/08/2025 by Online Payment Ref H14 | | | | | | | |
| J21 John O'Conner GM Ltd | | | | | | | |
| GM Contract - July 25 | 14/07/2025 | 121387 | 1 | 44,764.77 | 0.00 | 44,764.77 | 0.00 |
| | | | | | 0.00 | 44,764.77 | |
| Above paid on 12/08/2025 by Online Payment Ref J21 | | | | | | | |
| L25 Local Toilet Hire Ltd | | | | | | | |
| VP Portaloos 12.08-08.09.25 | 07/08/2025 | 189277 | 1 | 336.00 | 0.00 | 336.00 | 0.00 |
| | | | | | 0.00 | 336.00 | |
| Above paid on 12/08/2025 by Online Payment Ref L25 | | | | | | | |
| M28 Minster Cleaning Services | | | | | | | |
| Office Clean - August 2025 | 01/08/2025 | 17378 | 1 | 2,131.55 | 0.00 | 2,131.55 | 0.00 |
| | | | | | 0.00 | 2,131.55 | |
| Above paid on 12/08/2025 by Online Payment Ref INV29354 | | | | | | | |
| R20 Rialtas Business Solutions Ltd | | | | | | | |
| Annual support - New officers | 31/07/2025 | 33082 | 1 | 180.58 | 0.00 | 180.58 | 0.00 |
| | | | | | 0.00 | 180.58 | |
| Above paid on 12/08/2025 by Online Payment Ref R20 | | | | | | | |

Continued over page

Linked to Cashbook 1

Entered Month 5
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|----------|-------------|---------|
| S108 Sackville-West Ltd | | | | | | | |
| Store 2 x Paintings July 25 | 04/08/2025 | INV-11897 | 1 | 159.22 | 0.00 | 159.22 | 0.00 |
| | | | | | 0.00 | 159.22 | |
| Above paid on 12/08/2025 by Online Payment Ref S108 | | | | | | | |
| S24 Sundog Hire Ltd | | | | | | | |
| Blossoms Fld, Heras Fence | 06/08/2025 | 5627 | 1 | 810.00 | 0.00 | 810.00 | 0.00 |
| VP MegaTower, Heras Fence | 06/08/2025 | 5628 | 1 | 468.00 | 0.00 | 468.00 | 0.00 |
| VP Cafe, Heras Fence | 06/08/2025 | 5629 | 1 | 1,713.60 | 0.00 | 1,713.60 | 0.00 |
| Dickens Walk, Heras Fence | 06/08/2025 | 5630 | 1 | 714.00 | 0.00 | 714.00 | 0.00 |
| Digby Rd, Bark Chippings | 06/08/2025 | 5631 | 1 | 420.00 | 0.00 | 420.00 | 0.00 |
| Christie Height Deliver fence | 06/08/2025 | 5632 | 1 | 828.00 | 0.00 | 828.00 | 0.00 |
| | | | | | 0.00 | 4,953.60 | |
| Above paid on 12/08/2025 by Online Payment Ref S24 | | | | | | | |
| Total Purchase Ledger Payments | | | | | 0.00 | 63,491.10 | |

Linked to Cashbook 1

Entered Month 5
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|---------------|--------|------------|----------|-------------|---------|
| A15 HawkEye Pest Control Ltd | | | | | | | |
| Southby Wasp Nest 31.07.25 | 21/08/2025 | 14792SM16 | 1 | 72.00 | 0.00 | 72.00 | 0.00 |
| | | | | | 0.00 | 72.00 | |
| Above paid on 22/08/2025 by Online Payment Ref A15 | | | | | | | |
| B41 Berkshire Pressure Cleaning | | | | | | | |
| Clean War Memorial-Wet&Forget | 12/08/2025 | P6729 | 1 | 306.00 | 0.00 | 306.00 | 0.00 |
| Clean Clock House - July 25 | 12/08/2025 | P6730 | 1 | 300.00 | 0.00 | 300.00 | 0.00 |
| Clean Town Hall - July 25 | 12/08/2025 | P6731 | 1 | 120.00 | 0.00 | 120.00 | 0.00 |
| Clean Ebb & Flow - July 25 | 12/08/2025 | P6732 | 1 | 240.00 | 0.00 | 240.00 | 0.00 |
| | | | | | 0.00 | 966.00 | |
| Above paid on 22/08/2025 by Online Payment Ref B41 | | | | | | | |
| C59 Canal & River Trust | | | | | | | |
| T-path, Bridge,WMs-28.9.26 | 20/08/2025 | 0000225583 | 1 | 130.46 | 0.00 | 130.46 | 0.00 |
| Nby Island 29.09 to24.12.25 | 20/08/2025 | 0000225655 | 1 | 300.00 | 0.00 | 300.00 | 0.00 |
| | | | | | 0.00 | 430.46 | |
| Above paid on 22/08/2025 by Online Payment Ref 8083919 | | | | | | | |
| D30 DCK Accounting Solutions | | | | | | | |
| VAT Partial Exemption 31.03.25 | 15/08/2025 | TPC11982 | 1 | 613.80 | 0.00 | 613.80 | 0.00 |
| | | | | | 0.00 | 613.80 | |
| Above paid on 22/08/2025 by Online Payment Ref D30 | | | | | | | |
| G36 Gazkaz Promotional Wear | | | | | | | |
| Officers Workwear | 14/08/2025 | SI 15416 | 1 | 429.00 | 0.00 | 429.00 | 0.00 |
| | | | | | 0.00 | 429.00 | |
| Above paid on 22/08/2025 by Online Payment Ref G36 | | | | | | | |
| L36 Hellen Lloyd-Hole | | | | | | | |
| Allotrent & Key x 1 refund | 08/08/2025 | REFUND-OTP28A | 1 | 10.00 | 0.00 | 10.00 | 0.00 |
| | | | | | 0.00 | 10.00 | |
| Above paid on 22/08/2025 by Online Payment Ref L36 | | | | | | | |

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Linked to Cashbook 1

Entered Month 5
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|----------------|--------|------------|----------|-------------|---------|
| M35 Mr V J Miller | | | | | | | |
| Members expenses08.03-07.08.25 | 08/08/2025 | EXPENSES-AUG25 | 1 | 30.50 | 0.00 | 30.50 | 0.00 |
| | | | | | 0.00 | 30.50 | |
| Above paid on 22/08/2025 by Online Payment Ref M35 | | | | | | | |
| M37 Melcourt Industries Ltd | | | | | | | |
| Playchip Softwood- Digby rd | 13/08/2025 | ME/25101031 | 1 | 1,581.00 | 0.00 | 1,581.00 | 0.00 |
| | | | | | 0.00 | 1,581.00 | |
| Above paid on 22/08/2025 by Online Payment Ref M37 | | | | | | | |
| M61 Microshade Business Consultants Ltd | | | | | | | |
| Host Citrix - July 25 | 01/07/2025 | 250700340793 | 1 | 466.56 | 0.00 | 466.56 | 0.00 |
| Citrix Hosting - August 25 | 01/08/2025 | 250800348382 | 1 | 586.08 | 0.00 | 586.08 | 0.00 |
| | | | | | 0.00 | 1,052.64 | |
| Above paid on 22/08/2025 by Online Payment Ref M61 | | | | | | | |
| N7 Newbury News Ltd | | | | | | | |
| Market ad Food&Drink | 13/08/2025 | 116344 | 1 | 240.00 | 0.00 | 240.00 | 0.00 |
| | | | | | 0.00 | 240.00 | |
| Above paid on 22/08/2025 by Online Payment Ref NW502447 | | | | | | | |
| P10 Phoenix Brass | | | | | | | |
| VP bandstand 10.08.25 | 13/08/2025 | 10082025 | 1 | 150.00 | 0.00 | 150.00 | 0.00 |
| | | | | | 0.00 | 150.00 | |
| Above paid on 22/08/2025 by Online Payment Ref P10 | | | | | | | |
| R2 Rivar Sand & Gravel Ltd | | | | | | | |
| 1 Bag Landscap Bark Mulch | 14/08/2025 | N-IN129108 | 1 | 162.00 | 0.00 | 162.00 | 0.00 |
| | | | | | 0.00 | 162.00 | |
| Above paid on 22/08/2025 by Online Payment Ref R2 | | | | | | | |
| R20 Rialtas Business Solutions Ltd | | | | | | | |
| Group Training P & S ledger | 15/08/2025 | 33107 | 1 | 720.00 | 0.00 | 720.00 | 0.00 |
| | | | | | 0.00 | 720.00 | |
| Above paid on 22/08/2025 by Online Payment Ref R20 | | | | | | | |

Continued over page

Linked to Cashbook 1

Entered Month 5
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------------|--------|------------|-------------|-----------------|---------|
| S109 SSE Energy Solutions | | | | | | | |
| Electric Suite9-31.05-29.06.25 | 14/07/2025 | IV03201887 | 1 | 92.90 | 0.00 | 92.90 | 0.00 |
| | | | | | <u>0.00</u> | <u>92.90</u> | |
| Above paid on 22/08/2025 by Online Payment Ref 8700984854 | | | | | | | |
| S110 Ahmet Suna | | | | | | | |
| Allotrent-Key refund x1 - S42a | 08/08/2025 | ALLOTREFUND-S42A | 1 | 51.40 | 0.00 | 51.40 | 0.00 |
| | | | | | <u>0.00</u> | <u>51.40</u> | |
| Above paid on 22/08/2025 by Online Payment Ref S110 | | | | | | | |
| T30 Cybit Limited | | | | | | | |
| Microsoft office 365 - August | 12/08/2025 | 18827 | 1 | 728.09 | 0.00 | 728.09 | 0.00 |
| Add x 2 Adobe Licence | 19/08/2025 | 18965 | 1 | 37.06 | 0.00 | 37.06 | 0.00 |
| | | | | | <u>0.00</u> | <u>765.15</u> | |
| Above paid on 22/08/2025 by Online Payment Ref T30 | | | | | | | |
| W1 West Berkshire District Council | | | | | | | |
| Prem Licence-Market-04.09.25 | 15/08/2025 | 634158 | 1 | 180.00 | 0.00 | 180.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>180.00</u> | |
| Above paid on 22/08/2025 by Online Payment Ref W1 | | | | | | | |
| Total Purchase Ledger Payments | | | | | <u>0.00</u> | <u>7,546.85</u> | |

Linked to Cashbook 1

Entered Month 6
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|----------|-------------|---------|
| A13 Acclaim Fabrications | | | | | | | |
| VP Shed-Supply & Fit new door | 27/08/2025 | PMM202 | 1 | 850.00 | 0.00 | 850.00 | 0.00 |
| | | | | | 0.00 | 850.00 | |
| Above paid on 08/09/2025 by Online Payment Ref A13 | | | | | | | |
| A15 HawkEye Pest Control Ltd | | | | | | | |
| Pest Control WM Allotment | 01/09/2025 | 14610SM10 | 1 | 253.94 | 0.00 | 253.94 | 0.00 |
| Pest Control Southby Allot | 01/09/2025 | 14610SM15 | 1 | 280.66 | 0.00 | 280.66 | 0.00 |
| Pest Control Parsons Allot | 01/09/2025 | 14610SM16 | 1 | 187.13 | 0.00 | 187.13 | 0.00 |
| Pest Control OTP Allotment | 01/09/2025 | 14610SM17 | 1 | 213.84 | 0.00 | 213.84 | 0.00 |
| Pest Control DF Allotment | 01/09/2025 | 14610SM18 | 1 | 240.59 | 0.00 | 240.59 | 0.00 |
| Pest Control WC Allotment | 01/09/2025 | 14610SM21 | 1 | 187.13 | 0.00 | 187.13 | 0.00 |
| | | | | | 0.00 | 1,363.29 | |
| Above paid on 08/09/2025 by Online Payment Ref A15 | | | | | | | |
| A20 A & S Meats | | | | | | | |
| Market Management - Sept 25 | 01/09/2025 | 125 | 1 | 1,560.00 | 0.00 | 1,560.00 | 0.00 |
| | | | | | 0.00 | 1,560.00 | |
| Above paid on 08/09/2025 by Online Payment Ref A20 | | | | | | | |
| A29 Appcentric | | | | | | | |
| Monthly Support Citrix-Sept 25 | 03/09/2025 | 2003 | 1 | 574.75 | 0.00 | 574.75 | 0.00 |
| | | | | | 0.00 | 574.75 | |
| Above paid on 08/09/2025 by Online Payment Ref A29 | | | | | | | |
| A50 Aero Property Consultants | | | | | | | |
| VP Cafe Project | 02/09/2025 | 25/090 | 1 | 1,140.00 | 0.00 | 1,140.00 | 0.00 |
| | | | | | 0.00 | 1,140.00 | |
| Above paid on 08/09/2025 by Online Payment Ref A50 | | | | | | | |
| B1 Biffa Waste Services Ltd | | | | | | | |
| Recycling Dry Mixed bags | 22/08/2025 | 571C17432 | 1 | 450.00 | 0.00 | 450.00 | 0.00 |
| General waste bags | 22/08/2025 | 571C17436 | 1 | 810.00 | 0.00 | 810.00 | 0.00 |
| | | | | | 0.00 | 1,260.00 | |
| Above paid on 08/09/2025 by Online Payment Ref N15485*1*5 | | | | | | | |

Continued over page

Linked to Cashbook 1

Entered Month 6
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|----------|-------------|---------|
| B56 Berkshire Youth | | | | | | | |
| Youth Worker Agreement 2025 | 21/08/2025 | INV-0179 | 1 | 12,500.00 | 0.00 | 12,500.00 | 0.00 |
| | | | | | 0.00 | 12,500.00 | |
| Above paid on 08/09/2025 by Online Payment Ref B56 | | | | | | | |
| C30 Steve Carter Haulage | | | | | | | |
| Shaw cem 4 x Loads Muck Away | 20/08/2025 | 2794 | 1 | 1,344.00 | 0.00 | 1,344.00 | 0.00 |
| | | | | | 0.00 | 1,344.00 | |
| Above paid on 08/09/2025 by Online Payment Ref C30 | | | | | | | |
| C85 CreateIT Limited | | | | | | | |
| IT Credit against Inv 80053 | 18/08/2025 | 80618 | 1 | -573.29 | 0.00 | -573.29 | 0.00 |
| Microsoft 365 - September 25 | 28/08/2025 | 80733 | 1 | 1,017.48 | 0.00 | 1,017.48 | 0.00 |
| | | | | | 0.00 | 444.19 | |
| Above paid on 08/09/2025 by Online Payment Ref C85 | | | | | | | |
| D12 DCK Payroll Solutions | | | | | | | |
| Salaries - August 2025 | 28/08/2025 | 26024 | 1 | 304.92 | 0.00 | 304.92 | 0.00 |
| | | | | | 0.00 | 304.92 | |
| Above paid on 08/09/2025 by Online Payment Ref P1104 | | | | | | | |
| E14 Environmental Solutions Ltd | | | | | | | |
| Secure Shredding - August 25 | 01/08/2025 | 29872 | 1 | 74.48 | 0.00 | 74.48 | 0.00 |
| Secure Shredding - Sept 25 | 29/08/2025 | 29941 | 1 | 74.48 | 0.00 | 74.48 | 0.00 |
| | | | | | 0.00 | 148.96 | |
| Above paid on 08/09/2025 by Online Payment Ref E14 | | | | | | | |
| E5 East Woodhay Silver Band | | | | | | | |
| VP Bandstand - 27.07.2025 | 31/08/2025 | 250010 | 1 | 150.00 | 0.00 | 150.00 | 0.00 |
| | | | | | 0.00 | 150.00 | |
| Above paid on 08/09/2025 by Online Payment Ref E5 | | | | | | | |

Linked to Cashbook 1

Entered Month 6
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|----------------|--------|------------|----------|-------------|---------|
| G6 Greentips | | | | | | | |
| WC Rec - Tree Works | 22/08/2025 | ETW.0026.IN | 1 | 600.00 | 0.00 | 600.00 | 0.00 |
| | | | | | 0.00 | 600.00 | |
| Above paid on 08/09/2025 by Online Payment Ref G6 | | | | | | | |
| H11 Healthmatic Ltd | | | | | | | |
| Wh-Toilet Clean 01.07-30.09.25 | 01/09/2025 | 14882 | 1 | 4,352.45 | 0.00 | 4,352.45 | 0.00 |
| | | | | | 0.00 | 4,352.45 | |
| Above paid on 08/09/2025 by Online Payment Ref INV7984 | | | | | | | |
| H14 Huck Nets (UK) Ltd | | | | | | | |
| Steel post caps x 10 | 20/08/2025 | 0000332376 | 1 | 168.19 | 0.00 | 168.19 | 0.00 |
| | | | | | 0.00 | 168.19 | |
| Above paid on 08/09/2025 by Online Payment Ref H14 | | | | | | | |
| J21 John O'Conner GM Ltd | | | | | | | |
| Clear under trampoline-Blossom | 28/08/2025 | 122667 | 1 | 180.00 | 0.00 | 180.00 | 0.00 |
| | | | | | 0.00 | 180.00 | |
| Above paid on 08/09/2025 by Online Payment Ref J21 | | | | | | | |
| M28 Minster Cleaning Services | | | | | | | |
| Office Clean - Sept 25 | 01/09/2025 | 17526 | 1 | 2,131.55 | 0.00 | 2,131.55 | 0.00 |
| | | | | | 0.00 | 2,131.55 | |
| Above paid on 08/09/2025 by Online Payment Ref INV29354 | | | | | | | |
| M44 Ms S Militaru | | | | | | | |
| Allot key refund x 1 - S081b | 28/08/2025 | KEYREFUND-S81B | 1 | 10.00 | 0.00 | 10.00 | 0.00 |
| | | | | | 0.00 | 10.00 | |
| Above paid on 08/09/2025 by Online Payment Ref M44 | | | | | | | |
| S108 Sackville-West Ltd | | | | | | | |
| Stire 2 large paintings | 01/09/2025 | INV-12217 | 1 | 159.22 | 0.00 | 159.22 | 0.00 |
| | | | | | 0.00 | 159.22 | |
| Above paid on 08/09/2025 by Online Payment Ref S108 | | | | | | | |

Continued over page

08/09/2025

Newbury Town Council Current Year

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15:27

List of Purchase Ledger Payments

User: MGG

Linked to Cashbook 1

Entered Month 6
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|----------------------------------|-----------------|--------|------------|----------|-------------|---------|
| S109 | SSE Energy Solutions | | | | | | |
| Electric Suite 9 August 25 | 14/08/2025 | IV03345544 | 1 | 107.46 | 0.00 | 107.46 | 0.00 |
| | | | | | 0.00 | 107.46 | |
| Above paid on 08/09/2025 by Online Payment Ref 8700984854 | | | | | | | |
| S73 | SUITE 6, Town Hall | | | | | | |
| Suite 6, T-Hall 01.05-25.06.25 | 11/08/2025 | CN00810436 | 1 | -173.80 | 0.00 | -170.73 | -3.07 |
| Suite 6, T-Hall 01.05-24.06.25 | 11/08/2025 | IV03321020 | 1 | 170.73 | 0.00 | 170.73 | 0.00 |
| | | | | | 0.00 | 0.00 | |
| No payment due as Credit Notes have been applied | | | | | | | |
| W57 | Working the Greener Way - Online | | | | | | |
| Q1 Internal Audit 06.08.2025 | 27/08/2025 | 100456 | 1 | 510.00 | 0.00 | 510.00 | 0.00 |
| | | | | | 0.00 | 510.00 | |
| Above paid on 08/09/2025 by Online Payment Ref W57 | | | | | | | |
| Y24 | Yingyi Li | | | | | | |
| Allot key refund - DF011b | 22/08/2025 | KEYREFUND-DF11B | 1 | 10.00 | 0.00 | 10.00 | 0.00 |
| | | | | | 0.00 | 10.00 | |
| Above paid on 08/09/2025 by Online Payment Ref Y24 | | | | | | | |
| Total Purchase Ledger Payments | | | | | 0.00 | 29,868.98 | |

Linked to Cashbook 1

Entered Month 6
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|---------------|--------|------------|----------|-------------|---------|
| A2 ADT Fire & Security Plc | | | | | | | |
| Call out- Fire System 03.09.25 | 04/09/2025 | 58323847 | 1 | 1,254.73 | 0.00 | 1,254.73 | 0.00 |
| | | | | | 0.00 | 1,254.73 | |
| Above paid on 22/09/2025 by Online Payment Ref 40579697 | | | | | | | |
| A53 Arthian Ltd | | | | | | | |
| VP Cafe - Flood response Plan | 12/09/2025 | 612627 | 1 | 1,500.00 | 0.00 | 1,500.00 | 0.00 |
| | | | | | 0.00 | 1,500.00 | |
| Above paid on 22/09/2025 by Online Payment Ref A53 | | | | | | | |
| B65 Bespoke Garden Projects Limited | | | | | | | |
| Blossoms F'd New Rope Climber | 08/09/2025 | BGP-1059 | 1 | 6,210.00 | 0.00 | 6,210.00 | 0.00 |
| Grass Mats Under Rope Climb | 08/09/2025 | BGP-1060 | 1 | 2,640.00 | 0.00 | 2,640.00 | 0.00 |
| | | | | | 0.00 | 8,850.00 | |
| Above paid on 22/09/2025 by Online Payment Ref B65 | | | | | | | |
| G40 Mr Giulio Gotti | | | | | | | |
| Allot key refund - S023 | 18/09/2025 | KEYREFUND-S23 | 1 | 10.00 | 0.00 | 10.00 | 0.00 |
| | | | | | 0.00 | 10.00 | |
| Above paid on 22/09/2025 by Online Payment Ref G40 | | | | | | | |
| H41 Hoskins Electrical Services | | | | | | | |
| T-Hall-Emergency Light Fitting | 05/09/2025 | 0403 | 1 | 740.00 | 0.00 | 740.00 | 0.00 |
| Lighs THall Accounts Reception | 05/09/2025 | 0405 | 1 | 200.00 | 0.00 | 200.00 | 0.00 |
| | | | | | 0.00 | 940.00 | |
| Above paid on 22/09/2025 by Online Payment Ref H41 | | | | | | | |
| J21 John O'Conner GM Ltd | | | | | | | |
| GM Contract - August 25 | 19/08/2025 | 122294 | 1 | 44,764.77 | 0.00 | 44,764.77 | 0.00 |
| WC & Southby - Strim Allotment | 11/09/2025 | 123036 | 1 | 144.00 | 0.00 | 144.00 | 0.00 |
| WC & City Rec-F-Ball net hooks | 11/09/2025 | 123045 | 1 | 60.00 | 0.00 | 60.00 | 0.00 |
| | | | | | 0.00 | 44,968.77 | |
| Above paid on 22/09/2025 by Online Payment Ref J21 | | | | | | | |

Linked to Cashbook 1

Entered Month 6
by user MGG

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|--------------|--------|------------|----------|-------------|---------|
| L13 Link Up Local Mencap | | | | | | | |
| Bus Stop Posters August 25 | 01/09/2025 | 0404-25 | 1 | 49.00 | 0.00 | 49.00 | 0.00 |
| | | | | | 0.00 | 49.00 | |
| Above paid on 22/09/2025 by Online Payment Ref L13 | | | | | | | |
| L20 Naomi Lunn (Pyromaniart) | | | | | | | |
| Burn & Coat NIBloom Awards | 16/09/2025 | NIB2025 | 1 | 350.00 | 0.00 | 350.00 | 0.00 |
| | | | | | 0.00 | 350.00 | |
| Above paid on 22/09/2025 by Online Payment Ref L20 | | | | | | | |
| M24 McCarthy Marland (Recycling) Ltd | | | | | | | |
| Skip - Shaw Cemetery | 11/09/2025 | IN177826 | 1 | 430.80 | 0.00 | 430.80 | 0.00 |
| | | | | | 0.00 | 430.80 | |
| Above paid on 22/09/2025 by Online Payment Ref M24 | | | | | | | |
| M26 Mr Douglas GC Marsh | | | | | | | |
| NIBloom Winner 2025 | 12/09/2025 | NIBLOOM 2025 | 1 | 100.00 | 0.00 | 100.00 | 0.00 |
| | | | | | 0.00 | 100.00 | |
| Above paid on 22/09/2025 by Online Payment Ref M26 | | | | | | | |
| M54 Michael Pagliaroli Architects Ltd | | | | | | | |
| VP Cafe - Document tender | 12/09/2025 | SI-111892 | 1 | 2,400.00 | 0.00 | 2,400.00 | 0.00 |
| | | | | | 0.00 | 2,400.00 | |
| Above paid on 22/09/2025 by Online Payment Ref M54 | | | | | | | |
| R12 Ramsbury Silver Band | | | | | | | |
| VP Bandstand 03.08.2025 | 05/09/2025 | 25/004 | 1 | 150.00 | 0.00 | 150.00 | 0.00 |
| | | | | | 0.00 | 150.00 | |
| Above paid on 22/09/2025 by Online Payment Ref R12 | | | | | | | |
| S31 The Secret Garden Project | | | | | | | |
| NIBloom Winner 2025 | 11/09/2025 | NIBLOOM 2505 | 1 | 100.00 | 0.00 | 100.00 | 0.00 |
| | | | | | 0.00 | 100.00 | |
| Above paid on 22/09/2025 by Online Payment Ref S31 | | | | | | | |

Continued over page

Newbury Town Council Current Year

Appendix 4

Bank - Cash and Investment Reconciliation as at 1 October 2025

| <u>Account Description</u> | | | <u>Balance</u> |
|---------------------------------------|------------|------------------------|---------------------|
| <u>Bank Statement Balances</u> | | | |
| 1 | 30/09/2025 | Current Account | 20,000.25 |
| 4 | 30/09/2025 | Instant Access Account | 1,341,313.03 |
| | | | 1,361,313.28 |
| <u>Other Cash & Bank Balances</u> | | | |
| CCLA Account | | | 569,622.49 |
| Fixed Term Interest Accounts | | | 750,000.00 |
| | | | 1,319,622.49 |
| | | | 2,680,935.77 |
| <u>Receipts not on Bank Statement</u> | | | |
| 0 | 01/10/2025 | All Receipts Cleared | 0.00 |
| | | | 0.00 |
| Closing Balance | | | 2,680,935.77 |
| <u>All Cash & Bank Accounts</u> | | | |
| 1 | | Current Account | 20,000.25 |
| 4 | | Instant Access Account | 1,341,313.03 |
| Other Cash & Bank Balances | | | 1,319,622.49 |
| Total Cash & Bank Balances | | | 2,680,935.77 |

Date:01/10/2025

Newbury Town Council Current Year

Page 1

Time: 10:43

**Bank Reconciliation Statement as at 30/09/2025
for Cashbook 1 - Current Account**

User: MGG

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|------------------|
| Current Account | 30/09/2025 | | 20,000.25 |
| | | | <u>20,000.25</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 20,000.25 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 20,000.25 |
| | | Balance per Cash Book is :- | 20,000.25 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 01/10/2025

Newbury Town Council Current Year

Page 1

Time: 10:51

**Bank Reconciliation Statement as at 30/09/2025
for Cashbook 4 - Instant Access Account**

User: MGG

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|---------------------|
| Instant Access Account | 30/09/2025 | 0 | 1,341,313.03 |
| | | | <u>1,341,313.03</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 1,341,313.03 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 1,341,313.03 |
| | | Balance per Cash Book is :- | 1,341,313.03 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/08/2025
for Cashbook 1 - Current Account**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page</u> | <u>Balances</u> |
|--|------------------------------------|------------------------------------|------------------|
| Current Account | 31/08/2025 | | 21,246.38 |
| | | | <u>21,246.38</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| 31/08/2025 | DDAc Unmetered (Foot Way Lighting) | -3,427.93 | |
| 31/08/2025 | DDAd Unmetered (Foot Way Lighting) | 1,028.04 | |
| 31/08/2025 | DDAe Unmetered (Foot Way Lighting) | 634.54 | |
| 31/08/2025 | DDAf Unmetered (Foot Way Lighting) | 702.51 | |
| | | | <u>-1,062.84</u> |
| | | | 22,309.22 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 22,309.22 |
| | | Balance per Cash Book is :- | 22,309.22 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/08/2025
for Cashbook 4 - Instant Access Account

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-------------------|
| Instant Access Account | 31/08/2025 | | 355,478.34 |
| | | | <u>355,478.34</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 355,478.34 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 355,478.34 |
| | | Balance per Cash Book is :- | 355,478.34 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/07/2025
for Cashbook 1 - Current Account

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-------------------|
| Current Account | 31/07/2025 | | 329,595.10 |
| | | | <u>329,595.10</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 329,595.10 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 329,595.10 |
| | | Balance per Cash Book is :- | 329,595.10 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date:01/08/2025

Newbury Town Council Current Year

Page 1

Time: 16:29

**Bank Reconciliation Statement as at 31/07/2025
for Cashbook 4 - Instant Access Account**

User: MGG

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-------------------|
| Instant Access Account | 28/07/2025 | | 468,408.19 |
| | | | <u>468,408.19</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 468,408.19 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| 31/07/2025 Int rec'd | | 804.98 | |
| | | | <u>804.98</u> |
| | | | 469,213.17 |
| | | Balance per Cash Book is :- | 469,213.17 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 1 - Current Account

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page</u> | <u>Balances</u> |
|--|-----------------------|-----------------------------|-------------------|
| Current Account | 30/06/2025 | | 272,573.53 |
| | | | <u>272,573.53</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 272,573.53 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 272,573.53 |
| | | Balance per Cash Book is :- | 272,573.53 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 4 - Instant Access Account**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-------------------|
| Instant Access Account | 30/06/2025 | | 312,062.44 |
| | | | <u>312,062.44</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 312,062.44 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 312,062.44 |
| | | Balance per Cash Book is :- | 312,062.44 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| <u>100 Staff</u> | | | | | | | | |
| 1077 Precept Reallocation | 96,498 | 192,996 | 192,996 | 0 | | | 100.0% | |
| Staff :- Income | 96,498 | 192,996 | 192,996 | 0 | | | 100.0% | 0 |
| 4000 Salaries/NI/PAYE | 70,816 | 352,096 | 839,180 | 487,084 | | 487,084 | 42.0% | |
| 4010 Misc Staff Expenses | 160 | 1,435 | 6,000 | 4,565 | | 4,565 | 23.9% | |
| 4045 Salary Reallocation | (70,816) | (352,096) | (652,184) | (300,088) | | (300,088) | 54.0% | |
| Staff :- Indirect Expenditure | 160 | 1,435 | 192,996 | 191,561 | 0 | 191,561 | 0.7% | 0 |
| Net Income over Expenditure | 96,338 | 191,561 | 0 | (191,561) | | | | |
| <u>110 Central Services</u> | | | | | | | | |
| 1076 Precept Received | 44,338 | 953,158 | 1,817,641 | 864,483 | | | 52.4% | |
| 1077 Precept Reallocation | 0 | (864,483) | (1,728,966) | (864,483) | | | 50.0% | |
| 1090 Interest - CCLA | 1,977 | 12,235 | 24,000 | 11,765 | | | 51.0% | |
| 1091 Shares/Dividend Income | 2 | 6 | 0 | (6) | | | 0.0% | |
| 1092 Interest Rec - Instant Access | 936 | 4,599 | 10,000 | 5,402 | | | 46.0% | |
| 1093 Interest - Fixed Term Account | 669 | 15,174 | 24,000 | 8,826 | | | 63.2% | |
| 1094 Interest - Current Account | 0 | 0 | 360 | 360 | | | 0.0% | |
| 1905 Income - CIL received | 0 | 5,979 | 0 | (5,979) | | | 0.0% | |
| Central Services :- Income | 47,922 | 126,668 | 147,035 | 20,367 | | | 86.1% | 0 |
| 4045 Salary Reallocation | 14,616 | 72,673 | 134,635 | 61,962 | | 61,962 | 54.0% | |
| 4050 Bank & Card Reader Charges | 142 | 1,065 | 2,400 | 1,335 | | 1,335 | 44.4% | |
| 4055 Election Expenses | 0 | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | |
| Central Services :- Indirect Expenditure | 14,759 | 73,738 | 147,035 | 73,297 | 0 | 73,297 | 50.1% | 0 |
| Net Income over Expenditure | 33,163 | 52,930 | 0 | (52,930) | | | | |
| <u>200 P&R General</u> | | | | | | | | |
| 1077 Precept Reallocation | 20,496 | 40,991 | 43,414 | 2,423 | | | 94.4% | |
| P&R General :- Income | 20,496 | 40,991 | 43,414 | 2,423 | | | 94.4% | 0 |
| 4045 Salary Reallocation | 3,682 | 18,309 | 33,891 | 15,582 | | 15,582 | 54.0% | |
| 4105 Members' travel & subsistence | 0 | 144 | 600 | 456 | | 456 | 24.0% | |
| 4120 Precept Leaflet | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4125 P&R Projects Fund | 0 | 0 | 5,500 | 5,500 | | 5,500 | 0.0% | |
| 4127 Reallocation Code | 0 | 0 | 2,423 | 2,423 | | 2,423 | 0.0% | |
| P&R General :- Indirect Expenditure | 3,682 | 18,453 | 43,414 | 24,961 | 0 | 24,961 | 42.5% | 0 |
| Net Income over Expenditure | 16,813 | 22,538 | 0 | (22,538) | | | | |

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| <u>210 Grants & Contributions</u> | | | | | | | | |
| 1077 Precept Reallocation | 48,500 | 97,000 | 97,000 | 0 | | | 100.0% | |
| Grants & Contributions :- Income | 48,500 | 97,000 | 97,000 | 0 | | | 100.0% | 0 |
| 4150 Grants for Climate Change Proj | 0 | 2,805 | 10,000 | 7,195 | | 7,195 | 28.1% | 2,805 |
| 4155 Berkshire Youth; Youth Worker | 0 | 12,500 | 25,000 | 12,500 | | 12,500 | 50.0% | |
| 4160 Contribution to BID Xmas light | 0 | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | |
| 4170 Volunteer Centre | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4180 Grant Sub Committee | 0 | 7,939 | 24,500 | 16,561 | | 16,561 | 32.4% | |
| 4185 CAB Grant | 0 | 0 | 20,000 | 20,000 | | 20,000 | 0.0% | |
| 4213 Community United West Berkshir | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 4216 Newbury Flood Forum | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4217 Discretionary Events Fund | 0 | 2,000 | 3,000 | 1,000 | | 1,000 | 66.7% | |
| Grants & Contributions :- Indirect Expenditure | 0 | 25,244 | 97,000 | 71,756 | 0 | 71,756 | 26.0% | 2,805 |
| Net Income over Expenditure | 48,500 | 71,756 | 0 | (71,756) | | | | |
| 6000 plus Transfer from EMR | 0 | 2,805 | 0 | (2,805) | | | | |
| Movement to/(from) Gen Reserve | 48,500 | 74,561 | 0 | (74,561) | | | | |
| <u>220 Corporate Services</u> | | | | | | | | |
| 1077 Precept Reallocation | 67,904 | 135,808 | 133,708 | (2,100) | | | 101.6% | |
| Corporate Services :- Income | 67,904 | 135,808 | 133,708 | (2,100) | | | 101.6% | 0 |
| 4200 Visitor Information Centre | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4220 Training and Development | 143 | 3,692 | 10,000 | 6,308 | 712 | 5,596 | 44.0% | |
| 4225 Advertising Recruitment | 0 | 540 | 1,000 | 460 | | 460 | 54.0% | |
| 4230 Telephone | 954 | 5,681 | 11,450 | 5,769 | | 5,769 | 49.6% | |
| 4235 Postage | 95 | 1,192 | 2,500 | 1,308 | | 1,308 | 47.7% | |
| 4240 Printing/Stationery | 126 | 556 | 1,800 | 1,244 | | 1,244 | 30.9% | |
| 4245 Office Equipment | 0 | 342 | 1,500 | 1,158 | | 1,158 | 22.8% | |
| 4247 IT - Asset Register | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4250 IT - Office 365 Package | 3,428 | 10,817 | 17,557 | 6,740 | 9,800 | (3,060) | 117.4% | |
| 4251 IT - Accounts | 0 | 1,082 | 4,000 | 2,918 | | 2,918 | 27.1% | |
| 4252 IT - Website | 479 | 2,874 | 5,850 | 2,976 | | 2,976 | 49.1% | |
| 4253 IT - Citrix | 0 | 2,044 | 5,450 | 3,406 | | 3,406 | 37.5% | |
| 4254 IT - Adobe | 0 | 1,700 | 3,800 | 2,100 | | 2,100 | 44.7% | |
| 4255 Professional Fees | 338 | 9,770 | 17,691 | 7,921 | | 7,921 | 55.2% | 595 |
| 4260 Audit | 2,100 | 510 | 5,500 | 4,990 | | 4,990 | 9.3% | |
| 4265 Subscriptions | 0 | 4,978 | 6,107 | 1,129 | | 1,129 | 81.5% | |
| 4270 Photocopier Charges | 149 | 1,215 | 2,000 | 785 | | 785 | 60.8% | |

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| 4275 Advertising General | 94 | 247 | 1,000 | 753 | | 753 | 24.7% | |
| 4280 Recycling Costs 13 | 124 | 952 | 1,400 | 448 | | 448 | 68.0% | 169 |
| 4290 Capital exp computers etc | 0 | 8,538 | 8,963 | 425 | | 425 | 95.3% | |
| 4317 2024/25 Purchase Orders | 0 | 0 | 0 | 0 | 1,000 | (1,000) | 0.0% | |
| 4420 Insurance | 6,444 | 14,231 | 16,888 | 2,657 | | 2,657 | 84.3% | |
| Corporate Services :- Indirect Expenditure | 14,474 | 70,961 | 125,956 | 54,995 | 11,512 | 43,483 | 65.5% | 764 |
| Net Income over Expenditure | 53,430 | 64,847 | 7,752 | (57,095) | | | | |
| 6000 plus Transfer from EMR | 0 | 764 | 0 | (764) | | | | |
| Movement to/(from) Gen Reserve | 53,430 | 65,611 | 7,752 | (57,859) | | | | |
| <u>290 Town Hall</u> | | | | | | | | |
| 1077 Precept Reallocation | 64,227 | 128,453 | 128,453 | 0 | | | 100.0% | |
| 1270 Income - Suite Lease | 1,453 | 8,435 | 30,000 | 21,565 | | | 28.1% | |
| 1271 Income - Suite Deposits fm 503 | 0 | 4,500 | 0 | (4,500) | | | 0.0% | |
| 1280 Income - Chamber Hire | 791 | 2,043 | 11,000 | 8,957 | | | 18.6% | |
| 1998 Income - Electricity Outage | 240 | 430 | 0 | (430) | | | 0.0% | |
| Town Hall :- Income | 66,711 | 143,861 | 169,453 | 25,592 | | | 84.9% | 0 |
| 4045 Salary Reallocation | 7,039 | 35,753 | 64,859 | 29,106 | | 29,106 | 55.1% | |
| 4255 Professional Fees | 0 | 0 | 3,120 | 3,120 | | 3,120 | 0.0% | |
| 4317 2024/25 Purchase Orders | 0 | 15,000 | 0 | (15,000) | | (15,000) | 0.0% | 15,000 |
| 4402 Lettings - Agent Fees | 121 | 703 | 4,000 | 3,297 | | 3,297 | 17.6% | |
| 4403 Lettings - Deposits Returned | 0 | 5,138 | 0 | (5,138) | | (5,138) | 0.0% | |
| 4404 Lettings - Suite Lease Costs | 0 | 6,916 | 7,752 | 836 | | 836 | 89.2% | |
| 4405 Rates - NTC | 0 | 12,027 | 12,026 | (1) | | (1) | 100.0% | |
| 4407 Gas | 98 | 1,046 | 4,000 | 2,954 | | 2,954 | 26.2% | |
| 4410 Water | 155 | 794 | 578 | (216) | | (216) | 137.4% | |
| 4413 Electricity Empty Suites | 195 | 964 | 0 | (964) | | (964) | 0.0% | |
| 4415 Electricity NTC Main Contract | 467 | 7,540 | 30,003 | 22,463 | | 22,463 | 25.1% | |
| 4425 Repairs and Maintenance | 1,055 | 5,694 | 17,000 | 11,306 | 398 | 10,908 | 35.8% | |
| 4428 Health & Safety Compliance | 1,046 | 5,810 | 10,000 | 4,190 | | 4,190 | 58.1% | |
| 4431 Town Hall cleaning contract | 1,776 | 10,658 | 20,347 | 9,689 | | 9,689 | 52.4% | |
| 4432 Housekeeping | 9 | 766 | 2,000 | 1,234 | | 1,234 | 38.3% | |
| 4440 Fire Extinguishers | 0 | 542 | 820 | 278 | | 278 | 66.1% | |
| 4445 Security | 0 | 296 | 700 | 404 | | 404 | 42.3% | |
| 4515 Tree Works | 0 | 0 | 0 | 0 | 850 | (850) | 0.0% | |
| Town Hall :- Indirect Expenditure | 11,960 | 109,647 | 177,205 | 67,558 | 1,248 | 66,310 | 62.6% | 15,000 |
| Net Income over Expenditure | 54,751 | 34,214 | (7,752) | (41,966) | | | | |
| 6000 plus Transfer from EMR | 0 | 15,000 | 0 | (15,000) | | | | |
| Movement to/(from) Gen Reserve | 54,751 | 49,214 | (7,752) | (56,966) | | | | |

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| <u>291 Town Hall Projects</u> | | | | | | | | |
| 1077 Precept Reallocation | 22,875 | 45,750 | 45,750 | 0 | | | 100.0% | |
| Town Hall Projects :- Income | 22,875 | 45,750 | 45,750 | 0 | | | 100.0% | 0 |
| 4320 TH Office Move & Refurb | 0 | 0 | 15,750 | 15,750 | | 15,750 | 0.0% | |
| 4321 Town Hall Roof | 133 | 12,296 | 0 | (12,296) | 2,225 | (14,521) | 0.0% | 12,296 |
| 4322 Town Hall Responsive Repairs | 1,800 | 1,800 | 30,000 | 28,200 | | 28,200 | 6.0% | |
| Town Hall Projects :- Indirect Expenditure | 1,933 | 14,096 | 45,750 | 31,654 | 2,225 | 29,429 | 35.7% | 12,296 |
| Net Income over Expenditure | 20,942 | 31,654 | 0 | (31,654) | | | | |
| 6000 plus Transfer from EMR | 133 | 12,296 | 0 | (12,296) | | | | |
| Movement to/(from) Gen Reserve | 21,075 | 43,950 | 0 | (43,950) | | | | |
| <u>295 Weddings</u> | | | | | | | | |
| 1077 Precept Reallocation | 4,796 | 9,591 | 9,591 | 0 | | | 100.0% | |
| 1280 Income - Chamber Hire | 250 | 1,845 | 3,850 | 2,005 | | | 47.9% | |
| Weddings :- Income | 5,046 | 11,436 | 13,441 | 2,005 | | | 85.1% | 0 |
| 4045 Salary Reallocation | 1,013 | 4,280 | 9,321 | 5,041 | | 5,041 | 45.9% | |
| 4275 Advertising General | 0 | 299 | 2,000 | 1,701 | | 1,701 | 14.9% | |
| 4340 Weddings expenditure | 0 | 0 | 420 | 420 | | 420 | 0.0% | |
| 4341 Wedding Licence EMR | 0 | 2,532 | 1,700 | (832) | | (832) | 148.9% | 832 |
| Weddings :- Indirect Expenditure | 1,013 | 7,111 | 13,441 | 6,330 | 0 | 6,330 | 52.9% | 832 |
| Net Income over Expenditure | 4,033 | 4,325 | 0 | (4,325) | | | | |
| 6000 plus Transfer from EMR | 0 | 832 | 0 | (832) | | | | |
| Movement to/(from) Gen Reserve | 4,033 | 5,157 | 0 | (5,157) | | | | |
| <u>300 Newtown Road Cemetery</u> | | | | | | | | |
| 1077 Precept Reallocation | 28,137 | 56,274 | 56,254 | (20) | | | 100.0% | |
| Newtown Road Cemetery :- Income | 28,137 | 56,274 | 56,254 | (20) | | | 100.0% | 0 |
| 4045 Salary Reallocation | 1,069 | 5,317 | 9,845 | 4,528 | | 4,528 | 54.0% | |
| 4317 2024/25 Purchase Orders | 0 | 5,040 | 0 | (5,040) | | (5,040) | 0.0% | 5,040 |
| 4405 Rates - NTC | 0 | 574 | 750 | 176 | | 176 | 76.5% | |
| 4415 Electricity NTC Main Contract | 30 | 245 | 500 | 255 | | 255 | 49.1% | |
| 4425 Repairs and Maintenance | 0 | 90 | 4,000 | 3,910 | 2,280 | 1,630 | 59.3% | |
| 4430 Maint. Contracts | 3,022 | 18,130 | 36,309 | 18,179 | | 18,179 | 49.9% | |
| 4435 Maint. Contracts Unscheduled | 0 | 0 | 1,200 | 1,200 | | 1,200 | 0.0% | |
| 4436 Headstone Survey | 0 | 0 | 500 | 500 | | 500 | 0.0% | |

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| 4440 Fire Extinguishers | 0 | 63 | 150 | 87 | | 87 | 42.0% | |
| 4515 Tree Works | 0 | 0 | 2,100 | 2,100 | | 2,100 | 0.0% | |
| 4540 NRC Composting Toilet (25%) | 0 | 0 | 400 | 400 | | 400 | 0.0% | |
| 4545 Redecoration of Chapel | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| Newtown Road Cemetery :- Indirect Expenditure | 4,121 | 29,459 | 56,254 | 26,795 | 2,280 | 24,515 | 56.4% | 5,040 |
| Net Income over Expenditure | 24,016 | 26,815 | 0 | (26,815) | | | | |
| 6000 plus Transfer from EMR | 0 | 5,040 | 0 | (5,040) | | | | |
| Movement to/(from) Gen Reserve | 24,016 | 31,855 | 0 | (31,855) | | | | |
| <u>305 Shaw Cemetery</u> | | | | | | | | |
| 1077 Precept Reallocation | 44,015 | 88,030 | 87,890 | (140) | | | 100.2% | |
| 1300 Income - Cemetery | 2,056 | 14,681 | 68,672 | 53,991 | | | 21.4% | |
| 1996 Income - Memorial Plaques | 0 | 250 | 0 | (250) | | | 0.0% | |
| Shaw Cemetery :- Income | 46,071 | 102,961 | 156,562 | 53,601 | | | 65.8% | 0 |
| 4517 Lime Trees - Pollard | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| Shaw Cemetery :- Direct Expenditure | 0 | 0 | 2,500 | 2,500 | 0 | 2,500 | 0.0% | 0 |
| 4045 Salary Reallocation | 2,925 | 14,542 | 26,946 | 12,404 | | 12,404 | 54.0% | |
| 4249 IT - Cemeteries | 0 | 1,317 | 1,923 | 606 | | 606 | 68.5% | |
| 4265 Subscriptions | 29 | 299 | 480 | 181 | | 181 | 62.3% | |
| 4317 2024/25 Purchase Orders | 635 | 635 | 0 | (635) | | (635) | 0.0% | 635 |
| 4400 Rent Payable | 0 | 667 | 1,000 | 333 | | 333 | 66.7% | |
| 4405 Rates - NTC | 0 | 4,042 | 4,320 | 278 | | 278 | 93.6% | |
| 4410 Water | (437) | 6,479 | 4,500 | (1,979) | | (1,979) | 144.0% | |
| 4415 Electricity NTC Main Contract | 49 | 387 | 4,000 | 3,613 | | 3,613 | 9.7% | |
| 4425 Repairs and Maintenance | 1,479 | 2,945 | 6,968 | 4,023 | 80 | 3,943 | 43.4% | |
| 4428 Health & Safety Compliance | 0 | 114 | 800 | 686 | | 686 | 14.3% | |
| 4430 Maint. Contracts | 8,050 | 48,297 | 96,639 | 48,342 | | 48,342 | 50.0% | |
| 4435 Maint. Contracts Unscheduled | 0 | 668 | 3,000 | 2,332 | | 2,332 | 22.3% | |
| 4440 Fire Extinguishers | 0 | 126 | 210 | 84 | | 84 | 60.0% | |
| 4515 Tree Works | 0 | 0 | 3,276 | 3,276 | | 3,276 | 0.0% | |
| Shaw Cemetery :- Indirect Expenditure | 12,729 | 80,517 | 154,062 | 73,545 | 80 | 73,465 | 52.3% | 635 |
| Net Income over Expenditure | 33,341 | 22,444 | 0 | (22,444) | | | | |
| 6000 plus Transfer from EMR | 635 | 635 | 0 | (635) | | | | |
| Movement to/(from) Gen Reserve | 33,976 | 23,079 | 0 | (23,079) | | | | |

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| <u>306 Shaw Cemetery Projects</u> | | | | | | | | |
| 4776 Shaw Cemetery Land Survey | 0 | 620 | 0 | (620) | | (620) | 0.0% | 620 |
| Shaw Cemetery Projects :- Direct Expenditure | 0 | 620 | 0 | (620) | 0 | (620) | | 620 |
| Net Expenditure | 0 | (620) | 0 | 620 | | | | |
| 6000 plus Transfer from EMR | 0 | 620 | 0 | (620) | | | | |
| Movement to/(from) Gen Reserve | 0 | 0 | 0 | 0 | | | | |
| <u>310 Markets</u> | | | | | | | | |
| 1077 Precept Reallocation | 5,107 | 10,214 | 10,238 | 24 | | | 99.8% | |
| 1320 Income - Market | 2,741 | 19,247 | 42,500 | 23,253 | | | 45.3% | |
| Markets :- Income | 7,848 | 29,461 | 52,738 | 23,277 | | | 55.9% | 0 |
| 4045 Salary Reallocation | 1,976 | 9,823 | 18,198 | 8,375 | | 8,375 | 54.0% | |
| 4265 Subscriptions | 0 | 484 | 484 | 0 | | 0 | 100.0% | |
| 4266 Licence | 0 | 165 | 190 | 25 | | 25 | 86.8% | |
| 4275 Advertising General | 85 | 370 | 2,700 | 2,330 | | 2,330 | 13.7% | |
| 4360 Market Management | 1,300 | 7,800 | 17,500 | 9,700 | | 9,700 | 44.6% | |
| 4361 Market bank costs | 19 | 114 | 250 | 136 | | 136 | 45.6% | |
| 4405 Rates - NTC | 0 | 3,444 | 3,616 | 172 | | 172 | 95.2% | |
| 4415 Electricity NTC Main Contract | 51 | 499 | 1,300 | 801 | | 801 | 38.4% | |
| 4425 Repairs and Maintenance | 0 | 0 | 8,500 | 8,500 | | 8,500 | 0.0% | |
| Markets :- Indirect Expenditure | 3,431 | 22,699 | 52,738 | 30,039 | 0 | 30,039 | 43.0% | 0 |
| Net Income over Expenditure | 4,417 | 6,762 | 0 | (6,762) | | | | |
| <u>315 War Memorial</u> | | | | | | | | |
| 1077 Precept Reallocation | 3,802 | 7,604 | 7,604 | 0 | | | 100.0% | |
| War Memorial :- Income | 3,802 | 7,604 | 7,604 | 0 | | | 100.0% | 0 |
| 4045 Salary Reallocation | 361 | 1,796 | 3,304 | 1,508 | | 1,508 | 54.3% | |
| 4425 Repairs and Maintenance | 0 | 690 | 2,300 | 1,610 | 435 | 1,175 | 48.9% | |
| 4850 Sinking Fund | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| War Memorial :- Indirect Expenditure | 361 | 2,486 | 7,604 | 5,118 | 435 | 4,683 | 38.4% | 0 |
| Net Income over Expenditure | 3,441 | 5,118 | 0 | (5,118) | | | | |
| <u>320 Footway Lighting</u> | | | | | | | | |
| 1077 Precept Reallocation | 18,264 | 36,528 | 36,528 | 0 | | | 100.0% | |
| Footway Lighting :- Income | 18,264 | 36,528 | 36,528 | 0 | | | 100.0% | 0 |

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| 4045 Salary Reallocation | 489 | 2,429 | 4,528 | 2,099 | | 2,099 | 53.7% | |
| 4414 Electricity Footpaths fm 0425 | 1,120 | 3,165 | 19,000 | 15,835 | | 15,835 | 16.7% | |
| 4425 Repairs and Maintenance | 1,098 | 3,635 | 13,000 | 9,365 | | 9,365 | 28.0% | |
| 4855 Street Lighting Upgrade | 0 | 3,210 | 0 | (3,210) | | (3,210) | 0.0% | 3,210 |
| Footway Lighting :- Indirect Expenditure | 2,706 | 12,440 | 36,528 | 24,088 | 0 | 24,088 | 34.1% | 3,210 |
| Net Income over Expenditure | 15,558 | 24,088 | 0 | (24,088) | | | | |
| 6000 plus Transfer from EMR | 0 | 3,210 | 0 | (3,210) | | | | |
| Movement to/(from) Gen Reserve | 15,558 | 27,298 | 0 | (27,298) | | | | |
| <u>325 Clock House</u> | | | | | | | | |
| 1077 Precept Reallocation | 2,828 | 5,656 | 5,656 | 0 | | | 100.0% | |
| Clock House :- Income | 2,828 | 5,656 | 5,656 | 0 | | | 100.0% | 0 |
| 4045 Salary Reallocation | 227 | 1,127 | 2,049 | 922 | | 922 | 55.0% | |
| 4415 Electricity NTC Main Contract | 119 | 743 | 1,850 | 1,107 | | 1,107 | 40.2% | |
| 4425 Repairs and Maintenance | 0 | 500 | 900 | 400 | 250 | 150 | 83.3% | |
| 4428 Health & Safety Compliance | 0 | 0 | 400 | 400 | | 400 | 0.0% | |
| 4430 Maint. Contracts | 38 | 228 | 457 | 229 | | 229 | 49.9% | |
| Clock House :- Indirect Expenditure | 384 | 2,598 | 5,656 | 3,058 | 250 | 2,808 | 50.4% | 0 |
| Net Income over Expenditure | 2,444 | 3,058 | 0 | (3,058) | | | | |
| <u>330 Street Furniture</u> | | | | | | | | |
| 1077 Precept Reallocation | 7,441 | 14,881 | 14,881 | 0 | | | 100.0% | |
| 1605 Income - Clear Channel (INC) | 0 | 0 | 63,000 | 63,000 | | | 0.0% | |
| 1995 Income - Street Furniture | 0 | 515 | 0 | (515) | | | 0.0% | |
| Street Furniture :- Income | 7,441 | 15,396 | 77,881 | 62,485 | | | 19.8% | 0 |
| 4045 Salary Reallocation | 510 | 2,535 | 4,721 | 2,186 | | 2,186 | 53.7% | |
| 4111 Bus Shelter Provision & Maint | 0 | 0 | 63,000 | 63,000 | | 63,000 | 0.0% | |
| 4425 Repairs and Maintenance | 944 | 4,807 | 6,000 | 1,193 | 230 | 963 | 84.0% | |
| 4460 Grit Bins | 0 | 0 | 4,160 | 4,160 | 3,136 | 1,024 | 75.4% | |
| Street Furniture :- Indirect Expenditure | 1,454 | 7,342 | 77,881 | 70,539 | 3,366 | 67,173 | 13.7% | 0 |
| Net Income over Expenditure | 5,987 | 8,054 | 0 | (8,054) | | | | |
| <u>335 Recreation Grounds</u> | | | | | | | | |
| 1077 Precept Reallocation | 53,874 | 107,747 | 108,127 | 380 | | | 99.6% | |
| 1355 Income - Pitches | 385 | 385 | 900 | 515 | | | 42.8% | |
| Recreation Grounds :- Income | 54,259 | 108,132 | 109,027 | 895 | | | 99.2% | 0 |

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| 4591 Green Flag submission | 0 | 0 | 700 | 700 | | 700 | 0.0% | |
| Recreation Grounds :- Direct Expenditure | 0 | 0 | 700 | 700 | 0 | 700 | 0.0% | 0 |
| 4045 Salary Reallocation | 2,464 | 12,253 | 22,672 | 10,419 | | 10,419 | 54.0% | |
| 4410 Water | (85) | 1,518 | 700 | (818) | | (818) | 216.9% | |
| 4415 Electricity NTC Main Contract | 136 | 1,228 | 3,100 | 1,872 | | 1,872 | 39.6% | |
| 4425 Repairs and Maintenance | 452 | 1,538 | 10,872 | 9,334 | 70 | 9,264 | 14.8% | |
| 4428 Health & Safety Compliance | 0 | 128 | 778 | 650 | | 650 | 16.4% | |
| 4430 Maint. Contracts | 5,283 | 31,699 | 63,405 | 31,706 | | 31,706 | 50.0% | |
| 4435 Maint. Contracts Unscheduled | 0 | 0 | 2,600 | 2,600 | | 2,600 | 0.0% | |
| 4515 Tree Works | 0 | 1,110 | 4,200 | 3,090 | | 3,090 | 26.4% | |
| Recreation Grounds :- Indirect Expenditure | 8,251 | 49,474 | 108,327 | 58,853 | 70 | 58,783 | 45.7% | 0 |
| Net Income over Expenditure | 46,008 | 58,658 | 0 | (58,658) | | | | |
| <u>340 Play Areas</u> | | | | | | | | |
| 1077 Precept Reallocation | 56,975 | 113,949 | 113,909 | (40) | | | 100.0% | |
| Play Areas :- Income | 56,975 | 113,949 | 113,909 | (40) | | | 100.0% | 0 |
| 4045 Salary Reallocation | 4,383 | 21,795 | 40,399 | 18,604 | | 18,604 | 53.9% | |
| 4317 2024/25 Purchase Orders | 0 | 1,359 | 0 | (1,359) | | (1,359) | 0.0% | 1,359 |
| 4425 Repairs and Maintenance | 9,083 | 15,696 | 30,000 | 14,304 | 7,835 | 6,470 | 78.4% | |
| 4430 Maint. Contracts | 3,497 | 20,985 | 42,010 | 21,025 | | 21,025 | 50.0% | |
| 4435 Maint. Contracts Unscheduled | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4515 Tree Works | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| Play Areas :- Indirect Expenditure | 16,964 | 59,834 | 113,909 | 54,075 | 7,835 | 46,240 | 59.4% | 1,359 |
| Net Income over Expenditure | 40,011 | 54,115 | 0 | (54,115) | | | | |
| 6000 plus Transfer from EMR | 0 | 1,359 | 0 | (1,359) | | | | |
| Movement to/(from) Gen Reserve | 40,011 | 55,474 | 0 | (55,474) | | | | |
| <u>341 Play Areas Projects</u> | | | | | | | | |
| 4423 Upgrading Play Areas | 0 | 20,744 | 0 | (20,744) | | (20,744) | 0.0% | 20,744 |
| Play Areas Projects :- Indirect Expenditure | 0 | 20,744 | 0 | (20,744) | 0 | (20,744) | | 20,744 |
| Net Expenditure | 0 | (20,744) | 0 | 20,744 | | | | |
| 6000 plus Transfer from EMR | 0 | 20,744 | 0 | (20,744) | | | | |
| Movement to/(from) Gen Reserve | 0 | 0 | 0 | 0 | | | | |

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| <u>345 Victoria Park</u> | | | | | | | | |
| 1077 Precept Reallocation | 89,352 | 178,704 | 178,664 | (40) | | | 100.0% | |
| 1360 Income - Tennis Courts | 0 | 3,300 | 7,000 | 3,700 | | | 47.1% | |
| 1380 Income - Bowling Club | 0 | 450 | 900 | 450 | | | 50.0% | |
| 1385 Income - Kiosk/Cafe | 0 | 0 | 2,000 | 2,000 | | | 0.0% | |
| 1390 Income - Victoria Park Hire | 0 | 4,510 | 4,000 | (510) | | | 112.8% | |
| 1391 Income - Mini Golf | 0 | 5,155 | 5,000 | (155) | | | 103.1% | |
| 1392 Donations - Duck Feeder | 109 | 508 | 0 | (508) | | | 0.0% | |
| Victoria Park :- Income | 89,461 | 192,627 | 197,564 | 4,937 | | | 97.5% | 0 |
| 4518 Lime Tree Avenue Lighting Upgr | 0 | 0 | 750 | 750 | | 750 | 0.0% | |
| 4543 Splashpark | 0 | 2,727 | 4,200 | 1,473 | | 1,473 | 64.9% | |
| 4591 Green Flag submission | 0 | 0 | 893 | 893 | | 893 | 0.0% | |
| Victoria Park :- Direct Expenditure | 0 | 2,727 | 5,843 | 3,116 | 0 | 3,116 | 46.7% | 0 |
| 4045 Salary Reallocation | 3,144 | 15,633 | 28,926 | 13,293 | | 13,293 | 54.0% | |
| 4355 Toilet Hire | 0 | 918 | 2,500 | 1,582 | | 1,582 | 36.7% | |
| 4410 Water | 3,899 | 9,923 | 13,500 | 3,577 | | 3,577 | 73.5% | |
| 4415 Electricity NTC Main Contract | 265 | 2,317 | 6,000 | 3,683 | | 3,683 | 38.6% | |
| 4425 Repairs and Maintenance | 931 | 4,426 | 20,000 | 15,574 | 1,523 | 14,052 | 29.7% | |
| 4428 Health & Safety Compliance | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4430 Maint. Contracts | 8,424 | 50,546 | 101,140 | 50,594 | | 50,594 | 50.0% | |
| 4435 Maint. Contracts Unscheduled | 0 | 0 | 4,600 | 4,600 | | 4,600 | 0.0% | |
| 4440 Fire Extinguishers | 0 | 129 | 250 | 121 | | 121 | 51.7% | |
| 4445 Security | 0 | 412 | 1,000 | 588 | | 588 | 41.2% | |
| 4465 Tennis Courts Maintenance Fund | 0 | 0 | 3,600 | 3,600 | | 3,600 | 0.0% | |
| 4480 Music at the Bandstand | 900 | 3,000 | 3,150 | 150 | | 150 | 95.2% | |
| 4490 VP Fun Day | 0 | 3,392 | 3,850 | 458 | | 458 | 88.1% | |
| 4515 Tree Works | 0 | 0 | 2,205 | 2,205 | | 2,205 | 0.0% | |
| Victoria Park :- Indirect Expenditure | 17,563 | 90,697 | 191,721 | 101,024 | 1,523 | 99,501 | 48.1% | 0 |
| Net Income over Expenditure | 71,898 | 99,203 | 0 | (99,203) | | | | |
| <u>346 Victoria Park Projects</u> | | | | | | | | |
| 4530 Community Cafe | 5,150 | 19,938 | 0 | (19,938) | | (19,938) | 0.0% | 19,938 |
| Victoria Park Projects :- Indirect Expenditure | 5,150 | 19,938 | 0 | (19,938) | 0 | (19,938) | | 19,938 |
| Net Expenditure | (5,150) | (19,938) | 0 | 19,938 | | | | |
| 6000 plus Transfer from EMR | 5,150 | 19,938 | 0 | (19,938) | | | | |
| Movement to/(from) Gen Reserve | 0 | 0 | 0 | 0 | | | | |

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| <u>350 Open Spaces</u> | | | | | | | | |
| 1077 Precept Reallocation | 60,821 | 121,641 | 121,501 | (140) | | | 100.1% | |
| Open Spaces :- Income | 60,821 | 121,641 | 121,501 | (140) | | | 100.1% | 0 |
| 4774 Additional Dog Bin Collections | 0 | 0 | 1,750 | 1,750 | | 1,750 | 0.0% | |
| Open Spaces :- Direct Expenditure | 0 | 0 | 1,750 | 1,750 | 0 | 1,750 | 0.0% | 0 |
| 4045 Salary Reallocation | 1,381 | 6,866 | 12,717 | 5,851 | | 5,851 | 54.0% | |
| 4317 2024/25 Purchase Orders | 0 | 1,437 | 0 | (1,437) | | (1,437) | 0.0% | 1,437 |
| 4400 Rent Payable | 0 | 804 | 1,160 | 356 | | 356 | 69.3% | |
| 4410 Water | 15 | 176 | 116 | (60) | | (60) | 151.7% | |
| 4425 Repairs and Maintenance | 4 | 1,649 | 4,000 | 2,351 | 200 | 2,151 | 46.2% | |
| 4430 Maint. Contracts | 7,971 | 47,827 | 95,698 | 47,871 | | 47,871 | 50.0% | |
| 4435 Maint. Contracts Unscheduled | 0 | 0 | 2,205 | 2,205 | | 2,205 | 0.0% | |
| 4515 Tree Works | 0 | 0 | 2,355 | 2,355 | | 2,355 | 0.0% | |
| 4760 Litter Picking Equipment | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4770 Biodiversity Survey | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Open Spaces :- Indirect Expenditure | 9,371 | 58,760 | 119,751 | 60,991 | 200 | 60,791 | 49.2% | 1,437 |
| Net Income over Expenditure | 51,449 | 62,881 | 0 | (62,881) | | | | |
| 6000 plus Transfer from EMR | 0 | 1,437 | 0 | (1,437) | | | | |
| Movement to/(from) Gen Reserve | 51,449 | 64,318 | 0 | (64,318) | | | | |
| <u>351 Open Spaces Projects</u> | | | | | | | | |
| 1077 Precept Reallocation | 2,500 | 5,000 | 5,000 | 0 | | | 100.0% | |
| Open Spaces Projects :- Income | 2,500 | 5,000 | 5,000 | 0 | | | 100.0% | 0 |
| 4773 Water courses | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| Open Spaces Projects :- Direct Expenditure | 0 | 0 | 5,000 | 5,000 | 0 | 5,000 | 0.0% | 0 |
| Net Income over Expenditure | 2,500 | 5,000 | 0 | (5,000) | | | | |
| <u>355 Floral Displays and Trees</u> | | | | | | | | |
| 1077 Precept Reallocation | 18,139 | 36,277 | 36,277 | 0 | | | 100.0% | |
| 1991 Income - Floral Baskets Busine | 0 | 1,323 | 0 | (1,323) | | | 0.0% | |
| Floral Displays and Trees :- Income | 18,139 | 37,600 | 36,277 | (1,323) | | | 103.6% | 0 |
| 4045 Salary Reallocation | 1,091 | 5,422 | 10,051 | 4,629 | | 4,629 | 53.9% | |
| 4317 2024/25 Purchase Orders | 0 | 7,498 | 0 | (7,498) | | (7,498) | 0.0% | 7,498 |
| 4435 Maint. Contracts Unscheduled | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4500 Tree planting | 0 | 0 | 3,276 | 3,276 | | 3,276 | 0.0% | |

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| 4505 Edible Crops | 0 | 0 | 450 | 450 | | 450 | 0.0% | |
| 4510 Floral Displays | 0 | 19,474 | 21,000 | 1,527 | | 1,527 | 92.7% | |
| 4512 Floral Baskets - Businesses | 0 | 1,323 | 0 | (1,323) | 693 | (2,016) | 0.0% | |
| Floral Displays and Trees :- Indirect Expenditure | 1,091 | 33,717 | 36,277 | 2,560 | 693 | 1,867 | 94.9% | 7,498 |
| Net Income over Expenditure | 17,048 | 3,883 | 0 | (3,883) | | | | |
| 6000 plus Transfer from EMR | 0 | 7,498 | 0 | (7,498) | | | | |
| Movement to/(from) Gen Reserve | 17,048 | 11,381 | 0 | (11,381) | | | | |
| <u>360 Britain & Newbury In Bloom</u> | | | | | | | | |
| 1077 Precept Reallocation | 8,218 | 16,436 | 16,436 | 0 | | | 100.0% | |
| 1600 Sponsorship | 400 | 400 | 500 | 100 | | | 80.0% | |
| Britain & Newbury In Bloom :- Income | 8,618 | 16,836 | 16,936 | 100 | | | 99.4% | 0 |
| 4711 Britain in Bloom | 0 | 0 | 3,500 | 3,500 | | 3,500 | 0.0% | |
| Britain & Newbury In Bloom :- Direct Expenditure | 0 | 0 | 3,500 | 3,500 | 0 | 3,500 | 0.0% | 0 |
| 4045 Salary Reallocation | 970 | 4,824 | 8,936 | 4,112 | | 4,112 | 54.0% | |
| 4710 Newbury In Bloom | 660 | 1,346 | 4,500 | 3,154 | | 3,154 | 29.9% | |
| Britain & Newbury In Bloom :- Indirect Expenditure | 1,630 | 6,170 | 13,436 | 7,266 | 0 | 7,266 | 45.9% | 0 |
| Net Income over Expenditure | 6,988 | 10,666 | 0 | (10,666) | | | | |
| <u>420 Wash Common Allotment</u> | | | | | | | | |
| 1077 Precept Reallocation | 3,434 | 6,868 | 6,868 | 0 | | | 100.0% | |
| 1400 Income - Allotment | 0 | 444 | 4,784 | 4,340 | | | 9.3% | |
| Wash Common Allotment :- Income | 3,434 | 7,312 | 11,652 | 4,340 | | | 62.8% | 0 |
| 4045 Salary Reallocation | 602 | 2,993 | 5,544 | 2,551 | | 2,551 | 54.0% | |
| 4410 Water | 574 | 2,325 | 1,340 | (985) | | (985) | 173.5% | |
| 4425 Repairs and Maintenance | 156 | 482 | 1,300 | 818 | | 818 | 37.1% | |
| 4430 Maint. Contracts | 115 | 688 | 1,378 | 690 | | 690 | 49.9% | |
| 4435 Maint. Contracts Unscheduled | 0 | 0 | 1,050 | 1,050 | | 1,050 | 0.0% | |
| 4515 Tree Works | 0 | 0 | 1,040 | 1,040 | | 1,040 | 0.0% | |
| Wash Common Allotment :- Indirect Expenditure | 1,447 | 6,487 | 11,652 | 5,165 | 0 | 5,165 | 55.7% | 0 |
| Net Income over Expenditure | 1,987 | 826 | 0 | (826) | | | | |
| <u>421 Allotments (except Wash Common</u> | | | | | | | | |
| 1077 Precept Reallocation | 16,891 | 33,781 | 33,781 | 0 | | | 100.0% | |
| 1400 Income - Allotment | 32 | 2,658 | 25,000 | 22,342 | | | 10.6% | |
| Allotments (except Wash Common :- Income | 16,923 | 36,439 | 58,781 | 22,342 | | | 62.0% | 0 |

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| 4045 Salary Reallocation | 2,974 | 14,788 | 27,373 | 12,585 | | 12,585 | 54.0% | |
| 4248 IT - Allotments | 0 | 265 | 324 | 59 | | 59 | 81.8% | |
| 4265 Subscriptions | 0 | 0 | 65 | 65 | | 65 | 0.0% | |
| 4317 2024/25 Purchase Orders | 0 | 2,382 | 0 | (2,382) | | (2,382) | 0.0% | 2,382 |
| 4400 Rent Payable | 213 | 425 | 950 | 525 | | 525 | 44.7% | |
| 4410 Water | 1,665 | 8,259 | 6,500 | (1,759) | | (1,759) | 127.1% | |
| 4425 Repairs and Maintenance | 1,129 | 2,953 | 4,329 | 1,376 | 920 | 456 | 89.5% | |
| 4430 Maint. Contracts | 904 | 5,424 | 10,870 | 5,446 | | 5,446 | 49.9% | |
| 4435 Maint. Contracts Unscheduled | 0 | 120 | 5,250 | 5,130 | | 5,130 | 2.3% | |
| 4515 Tree Works | 0 | 0 | 3,120 | 3,120 | | 3,120 | 0.0% | |
| Allotments (except Wash Common :- Indirect Expenditure | 6,885 | 34,616 | 58,781 | 24,165 | 920 | 23,245 | 60.5% | 2,382 |
| Net Income over Expenditure | 10,038 | 1,823 | 0 | (1,823) | | | | |
| 6000 plus Transfer from EMR | 0 | 2,382 | 0 | (2,382) | | | | |
| Movement to/(from) Gen Reserve | 10,038 | 4,205 | 0 | (4,205) | | | | |
| <u>430 Wharf Toilets</u> | | | | | | | | |
| 1077 Precept Reallocation | 9,858 | 19,716 | 19,716 | 0 | | | 100.0% | |
| 1993 Income - Cashless Payments | 80 | 529 | 0 | (529) | | | 0.0% | |
| Wharf Toilets :- Income | 9,938 | 20,245 | 19,716 | (529) | | | 102.7% | 0 |
| 4045 Salary Reallocation | 389 | 1,937 | 3,616 | 1,679 | | 1,679 | 53.6% | |
| 4051 Cashless Payments Charges | 23 | 199 | 0 | (199) | | (199) | 0.0% | |
| 4195 Wharf Toilets Contract | 3,627 | 7,254 | 13,750 | 6,496 | | 6,496 | 52.8% | |
| 4405 Rates - NTC | 0 | 191 | 250 | 59 | | 59 | 76.5% | |
| 4425 Repairs and Maintenance | 0 | 0 | 1,900 | 1,900 | | 1,900 | 0.0% | |
| 4428 Health & Safety Compliance | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| Wharf Toilets :- Indirect Expenditure | 4,039 | 9,580 | 19,716 | 10,136 | 0 | 10,136 | 48.6% | 0 |
| Net Income over Expenditure | 5,899 | 10,665 | 0 | (10,665) | | | | |
| <u>435 Community Services - General</u> | | | | | | | | |
| 1077 Precept Reallocation | 11,929 | 23,857 | 23,857 | 0 | | | 100.0% | |
| Community Services - General :- Income | 11,929 | 23,857 | 23,857 | 0 | | | 100.0% | 0 |
| 4045 Salary Reallocation | 1,176 | 5,845 | 10,799 | 4,954 | | 4,954 | 54.1% | |
| 4190 CCTV | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4550 GM Vehicle Lease | 267 | 2,134 | 4,200 | 2,066 | | 2,066 | 50.8% | |
| 4551 GM Vehicle Consumables | 30 | 289 | 700 | 411 | | 411 | 41.3% | |
| 4552 GM Vehicle Insurance | 385 | 1,150 | 1,263 | 113 | | 113 | 91.1% | |

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| 4553 GM Vehicle Maint. Payment | 46 | 278 | 700 | 422 | | 422 | 39.7% | |
| 4554 GM Vehicle Tax | 0 | 0 | 195 | 195 | | 195 | 0.0% | |
| 4555 Tools & Equipment | 0 | 392 | 3,500 | 3,108 | | 3,108 | 11.2% | |
| Community Services - General :- Indirect Expenditure | 1,904 | 10,088 | 23,857 | 13,769 | 0 | 13,769 | 42.3% | 0 |
| Net Income over Expenditure | 10,025 | 13,769 | 0 | (13,769) | | | | |
| <u>436 Community Services PROJECTS</u> | | | | | | | | |
| 1077 Precept Reallocation | 16,635 | 33,270 | 33,270 | 0 | | | 100.0% | |
| Community Services PROJECTS :- Income | 16,635 | 33,270 | 33,270 | 0 | | | 100.0% | 0 |
| 4045 Salary Reallocation | 3,612 | 17,957 | 33,270 | 15,313 | | 15,313 | 54.0% | |
| Community Services PROJECTS :- Indirect Expenditure | 3,612 | 17,957 | 33,270 | 15,313 | 0 | 15,313 | 54.0% | 0 |
| Net Income over Expenditure | 13,023 | 15,313 | 0 | (15,313) | | | | |
| <u>500 CPAC General</u> | | | | | | | | |
| 1077 Precept Reallocation | 11,953 | 23,905 | 23,905 | 0 | | | 100.0% | |
| CPAC General :- Income | 11,953 | 23,905 | 23,905 | 0 | | | 100.0% | 0 |
| 4045 Salary Reallocation | 2,273 | 11,302 | 20,905 | 9,603 | | 9,603 | 54.1% | |
| 4600 CPAC Committee Fund | 0 | 46 | 1,000 | 954 | | 954 | 4.6% | |
| 4625 Art Trail | 0 | 0 | 750 | 750 | | 750 | 0.0% | |
| 4637 Local Democracy WG | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4639 Art on the Park | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4643 Ceremonial Commitments | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| CPAC General :- Indirect Expenditure | 2,273 | 11,348 | 23,905 | 12,557 | 0 | 12,557 | 47.5% | 0 |
| Net Income over Expenditure | 9,679 | 12,557 | 0 | (12,557) | | | | |
| <u>501 CPAC Events & Projects</u> | | | | | | | | |
| 1077 Precept Reallocation | 12,429 | 24,857 | 24,510 | (347) | | | 101.4% | |
| 1997 Income - VE80 | 0 | 100 | 0 | (100) | | | 0.0% | |
| CPAC Events & Projects :- Income | 12,429 | 24,957 | 24,510 | (447) | | | 101.8% | 0 |
| 4640 200th Annivers Royal Engineers | 0 | 2,248 | 0 | (2,248) | | (2,248) | 0.0% | 1,561 |
| CPAC Events & Projects :- Direct Expenditure | 0 | 2,248 | 0 | (2,248) | 0 | (2,248) | | 1,561 |
| 4045 Salary Reallocation | 2,372 | 11,795 | 21,857 | 10,062 | | 10,062 | 54.0% | |
| 4686 VE Day 80th Anniversary | 0 | 2,653 | 2,653 | (0) | | (0) | 100.0% | |
| CPAC Events & Projects :- Indirect Expenditure | 2,372 | 14,449 | 24,510 | 10,061 | 0 | 10,061 | 59.0% | 0 |
| Net Income over Expenditure | 10,056 | 8,260 | 0 | (8,260) | | | | |
| 6000 plus Transfer from EMR | 0 | 1,561 | 0 | (1,561) | | | | |
| Movement to/(from) Gen Reserve | 10,056 | 9,821 | 0 | (9,821) | | | | |

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| <u>505 Civic Responsibility</u> | | | | | | | | |
| 1077 Precept Reallocation | 35,011 | 70,021 | 70,021 | 0 | | | 100.0% | |
| 1994 Claims - Insurance Settlements | 0 | 815 | 0 | (815) | | | 0.0% | |
| Civic Responsibility :- Income | 35,011 | 70,836 | 70,021 | (815) | | | 101.2% | 0 |
| 4045 Salary Reallocation | 5,672 | 28,203 | 52,261 | 24,058 | | 24,058 | 54.0% | |
| 4265 Subscriptions | 0 | 0 | 30 | 30 | | 30 | 0.0% | |
| 4421 Insurance Claims Settlements | 0 | 815 | 0 | (815) | | (815) | 0.0% | |
| 4650 Mayors Allowance | 0 | 262 | 1,000 | 738 | | 738 | 26.2% | |
| 4655 Honorarium | 300 | 2,239 | 3,640 | 1,401 | | 1,401 | 61.5% | |
| 4660 Mayor Making | 0 | 2,519 | 2,600 | 81 | | 81 | 96.9% | |
| 4661 Mayors Festive Tea | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4665 Remembrance | 91 | 91 | 3,500 | 3,409 | 595 | 2,814 | 19.6% | |
| 4670 Regalia and Robes | 0 | 175 | 2,400 | 2,225 | | 2,225 | 7.3% | |
| 4680 Civic Hospitality & Events | 31 | 52 | 1,500 | 1,448 | | 1,448 | 3.4% | |
| 4690 Twin Towns | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4700 Civic Award Scheme | 0 | 15 | 1,040 | 1,025 | | 1,025 | 1.4% | |
| 4705 Watership Brass | 0 | 800 | 800 | 0 | | 0 | 100.0% | |
| Civic Responsibility :- Indirect Expenditure | 6,094 | 35,170 | 70,021 | 34,851 | 595 | 34,256 | 51.1% | 0 |
| Net Income over Expenditure | 28,916 | 35,666 | 0 | (35,666) | | | | |
| <u>600 Planning & Highways</u> | | | | | | | | |
| 1077 Precept Reallocation | 18,974 | 37,948 | 37,948 | 0 | | | 100.0% | |
| 1121 Grants & Dons Rec. (Heritage) | 100 | 150 | 0 | (150) | | | 0.0% | |
| Planning & Highways :- Income | 19,074 | 38,098 | 37,948 | (150) | | | 100.4% | 0 |
| 4045 Salary Reallocation | 3,838 | 19,084 | 35,348 | 16,264 | | 16,264 | 54.0% | |
| 4800 P & H Committee Fund | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4805 Heritage Working Group | 0 | 403 | 1,000 | 597 | | 597 | 40.3% | |
| 4825 S.215 Partnership W Berks | 0 | 0 | 600 | 600 | | 600 | 0.0% | |
| Planning & Highways :- Indirect Expenditure | 3,838 | 19,487 | 37,948 | 18,461 | 0 | 18,461 | 51.4% | 0 |
| Net Income over Expenditure | 15,236 | 18,611 | 0 | (18,611) | | | | |
| <u>601 Planning & Highways Projects</u> | | | | | | | | |
| 1077 Precept Reallocation | 2,607 | 5,213 | 5,213 | 0 | | | 100.0% | |
| Planning & Highways Projects :- Income | 2,607 | 5,213 | 5,213 | 0 | | | 100.0% | 0 |
| 4045 Salary Reallocation | 567 | 2,817 | 5,213 | 2,396 | | 2,396 | 54.0% | |
| Planning & Highways Projects :- Indirect Expenditure | 567 | 2,817 | 5,213 | 2,396 | 0 | 2,396 | 54.0% | 0 |
| Net Income over Expenditure | 2,040 | 2,396 | 0 | (2,396) | | | | |

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income | 921,042 | 1,928,306 | 2,145,107 | 216,801 | | | 89.9% | |
| Expenditure | 166,218 | 985,153 | 2,145,107 | 1,159,954 | 33,232 | 1,126,723 | 47.5% | |
| Net Income over Expenditure | <u>754,824</u> | <u>943,154</u> | <u>0</u> | <u>(943,154)</u> | | | | |
| plus Transfer from EMR | 5,918 | 96,121 | 0 | (96,121) | | | | |
| Movement to/(from) Gen Reserve | <u>760,742</u> | <u>1,039,275</u> | <u>0</u> | <u>(1,039,275)</u> | | | | |

Newbury Town Council

Policy and Resources Committee

xx October 2025 (1st Sept)

Item: Budget Monitoring Months 2025/2026

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

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

Months 1 & 2 (reported 09/06/25) – Variance over 32%

EXPENDITURE

| Cost Centre | Code | Description | Spent | Amount of over-spend | % of Budget | Reason |
|-----------------------------|------|--------------------------------|--|----------------------|-------------|---|
| 220 – Corporate Services | 4270 | Photocopier Charges | Budget: £1,000 Spent: £515 | | 51.5% | LM: Budget reduced in consideration of new printer/photocopier contract. 51.5% to 6 mths rental. Monitor. |
| 220 – Corporate Services | 4290 | Capital Expense Computers etc. | Budget: £8,963 Spent: £8,091 | | 90.3% | KH: 7 laptops purchased plus cables, keyboards etc. (3 for new staff; 3 for current officers on rotation and 1 insurance purchase). £900 is expected shortly from an insurance claim which leaves £1,772 for the rest of the financial year. No budget concerns. |
| 290 – Town Hall | 4428 | Health & Safety Compliance | Budget: £10,000 Spent: £3,360 | | 39.8% | MK: No budget concerns re: planned expenditure. However, gas line check identified remedial works of approx. £3,500 to renew gas pipework. Should funds allow, propose bringing forward the 2026/27 project to remove gas from the building and putting the £3,500 towards the costs. Currently scoping the project which will be taken to Climate Emergency SC, Community Services and then P&R. |
| 300 – Newtown Road Cemetery | 4425 | Repairs & Maintenance | Budget: £4,000 Committed: £2,280 | | 57% | JH: Wall repairs to complete required works. No budget concerns. |
| 330 – Street Furniture | 4425 | Repairs & Maintenance | Budget: £6,000 Spent: £1,223 Committed: £2,640 | | 64.4% | JH: Early expenditure as installed dog and waste bins purchased at the end of 2024/25. No budget concerns. |
| 350 – Open Spaces | 4425 | Repairs & Maintenance | Budget: £4,000 Spent: £320 Committed: £965 | | 32.1% | JH: Committed – St John’s Memorial Garden – replace and refix approx. 30 capping slabs on corner wall. PO 2942. No budget concerns. |

| 350 – Open Spaces | 4435 | Maintenance Contracts Unscheduled | Budget: £2,205 Spent: £0 Committed: £995 | | 45.1% | JH: Committed – Fence Repairs in Middle Close further to vehicle damage, driver unknown. PO 2881. No budget concerns. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|---------------|--------------------------------------|--|------------|--------|---|-------|--------|-------|------|---|-----------|-----|-----|----|-------|----------|-------|-------|--------|--------|-------------|-----|-----|-----|-------|----------|--------|--------|--------|-------|-------------|-----|-----|----|--------|----------|-------|------|-------|-------|--------|-------|-----|-------|------|--------------|---------------|--------------|---------------|------------|
| 290 – Town Hall | 4410 | Water | Budget: £578 Spent: £498 | | 86.1% | LM: Whilst on the surface, these percentages give concern, we have been in credit with our water supplier throughout the winter and have only recently started to received invoices to pay. It’s a difficult contract to manage as we are charged 2 months in advance, based on spend in the previous month. Our current contract runs out 3 rd November 2025 and when renewing, we will be looking for a supplier who will charge to actual meter readings. We will be looking to ascertain more realistic actuals as part of this process. To calculate the financial position to date, I have included all the sites. See below. We are currently running at 28% of budget. With the current increases to water bills nationally, this will require close monitoring. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 305 – Shaw Cemetery | 4410 | Water | Budget: 4,500 Spent: £7,632 | | 169.6% | <table><tr><th>Water</th><th>Budget</th><th>Spent</th><th>Left</th><th>%</th></tr><tr><td>Town Hall</td><td>578</td><td>498</td><td>80</td><td>86.1%</td></tr><tr><td>Shaw Cem</td><td>4,500</td><td>7,632</td><td>-3,132</td><td>169.6%</td></tr><tr><td>Rec Grounds</td><td>700</td><td>388</td><td>312</td><td>55.4%</td></tr><tr><td>Vic Park</td><td>13,500</td><td>-1,294</td><td>14,794</td><td>-9.6%</td></tr><tr><td>Open Spaces</td><td>116</td><td>117</td><td>-1</td><td>100.6%</td></tr><tr><td>WC Allot</td><td>1,340</td><td>-115</td><td>1,455</td><td>-8.6%</td></tr><tr><td>Allots</td><td>6,500</td><td>457</td><td>6,043</td><td>7.0%</td></tr><tr><td>Total</td><td>27,234</td><td>7,683</td><td>19,551</td><td>28%</td></tr></table> | Water | Budget | Spent | Left | % | Town Hall | 578 | 498 | 80 | 86.1% | Shaw Cem | 4,500 | 7,632 | -3,132 | 169.6% | Rec Grounds | 700 | 388 | 312 | 55.4% | Vic Park | 13,500 | -1,294 | 14,794 | -9.6% | Open Spaces | 116 | 117 | -1 | 100.6% | WC Allot | 1,340 | -115 | 1,455 | -8.6% | Allots | 6,500 | 457 | 6,043 | 7.0% | Total | 27,234 | 7,683 | 19,551 | 28% |
| Water | Budget | Spent | Left | % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Town Hall | 578 | 498 | 80 | 86.1% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shaw Cem | 4,500 | 7,632 | -3,132 | 169.6% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rec Grounds | 700 | 388 | 312 | 55.4% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vic Park | 13,500 | -1,294 | 14,794 | -9.6% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Open Spaces | 116 | 117 | -1 | 100.6% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WC Allot | 1,340 | -115 | 1,455 | -8.6% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Allots | 6,500 | 457 | 6,043 | 7.0% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 27,234 | 7,683 | 19,551 | 28% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 335 – Recreation Grounds | 4410 | Water | Budget: £700 Spent: £388 | | 55.4% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 350 – Open Spaces | 4410 | Water | Budget: £116 Spent: £117 | | 100.6% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Recommendations require P&R Resolution

Income

| Cost Centre | Code | Description | Income | Amount under | % of Budget | Reason | | | | | | | | | | | | | | | | | | | | | |
|------------------------|---------------|---------------------------|--------------------------------------|--------------|-------------|---|----------|--------|--------|------|--------|--------|--------|---|---|----------------|--------|-------|------------|--------|--------|---------|-----|---|--------------|---------------|---------------|
| 110 - Central Services | 1090-1094 | Interest from Bank & CCLA | Budget: £58,360 Received: £32,008 | | 54.8% | <table><thead><tr><th>Interest</th><th>Budget</th><th>Actual</th></tr></thead><tbody><tr><td>CCLA</td><td>24,000</td><td>12,235</td></tr><tr><td>Shares</td><td>0</td><td>0</td></tr><tr><td>Instant Access</td><td>10,000</td><td>4,599</td></tr><tr><td>Fixed Term</td><td>24,000</td><td>15,174</td></tr><tr><td>Current</td><td>360</td><td>0</td></tr><tr><td>Total</td><td>58,360</td><td>32,008</td></tr></tbody></table> <p>Our current account no longer accrues interest, but anticipated income overall is about right.</p> | Interest | Budget | Actual | CCLA | 24,000 | 12,235 | Shares | 0 | 0 | Instant Access | 10,000 | 4,599 | Fixed Term | 24,000 | 15,174 | Current | 360 | 0 | Total | 58,360 | 32,008 |
| Interest | Budget | Actual | | | | | | | | | | | | | | | | | | | | | | | | | |
| CCLA | 24,000 | 12,235 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shares | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Instant Access | 10,000 | 4,599 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fixed Term | 24,000 | 15,174 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current | 360 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 58,360 | 32,008 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 290 – Town Hall | 1270 | Suite Lease | Budget: £30,000 Received: £8,435 | | 28.1% | <p>Empty suites have resulted in reduced income. Additionally, recent turnover and their current condition against the market has resulted in reduced rents. With new tenants from November in Suites 9 & 10, estimated income October to March is £12,970. This will rise if Suite 1 is let.</p> <p>2025/26 income estimated as £8,595 below budget.</p> <p>Recommendation: See Suite Lease Expenditure.</p> | | | | | | | | | | | | | | | | | | | | | |
| 290 – Town Hall | 1280 | Chamber Hire | Budget: £11,000 Received: £2,043 | | 18.6% | <p>The scaffolding and work on the roof has impacted income to the EK Room and the Chamber. Income at this time of year should be nearer £5,500. Shortfall approx. £3,457</p> <p>Recommendation: See Suite Lease Expenditure</p> | | | | | | | | | | | | | | | | | | | | | |

Expenditure

| Cost Centre | Code | Description | Spent | Amount of overspend | % of Budget | Reason |
|--------------------------|-----------|----------------------------------|--|---------------------|-------------|--|
| 220 – Corporate Services | 4250 | IT – Office 365 Package | Budget: £17,557 Spent: £10,817 (Committed: £9,800) | | 61.6% | With committed expenditure the % spend is 117.4%. However, this committed expenditure is logged to the wrong nominal ledger. This is the cost of the SharePoint, sums for which are held in an EMR. |
| 220 – Corporate Services | 4290 | Capital Expense – Computers etc. | Budget: £8,963 Spent: £8,538 | | 95.3% | On the high side as with new staff laptops and monitors required were over the budgeted spend. Agreement with KH, budget holder to vire funds from ‘Office Equipment’ if additional IT equipment required. |
| 290 – Town Hall | 4402-4404 | Suite Lease Expenditure | Budget: £11,752 Spent: £13,721 | | 116.8% | Costs include Agent Fees (£4k budget), deposits returned with interest, solicitor costs, BID rates and electricity on empty suites (all with £0 budgets, as unknown). Include in budget in future years. Budget of £4k plus vired £7,752 gives £11,752. Costs to year-end estimated £1.5k - £2k. Allow for £4k over budget at year-end. Recommendation: Agreed with MK, budget holder, to use funds within EMR 438 (Splashpark surface) to cover income deficit and over expenditure, providing create an EMR to rebuild funds over next 2-3 yrs. With P&R agreement: <ul style="list-style-type: none"> • Transfer £16k from EMR 438 to a new Town Hall Suites EMR (leaving £6k in EMR 438). Use to cover: <ul style="list-style-type: none"> ○ Suite Lease over expenditure (allowed £4k) ○ Interest on rent deposit (allowed £1,500k) ○ Loss of income from suites / chamber hire – Up to £10,500 allowed for General Reserves at year-end. If not needed, transfer back to EMR 438. • Set up 2–3-year EMR in 2026/27 budget for Splashpark surface. • Confirm with Bank sum required for rent deposit interest to 31/03/26 and the most appropriate way to manage moving |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------|--|--------------------|--------|-------|---|-----------|-----------|-----|-----|-------------|--------|----------|-------|----------|--------|--------|-------------|----------|-------|------|--------|----------|--------|-------|--------|--|-------------|-----|-----|-----|--------|----------|-------|-------|------|--------|--------|-------|-------|--------|--------|-------|--------|--------|--------|--------|--|
| | | | | | | forward. With bank confirmation, transfer sum required to ‘rent deposits’ nom code 503 and budget moving forward. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 290 – Town Hall 305 – Shaw Cem 335 – Rec Grounds 345 – Vic Park 350 – Open Spaces 420 – WC Allot. 421 - Allotments | 4410 | <table><tr><td>Water</td><td>Budget</td><td>Spent</td><td>Left</td><td>%</td></tr><tr><td>Town Hall</td><td>578</td><td>794</td><td>-216</td><td>137.4%</td></tr><tr><td>Shaw Cem</td><td>4,500</td><td>6,479</td><td>-1,979</td><td>144.0%</td></tr><tr><td>Rec Grounds</td><td>700</td><td>1,518</td><td>-818</td><td>216.9%</td></tr><tr><td>Vic Park</td><td>13,500</td><td>9,923</td><td>3,577</td><td>73.5%</td></tr><tr><td>Open Spaces</td><td>116</td><td>176</td><td>-60</td><td>151.7%</td></tr><tr><td>WC Allot</td><td>1,340</td><td>2,325</td><td>-985</td><td>173.5%</td></tr><tr><td>Allots</td><td>6,500</td><td>8,259</td><td>-1,759</td><td>127.1%</td></tr><tr><td>Total</td><td>27,234</td><td>29,474</td><td>-2,240</td><td>108.2%</td></tr></table> | Water | Budget | Spent | Left | % | Town Hall | 578 | 794 | -216 | 137.4% | Shaw Cem | 4,500 | 6,479 | -1,979 | 144.0% | Rec Grounds | 700 | 1,518 | -818 | 216.9% | Vic Park | 13,500 | 9,923 | 3,577 | 73.5% | Open Spaces | 116 | 176 | -60 | 151.7% | WC Allot | 1,340 | 2,325 | -985 | 173.5% | Allots | 6,500 | 8,259 | -1,759 | 127.1% | Total | 27,234 | 29,474 | -2,240 | 108.2% | <p>Investigating our escalating water costs, reasons include:</p> <ul style="list-style-type: none">leakage at Shaw Cemetery, now fixed.extremely dry summer, volume of water used in 2025 far exceeds recent years.broker estimates have been underestimated.escalating wholesale water costs – related to Thames Water’s deficit and the new reservoirs due to be built. <p>The retail costs are protected for the lifetime of the contract. The wholesale costs are set annually by the water authority (around December for the following financial year) in consideration of the ceiling set by Ofcom.</p> <p>Our broker advises water costs are increasing around 20% per year – allow for this in future budgets.</p> <p>I estimate costs of £40k - £45k in 2025/26, £18,000 over budget.</p> <p>N.B. Our water costs are difficult to monitor, due to their spiky month by month profiles, caused by the supplier charging two months in advance on the trajectory, corrected by our monthly water meter readings. But the benefit of the supplier is that they pass on the wholesale water at cost. Seasonal use has the greatest impact on our bills. Our monthly water meter readings are therefore essential to ensure that over the period of a year, our invoices are accurate.</p> <p>Recommendation: Transfer £18k from EMR 371 (Office Move & Refurb - £26k) to a new EMR (Water Expenditure) to cover remaining costs. This has the agreement of TMM, budget holder.</p> |
| Water | Budget | Spent | Left | % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Town Hall | 578 | 794 | -216 | 137.4% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shaw Cem | 4,500 | 6,479 | -1,979 | 144.0% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rec Grounds | 700 | 1,518 | -818 | 216.9% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vic Park | 13,500 | 9,923 | 3,577 | 73.5% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Open Spaces | 116 | 176 | -60 | 151.7% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WC Allot | 1,340 | 2,325 | -985 | 173.5% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Allots | 6,500 | 8,259 | -1,759 | 127.1% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 27,234 | 29,474 | -2,240 | 108.2% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 290 – Town Hall 300 – Newtown Rd 305 – Shaw Cem 345 – Vic Park | 4440 | <table><tr><td>Fire Extinguishers</td><td>Budget</td><td>Spent</td><td>%</td></tr><tr><td>Town Hall</td><td>820</td><td>542</td><td>66%</td></tr><tr><td>Newtown Cem</td><td>150</td><td>63</td><td>42%</td></tr><tr><td>Shaw Cem</td><td>210</td><td>126</td><td>60%</td></tr><tr><td>Vic Park</td><td>250</td><td>129</td><td>51.70%</td></tr><tr><td>Total</td><td>1430</td><td>860</td><td>60.10%</td></tr></table> | Fire Extinguishers | Budget | Spent | % | Town Hall | 820 | 542 | 66% | Newtown Cem | 150 | 63 | 42% | Shaw Cem | 210 | 126 | 60% | Vic Park | 250 | 129 | 51.70% | Total | 1430 | 860 | 60.10% | <p>Investigated due to % spend at Town Hall.</p> <p>No concern due to % spend over all sites.</p> <p>Adjust spend per site for 2026/27 budget.</p> | | | | | | | | | | | | | | | | | | | | | |
| Fire Extinguishers | Budget | Spent | % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Town Hall | 820 | 542 | 66% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Newtown Cem | 150 | 63 | 42% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shaw Cem | 210 | 126 | 60% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vic Park | 250 | 129 | 51.70% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 1430 | 860 | 60.10% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | | | | | |
|-----------------|--------------|----------------------------------|------------------------------------|---------------|------------------|--|---|
| | | | | | | | |
| Estates | 4425 | Repairs & Maintenance | | | | | Investigated as spend in several areas greater than 65%. However, average spend across areas is 50.5%, which is about right. Will discuss with MK and JH, budget holders, and request monitored. Dependent on the reason, it may be helpful to via budget between nominal codes for greater accuracy in the longer term. |
| | | | Budget | Spend | Committed | % | |
| | | Town Hall | 17,000 | 5,694 | | 35.80% | |
| | | Newtown Cemetery | 4,000 | 90 | 2,280 | 59.30% | |
| | | Shaw Cemetery | 6,968 | 2,945 | 80 | 43.40% | |
| | | War Memorial | 2,300 | 690 | 435 | 48.90% | |
| | | Clock House | 900 | 500 | 250 | 83.30% | |
| | | Street Furniture | 6,000 | 4,807 | 230 | 84.00% | |
| | | Recreation Grounds | 10,872 | 1,538 | 70 | 14.80% | |
| | | Play Areas | 30,000 | 15,696 | 7,835 | 78.40% | |
| | | Victoria Park | 20,000 | 4,426 | 1,523 | 29.70% | |
| | | Open Spaces | 4,000 | 1,649 | 200 | 46.20% | |
| | | WC Allotment | 1,300 | 482 | | 37.10% | |
| | | Allotments - Other | 4,329 | 2,953 | 920 | 89.50% | |
| | | Wharf Toilets | 1,900 | 0 | 0 | 0% | |
| | Total | 109,569 | 41,470 | 13,823 | 50.50% | | |
| 330 – Grit Bins | 4460 | Grit Bins | Budget: 4,160 Committed: £3,136 | | 75.4% | Will discuss projected spend with JH, budget holder and via funds if required. | |

05/10/2025

Newbury Town Council Current Year

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15:11

VIREMENTS

Virement Date: 04/06/2025

Virement Ref No: 89

| A/c Code | Description | Centre | Description | Virement Description | Amount Decreased | Amount Increased |
|----------|----------------------|--------|--------------------|----------------------|------------------|------------------|
| 1077 | Precept Reallocation | 335 | Recreation Grounds | Cover Maint Contract | | 380 |
| 1077 | Precept Reallocation | 300 | Newtown Road | Cover Maint Contract | 20 | |
| 1077 | Precept Reallocation | 305 | Shaw Cemetery | Cover Maint Contract | 140 | |
| 1077 | Precept Reallocation | 340 | Play Areas | Cover Maint Contract | 40 | |
| 1077 | Precept Reallocation | 345 | Victoria Park | Cover Maint Contract | 40 | |
| 1077 | Precept Reallocation | 350 | Open Spaces | Cover Maint Contract | 140 | |

Narrative: Precept reallocation to cover tweaks to budget allocations between cost centres for JoC contract. Relates to Virement 88 dated 07/05/2025. LM

Virement Totals

380

380

Virement Date: 05/06/2025

Virement Ref No: 90

| A/c Code | Description | Centre | Description | Virement Description | Amount Decreased | Amount Increased |
|----------|-------------------------|--------|--------------------|----------------------|------------------|------------------|
| 4425 | Repairs and Maintenance | 335 | Recreation Grounds | cover new defib pads | 128 | |
| 4428 | Health & Safety | 335 | Recreation Grounds | cover new defib pads | | 128 |

Narrative: vired £128 from Rec grounds R&M to H&S with MK agreement to cover defib pads at Wash Common Rec. Moving forward to include in H&S budget. LM

Virement Totals

128

128

Virement Date: 05/06/2025

Virement Ref No: 91

| A/c Code | Description | Centre | Description | Virement Description | Amount Decreased | Amount Increased |
|----------|-------------------------|--------|---------------|---------------------------|------------------|------------------|
| 4425 | Repairs and Maintenance | 430 | Wharf Toilets | via to H&S for Defib Pads | 200 | |
| 4428 | Health & Safety | 430 | Wharf Toilets | via to H&S for Defib Pads | | 200 |

Narrative: via £200 from R&M & Wharf Toilets to H&S Wharf Toilets for Defib Pads, if needed. LM

Virement Totals

200

200

Virement Date: 30/06/2025

Virement Ref No: 92

| A/c Code | Description | Centre | Description | Virement Description | Amount Decreased | Amount Increased |
|----------|------------------------|--------|--------------------|------------------------|------------------|------------------|
| 4255 | Professional Fees | 220 | Corporate Services | Legal Fees to Lettings | 7,752 | |
| 4404 | Lettings - Suite Lease | 290 | Town Hall | Legal Fees to Lettings | | 7,752 |

Narrative: Vired £7752 from Professional Fees / Corporate Services to Lettings Suite Lease Costs / Town Hall to cover the legal fees for the leases for suites 6 and 10. LM

Virement Totals

7,752

7,752

Virement Date: 04/08/2025

Virement Ref No: 93

| A/c Code | Description | Centre | Description | Virement Description | Amount Decreased | Amount Increased |
|----------|-------------|--------|-------------|----------------------|------------------|------------------|
|----------|-------------|--------|-------------|----------------------|------------------|------------------|

Continued over page

| | | | | | | |
|---|------------------------|-----|---------------|-------------------------|------------------------|----------------|
| 4490 | VP Fun Day | 345 | Victoria Park | Vire to Misis Bandstand | 150 | |
| 4480 | Music at the Bandstand | 345 | Victoria Park | Vire from Family Day | | 150 |
| Narrative: Vire £150 from Family Fun Day to Music at the Bandstand at the request of CE, to cover an invoice from 2024/25, not received until 2025/26 - LM | | | | | Virement Totals | 150 150 |

Virement Date: 03/09/2025

Virement Ref No: 94

| A/c Code | Description | Centre | Description | Virement Description | Amount Decreased | Amount Increased |
|----------|-------------------------|--------|------------------------|---------------------------|------------------|------------------|
| 4245 | Office Equipment | 220 | Corporate Services | to support budget deficit | 500 | |
| 4127 | Reallocation Code | 200 | P&R General | to support budget deficit | | 500 |
| 1077 | Precept Reallocation | 220 | Corporate Services | to support budget deficit | 500 | |
| 1077 | Precept Reallocation | 200 | P&R General | to support budget deficit | | 500 |
| 4230 | Telephone | 220 | Corporate Services | to support budget deficit | 100 | |
| 4127 | Reallocation Code | 200 | P&R General | to support budget deficit | | 100 |
| 1077 | Precept Reallocation | 220 | Corporate Services | to support budget deficit | 100 | |
| 1077 | Precept Reallocation | 200 | P&R General | to support budget deficit | | 100 |
| 4275 | Advertising General | 220 | Corporate Services | to support budget deficit | 500 | |
| 4127 | Reallocation Code | 200 | P&R General | to support budget deficit | | 500 |
| 1077 | Precept Reallocation | 220 | Corporate Services | to support budget deficit | 500 | |
| 1077 | Precept Reallocation | 200 | P&R General | to support budget deficit | | 500 |
| 4225 | Advertising Recruitment | 220 | Corporate Services | to support budget deficit | 2,000 | |
| 4127 | Reallocation Code | 200 | P&R General | to support budget deficit | | 2,000 |
| 1077 | Precept Reallocation | 220 | Corporate Services | to support budget deficit | 2,000 | |
| 1077 | Precept Reallocation | 200 | P&R General | to support budget deficit | | 2,000 |
| 4686 | VE Day 80th Anniversary | 501 | CPAC Events & Projects | to support budget deficit | 347 | |
| 4127 | Reallocation Code | 200 | P&R General | to support budget deficit | | 347 |
| 1077 | Precept Reallocation | 501 | CPAC Events & Projects | to support budget deficit | 347 | |
| 1077 | Precept Reallocation | 200 | P&R General | to support budget deficit | | 347 |

| | | | | | | |
|--|--|--|--|--|------------------------|--------------------|
| Narrative: Funds offered by officers to support budget deficit identified after month-5 closedown: KH - 4230/220 - phone - £100 (further to renegotiating the contract) KH - 4245/220 - Office Equipment - £500 KH - 4275/220 - Advertising General - £500 JA - 4686/501 - VE Day 80th (remainder in budget after event) - £347 TMM - 4225/220 - Advertising Recruitment | | | | | Virement Totals | 6,894 6,894 |
|--|--|--|--|--|------------------------|--------------------|

Virement Date: 03/09/2025

Virement Ref No: 95

| A/c Code | Description | Centre | Description | Virement Description | Amount Decreased | Amount Increased |
|----------|----------------------|--------|--------------------|-----------------------|------------------|------------------|
| 4127 | Reallocation Code | 200 | P&R General | To Photocopier Budget | 1,000 | |
| 4270 | Photocopier Charges | 220 | Corporate Services | To Photocopier Budget | | 1,000 |
| 1077 | Precept Reallocation | 200 | P&R General | To Photocopier Budget | 1,000 | |

Continued over page

| | | | | | | |
|--|----------------------|-----|--------------------|------------------------|-------|-------|
| 1077 | Precept Reallocation | 220 | Corporate Services | To Photocopier Budget | | 1,000 |
| Narrative: Photocopier review 6mths into contract: Contract agreed remains cheaper per annum for next 5 years, than for the previous 5 years, but budget was cut too hard. Increase budget by £1000 to cover costs to 31st March 2026 and budgets from 2026/27 likewise. LM | | | | Virement Totals | 2,000 | 2,000 |

Virement Date: 30/09/2025

Virement Ref No: 96

| A/c Code | Description | Centre | Description | Virement Description | Amount Decreased | Amount Increased |
|--|----------------------|--------|-------------|------------------------------|------------------|------------------|
| 4127 | Reallocation Code | 200 | P&R General | vire to market subscriptions | 24 | |
| 1077 | Precept Reallocation | 200 | P&R General | vire to market subscriptions | 24 | |
| 4265 | Subscriptions | 310 | Markets | vire to market subscriptions | | 24 |
| 1077 | Precept Reallocation | 310 | Markets | vire to market subscriptions | | 24 |
| Narrative: vire £24 from reallocation budget to market subscriptions budget to cover the increased cost of the annual NABMA subscription - LM | | | | Virement Totals | 48 | 48 |

Newbury Town Council

www.newbury.gov.uk

Quarter 1 Interim Internal Audit Report 2025-26 financial year



Claire Lingard-McKay

Working the Greener Way - Online



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1. The role of Internal audit

The requirement for an internal audit function in local government is detailed within the Accounts and Audit (Wales & England) Regulations 2015, which states that a relevant body must:

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

The standards for ‘proper practices’ in relation to internal audit are laid down in the Public Sector Internal Audit Standards 2015 as amended from time to time [the Standards].

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

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

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





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

2. Internal audit approach

The risks inherent in the Council's internal control methods

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

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

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



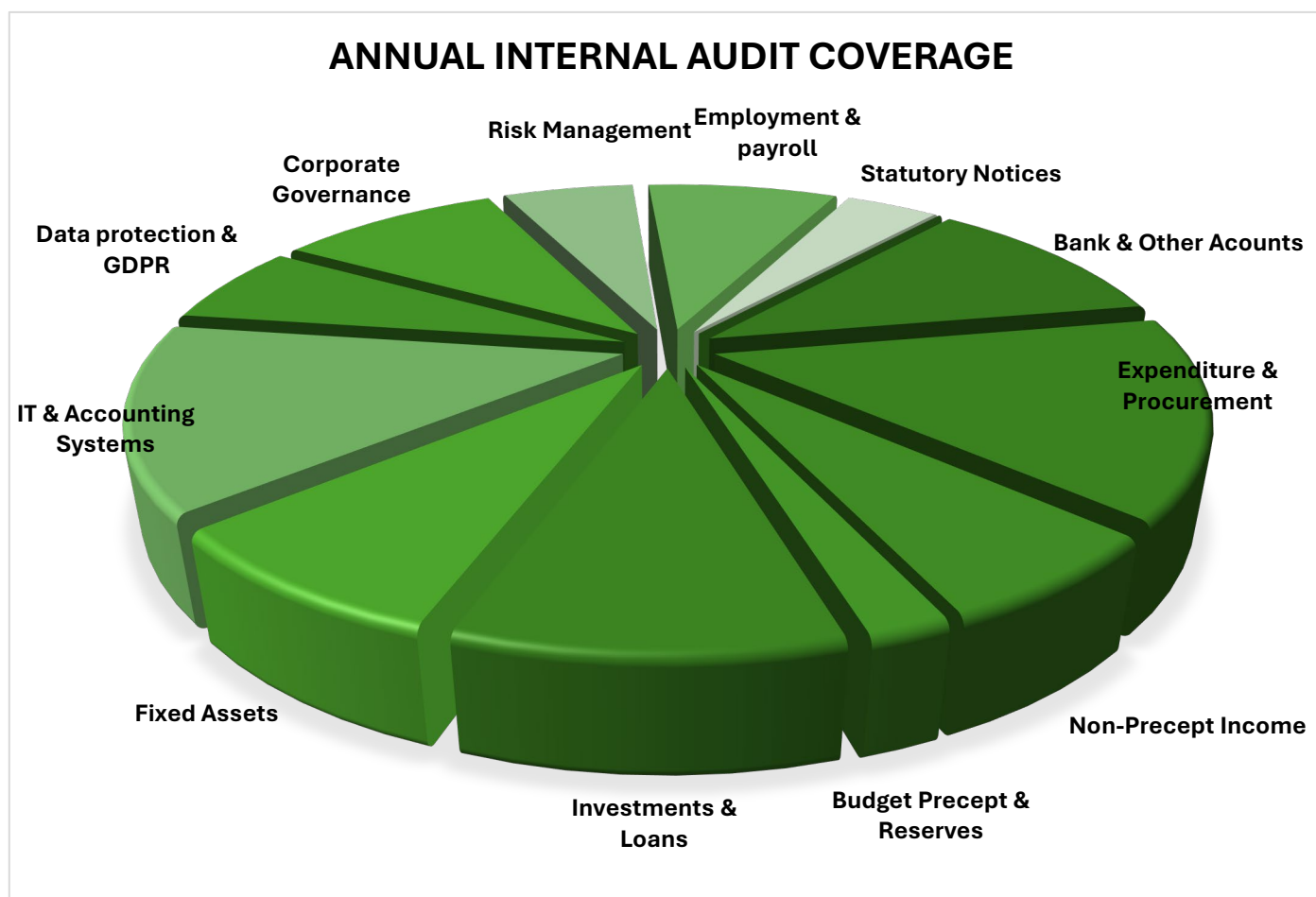
3. Internal audit coverage

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

Assurance reviews in fifteen areas have been planned and performed to obtain sufficient information and explanation considered necessary to give reasonable assurance that the Council's Internal Controls systems are functioning effectively. The Internal Audit plan for the 2025-26 financial year was approved in consultation with the Council's Responsible Finance Officer and was informed by our own assessment of risk and materiality.

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






WGW online has provided assurance across sixteen areas of review, including an enhanced review of Corporate Governance, which correspond to the fifteen Internal Control objectives contained within the Annual Governance & Accountability Return: Annual Internal Audit Report, during the 2025-26 financial year to the 31st of March 2026.



4. Internal Audit opinion

The Practice Manager of Working the Greener Way online is responsible for the delivery of the annual Internal Audit opinion and report that may be used by the Council to inform its Governance and Accounting statements in the Annual Return. The Q1 opinion, based on our first interim review was conducted onsite with the assistance of the RFO: Liz Manship and other Officers of the Council on the 6th of August with subsequent work being undertaken at our offices on the 14th, 15th 16th & 17th of August 2025, examined the overall adequacy and effectiveness of the organisation's framework of governance, risk management and Internal Controls.

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

-  The Q1 interim audit work & reporting completed onsite and at our offices;
-  The results of the follow up discussions conducted with the RFO and other Council Officers;
-  The responses of the Council to prior year's Internal Audit report;
-  The quality and performance of the Council's administrative function and the extent of compliance with the Standards defined in the Smaller Authorities Proper Practices Panel Practitioner's Guide 2025; and,
-  The proportion of Newbury Town Council's audit requirement that has been covered during the Q1 Interim audit.

Internal audit opinion

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

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










Where weaknesses have been identified, detailed recommendations for improvement are recorded in Section 9: 'Action Plan FY2025-26' of this Internal Audit Report.





5. Council profile

| | |
|-------------------------------------|--|
| Council name: | Newbury Town Council |
| Address: | The Old Town Hall, Market Place, Newbury, Berkshire RG14 5AA |
| Unitary authority: | West Berkshire Council, Council Offices, Market Street, Newbury Berkshire RG14 5LD |
| Proper officer: | Mr Toby Miles-Mallowan |
| Responsible Finance Officer: | Mrs Liz Manship |
| General Power of Competence: | The current Chief Officer is not yet CiLCA qualified. The Council last adopted the General Power of Competence (GPoC) during the Annual Meeting of the Town Council on Sunday the 14 th of May 2023 and is reliant on this adoption of GPoC until the Chief Officer has successfully attained the CiLCA qualification |
| Members: | Twenty-three seats |
| Elected Members: | Twenty-two elected Members. |
| Co-opted Members: | One co-opted Member: Mr Graham Storey |
| Chairperson: | Councillor Mr David Harman |
| Vice-chairperson: | Councillor Ms Sarah Slack |
| Members Register: | A physical Members Register is in place and maintained at the Council's Office. A Hyperlinks to the redacted Member's Register entry is available from the Councillors; profiles page on the Council's official website |
| Head of Electorate: | 13,492 (Thirteen thousand, four-hundred and ninety-two) 01.04.25 |
| Current precept: | £1,817,641 for the 2025-26 financial year. |
| External Auditor's report: | FY2024-25 External Auditor's opinion outstanding. |
| Official website: | The Council maintains a free to access website on a secure server, published at https://www.newbury.gov.uk |

6. Corporate governance

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

-  Noted that the Council's Financial Regulations were last Reviewed and Readopted at the 21st of October 2024 Ordinary meeting of the Full Council. We have noted that the Council's Financial Regulations are significantly amended when compared with the NALC Model Document and have commented below;
-  Noted that the Council's Standing Orders were last Reviewed and Readopted at the 21st of October 2024 Ordinary meeting of the Full Council; We have noted that the Council's Standing Orders are significantly amended when compared with the NALC Model Document and have commented below;
-  Commenced our review of the minutes of Full Council and its Committees (excluding Planning) for FY2025-26 to the 30th of June 2025 ensuring that no issues affecting the Council's financial stability either in the short, medium or long term exist, noting that the Minutes are of a generally good quality. During the onsite audit on the 06th of August 2025 we identified that none of the Minutes of the Council or its Committees had been uploaded onto the website. This was due to a technical publication error which was subsequently resolved by the Committee Clerk. We have made two best practice recommendations with regard to the Council's Minutes; the first in relation to the Council's use of 'Substitution' and the second with regard to the use of Confidential Minutes which is, in fact, Unlawful;
-  Noted that the Council has adopted the Terms of Reference and Delegated Authority for its Committees, and its Working Groups;
-  Noted that as at the 06th of August 2025, the Council was not yet in receipt of the External Auditor's report and certificate for the 2024-25 financial year;
-  Noted the Internal Audit report for the 2024-25 financial year with a single best practice recommendation which has been implemented by the Council;
-  Noted that the Council currently maintains a limited portfolio of policy documents which is published on its website. The portfolio is neither adequate nor appropriate to meet the current and ongoing requirements of Newbury Town Council. We have made a formal recommendation in this regard;
-  We note that the Council maintains a formal Members Register of Interests which is held in the Town Council's offices. A hyperlink to a redacted electronic copy of the current Members Register is available on the Council's official website, published at:
<https://www.newbury.gov.uk/media/ffpzi4g/all-cllrs-redcted-register-of-intrest.pdf>;
-  Noted that the Council maintains a website which at the time of the internal audit was published on a government specific domain at <https://www.newbury.gov.uk> upon which the Council's Minutes, Policies, and Member profiles are available;

-  Noted that all Members have been issued with council e-mail addresses for exclusive use on Council business. Councillor email-addresses are published in the footer of their profile on the Councillors section on the Council's official website;
-  Noted that the Council is registered with the Information Commissioners' Office as a data custodian;
-  Noted that the Council has basic Data Protection and Freedom of Information policies in place. These documents require significant redevelopment to be brought into compliance with the General Data Protection Regulation (GDPR) as amended from time to time; and,
-  The Council has no Cyber Security or resilience strategy in place currently; A 'Best Practice' recommendation has been made in this regard;

CONCLUSION & RECOMMENDATIONS

The overall standard of the Council's Corporate Governance is good. We have made two best practice and four formal recommendations for improvement.

1) Best Practice Recommendation - Heavily amended Financial Regulations

We have noted and discussed with the Responsible Finance Officer the Council's currently adopted Financial Regulations which are heavily amended. Whereas it is the right of every Council to Approve and Adopt whatever Statutory Documents in respect of its Standing Orders, Financial Regulations and its Policy Documents it should be noted that documentation should remain, as far as it is reasonably possible, concise with consistent language and fit for purpose.

The Financial Regulations have been amended to incorporate the Council's Financial Procedures which are not documented elsewhere and therefore the document has become somewhat conflated and contains terms such as 'should' and 'may' for example. A Regulation is exactly that and can only be a 'must'.

Recommendation

- R1.** We suggest that the RFO, Chief Officer and Members consider reviewing the current NALC Model Financial Regulations with the potential for adoption with amendment as required, alongside the creation of formal Financial Procedures to be Approved and Adopted by the Council.

2) Formal Recommendation – Confidential Minutes

We have noted the Council's use of 'Confidential Minutes' during our Review of Minutes to the 30th of June 2025. We advise the Council that this practice is Unlawful. The Minutes of the Council and its standing Committees are the sole Legal Record of all Council Business and by definition Public. All Minutes are required to be published and open to inspection by members of the public.

Obviously, items of business discussed by the Council, its standing Committees and Working Groups will, from time to time, require the discussion of Confidential Matters. The correct way of managing this process is as follows:

- a) A Confidential Matter is added to the Agenda of a meeting; i.e. Staff Salary review.
- b) The Matter is discussed under Suspended Standing Orders with the Press and Public excluded.

- c) A 'Confidential & Privilege' report is written up as a referenced Appendix to the Minutes.
- d) Subsequently, the report is sealed in an envelope and placed in the Council Safe.
- e) The Minutes themselves record only the resolution that was made, i.e. "Members Resolved to Approve the Salary reviews as presented in Appendix 'A'", for example.

In this way, all the Minutes of the Council, its Committees and Working Groups may be published without disclosing confidential information, in compliance with Statute, and the Confidential Information remains inviolate as it would take a judicial ruling to open a Confidential and Privilege report.

Recommendation

- R2.** We suggest that the Chief Officer and Members consider utilising Confidential and Privilege reports as Appendices to Minutes to record the detail of all absolutely confidential matters in full compliance with Statute.

3) Formal Recommendation – Use of 'Substitution' for absent members in Meetings

We have noted and discussed the Council's use of Substitution in Meetings of the Full Council and its standing Committees with the RFO at length. It is our opinion that 'Substitution' of Members may only be used at the Principal Authority level and not by Town & Parish Councils.

We have taken advice from the Chair of the Internal Audit Forum and a Public Sector Lawyer who are both of the opinion that Substitution may not be used by Town and Parish Councils and that only Members of a Committee may act in those meetings. We note that the Council's Standing Orders clause 4.d.v permits Substitution on a case by case, not standardised basis.

Recommendation

- R3.** We suggest that the Council discontinues the use of standardised 'Substitution'.

4) Formal Recommendation – Policy documents

The current portfolio of policy documentation published on the Council's official website is neither sufficient nor appropriate for the Council's needs. It is imperative that a Council of Newbury Town Council's size and complexity is able to demonstrate a consistent, version controlled, portfolio of Policies which encompasses the totality of the Council's operations. We suggest that the following policies are drafted for scrutiny and onward approval by Council Members:

- 1) GDPR Policies
- 2) Privacy Policy
- 3) Burials Policy
- 4) Transfer of Exclusive Right of Burial Policy
- 5) Shallow Graves Policy
- 6) Memorial Testing Policy
- 7) Memorial Policy
- 8) Cemetery Rules & Regulations Policy
- 9) Grant Aid Policy

- 10) Vexatious Complainant Policy
- 11) Allotment Rules & Regulations Policy
- 12) Complaints Procedure
- 13) Biodiversity Policy
- 14) Terms & Conditions of Hire
- 15) Safeguarding Vulnerable People & Children Policy
- 16) Modern Slavery Act
- 17) Anti Money laundering policy
- 16) Social Media & Electronic Communication Policy

All Policy Documents should be drafted on using a single template with a cover page containing the Council's logo style and the name and version control number of the Council. All Policy Documents should be drafted using the same typeface and contain an approval and version control matrix on the last page.

We have briefly discussed this matter with the Chief Officer and will provide a suite of Template Policies for Councils which the Council may use for reference should it choose to do so.

Recommendation

- R4.** We suggest that the Council drafts a standardised portfolio of Policy Documents, to meet the Council's current and ongoing requirements, for scrutiny and onward approval by Council Members.

5) Formal Recommendation - General Data Protection Regulation (GDPR) Policies

Noted that the Council has very limited General Data Protection Regulation (GDPR) or Data Protection Policies in place, is registered as a Data Custodian with the Information Commissioners Office but has not conducted a Document Impact Assessment.

Recommendation

- R5.** As a public authority, which exchanges emails and other communications, with members of the public, and which is required to retain a wide range of documentation both in hard copy and electronically the Council is required to have a reasonable and proportionate General Data Protection Regulation (GDPR) Data Protection Policy and associated Internal Controls in place including a Document Retention Policy. This has been discussed at some length with the RFO and the Committees Clerk.

We strongly encourage the Chief Officer to draft an appropriate suite of GDPR and Data Protection policies for Scrutiny and onward Approval by Council Members. Further, a Document Retention policy should be drafted and maintained by the Chief Officer to ensure that all council documentation, either electronic or hard copy is secured and maintained appropriately and for the correct period of time.

6) Best practice recommendation - Cyber security

Noted that the Council's IT infrastructure is somewhat disparate and the Council can provide no clear evidence of any Cyber Security policy or resilience strategy in place.

As is the case with many small to medium sized councils, historical consideration given to IT infrastructure, resilience and business continuity has been minimal. Currently, the Council is unable to provide clear evidence of a coherent IT strategy and action plan.

In today's increasingly digital world, it is critical that all Council's address this matter in a reasonable and proportionate manner.

Recommendation

- R6.** Please note that the UK Government is increasingly focused on cyber security and will be bringing new legislation which will require a more stringent approach to this area of Corporate Governance to all government bodies. We strongly encourage the Chief Officer and the Council Members to work towards Cyber Essentials Certification during the 2025-26 financial year, as we are advised that this will become a minimum requirement for all Councils in Wales & England the near future.

NEXT REVIEW

We shall expand this area of review during our Q2 interim internal audit.

Outcome - Corporate Governance

Limited Assurance: The FY2025-26 Action Plan is recorded in Section 9 of this report.

7. Annual Independent Internal Audit

Internal control objective 'A'









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

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

Finance systems

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

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

-  Noted that that the Rialtas performed the year-end close down with the Responsible Finance Officer for the 2024-25 financial years;
-  Checked and verified that the closing balance for the 2024-25 financial year was correctly brought forward as the opening balance of the 2025-26 financial year with reference to the opening and closing balances declared on the Closing Trial Balance FY2024-25, the Opening Trial Balance for 2025-26, the Councils Bank Statements and the Approved Annual Return Accounting Statements;
-  Noted that the quality of data entry into Rialtas Omega is exemplary;
-  Noted that VAT has been properly recorded in all cases examined;
-  Noted that the Council is Registered for VAT and submits quarterly VAT Returns. We have checked and verified the Q4 FY2024-25 VAT Reclaim in the amount of £48,128.59, which was received to bank on the 16th of April 2025. We have checked and verified the Q1 FY2025-26 VAT Reclaim in the amount of £50,588.90 which has been submitted;
-  Noted that Awards of Grant Aid which had been made during the first quarter of the 2025-26 financial year had been made using the General Power of Competence;
-  Noted that formal segregation of duties are in place vis a vis the operation of the Rialtas Omega system with day to day operations undertaken by the Senior Accounts Officer and the new Finance Apprentice, month end checks and duties are undertaken by the Responsible Finance Officer, and separate internal checking and verification is undertaken by a nominated Council member on a monthly basis. Finally, the positions of Chief Officer and Responsible Finance Officer are held by different persons; and,
-  Checked and verified all transactions recorded in the Rialtas Omega Cashbook 1: Handelsbanken current account and Cashbook 2: Handelsbanken instant access account and the control accounts for the Fixed Term Deposit accounts and the CCLA account, including inter account transfers, for the months of April and June 2025 with no matters arising.

Bank and building society accounts

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

We have made a best practice recommendation in this regard, due to the level of public funds deposited with the Handelsbanken.

Investments and Loans

The Clerk & RFO has Certified that during the 2025-26 financial year from the 01st of April 2025 to the 30th of June 2025 the Council held no loans owed either by it or two it.

Credit & Debit cards

We have noted that the Council held twelve debit cards during the 2025-26 financial year to the 30th of June 2025. Each card has a transaction limit associated with it and its security is the responsibility of the holder.

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

CONCLUSIONS & RECOMMENDATIONS

7) Formal recommendation- de-risking the public funds managed by the Council

With the exception of its CCLA PSDF account, the Council holds the remainder of the public funds under its management within accounts with the Handelsbanken. As at the 30th of June 2025 this equated to a total amount of £1,384,635.97. We draw the Council's attention to the statement on the Government's Financial Services Compensation Scheme portal which states:

"The Financial Services Compensation Scheme (FSCS) does not cover local councils, regardless of their turnover. The FSCS protects consumers when authorised financial firms fail, such as banks, building societies, credit unions, insurance companies, investment firms, and pension providers. Local councils are not financial firms regulated by the Financial Conduct Authority (FCA) or the Prudential Regulation Authority (PRA) and therefore are not eligible for FSCS protection. The FSCS's protection is specifically designed for individual consumers and small businesses that have used financial services from authorised firms, not for public sector organisations like councils."

It is incumbent upon the RFO and Council Members to ensure that any risks associated with the investment the public funds under the Council's management, are minimised, to the extent that this is reasonably able to be achieved whilst returning a reasonable return on investment.

Recommendation

- R7.1** The RFO and Chief Officer should investigate alternative investment options for the Council to reduce the risk of having the majority of the public funds under the Council's management place with one financial institution.
- R7.2** The RFO should review the Treasury policy and ensure that this is brought up to date in light on any decisions made in recommendation 8.1 above.

8) Credit & Debit cards

We take this opportunity to remind the RFO and Council members that a Debit Card should never be used for online purchase as this is the gateway to the Council's current account! A council lost over £35,000.00 over a single weekend in 2024 as its current account Debit Card was lodged as the payment method on a well-known online vendor's website and the Council's account was illegally accessed.

Recommendation

- R8.** A credit card rather than a debit card should be utilised to make all online purchases with immediate effect. This will provide the Council with the extra protection of the Credit Card Charge Back scheme. As soon as an allegation of fraud has been made, it will be investigated by the Credit card company and where the charge is deemed unauthorised or fraudulent the Council will receive a refund within days. It should be noted that it is extremely difficult, if not impossible to retrieve funds which have been illegally harvested via a debit card, and the process will take several months to reach a conclusion.

NEXT REVIEW

We shall expand this area of review during our Q2 interim internal audit.








Outcome - Internal Control Objective 'A'

Adequate Assurance: The FY2025-26 Action Plan is recorded in Section 9 of this report

Internal control objective 'B'

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

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

-  Conducted 100% transaction testing including all inter-bank transfers for the 2025-26 financial year from the months of April and June 2025 with no matters arising.
-  Noted that the Council undertook a single public tender during May 2025, in relation to the Victoria Park Café refurbishment, registered on ContractsFinder under reference PZJZ-7229-GBXH;
-  Checked and verified that all quotations undertaken during the period of the 1st of April 2025 to the 30th of June, as recorded in the Minutes of the Full Council and its Committees, with no matters arising;
-  Noted that a Purchase Order system is in place with internal controls working in practice;
-  Conducted a review of payments with the criteria of selecting every non-payroll related payment in excess of £3,000 and every 35th non-payroll related payment, irrespective of value, as recorded in Rialtas Omega Purchase Ledger during the 2025-26 financial year from the 01st of April 2025 to the 30th of June 2025, ensuring compliance with the Council's currently adopted Financial Regulations and the requirements of the Smaller Authorities Proper Practices Panel; Practitioners Guide 2025. We checked and verified a total of 26 payment documents, with a total value in the amount of £240,776.66 and representing 31% of all non-payroll related payments made by the Council with no matters arising;
-  Noted that VAT had been correctly coded in all instances of income and expenditure examined; and,
-  Checked and verified the submission of the Q4 FY2024-25 VAT Return to the 31st of March 2025 and the subsequent receipt of the Reclaim to bank on the 16th of April 2025, and the submission of the Q1 VAT Return for the period of the 1st of April to the 30th of June 2025, ensuring that the totals recorded in the Nominal Ledger VAT Control Account number '105' remain in balance.

CONCLUSION

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

Outcome - Internal Control Objective 'B'

Substantial Assurance

Internal control objective ‘C’

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

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

Health & Safety & Business Risk



Noted that the Council maintains a very basic health & safety risk assessment in spreadsheet which was submitted for the purposes of this Q1 interim audit. We take this opportunity to advise the Council that this is not appropriate for the Risk Management requirements of Newbury Town Council whatsoever. We have made a formal recommendation in this regard;

Insurance



Examined the Council’s insurance policy to ensure that appropriate cover is in place. The Council’s General Cover is provided by Zurich Municipal under a Select for Local Councils policy, number YLL-2720855073 with the period of cover running from the 01st of September 2024 on the 31st of August 2025.

Key features include:

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

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



Noted that the Council maintains Motor Insurance Cover under a separate Zurich Municipal Policy, number YLL-2720876853 with the period of cover running from the 01st of November 2024 to the 31st of October 2025.

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

Playground & Recreation areas



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

1. Blossoms field – RG14 6QU

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

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

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

3. Christie Heights – RG14 7SU

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

4. City Recreation Ground – RG14 6LR

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

5. Creswell Road – RG14 2PQ

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

6. Cromwell Road – RG14 2HR

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

7. Dickens Walk – RG14 2HR

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

8. Digby Road – RG14 1TU

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

9. Frith Road – RG14 6DP

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

10. Hamilton Court - RG14 7UH

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

11. Skylings – RG14 2BB

(All ages): Single MUGA ball games area.

12. St George's Avenue - RG14 5NY

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

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






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

14. Victoria Park (skatepark) – RG14 1EH

Concrete skatepark, steel half pipe.

15. Walton Way – RG14 2LL

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

-  Noted that there is no currently adopted Playground and Recreation area Risk Management policy in place;
-  Noted that Weekly visual playground and recreation area inspections are undertaken by the Council's contractors: John O' Connor Ltd who employ qualified Playground Inspectors;
-  Noted that two-monthly operations inspections are undertaken by the Parks & Open Spaces Supervisor or Mr P Fairchild;
-  The Annual Independent Playground Inspections are conducted by The Play Inspection Company; and,
-  We are advised that all Playground Inspection reports, both internal and independent, are retained for the mandated statutory period of 21 years (18 + 3 years).

CONCLUSIONS & RECOMMENDATIONS

9) Review & Maintenance of Risk Registers

We have noted that the Council's currently holds a very basic combined Health & Safety and Business Risk Register. However, the document which was provided for the purposes of this audit was wholly inappropriate for a Council of Newbury Town Council's size and complexity.

We take this opportunity to advise the Chief Officer, RFO and Members that Town Councils in England and in Wales are required to implement effective risk management practices as part of their governance and accountability framework. Both Officers and Councillors, have a key role in identifying, managing, and receiving assurance that risks are being properly handled. This involves ensuring that risk management is embedded as a core responsibility across the organisation, not just a technical exercise, and that it is understood and supported by everyone.

The foundation of good risk management is a strong risk culture where risk identification and management are seen as essential to good governance and effective service delivery. This culture should be supported by clear accountabilities for risk management that are easy to understand and comply with. Councils must have a structured approach to identify, analyse, and mitigate risks that could impact the achievement of their objectives, including the delivery of essential services and the protection of public funds.

Councillors, particularly those in lead member, committee chair, or scrutiny committee roles, are responsible for ensuring that an effective risk management framework is in place and actively employed. They must be assured that strategic risks are well controlled and do not exceed the council's risk appetite. This includes scrutinising risk registers, understanding the likelihood and impact of identified risks, and ensuring that mitigation actions have clear owners and timescales. Risk management should be an active consideration and not just a one-off activity.

While the specific processes may vary, the core requirement is that risk management is integrated into strategic planning, decision-making, and daily operations. This includes managing risks associated with contractors, ensuring that contracts are specified and monitored to control health and safety risks, and that the council is not transferring all its responsibilities to a service provider. For example,

when installing seasonal decorations, a sensible, proportionate risk assessment is required, but the risks are generally low for simple installations.

The framework for risk management in government provides a model that can be adapted by local authorities, including town councils, to ensure a consistent and effective approach. Ultimately, the goal is to enable the council to achieve its objectives, protect its assets and budget, and maintain public trust by demonstrating good governance: <https://www.local.gov.uk/publications/must-know-guide-risk-management#introduction>

Recommendations

R9.1 The Chief Officer, RFO and Members should ensure that a reasonable and proportional approach is implemented in respect of all the Council's Risk Management requirements. To ensure that a robust and proportionate framework is developed, it may be necessary to employ specialist advice from sector specific consultancies such as the Landmark information Group or Ellis Whitham for example.

Failure to implement a proper Risk Management framework could itself present a critical risk to the future of the Council's operations and the reputation and good standing of the Council.

R9.2 We take this opportunity to remind the Chief Officer, RFO and Members that it is a statutory requirement to Review and Readopt the Council's Risk Register(s) at least once annually, recording the Re Adoption in the Approved and Published Minutes in the corresponding Full Council or Committee Meeting.

10) Insurance Policy

We take this opportunity to draw the Chief Officer, RFO and Member's attention to the Statement of Fact on page 2 of the Council's General Insurance Policy, number YLL-2720855073, which requires:

- *You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse*
- *You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process*
- *All Employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training*
- *You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse*
- *You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.*

R10. The Chief Officer must ensure that proper Safeguarding Policies and Procedures are implemented expediently and maintained thereafter. Failure to do so may result in the Council's Insurance Policy being invalidated.

11) Playground & Recreation Area Risk Management Policy

We have noted that the Council does not hold a currently adopted Playground & Recreation Risk Management Policy.

R11. The Chief Officer and the Parks & Open Spaces Supervisor should draft a reasonable and proportionate Playground & Recreation area Risk Management Policy for scrutiny and approval by Council Members.

NEXT REVIEW

We shall expand this area of review during our Q2 interim internal audit.


Outcome - Internal Control Objective 'C'


Limited Assurance: The 2025-26 Action Plan is recorded in Section 9 of this report

Internal control objective 'D'

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

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

 Noted from our review of the Council's Minutes that Members review the current year Budget Vs. Actual expenditure on a quarterly basis at the Policy & Resources Committee level using a report produced from the Council's Rialtas Omega Accounting system by the RFO;

 Noted that the RFO actively monitors all budget lines which exceed budgeted expenditure +/- 15% variance, in compliance with the currently adopted Financial Regulations;

Noted the Cash at bank as at 30th of June 2025

| | |
|--------------------------------------|-------------|
| Handelsbanken Current Account | £272,573.53 |
| Handelsbanken Instant Access Account | £312,062.44 |
| CCLA PSDF Account | £563,634.46 |
| Fixed Term Interest Accounts | £800,000.00 |

| | |
|--------------|----------------------|
| Total | £1,948,270.43 |
|--------------|----------------------|

CONCLUSION

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



Outcome - Internal Control Objective 'D'

Substantial assurance

Internal control objective 'E'

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

The objective in this area of review is to ensure that the Council maintains appropriate records to ensure that all income due to the Council is identified, invoiced accordingly, and recovered within an appropriate time scale. To meet the above objectives, we have: -

-  Noted that the Council reviewed Approved its fees and charges for the 2025-26 financial year at the 20th of January 2024 meeting of the Policy & Resources Committee under Minute reference 83 of that meeting;
-  Noted that in addition to the Precept the Council receives supplementary income from a wide variety of sources. We have commenced our Review of Income for the 2025-26 financial year by reviewing the income sources below. Checking and verifying the invoicing to receipt process and the Council's approach to Credit Control with no matters arising;

Precept FY2025-26

The Council will receive a Precept in the amount of £1,817,641 for the 2025-26 financial year.

Bank Interest

The Council receives interest and dividend payments on its Handelsbanken Instant Access Account, Fixed Term Deposits and CCLA PSDF Account. Interest income to the 30th of June 2025 has been received in the amount of £18,811.17.


Grants & Donations

The Council has received Grants & Donations has been received in the amount of £515.00 to the 30th of June 2025.

Victoria Park Income

The Council has received income for the following sources in relation to facilities at Victoria Park to the 30th of June 2025:

- Tennis Court Income £1,650.00
- Victoria Park Hire Income £2,860.00
- Mini-Golf Income £5,155.00
- Duck feeder donations £225.00

-  Noted that there is clear evidence of robust and proportionate Credit Control management Internal Controls in place. There is no significant Day Sales Overdue debt as at the 30th of June 2025.

CONCLUSION

There are no matters arising in this area of review warranting formal comment or recommendation. We shall expend this area of review, to include Allotments and Cemetery income during the Q2 Interim Internal Audit.

Outcome - Internal Control Objective 'E'

Substantial Assurance

Internal control objective 'F'

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

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

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

CONCLUSION

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











Outcome - Internal Control Objective 'F'

Substantial Assurance

Internal control objective 'G'

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

The objective in this area of review is to ensure that the Council is appropriately observing legislation with regard to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment of income tax and NI contributions, together with meeting the requirements of the LGPS. To meet the above objectives, we have: -

-  Noted that as at the 30th of June 2025 the Council employed twelve persons;
-  Checked and verified the Contracts of employment for a cross section of staff members employed during this period;
-  Noted that the Council's Payroll is outsourced to DCK Payroll Solutions utilising IRIS Payroll Software;
-  Conducted a 100% review of the council's payroll for the 2025-26 financial year, from the 01st of April 2025 to the 30th of June 2025 with no matters arising;
-  Conducted a detailed review of the individual salary payments for June 2025;
-  Checked and verified that the PAYE and NI deductions had been properly and promptly paid to HMRC to the 30th of June 2025;
-  Noted that the Council is enrolled in the Royal County of Berkshire Pension Fund;
-  Checked and verified that the Pensions contributions had been properly and promptly paid to the Royal County of Berkshire Pension Fund to the 30th of June 2025;
-  Checked and verified that the Net Salary, PAYE & NI deductions, other Statutory deductions and Pensions contributions have been correctly recorded in the Rialtas Omega Cashbook; and,
-  Checked & verified that only direct salary costs and corresponding deductions appear in Box 4 'Staff Costs' for the 2025-26 financial year to the 30th of June 2025.

CONCLUSION & RECOMMENDATION

12) Best practice recommendations - Contracts of employment

During our review of staff members employment contracts, we noted that staff members hold different contracts of employment based on the date of their appointment. Due to recent changes in employment legislation, we suggest that all employees are issued with the latest NALC model employment contract.

- R12.** The Chief Officer and Members should consider issuing all employees with the latest NALC model contracts, amended to reflect individual's terms of employment, to ensure that the contracts are compliant with current employment legislation.

NEXT REVIEW

There is clear evidence of a robust bank reconciliation and scrutiny process with effective Internal Controls working in practice.

We shall expand this area of review during our Q2 interim internal audit.

Outcome - Internal Control Objective 'G'

Substantial Assurance

Internal control objective 'H'

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

The objective in this area of review is to ensure that the Council has prepared and maintains a register of its stock of land, buildings, vehicles, furniture and equipment as required by the Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.

The Council maintains its Fixed Asset Register in a basic spreadsheet cashbook, with a recorded asset value as of 31/03/25 of £6,426,481. We are advised that the Fixed Asset Register is currently undergoing a systemic review with a full audit to be undertaken and the introduction of a bespoke software in during the 2026-27 financial year.

CONCLUSION & RECOMMENDATION**13) Best practice recommendation - Fixed Asset Register**

We have noted that the Council currently maintains its Fixed Asset Register in a Microsoft Excel spreadsheet. Given the scale and diversity of the Council's Assets it would be more appropriate to manage this in a bespoke software package.

- R13.** The Chief Officer, RFO and Members should consider acquiring the Rialtas Fixed Assets module for the Omega Accounting Software. This enables Assets to be added to the Register directly from the Purchase Ledger and Cashbook and direct input into the Annual Return at the year end.

CONCLUSION

There are no matters arising in this area of review warranting formal comment or recommendation. We shall expand this area of review during the Q4 year-end internal audit.

Outcome - Internal Control Objective 'H'






Substantial Assurance

Internal control objective 'I'

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

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

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

-  Noted that there is clear evidence recorded in the Council's Rialtas Accounting system that the Senior Finance Officer reconciles both of the Council's cashbooks: CB1 Handelsbanken Current Account and CB4 Handelsbanken Instant Access Account on a monthly basis;
-  The Council's two control accounts: '210' CCLA PSDF Account and '260' Fixed Term Interest Account are updated by the Senior Accounts Officer on a monthly basis;
-  Checked and verified the Bank Reconciliations on the Council's two Handelsbanken Accounts and the Cash & Investment reconciliation as at the 30th of April and the 30th of June 2025;
-  Noted that the reconciliations and corresponding bank statements are subject to scrutiny by a nominated member of the Audit Working Group; and,
-  There is clear evidence contained within our Review of Minutes of the Full Council and its Standing Committees, that bank reconciliations are subject to further Scrutiny by a Member of the Audit Working Group, monthly, and Approval by the Policy & Resources Committee on a quarterly basis.

CONCLUSION

There is clear evidence of a robust bank reconciliation and scrutiny process with effective Internal Controls working in practice. The RFO and the Senior Accounts Officer are to be commended in this Regard.

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

Outcome - Internal Control Objective 'I'

Substantial Assurance

Internal control objective 'J'













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

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

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

We have checked and verified the contents of the Council's Rialtas Omega cashbooks, Sales and Purchase Day Books, Nominal Ledger and Trial balance as at the 30th of June 2025, and consider that the first quarters transactions have been accurately and properly recorded. Rialtas Omega has been used to manage the following working records, which have all been checked and verified from the 01st of April 2025 to the 30th of June 2025 with reference to prime documentation:

Rialtas Omega Accounting system FY2025-26

| | |
|---|--|
|  Cashbooks 1 & 4 |  Q1 VAT Return |
|  Monthly Bank Reconciliation reports |  Nominal Ledger report |
|  Income & Expenditure Account |  Statutory Balance Sheet |
|  Earmarked Reserves report |  Cash, Investments report |
|  Sales Ledger Day Book |  Reserves reconciliation report |
|  Purchase Ledger Day Book |  Trial Balance report |

Further, we have checked and verified the transactions contained on Cashbooks 1 and 4 and the Fixed Term Interest and CCLA control accounts for the period of the 01st to the 30th of April 2025 and the 01st to the 30th of June 2025 with reference to supporting prime documentation.

We have checked and verified the Trial Balance as at the 30th of June 2025, ensuring that the cashbooks remained in balance, with no matters arising.

CONCLUSION

The overall standard of bookkeeping and data entry reviewed during Q1 are exemplary. The RFO and the Senior Accounts Officer are to be commended in this regard.

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

Outcome - Internal Control Objective 'J'

Substantial Assurance

Internal control objective 'K'

If the authority certified itself as exempt from a limited assurance review in 2024-25, it met the exemption criteria and correctly declared itself exempt (*If the authority had a limited assurance review of its 2024-25 AGAR tick "not covered"*).

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

Newbury Town Council has a turnover in excess of £25,000.00 and as such it does not meet the exemption criteria. The Council was subject a limited assurance review of its 2024-25 Annual Governance and Accountability Return (AGAR) as required by statute.

CONCLUSION

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
















Outcome - Internal Control Objective 'K'

Substantial Assurance

Internal control objective 'L'

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

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

-  Noted that the Council is registered as a Data Controller with the Information Commissioner's Office;
-  Noted that the Council maintains its official website is hosted on a JSEC Compliant server, which is required of all public authorities utilising government specific domains, published under the domain <https://newbury.gov.uk/> ;
-  Noted that the website has undergone and continues to undergo significant redevelopment;
-  Noted that the website contains a vast array of information, however, this information is not logically organised and can be difficult to navigate and find selective information;
-  Noted that the website is not compliant with current accessibility legislation which is now a mandatory requirement of the Smaller Authorities Proper Practices Panel Practitioners Guide 2025;
-  Noted that the Council's turnover is in excess of £25,000 and that it is not currently required to comply with the Transparency Code;
-  Noted that the Council's currently adopted Standing Orders and Financial Regulations on its website;
-  Noted that the Council publishes its adopted Policies and Procedures on its website;
-  Noted that the Council publishes the Agenda and Minutes of its Full Council and Standing Committee meetings on its website;
-  Noted that the Council publishes an archive of the prior year Minutes & Agenda on its website;
-  Noted that although the Council publishes its audited prior year accounts with the corresponding Annual Governance and Accountability Return (AGAR) containing the External Auditor's opinion, corresponding Internal Audit reports and Notice of Conclusion of Audit announcements on its website, there is no menu option for 'Finance' and this information cannot be identified without undertaking a search of the website;
-  Noted that the Council has published the diary of meetings for the 2025-26 Municipal Year on its website;
-  Noted that the Council has a social media presence on Facebook, Instagram and X (previously twitter) in addition to its website;
-  Noted that there is a vast array of information about things to do, News, History and Partnerships which is given prominence over Council information; and,
-  Noted that website contains contact information for a variety of service requirements.

CONCLUSION & RECOMMENDATION

14) Best practice recommendation – Website development

We have noted that the Council has spent a considerable amount time, effort and money on the redevelopment of its official website. However, it neither simple to use nor an effective segway for the Council and members of the electorate due to its confused design and dated architecture.

There is not need for an extensive and expensive redesign, however, there are many organisations which offer templated design packages exclusively for councils.

I draw the Chief Officer, RFO and Members attention to the following websites which, in our opinion, are exemplary:



[Didcot Town Council](#) designed by Cutlefish



[New Milton Town Council](#) designed by Juice



[Malmesbury Town Council](#) designed by Mindvision



[Frome Town Council](#) designed by Zonkey

A different approach has been taken by each developer, in consultation with the Councils, but the outcome has been a highly effective communication tool where users can rapidly identify the information that they need, access this, and interact with the council in a simple and straightforward manner.

R14. The Chief Officer, RFO and Members should consider a reimplementation of the Council's official website rather than a costly redesign, ensuring that the new website is fully compliant with current Accessibility Legislation. The Council has all the information it needs to populate a new website, and this could be achieved in a relatively cost effective and efficient manner.

CONCLUSION

There are no matters arising in this area of review warranting formal comment or recommendation. We shall expand this area of review during the Q4 year-end internal audit.








Outcome - Internal Control Objective 'L'

Adequate Assurance: The FY2025-26 Action Plan is recorded in Section 9 of this report.

Internal control objective 'M'

The authority, during the previous year (2024-25) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (*evidenced by the notice published on the website and/or authority approved minutes confirming the dates set*).'

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

-  Checked and verified the Council's minutes to confirm that the Resolution to publish the Notice of Exercise of Public Rights for the 2024-25 financial year AGAR submission was made during the 23rd of June 2025 meeting of the Town Council, under Minute reference 38 of that meeting;
-  The date of the Announcement is recorded as the 25th of June 2025;
-  The date of the Commencement of the Period for Exercise of Public Rights is recorded as the 26th of June 2025;
-  The date of the Conclusion of the Period for Exercise of Public Rights is recorded as the 06th of August 2025;
-  The Period for the Notice of Exercise of Public Rights was exactly thirty working days including the including the first ten working days in July as statutorily required;
-  Noted that the Notice of Exercise of Public Rights is published on the Council's official website; and,
-  Checked and verified that the Notice of Exercise of Public Rights was displayed, prominently, on the Council's notice boards for the period required.

CONCLUSION

There are no matters arising in this area of review warranting formal comment or recommendation. However, we take this opportunity to remind the Chief Officer, RFO and Committees Clerk that it is considered best practice to record the date of the announcement of the Notice for the Exercise of Public Rights, the Notice's commencement and conclusion dates in the Resolution which Approves the Notice.




Outcome - Internal Control Objective 'M'

Substantial Assurance

Internal control objective 'N'

'The authority has complied with the publication requirements for 2024-25 AGAR (see AGAR Page 1 Guidance Notes).'

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

-  Noted that the Council is not yet in receipt of the External Auditor's report and certificate, from PKF Littlejohn LLP in respect of the 2024-25 financial year;
-  Noted that the AGAR submission along with all supporting documentation for the 2024-25 financial year are published on the Council's official website at [Newbury Town Council](https://www.newburytowncouncil.gov.uk); and
-  Noted that the unaudited accounts have been published prominently alongside the Notice for the Exercise of Public Rights on the Council's Noticeboards.

CONCLUSION

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

Outcome - Internal Control Objective 'N'


Substantial Assurance


Internal control objective 'O'

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

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

The RFO advises as follows:

-  238180: Allotment for Labouring Poor - accounts submitted to the 31st of March 2024
 - Trustee: Newbury Town Council as Sole Trustee

-  1073253: Mayor of Newbury's Charitable Trust – accounts submitted to the 31st of May 2024
 - Trustees (Nominated): Mayor of Newbury and Deputy Mayor of Newbury
 - Trustees (Ex Officio): Civic Manager.

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

CONCLUSION

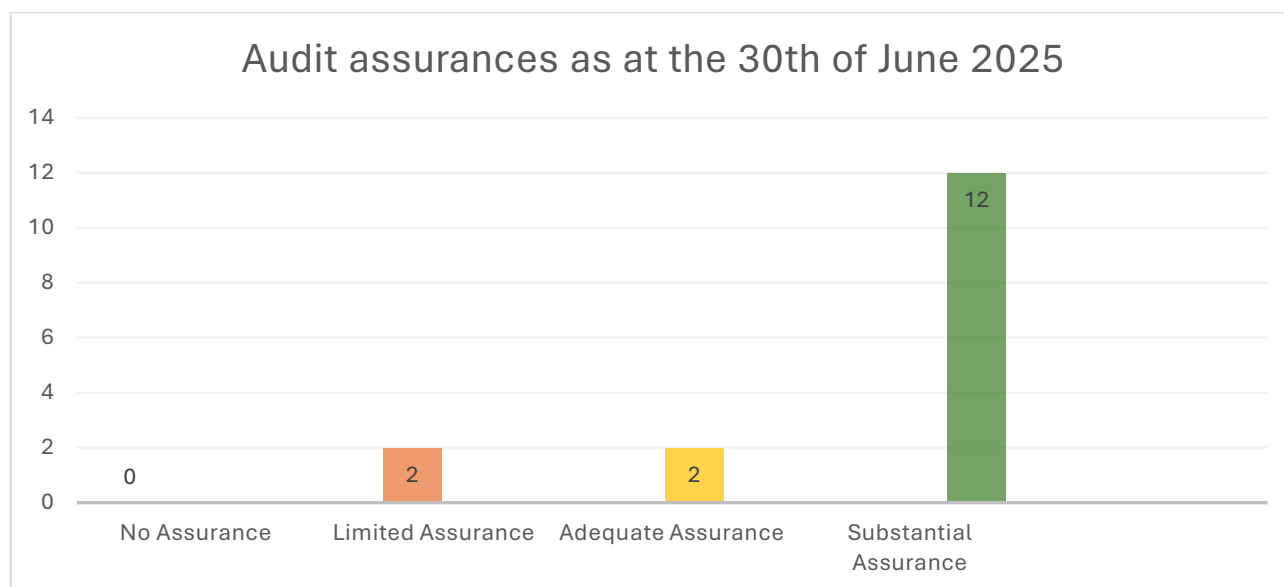
There are no matters arising in this area of review warranting formal comment or recommendation. We shall expand our review in this area during the Q2 interim internal audit.

Outcome - Internal Control Objective 'O'

Substantial Assurance

8. Audit Assurance Review

During the Q1 interim internal audit for the 2025-26 financial year covering the period of the 01st of April to the 30th of June, we have undertaken 611 separate audit tests, providing assurances in the sixteen areas of review which correspond to an enhanced review of Corporate Governance and the fifteen Internal Control objectives contained within the AGAR: Annual Internal Audit Report as detailed in the chart below.



- Substantial:** A sound framework of internal control is in place and operating effectively. No risks to the achievement of system objectives have been identified;
- Adequate:** Basically, a sound framework of internal control with opportunities to improve controls and / or compliance with the control framework. No significant risks to the achievement of system objectives have been identified;
- Limited:** Significant weakness(es) have been identified in the framework of internal control and / or compliance with the control framework which could place the achievement of system objectives at risk; or
- No:** Fundamental weaknesses identified in the framework of internal control, or the framework is ineffective or absent with significant risk to the achievement of system objectives.

9. FY2025-26 Action Plan Recommendations

Corporate Governance – Formal & Best Practice recommendations

1) Best Practice Recommendation - Heavily amended Financial Regulations

We have noted and discussed with the Responsible Finance Officer the Council's currently adopted Financial Regulations which are heavily amended. Whereas it is the right of every Council to Approve and Adopt whatever Statutory Documents in respect of its Standing Orders, Financial Regulations and its Policy Documents it should be noted that documentation should remain, as far as it is reasonably possible, concise with consistent language and fit for purpose.

The Financial Regulations have been amended to incorporate the Council's Financial Procedures which are not documented elsewhere and therefore the document has become somewhat conflated and contains terms such as 'should' and 'may' for example. A Regulation is exactly that and can only be a 'must'.

Recommendation

- R1.** We suggest that the RFO, Chief Officer and Members consider reviewing the current NALC Model Financial Regulations with the potential for adoption with amendment as required, alongside the creation of formal Financial Procedures to be Approved and Adopted by the Council.

2) Formal Recommendation – Confidential Minutes

We have noted the Council's use of 'Confidential Minutes' during our Review of Minutes to the 30th of June 2025. We advise the Council that this practice is Unlawful. The Minutes of the Council and its standing Committees are the sole Legal Record of all Council Business and by definition Public. All Minutes are required to be published and open to inspection by members of the public.

Obviously, items of business discussed by the Council, its standing Committees and Working Groups will, from time to time, require the discussion of Confidential Matters. The correct way of managing this process is as follows:

- a) A Confidential Matter is added to the Agenda of a meeting; i.e. Staff Salary review.
- b) The Matter is discussed under Suspended Standing Orders with the Press and Public excluded.
- c) A 'Confidential & Privilege' report is written up as a referenced Appendix to the Minutes.
- d) Subsequently, the report is sealed in an envelope and placed in the Council Safe.
- e) The Minutes themselves record only the resolution that was made, i.e. "Members Resolved to Approve the Salary reviews as presented in Appendix 'A'", for example.

In this way, all the Minutes of the Council, its Committees and Working Groups may be published without disclosing confidential information, in compliance with Statute, and the Confidential Information remains inviolate as it would take a judicial ruling to open a Confidential and Privilege report.

Recommendation

- R2.** We suggest that the Chief Officer and Members consider utilising Confidential and Privilege reports as Appendices to Minutes to record the detail of all absolutely confidential matters in full compliance with Statute.

3) Formal Recommendation – Use of ‘Substitution’ for absent members in Meetings

We have noted and discussed the Council’s use of Substitution in Meetings of the Full Council and its standing Committees with the RFO at length. It is our opinion that ‘Substitution’ of Members may only be used at the Principal Authority level and not by Town & Parish Councils. The RFO has advised us that she has spoken to NALC representatives who have confirmed that this practice is acceptable.

We have taken advice from the Chair of the Internal Audit Forum and a Public Sector Lawyer who are both of the opinion that Substitution may not be used by Town and Parish Councils and that only Members of a Committee may act in those meetings. We note that the Council’s Standing Orders have been amended with a clause relating to Substitution, however, we advise that this practice is not contained in the NALC Model Standing Orders.

Recommendation

- R3.** We suggest that the Council discontinues the use of ‘Substitution’.

4) Formal Recommendation – Policy documents

The current portfolio of policy documentation published on the Council’s official website is neither sufficient nor appropriate for the Council’s needs. It is imperative that a Council of Newbury Town Council’s size and complexity is able to demonstrate a consistent, version controlled, portfolio of Policies which encompasses the totality of the Council’s operations. We suggest that the following policies are drafted for scrutiny and onward approval by Council Members:

- 1) GDPR Policies
- 2) Privacy Policy
- 3) Burials Policy
- 4) Transfer of Exclusive Right of Burial Policy
- 5) Shallow Graves Policy
- 6) Memorial Testing Policy
- 7) Memorial Policy
- 8) Cemetery Rules & Regulations Policy
- 9) Grant Aid Policy
- 10) Vexatious Complainant Policy
- 11) Allotment Rules & Regulations Policy
- 12) Complaints Procedure
- 13) Biodiversity Policy
- 14) Terms & Conditions of Hire

- 15) Safeguarding Vulnerable People & Children Policy
- 16) Modern Slavery Act
- 17) Anti Money laundering policy
- 16) Social Media & Electronic Communication Policy

All Policy Documents should be drafted on using a single template with a cover page containing the Council's logo style and the name and version control number of the Council. All Policy Documents should be drafted using the same typeface and contain an approval and version control matrix on the last page.

We have briefly discussed this matter with the Chief Officer and will provide a suite of Template Policies for Councils which the Council may use for reference should it choose to do so.

Recommendation

- R4.** We suggest that the Council drafts a standardised portfolio of Policy Documents, to meet the Council's current and ongoing requirements, for scrutiny and onward approval by Council Members.

5) Formal Recommendation - General Data Protection Regulation (GDPR) Policies & Procedures

Noted that the Council has very limited General Data Protection Regulation (GDPR) or Data Protection Policies in place, is registered as a Data Custodian with the Information Commissioners Office but has not conducted a Document Impact Assessment.

Recommendation

- R5.** As a public authority, which exchanges emails and other communications, with members of the public, and which is required to retain a wide range of documentation both in hard copy and electronically the Council is required to have a reasonable and proportionate General Data Protection Regulation (GDPR) Data Protection Policy and associated Internal Controls in place including a Document Retention Policy. This has been discussed at some length with the RFO and the Committees Clerk.

We strongly encourage the Chief Officer to draft an appropriate suite of GDPR and Data Protection policies for Scrutiny and onward Approval by Council Members. Further, a Document Retention policy should be drafted and maintained by the Chief Officer to ensure that all council documentation, either electronic or hard copy is secured and maintained appropriately and for the correct period of time.

6) Best Practice recommendation – Cyber security

Noted that the Council's IT infrastructure is somewhat disparate and the Council can provide no clear evidence of any Cyber Security policy or resilience strategy in place.

As is the case with many small to medium sized councils, historical consideration given to IT infrastructure, resilience and business continuity has been minimal. Currently, the Council is unable to provide clear evidence of a coherent IT strategy and action plan.

In today's increasingly digital world, it is critical that all Council's address this matter in a reasonable and proportionate manner.

Recommendation

- R6.** Please note that the UK Government is increasingly focused on cyber security and will be bringing new legislation which will require a more stringent approach to this area of Corporate Governance to all government bodies. We strongly encourage the Chief Officer and the Council Members to work towards Cyber Essentials Certification during the 2025-26 financial year, as we are advised that this will become a minimum requirement for all Councils in Wales & England the near future.

Internal Control Objective 'A' – Review of Bank & Investment Accounts

7) Formal recommendation- de-risking the public funds managed by the Council

With the exception of its CCLA PSDF account, the Council holds the remainder of the public funds under its management within accounts with the Handelsbanken. As at the 30th of June 2025 this equated to a total amount of £1,384,635.97. We draw the Council's attention to the statement on the Government's Financial Services Compensation Scheme portal which states:

"The Financial Services Compensation Scheme (FSCS) does not cover local councils, regardless of their turnover. The FSCS protects consumers when authorised financial firms fail, such as banks, building societies, credit unions, insurance companies, investment firms, and pension providers. Local councils are not financial firms regulated by the Financial Conduct Authority (FCA) or the Prudential Regulation Authority (PRA) and therefore are not eligible for FSCS protection. The FSCS's protection is specifically designed for individual consumers and small businesses that have used financial services from authorised firms, not for public sector organisations like councils."

It is incumbent upon the RFO and Council Members to ensure that any risks associated with the investment the public funds under the Council's management, are minimised, to the extent that this is reasonably able to be achieved whilst returning a reasonable return on investment.

Recommendation

- R7.1** The RFO and Chief Officer should investigate alternative investment options for the Council to reduce the risk of having the majority of the public funds under the Council's management place with one financial institution.
- R7.2** The RFO should review the Treasury policy and ensure that this is brought up to date in light on any decisions made in recommendation 8.1 above.

8) Best practice recommendation - Credit & Debit cards

We take this opportunity to remind the RFO and Council members that a Debit Card should never be used for online purchase as this is the gateway to the Council's current account! A council lost over

£35,000.00 over a single weekend in 2024 as its current account Debit Card was lodged as the payment method on a well-known online vendor's website and the Council's account was illegally accessed.

Recommendation

R8. A credit card rather than a debit card should be utilised to make all online purchases with immediate effect. This will provide the Council with the extra protection of the Credit Card Charge Back scheme. As soon as an allegation of fraud has been made, it will be investigated by the Credit card company and where the charge is deemed unauthorised or fraudulent the Council will receive a refund within days. It should be noted that it is extremely difficult, if not impossible to retrieve funds which have been illegally harvested via a debit cards and the process will take several months to reach a conclusion.

Internal Control Objective 'C' - Review of Risk Management & Insurance

9) Formal recommendation - Review & Maintenance of Risk Registers

We have noted that the Council's currently holds a very basic combined Health & Safety and Business Risk Register. However, the document which was provided for the purposes of this audit was wholly inappropriate for a Council of Newbury Town Council's size and complexity.

We take this opportunity to advise the Chief Officer, RFO and Members that Town councils in England are required to implement effective risk management practices as part of their governance and accountability framework. Both Officers and Councillors, have a key role in identifying, managing, and receiving assurance that risks are being properly handled. This involves ensuring that risk management is embedded as a core responsibility across the organisation, not just a technical exercise, and that it is understood and supported by everyone.

The foundation of good risk management is a strong risk culture where risk identification and management are seen as essential to good governance and effective service delivery. This culture should be supported by clear accountabilities for risk management that are easy to understand and comply with. Councils must have a structured approach to identify, analyse, and mitigate risks that could impact the achievement of their objectives, including the delivery of essential services and the protection of public funds.

Councillors, particularly those in lead member, committee chair, or scrutiny committee roles, are responsible for ensuring that an effective risk management framework is in place and actively employed. They must be assured that strategic risks are well controlled and do not exceed the council's risk appetite. This includes scrutinising risk registers, understanding the likelihood and impact of identified risks, and ensuring that mitigation actions have clear owners and timescales. Risk management should be an active consideration and not just a one-off activity.

While the specific processes may vary, the core requirement is that risk management is integrated into strategic planning, decision-making, and daily operations. This includes managing risks associated with contractors, ensuring that contracts are specified and monitored to control health and safety risks, and that the council is not transferring all its responsibilities to a service provider. For example, when installing seasonal decorations, a sensible, proportionate risk assessment is required, but the risks are generally low for simple installations.

The framework for risk management in government provides a model that can be adapted by local authorities, including town councils, to ensure a consistent and effective approach. Ultimately, the goal is to enable the council to achieve its objectives, protect its assets and budget, and maintain public trust by demonstrating good governance:

<https://www.local.gov.uk/publications/must-know-guide-risk-management#introduction>

Recommendations

R9.1 The Chief Officer, RFO and Members should ensure that a reasonable and proportional approach is implemented in respect of all the Council's Risk Management requirements. To ensure that a robust and proportionate framework is developed, it may be necessary to employ specialist advice from sector specific consultancies such as the Landmark information Group or Ellis Whitham for example.

Failure to implement a proper Risk Management framework could itself present a critical risk to the future of the Council's operations and the reputation and good standing of the Council.

R9.2 We take this opportunity to remind the Chief Officer, RFO and Members that it is a statutory requirement to Review and Readopt the Council's Risk Register(s) at least once annually, recording the Readoption in the Approved and Published Minutes in the corresponding Full Council or Committee Meeting.

10) Formal recommendation - Insurance Policy

We take this opportunity to draw the Chief Officer, RFO and Member's attention to the Statement of Fact on page 2 of the Council's General Insurance Policy, number YLL-2720855073, which requires:

- *You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse*
- *You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process*
- *All Employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training*
- *You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse*
- *You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.*

R10. The Chief Officer must ensure that proper Safeguarding Policies and Procedures are implemented expediently and maintained thereafter. Failure to do so may result in the Council's Insurance Policy being invalidated.

11) Best practice recommendation - Playground & Recreation area Risk Management Policy

We have noted that the Council does not hold a currently adopted Playground & Recreation Risk Management Policy.

- R11.** The Chief Officer and the Parks & Open Spaces Supervisor should draft a reasonable and proportionate Playground & Recreation area Risk Management Policy for scrutiny and approval by Council Members.

Internal Control Objective 'G' Review of Salaries and Payroll

12) Best practice recommendations - Contracts of employment

During our review of staff members employment contracts, we noted that staff members hold different contracts of employment based on the date of their appointment. Due to recent changes in employment legislation, we suggest that all employees are issued with the latest NALC model employment contract.

- R12.** The Chief Officer and Members should consider issuing all employees with the latest NALC model contracts, amended to reflect individual's terms of employment, to ensure that the contracts are compliant with current employment legislation which has been updated recently.

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

Internal Control Objective 'H' – Review of Assets & Investments Register

13) Best practice recommendation - Fixed Asset Register

We have noted that the Council currently maintains its Fixed Asset Register in a Microsoft Excel spreadsheet. Given the scale and diversity of the Council's Assets it would be more appropriate to manage this in a bespoke software package.

- R13.** The Chief Officer, RFO and Members should consider acquiring the Rialtas Fixed Assets module for the Omega Accounting Software. This enables Assets to be added to the Register directly from the Purchase Ledger and Cashbook and direct input into the Annual Return at the year end.

We shall expand this area of review during the Q4 year-end internal audit.

Internal Control Objective 'L' – Review of the Council's official website

14) Best practice recommendation – Website development

We have noted that the Council has spent a considerable amount time, effort and money on the redevelopment of its official website. However, it neither simple to use nor an effective segway for the Council and members of the electorate due to its confused design and dated architecture.

There is not need for an extensive and expensive redesign, however, there are many organisations which offer templated design packages exclusively for councils.

I draw the Chief Officer, RFO and Members attention to the following websites which, in our opinion, are exemplary:



[Didcot Town Council](#) designed by Cutlefish



[New Milton Town Council](#) designed by Juice



[Malmesbury Town Council](#) designed by Mindvision



[Frome Town Council](#) designed by Zonkey

A different approach has been taken by each developer, in consultation with the Councils, but the outcome has been a highly effective communication tool where users can rapidly identify the information that they need, access this, and interact with the council in a simple and straightforward manner.

- R14.** The Chief Officer, RFO and Members should consider a reimplementation of the Council's official website rather than a costly redesign, ensuring that the new website is fully compliant with current Accessibility Legislation. The Council has all the information it needs to populate a new website, and this could be achieved in a relatively cost effective and efficient manner.

-o000o-

10. Confirmation of independence and Quality Assurance



During the 2025-26 financial year to the 30th of June 2025, we confirm that the internal auditor has acted independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation, based upon the internal audit programme, and has obtained appropriate evidence including copies of prime documentation to support our opinions from Newbury Town Council.

The Q1 interim internal audit for the 2025-26 financial year, conducted onsite the 06th of August with additional work conducted at our offices on the 14th, 15th, 16th & 17th of August 2025, was carried out in accordance with Newbury Town Council's needs and planned coverage as reviewed with the RFO, Chief Officer and Officers and Members of the Council.

Based on the findings in the areas examined, the internal audit conclusions are summarised in the main body of this report, which corresponds to the Internal Control Objectives table contained within the FY2025-26 AGAR Annual Independent Internal Audit Report.

11. Internal Audit Performance

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

| Annual performance indicators | | | |
|---|-------------------------------------|---|-------------------------------------|
| Aspect of service | Q1 Interim 2025-26 (Actual %) | | Q2 Interim 2025-26 (Actual %) |
| Internal Audit plan delivered | 23% |  | N/A |
| Positive customer responses to quality appraisal questionnaire (YE) | | | |
| Compliant with the Public Sector Internal Audit Standards | Y |  | N/A |

12. Acknowledgements

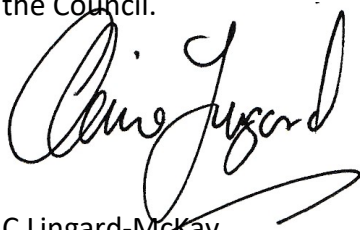
In commencing our review for the year, we have had regard to the materiality of transactions and their potential for mis-recording or misrepresentation in the AGAR Annual Statement of Accounts. Our Internal Audit programme has been developed to provide assurance that the Council's financial systems are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

We would like to take this opportunity to thank the RFO of Newbury Town Council: Liz Manship, the Chief Officer: Toby Miles-Mallowan and the other Officers of the Council for their assistance in performing the Q1 independent internal audit for the 2025-26 financial year. We are grateful both

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

We made fourteen recommendations for improvement as a result of the Q1 interim internal audit for 2025-26; seven formal and seven best practice. These are contained in the main body of the report and in the appended action plan for the 2025-26 financial year.

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



C Lingard-McKay
Practice Manager
WGW online internal audit practice

NOTE TO REPORT

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

P&R Meeting – Monday 13th October 2025

Agenda 10 – Financial Regulations – IA Report R1

- 1) Recommendation from Internal Auditor: To separate Financial Procedures from Financial Regulations**

NTC has included locally adopted procedures alongside the NALC Model Regulations.

Management Team and Audit Working Group considerations:

- NTC procedures are integral to the suggested Model Regulations. The attached Financial Regulations, with cross referencing to the Model Regulations (MRXXX) and (NTCXXX) demonstrates this. To separate, would require significant duplication for context.
- It is beneficial and easier for all, to have the Council's regulations/procedures in the one place.
- The cross-referencing is considered beneficial, and the recommendation is that this remains within the document. The Financial Regulations are reviewed annually, and these, with the emboldened text, will act as a reminder, as to:
 - Regulation based on legislation (emboldened)
 - Suggested regulation from the Model Regulations (MRXXX – Green)
 - NTC locally adopted regulation (NTCXXX – yellow)

Recommendation of the Management Team and Audit Working Group:

That the P&R Committee recommends to Council that one document is retained, with cross referencing to the Model Regulations.

- 2) Recommendation of the Council's previous IA: To introduce DBS checks, as fraudulent activity will not be insured if the person concerned has not had an NTC DBS check.**

This has been confirmed with the Council's Insurers.

The track changes within the attached, highlighted the suggested 2025 amendments to the Financial Regulations. 9.5, 9.6 and 19.5 introduce regulations in respect to DBS Checks for Officers and Members.

Recommendation of the Management Team and Audit Working Group:

That the P&R Committee recommends to Council that the reviewed Financial Regulations are adopted.

Options Paper: Removal of Substitutions from Newbury Town Council Standing Orders

Purpose

To consider the removal of the use of substitute councillors on Committees from Newbury Town Council's Standing Orders in light of current legal guidance, and to propose measures to mitigate the impact of this change.

Background

- Newbury Town Council's Standing Orders (adopted October 2024) currently allow Committees to appoint substitute members to replace ordinary members unable to attend, provided notice is given to the Proper Officer.
- This practice mirrors procedures found at **principal authorities**, where substitute arrangements are permitted under statutory provisions.
- However, recent legal commentary (see *Local Government Lawyer: "The role of substitutes"*, September 2024) highlights that there is **no statutory basis for parish and town councils to use substitute members**.
- Standing Orders are required to reflect **statutory requirements and best practice** (NALC Model Standing Orders guidance). Retaining provisions that have no legal basis risks undermining transparency and exposing the Council to challenge.

Options

Option 1: Retain Current Provision (Status Quo)

- **Pros:**
 - Maintains flexibility and continuity in Committee meetings when members are absent.
 - Minimises risk of meetings being inquorate under current quorum rules (50%).
- **Cons:**
 - No statutory basis for substitutes in parish and town councils.
 - Potential risk of legal challenge to decisions made by Committees with substitutes.
 - Creates inconsistency between Standing Orders and national guidance.

Option 2: Remove Substitute Members from Standing Orders (Recommended)

- **Pros:**

- Brings Standing Orders into line with statute and best practice.
- Removes legal uncertainty over the validity of Committee decisions.
- Improves transparency and accountability – only formally appointed members may vote on Committee business.
- **Cons:**
 - Risk of meetings becoming inquorate if members are absent.
 - Potential disruption to decision-making if attendance is low.

Mitigation

Measure:

To reduce the negative impact, it is recommended that the **quorum for Committees be reduced from one-half to one-third of membership** (with a minimum of three members, in line with LGA 1972, Sch.12, para. 45). This balances inclusivity with practicality, ensuring business can proceed lawfully.

Option 3: Hybrid Approach

- Remove substitutes but introduce **flexibility in Committee membership**:
 - Allow Full Council to appoint additional councillors to Committees if persistent absences cause problems.
- **Pros:**
 - Provides flexibility without using unlawful substitutes.
 - Encourages wider member involvement in Council business.
- **Cons:**
 - Requires more frequent changes to Committee membership by Full Council.
 - Adds administrative overhead.

Legal and Governance Considerations

- **LGA 1972, Sch.12** sets out rules on meetings, notice, minutes, and quorum.
- **No legislation** provides for substitutes at parish and town council level.
- Retaining substitutes may place decisions at risk of **being ultra vires (beyond powers)**.
- Adjusting quorum to **one-third of membership** is explicitly permitted by law and will mitigate risks of inquorate meetings.

Recommendation

That Newbury Town Council:

1. **Removes all references to substitute members from its Standing Orders.**
2. **Amends Committee quorum** from one-half to one-third of membership (with a minimum of three).

3. Provides guidance and training to councillors on attendance expectations, to ensure Committees remain effective without substitutes.

| REF | Recommendation | Actions | Responsibility | Priority | MT proposed timescale for AWG consideration | MT Proposed Actions & Rationale | From AWG Discussion for P&R Consideration |
|-----|---|---|------------------------------------|---------------|---|---|---|
| R1 | Review Financial Regulations | Compare Financial Regs against NALC Model and update Draft Financial Procedures Document Submit both for Council adoption | RFO RFO RFO/CEO | Best Practice | LM 2025/26 Q3 LM 2025/26 Q3-Q4 Jan P&R / F-Council | MT mixed whether best to embed and tweak, separating in 2026/27, or to separate in 2025/26. LM to explore further and discuss with AWG | * Leave the Financial Regulations as one document. Do not separate into regulations and procedures. * Leave within the Regulations (MRxx) and (NTC) to provide a permanent record of whether taken from the Model Regulations or an NTC regulation. * Recommend reviewed Regulations, including track changes to P&R Committee. |
| R2 | Confidential Minutes | Stop use of Confidential Minutes immediately Train Members and Officers on Correct Statutory approach Adopt Confidential and Privilege Report appendix process | CEO Committee Clerks CEO | Formal | TMM 2025/26 Q3 TMM 2025/26 Q3 TMM 2025/26 Q3 Oct P&R / F-Council | TMM - Stop immediately. Mainly applies to Staff Sub. Also Contracts. TMM to circulate guidance to Officers Confidential & Privilege matters to be recorded in an appendix to the minutes and held confidentially. | * To recommend CEO's recommendation to P&R. * When Council resolves actions that are 'confidential and privilege' due to data protection legislation and similar, the resolution should be clear in the minutes, which are a public document, whilst ensuring that any 'confidential and privilege' detail is written in an appendix, which is referred to in the minutes and held confidentially. |
| R3 | Discontinue practice of councillor 'Substitution' | Review Standing Orders - remove substitutions Inform Councillors formally of legal position | CEO CEO | Formal | TMM 2025/26 Q3 TMM 2025/26 Q3 Sept AWG Oct P&R/F-Council | TMM - has prepared a working document for review | * Speak with Thatcham and Hungerford to ascertain whether they are aware of the legislation (suspect not). * Feel Substitutions works. * Felt this should be a matter for P&R to discuss, from the CEO's paper. Chair of AWG to talk to points discussed. |
| R4 | Policy Portfolio | Create master Policy Register with version control Draft required policies (16 listed 1 not required) standardise policy template | CEO CEO CEO | Formal | TMM 2025/26 Q3 Oct / Jan P&R | TMM has completed this - 16 Policies. LR to format. TMM to circulate to staff. | * AWG Support |
| R5 | GDPR Policies & Retention | Finalise and dopt GDPR & Data Protection Policies | CEO / Committee Clerk | Formal | TMM 2025/26 Q4 Jan P&R | TMM has updated. | * AWG Support. |

| | | | | | | | |
|------|----------------------------|---|---|---------------|---|---|---|
| | | Conduct Data Protection Impact Assessment Approve & Implement Data Retention Policy | | | | | |
| R6 | Cyber security | Develop IT and Cyber Resilience Strategy Work towards Cyber Essentials accreditation | Committee Clerk/Equity Equity/Committee Clerk | Best Practice | TMM 2025/26 Q3 | TMM will speak with Equity re: the process | * AWG Support * Check with Cyber Security Insurance whether dependent on anything we are / are not doing e.g. 2-factor log-ins and identification important. |
| R7.1 | Investment Diversification | Investigate alternative banking and investment options Present findings to Policy and Resources Committee | RFO/P&R Committee RFO/P&R Committee | Formal | LM 2025/26 Q3 Sept AWG LM 2025/26 Q3 Oct P&R | The bank rating is key - monitor. Transferring funds between banks adds risks. Handelsbanken has an AA rating and is an Ethical Investor. Change not recommended. Risk losing good service. LM investigate insurance against loss re: the lack of FSA protection. | * Council holds its General Reserves with CCLA. And its annual income for revenue & capital expenditure with Handelsbanken, in current, instant access and fixed term deposit accounts. Funds regularly travel across accounts to maximise interest. * AWG supports the Management Team's recommendation not to diversify further. |
| R7.2 | Treasury Policy Review | Update Treasury Management Policy to reflect diversification | RFO/ P&R Committee | Formal | LM 2025/26 Jan 2026 P&R | LM to review & update. | * AWG Support. |
| R8 | Credit Card Vs Debit Card | Cease all debit card use for online purchases Apply for and issue Council Credit Card Update Financial Procedures | RFO / P&R Committee RFO / P&R Committee RFO / P&R Committee | Best Practice | LM 2025/26 Q3-Q4 Oct 2025 P&R | Two risks to consider: 1) Protection of high cost purchases & 2) Hacking fraud. Re: 1 - Suggest 1 credit card per team for high cost items, but must carry protection. LM to explore. Re: 2 - Online expenditure can vary e.g. purchase of materials for contractors, playground purchases, stationary. Recommend a staged approach. LM to discuss risk with bank. LM to explore C/Card suppliers e.g. Coventry BS & Barclaycard to ascertain cost and protection offered. | * AWG supports the Management Team's recommendation. |
| R9.1 | Risk Management Framework | Develop proportionate Corporate Risk Register with scoring | CEO/Service s Delivery Manager / P&R Committee | Formal | TMM/MK 2025/26 Jan 2026 P&R | TMM completed Policy. TMM to forward to MK to complete Framework. | * AWG Support. |

| | | | | | | | |
|-------------|---------------------------------------|--|--|---------------|--|---|---|
| R9.2 | Annual Risk Review | Schedule formal annual Review & Re-adoption of Risk Register by Full Council | CEO / Full Council | Formal | TMM/MK 2025/26 Q3/Q4 Jan 26 - P&R/F-Council | MK providing TMM an update in Nov 2025. TMM to provide LM with a draft for AWG Dec 2025. P&R/F-Council to approve Jan 2026. | * AWG Support. |
| R10 | Safeguarding Policy | draft and adopt safeguarding policy and procedures appoint safeguarding lead Provide Staff/volunteers with Lv1 safeguarding training | CEO / Staff Sub-Committee CEO CEO | Formal | TMM 2025/26 Q3/Q4 Jan P&R | TMM - Circulated, needs to be formatted for adoption. Jan meeting. | * AWG Support. |
| R11 | Playground and Recreation Risk Policy | Draft and Adopt Playground & Recreation Risk Management Policy | Services Delivery Manager / Parks and Open Spaces Supervisor | Best Practice | JH/MK 2025/26 Q4 Jan P&R | LM to forward to MK info sent to IA by JH. JH/MK draft policy for P&R approval Jan 2026 | * AWG Support. |
| R12 | Staff Contracts | Review all current Contracts issue new NALC model employment Contracts , tailored to individuals | CEO / Staff Sub-Committee | Best Practice | TMM 2025/26 Q3 | TMM to share with LM document prepared for Staff Sub. Further to consult, to Staff Sub. | * AWG Support. |
| R13 | Fixed Asset Register Software | Procure Rialtas Fixed Asset Module Migrate data from Excel Link to Annual Return Process | RFO / P&R Committee | Best Practice | LM 2026/27 Q1/Q2 | Review of assets started. Requires designed programme. Possibly Rialtas to match council software, Sharepoint or alternatives to be compared. Need time for SharePoint to embed prior to consideration for Assets. | * AWG Support. |
| R14 | Website Development | consider redesign of website | CEO | Best Practice | TMM - 2025/26 Q3 | TMM to explore options and costs for 2026/27 budget. MK/LM/JA to review options suggested by the IA and advise. JA suggests aubergine (supports Thatcham) also considered. | * AWG Support. * Indicative cost required for 2026/27 budget |

P&R Meeting – Monday 13th October 2025

Agenda 13 – Investment Diversification – IA Report R7.1

Recommendation from Internal Auditor: To diversify our banking.

NTC currently holds its General Reserves with the CCLA and its Ear-Marked Reserves and Revenue funding with Handelsbanken.

Key reasons for not currently diversifying further from Handelsbanken:

- An AA rated bank
- Bank shares the Council's Ethical values in respect to its investments
- Named corporate banking manager
- Good interest rates for the market
- Transferring sums between banks monthly (needed if we were to currently diversify) adds risk.

Key reason for diversifying:

- We are not covered if the bank fails.

"The Financial Services Compensation Scheme (FSCS) does not cover local councils, regardless of their turnover. The FSCS protects consumers when authorised financial firms fail, such as banks, building societies, credit unions, insurance companies, investment firms, and pension providers. Local councils are not financial firms regulated by the Financial Conduct Authority (FCA) or the Prudential Regulation Authority (PRA) and therefore are not eligible for FSCS protection. The FSCS's protection is specifically designed for individual consumers and small businesses that have used financial services from authorised firms, not for public sector organisations like councils".

Recommendation of the Management Team and the Audit Working Group: To not diversify further at this moment in time. To monitor the bank's rating and to review annually.

LM – 07/1/25

P&R Meeting – Monday 13th October 2025

Agenda 14 – Council Credit Card – IA Report R8

Recommendation from Internal Auditor: To obtain a Council Credit Card for the purposes of all online/telephone purchases in consideration of hacking fraud.

Consideration of the Management Team and Audit Working Group:

Two risks to consider:

- 1) Protection of high-cost purchases &
- 2) Hacking fraud.

Re: 1 - Suggest 1 credit card per team for high-cost items but must carry protection. LM to explore.

Re: 2 - Online expenditure can vary e.g. purchase of materials for contractors, playground purchases, stationary. Recommend a staged approach. LM to discuss risk with bank. LM to explore C/Card suppliers to ascertain cost and protection offered.

Recommendation: LM to explore and obtain a credit card. Initially four in the first instance, to be held by the four team managers.

Newbury Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

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

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

| | Notes |
|---|---|
| <p>1. The audit of accounts for Newbury Town Council for the year ended 31 March 2025 has been completed and the accounts have been published.</p> | <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> |
| <p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Newbury Town Council on application to:</p> <p>(a) <u>MRS. E. MARSHIP, RFO</u> <u>NEWBURY TOWN COUNCIL</u> <u>THE TOWN HALL, MARKET PLACE</u> <u>NEWBURY, BERKSHIRE, RG14 5AA</u></p> <p>(b) <u>WEDNESDAY 1st OCTOBER 2025 to</u> <u>TUESDAY 21st OCTOBER 2025</u> <u>BY APPOINTMENT TEL 01635-35486</u></p> | <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> |
| <p>3. Copies will be provided to any local government elector of the area on payment of £ <u>5</u> (c) for each copy of the Annual Governance & Accountability Return.</p> | <p>(c) Insert a reasonable sum for copying costs</p> |
| <p>Announcement made by: (d) <u>MRS E. MARSHIP</u></p> | <p>(d) Insert the name and position of person placing the notice</p> |
| <p>Date of announcement: (e) <u>30/09/2025</u></p> | <p>(e) Insert the date of placing of the notice</p> |

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

NEWBURY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

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

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

23/06/2025

and recorded as minute reference:

36

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

Chair

Clerk

O. Rahman
T. [Signature]

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Section 2 – Accounting Statements 2024/25 for

NEWBURY TOWN COUNCIL

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2024 £ | 31 March 2025 £ | |
| 1. Balances brought forward | 1,152,402 | 1,306,740 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 1,272,879 | 1,526,951 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 587,800 | 395,236 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 571,090 | 620,571 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 1,135,251 | 1,168,020 | Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 1,306,740 | 1,440,336 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |

| | | | |
|---|-----------|-----------|--|
| 8. Total value of cash and short term investments | 1,345,902 | 1,461,175 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 6,134,571 | 6,426,481 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

| For Local Councils Only | Yes | No | N/A | |
|--|-----|----|-----|---|
| 11a. Disclosure note re Trust funds (including charitable) | ✓ | | | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) | ✓ | | | The figures in the accounting statements above exclude any Trust transactions. |

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date

[Signature]
10/06/2025

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

23/06/2025

as recorded in minute reference:

37

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

[Signature]

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Newbury Town Council– BE0057

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

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

The AGAR was not accurately completed before submission for review:

- Information received from the smaller authority indicates that assets purchased during prior years have been added to the fixed asset register retrospectively in 2024/25. Section 2, Box 9 for 2023/24 has not been restated to reflect these omissions.

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

The smaller authority has not provided:

- evidence of consideration of risk management arrangements by the whole authority during 2024/25. This was requested as part of our intermediate review procedures. We have been provided with evidence of consideration by the Policy & Resources Committee.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

24/09/2025

Policy & Resources Committee – 13th October 2025

Agenda Item 16.2

External Auditor's Opinions

- 1) Information received from the smaller authority indicates that assets purchased during prior years have been added to the fixed asset register retrospectively in 2024/25. Section 2, Box 9 for 2023/24 has not been restated to reflect these omissions.**

Please be assured, this does not relate to the Council's finances, which have been approved by the External Auditor as accurate. The Internal Auditor advises that this requirement, to restate the previous year's asset register figure further to a review of assets, is unusual.

For context, the Fixed Assets Review was started in 2024/25 further to us becoming aware of its limited update in the period 2019 to 2023. A full review of our Assets is underway, made possible due to the recruitment of the Trainee Parks & Open Spaces Officer. Expected completion and upload of our assets to a purpose designed assets register programme is within the 2026/27 financial year.

So as to avoid a recurrence in future years, the previous year's asset figure will be restated.

- 2) Evidence of consideration of risk management arrangements by the whole authority during 202/25. This was requested as part of our intermediate review procedures. We have been provided with evidence of consideration by the Policy & Resources Committee.**

We have been advised by the Internal Auditor that there is currently no requirement for the Strategic Risk Register to be approved by Full Council rather than delegated to the P&R Committee, this note from the External Auditor is an advisory. I suspect this will at some point become a requirement. My suggestion, therefore, is that we adopt this advice, from this financial year.

P&R Meeting – Monday 13th October 2025

Agenda 16 – Community Infrastructure Levy (CIL)

This piece of work arose from discussion between myself, as RFO and West Berkshire's Principal Developer Contributions Officer for CIL, when it came to light that West Berkshire believed NTC held approximately £100k CIL funding more than was the understanding of ourselves.

Through investigation, I ascertained that over the period 2019/20 to 2022/23, not all our CIL expenditure had been registered. It was agreed that I could review the annual reports. And from this point complete the 2023/24 and 2024/25 reports.

This work has been undertaken and agreed by West Berkshire.

- 1) The P&R Committee is asked to consider and approve the reviewed CIL statements for years 2019/20 to 2024/25, as agreed by West Berkshire.

As a result of this work the level of CIL funding held is confirmed, as of 30/09/25, as £158,465.97. So what is the impact of this?

As the Council is aware, the Council in January 2025, allocated the total amount of its CIL monies (£345,108.81) to projects, held within its Ear-Marked Reserves. For Council's assurance, this money has not disappeared, the sum of money held by Council has not changed. The only difference is that part of the sums held (£158,465.97) are ringfenced CIL funding, and the remainder (£186,642.84) is ringfenced Council funding.

To understand the effect of this in practice, please note the penultimate 2 columns in the tables attached:

- Council Funds 01/04/25 & Total CIL FUNDS 01/04/25 (£345,108.81) and:
- Council Funds 30/09/25 & Total CIL FUNDS 30/09/25 (£158,456.97).

The EMRs remain unchanged, some are simply funded by Council funds, as opposed to CIL funds, and some, as in the four below, include both Council and CIL funds. Our current CIL Funding, £1,58,456.97, is divided across the following EMR's:

- 360 £147,065.97 VP Café
- 418 £5,000 Shaw Cemetery Land Survey
- 455 £1,800 Market Pop-up Repairs
- 456 £4,600 Repairs to Victoria and Lions.

- 2) The P&R Committee is asked to consider and approve the Council / CIL funding adjustments for the EMR's as affected by the above review.

Newbury Town Council CIL Report for financial year 2019-2020 updated June 2025

| | |
|--------------|----------------------|
| Town Council | Newbury Town Council |
|--------------|----------------------|

CIL funds received

| | |
|-------------------------------|-------------|
| Total CIL receipts in 2019-20 | £323,234.68 |
|-------------------------------|-------------|

CIL funds expended (spent)

| | |
|--|------------|
| Total CIL funds (from any year) spent in 2019-20 | £46,816.86 |
|--|------------|

Summary of CIL spent during 2019-20

(Add more lines as required)

| Name of project | Description of items / works within project CIL funds were spent on | Amount of CIL funds spent on project |
|----------------------------|--|--------------------------------------|
| Visitor Information Centre | Welcome to Newbury Sign | £452.00 |
| Newtown Road Cemetery | Maintain Chapel – damp proofing & redecoration | £4,876.05 |
| Upgrade Footway Lighting | 2 Solar Powered Bollards | £1,240.00 |
| Upgrade Street Furniture | Install 4 new benches | £1,160.00 |
| Playground Upgrades | New Play Equipment – Dickens Walk New Woodchip Surfacing – Digby Road New Decking – Cresswell Rd Play Area | £8,221.25 £1,245.00 £449.11 |
| Defibrillators | Defibrillator Wharf Toilets | £1,436.13 |
| Tree Planting Open Space | Tree Planting | £1,048.36 |
| Public Toilets | New Noticeboard & Signs | £360.00 |
| New Café Victoria Park | New Café Vic Park 2019/20 expenditure | £26,328.96 |

CIL funds repaid under CIL regulation 59E

| | |
|---|-------|
| The total value of CIL receipts (from any year) which were subject to a request for repayment under CIL regulation 59E during the 2023-24 financial year. | £0.00 |
|---|-------|

| | |
|--|-------|
| The total value of CIL receipts subject to a request for repayment under CIL regulation 59E which were not paid back to West Berkshire Council by the end of the 2023-24 financial year. | £0.00 |
|--|-------|

Updated June 2025 - RFO

CIL funds retained

| | |
|---|-------------|
| The total amount of CIL funds paid to the Parish / Town Council in 2019/20 which are still retained (not expended) at the end of 2019/20. | £318,662.59 |
| The balance of CIL receipts from previous financial years (from 2018/19 and earlier) which are still retained (not expended) at the end of 2019/20. | £0.00 |

Parish / Town Council CIL Report for financial year 2020-21 Updated June 2025

| | |
|-------------------------------|---------|
| Name of Parish / Town Council | Newbury |
|-------------------------------|---------|

CIL funds received

| | |
|-------------------------------|------------|
| Total CIL receipts in 2020-21 | £28,020.59 |
|-------------------------------|------------|

CIL funds expended (spent)

| | |
|--|-------------|
| Total CIL funds (from any year) spent in 2020-21 | £249,164.28 |
|--|-------------|

Summary of CIL spent during 2020-21

(Add more lines as required)

| Name of project | Description of items / works within project CIL funds were spent on | Amount of CIL funds spent on project |
|------------------------|---|--------------------------------------|
| Skyllings | Playground upgrades | £ 33,056.00 |
| Waltons Way | Playground upgrades | £ 21,238.00 |
| Blossoms Field | Playground upgrades | £ 47,628.00 |
| City Recreation Ground | Playground upgrades | £115,711.00 |
| New Café Victoria Park | New Café Victoria Park 2020/21 Expenditure (345/4525) | £15,894.90 |
| Tree Planting | New Tree Planting across the area | £5,337.50 |
| Open Spaces Upgrades | New Equine Way Barrier New Bench installed | £1,495.00 |
| Street Furniture | New Street Furniture installed | £5,286.30 |
| Wharf Toilets | New Solar Light | £183.40 |
| Footway Lighting | 8 New LED Lanterns | £3,061.18 |
| Shaw Cemetery | New Sign | £273.00 |

CIL funds repaid under CIL regulation 59E

| | |
|---|----|
| The total value of CIL receipts (from any year) which were subject to a request for repayment under CIL regulation 59E during the 2020-21 financial year. | £0 |
|---|----|

| | |
|--|----|
| The total value of CIL receipts subject to a request for repayment under CIL regulation 59E which were not paid back to West Berkshire Council by the end of the 2020-21 financial year. | £0 |
|--|----|

CIL funds retained

| | |
|---|------------|
| The total amount of CIL funds paid to the Parish / Town Council in 2020-21 which are still retained (not expended) at the end of 2020-21. | £28,020.59 |
|---|------------|

| | |
|---|------------|
| The balance of CIL receipts from previous financial years (from 2019-20 and earlier) which are still retained (not expended) at the end of 2020-21. | £69,498.31 |
|---|------------|

Parish / Town Council CIL Report for financial year 2021-22 Updated June 2025

| | |
|-------------------------------|---------|
| Name of Parish / Town Council | Newbury |
|-------------------------------|---------|

CIL funds received

| | |
|-------------------------------|------------|
| Total CIL receipts in 2021-22 | £28,694.40 |
|-------------------------------|------------|

CIL funds expended (spent)

| | |
|--|------------|
| Total CIL funds (from any year) spent in 2021-22 | £21,955.22 |
|--|------------|

Summary of CIL spent during 2021-22

(Add more lines as required)

| Name of project | Description of items / works within project CIL funds were spent on | Amount of CIL funds spent on project |
|-----------------------------|---|--------------------------------------|
| Provision of Defibrillators | Defibrillators | £3,266.40 |
| New Café Community Park | Design Fees | £5,250.50 |
| Street Lighting | Upgrade to LED Lanterns | 8,581.58 |
| Tree Planting | Tree Planting across Open Spaces | £2,296.74 |
| Street Furniture | New Benches | £2,230.00 |
| Maintain War Memorial | War Memorial maintenance | £330.00 |

CIL funds repaid under CIL regulation 59E

| | |
|---|----|
| The total value of CIL receipts (from any year) which were subject to a request for repayment under CIL regulation 59E during the 2021-22 financial year. | £0 |
|---|----|

| | |
|--|----|
| The total value of CIL receipts subject to a request for repayment under CIL regulation 59E which were not paid back to West Berkshire Council by the end of the 2021-22 financial year. | £0 |
|--|----|

CIL funds retained

| | |
|---|------------|
| The total amount of CIL funds paid to the Parish / Town Council in 2021-22 which are still retained (not expended) at the end of 2021-22. | £28,694.40 |
| The balance of CIL receipts from previous financial years (from 2020-21 and earlier) which are still retained (not expended) at the end of 2021-22. | £75,563.68 |

Parish / Town Council CIL Report for financial year 2022-23 Updated July 2025

| | |
|-------------------------------|---------|
| Name of Parish / Town Council | Newbury |
|-------------------------------|---------|

CIL funds received

| | |
|-------------------------------|------------|
| Total CIL receipts in 2022-23 | £29,538.94 |
|-------------------------------|------------|

CIL funds expended (spent)

| | |
|--|-------------|
| Total CIL funds (from any year) spent in 2022-23 | £133,797.02 |
|--|-------------|

Summary of CIL spent during 2022-23

(Add more lines as required)

| Name of project | Description of items / works within project CIL funds were spent on | Amount of CIL funds spent on project |
|---|---|--------------------------------------|
| Upgrading Street Lighting | Upgrading street Lighting (16 new lanterns + column) | £7,391.33 |
| Drinking Water Fountains | Installation of Drinking Water Fountains & Sanitation bottles at Recreation Grounds | £2,637.00 |
| Newtown Road Cemetery Composting Toilet | Installation of Composting Toilet at Newtown Road Cemetery | £5,295.84 |
| New Disability Swing | Installation of Disability Swing and surplus cost not covered by grant | £5,439.00 |
| Victoria Park Splashpark Upgrade | Installation of Water Spider | £1,787.88 |
| Fifth Road Enclosed Play Area Upgrade | Installation of 80m2 x 80mm Spring Grass Tiger Mulch Purchase & Installation of Play Equipment Installation of new fencing & railings Total Cost £120,650.02: CIL: £81,641.65 & NTC: £39,008.37 | 81,641.65 |
| Blossoms Field Rope Swing | Installation of new Rope Swing at Blossoms Field | 5,745.83 |
| Tree Planting | Tree Planting across Open Spaces | £345.39 |
| New Noticeboards | New noticeboards for 6 allotments, Lock Island, and Wash Common Recreation Ground Carpark | 10,151.00 |
| Headstone / Memorial Survey | Headstone / Memorial Surveys at Cemeteries | £2,125.00 |
| Street Furniture | 12 Dog Bins, 8 Double Recycling Bins, Steel Curved Bench, Iron Framed Eastgate Seat & Fixings | £11,237.10 |

CIL funds repaid under CIL regulation 59E

| | |
|---|-------|
| The total value of CIL receipts (from any year) which were subject to a request for repayment under CIL regulation 59E during the 2022-22 financial year. | £0.00 |
|---|-------|

| | |
|--|-------|
| The total value of CIL receipts subject to a request for repayment under CIL regulation 59E which were not paid back to West Berkshire Council by the end of the 2022-23 financial year. | £0.00 |
|--|-------|

CIL funds retained

| | |
|---|-------|
| The total amount of CIL funds paid to the Parish / Town Council in 2022-23 which are still retained (not expended) at the end of 2022-23. | £0.00 |
|---|-------|

| | |
|---|-------|
| The balance of CIL receipts from previous financial years (from 2021-22 and earlier) which are still retained (not expended) at the end of 2022-23. | £0.00 |
|---|-------|

Parish / Town Council CIL Report for financial year 2023-24 Updated June 2025

| | |
|-------------------------------|----------------------|
| Name of Parish / Town Council | Newbury Town Council |
|-------------------------------|----------------------|

CIL funds received

| | |
|-------------------------------|--------------|
| Total CIL receipts in 2023-24 | £ 266,952.53 |
|-------------------------------|--------------|

CIL funds expended (spent)

| | |
|--|-------------|
| Total CIL funds (from any year) spent in 2023-24 | £116,016.00 |
|--|-------------|

Summary of CIL spent during 2023-24

(Add more lines as required)

| Name of project | Description of items / works within project CIL funds were spent on | Amount of CIL funds spent on project (£) |
|---|---|--|
| Victoria Park Café Project | Architect & Surveyor Fees – Remodelling & Refurbishment Project | £1,650 |
| Wharf Toilets Refurbishment | Public Toilets Refurbishment | £1,375 |
| War Memorial Maintenance | War Memorial Cleaning | £720 |
| Footway Lighting Upgrades | Upgrade streetlights – 4 new columns, 15 new lanterns plus LED Lamps | £6,870 |
| Street Furniture Upgrades | New Recycle Bins, Installation of new bench and dog bins | £1,539 |
| Play Area Upgrades - Surfacing | New Tiger Mulch Surfacing at City Recreation Ground Play Area | £3,935 |
| Play Area Upgrades – Play Equipment | Upgrade Play Equipment – Windsurfer Rocker, 4 new goal posts, assorted play equipment seats | £3,297 |
| Gym Equipment Upgrades | New open access Gym Equipment for Victoria Park | £42,729 |
| Open Space Projects – Flagpole | New Flagpole – Victoria Park | £426 |
| Open Space Projects – Tree Planting | Planting of 19 assorted native species and flowering trees. | £1,081 |
| Open Space Projects – Upgrade Victoria Park Bandstand | Upgrade VP Bandstand & refurbishment for community use | £52,394 |

CIL funds repaid under CIL regulation 59E

Updated June 2025 - RFO

| | |
|---|-------|
| The total value of CIL receipts (from any year) which were subject to a request for repayment under CIL regulation 59E during the 2023-24 financial year. | £0.00 |
|---|-------|

| | |
|--|-------|
| The total value of CIL receipts subject to a request for repayment under CIL regulation 59E which were not paid back to West Berkshire Council by the end of the 2023-24 financial year. | £0.00 |
|--|-------|

CIL funds retained

| | |
|---|-------------|
| The total amount of CIL funds paid to the Parish / Town Council in 2023-24 which are still retained (not expended) at the end of 2023-24. | £150,936.53 |
|---|-------------|

| | |
|---|-------|
| The balance of CIL receipts from previous financial years (from 2022-23 and earlier) which are still retained (not expended) at the end of 2023-24. | £0.00 |
|---|-------|

Parish / Town Council CIL Report for financial year 2024-25

Updated July 2025

| | |
|-------------------------------|----------------------|
| Name of Parish / Town Council | Newbury Town Council |
|-------------------------------|----------------------|

CIL funds received

| | |
|-------------------------------|------------|
| Total CIL receipts in 2024-25 | £54,113.44 |
|-------------------------------|------------|

CIL funds expended (spent)

| | |
|--|---------|
| Total CIL funds (from any year) spent in 2024-25 | £46,584 |
| | |

Summary of CIL spent during 2024-25

(Add more lines as required)

| Name of project | Description of items / works within project CIL funds were spent on | Amount of CIL funds spent on project (£) |
|--|--|--|
| Footway Lighting | Upgrade footway lighting to LED – 19 lanterns + 9 columns | £13,310 |
| Lime Tree Walk – Upgrade Lighting | New lighting in the Lime Trees in Lime Tree Walk, Victoria Park | £6,756 |
| Wharf Toilet Upgrade | Install 2 Nayex devices to enable both card and cash payments, plus new floodlight | £2,805 |
| Street Furniture | 11 dog bins & 7 double recycle bins | £7,118 |
| Victoria Park Community Café Remodelling | Architect, planning and consultancy costs | £16,595 |
| | | |
| | | |

CIL funds repaid under CIL regulation 59E

| | |
|---|-------|
| The total value of CIL receipts (from any year) which were subject to a request for repayment under CIL regulation 59E during the 2024-25 financial year. | £0.00 |
|---|-------|

| | |
|--|-------|
| The total value of CIL receipts subject to a request for repayment under CIL regulation 59E which were not paid back to West Berkshire Council by the end of the 2024-25 financial year. | £0.00 |
|--|-------|

Updated – July 2025 - LM

CIL funds retained

| | |
|---|-------------|
| The total amount of CIL funds paid to the Parish / Town Council in 2024-25 which are still retained (not expended) at the end of 2024-25. | £54,113.44 |
| The balance of CIL receipts from previous financial years (from 2023-24 and earlier) which are still retained (not expended) at the end of 2024-25. | £104,352.53 |

Ear Marked Reserves - 2025/26 - 01/04/25 (by EMR)

Includes EMRs used in 2024/25 & 2025/26

| | | |
|--|--|---|
| | Spend via these codes | EMR funds set aside in 2025/26 budget, prior to 2025/26 Y/E |
| | Use New Project / Event Codes for Purchase Order | |

Appendix 14

Updated Breakdown following CIL Review with West Berks
Agenda 17.2: resolve adjustments to CIL/NTC funds following CIL review with West Berks.
Agenda 18: resolve £11,400 CIL (EMR 418, 455 & 456) move to Café CIL towards Pagoda.

| EMR For P.O. | Account | Cost Centre for P.O. | Cost Centre | Nominal Code for P.O. | Budget Line | Purpose Agreed & Lead Officer | To add from 2025/26 Budget | Total Funds 01/04/25 | Council Funds 01/04/25 | Total CIL FUNDS 01/04/25 345,108.81 | Ringfenced (RF) Other Funds 01/04/25 |
|--------------|--|----------------------|---------------------------|-----------------------|--------------------------------|---|----------------------------|----------------------|------------------------|-------------------------------------|--------------------------------------|
| 316 | EMR - 2023/24 Purchase Orders | Any | As applicable | 4316 | 2023/24 Purchase Orders | Committed expenditure from 2023/24 Purchase Orders. (MG). | | 12,070.00 | 12,070.00 | | |
| 317 | EMR - 2024/25 Purchase Orders | Any | As applicable | 4317 | 2024/25 Purchase Orders | Committed expenditure from 2024/25 Purchase Orders. (MG). | | 34,349.16 | 34,349.16 | | |
| 322 | EMR - New Dog Bins (Ex WBC) | 330 | Street Furniture | 1330 | For new dog bins | Received from West Berks towards new dog bins & installation. Ringfenced as received for specific purpose. (JH). | | 0.00 | 0.00 | | |
| 330 | EMR Website Security Patches | 220 | Corporate Services | 4256 | Website Security Patches | Umbreca security patches required every 3 years. Approx. £12k required in 27/28. £4k p/yr to support budget management (KH). | £4,000 in 2025/26 | 0.00 | 0.00 | | |
| 331 | EMR SharePoint rebuild | 221 | Corporate Services | 4257 | Rebuild Sharepoint | We need to rebuild our SharePoint to meet the needs of the Council moving forward. Previously planned for 2024/25, agreed sensible to postpone to 2025/26. (KH) | | 10,000.00 | 10,000.00 | | |
| 340 | EMR RF Tennis Court Maint Fund | 345 | Victoria Park | 4465 | Tennis Courts Maintenance Fund | Budget £3,600 (4465/345) annually for a sinking fund, as a condition of the 2016 LTA Grant to refurbish the tennis courts. For resurfacing, painting etc. to keep in tip top LTA condition. (CE). | £3,600 in 2025/26 | 16,704.00 | | | 16,704.00 |
| 343 | EMR RF Tree Planting Sponsorship | 355 | Floral Displays & Trees | 4500 | Tree Planting | In 2024/25 NTC received £2,299 in sponsorship for Tree Planting. Of which, £150.25 remains unspent at year-end. Transferred to an EMR whilst consulting with donor. (JH) | | 150.25 | | | 150.25 |
| 344 | EMR Tree Surveys | 355 | Floral Displays & Trees | 4471 | Tree Surveys | We have 2,200 trees. Tree Survey required every 5 years. Allow £25k for 2029. Council (Jan 25) agreed to budget £5k annually for EMR (JH) | | 5,000.00 | 5,000.00 | | |
| 345 | EMR Trees | Severall | Any with Trees | 4515 | Tree Works | EMR used to supplement budget within cost centres. At year-end, transfer remaining funds within tree works cost centres to the EMR for following year. (JH) | | 6,125.00 | 6,125.00 | | |
| 346 | EMR 24-25 GM Contract | Severall | with Maintenance Contract | 4430 | Maintenance Contract | Council (Jan 25) agreed that the cost of the VP Gym equipment /installation (£48,328.65) should be taken from CIL, thus releasing the equivalent sum from General Reserves to cover Feb/March Grounds Maintenance costs. (LM) | | 0.00 | 0.00 | | |
| 347 | EMR Lime Trees Pollard - Newtown Road Cemetery | 300 | Newtown Road Cemetery | 4517 | Lime Trees - Pollard | Pollarded in 2023. Estimated £20k required for next pollard in 2033. (JH). Council (Jan 25) agreed £2k p/yr budget for 10 years | | 2,000.00 | 2,000.00 | | |

| Total Funds 30/09/2025 | Council Funds 30/09/2025 | Total CIL FUNDS 30/09/2025 £158,465.97 | Ringfenced (RF) Other Funds 30/09/2025 |
|------------------------|--------------------------|--|--|
| 11,450.20 | 11,450.20 | | |
| 1,043.00 | 1,043.00 | | |
| 0.00 | 0.00 | | |
| 0.00 | 0.00 | | |
| 10,000.00 | 10,000.00 | | |
| 16,704.00 | | | 16,704.00 |
| 150.25 | | | 150.25 |
| 4,955.00 | 4,955.00 | | |
| 6,125.00 | 6,125.00 | | |
| 0.00 | 0.00 | | |
| 2,000.00 | 2,000.00 | | |

| EMR For P.O. | Account | Cost Centre for P.O. | Cost Centre | Nominal Code for P.O. | Budget Line | Purpose Agreed & Lead Officer | To add from 2025/26 Budget | Total Funds 01/04/25 | Council Funds 01/04/25 | Total CIL FUNDS 01/04/25 | Ringfenced (RF) Other Funds 01/04/25 |
|-----------------|--|----------------------------|---------------------------|-----------------------------|---------------------------------|---|----------------------------------|-------------------------|------------------------------|--------------------------------|--|
| 348 | EMR Lime Trees Pollard - Shaw Cemetery | 305 | Shaw Cemetery | 4517 | Lime Trees - Pollard | Pollarded in 2024. Estimated £25k required for next pollard in 2034/35. (JH) Council (Jan 25) agreed £2.5k p/yr budget for 10 years. | £2,500 in 2025/26 | 0.00 | 0.00 | | |
| 349 | EMR Lime Trees Pollard - Victoria Park | 345 | Victoria Park | 4517 | Lime Trees - Pollard | Pollarded in 2024. Estimated £30k required for next pollard in 2034/35. (JH) Council (Jan 25) agreed £3k p/yr budget for 10 years | | 3,000.00 | 3,000.00 | | |
| 350 | EMR Election Admin Fund | 110 | Central Services | 4055 | Election Expenses | To build sufficient funds over 4 years to cover Election Costs. Additional sums required if bi-election called. Context: 05/24 Election £25,853. 03/24 Bi-Election £13,358 (LM) . | £10,000 in 2025/26 | 0.00 | 0.00 | | |
| 360 | EMR CIL+ VP Cafe Replacement | 346 | Victoria Park Projects | 4530 | Community Café | NTC & CIL funds set aside for the Victoria Park Café Replacement (MK) No additional NTC funds to be put towards it. Further to CIL sums being allocated to agreed for projects, replace NTC cafe funds with any remaining CIL funds, leaving £0.00 CIL balance at 31/03/24. Estimated completion 2025/26. Retain until complete/spent and then close. | | 382,355.44 | 234,301.28 | 148,054.16 | |
| 370 | EMR Town Hall Roof Major Repairs | 291 | Town Hall Projects | 4321 | Town Hall Roof | Major repairs to the Town Hall roof. Est. £55k received Oct 23. Using to cover major internal repairs to roof & ceiling. (MK) . | | 50,472.19 | 50,472.19 | | |
| 371 | EMR T/Hall Office Move & Refurb | 290 | Town Hall Projects | 4320 | Office Move and Refurb Works | For Office Move and Refurbishment (MK) | | 26,000.00 | 26,000.00 | | |
| 372 | EMR CIL T/Hall Audio/Visual Equipment | 291 | Town Hall Projects | 4427 | Visual / Audio Equipment | Towards upgrading visual & audio equipment in Chamber (TMM) . | | 9,000.00 | | 9,000.00 | |
| 373 | EMR CIL Intercom for Tenants | 291 | Town Hall Projects | 4324 | Intercom for Tenants | To install an intercom for Tenants that allows door to be closed and visitors to contact the tenant direct (MK) . | | 2,000.00 | | 2,000.00 | |
| 374 | EMR CIL New Town Hall Fire Doors | 291 | Town Hall Projects | 4334 | Town Hall Fire Doors | To replace with new the fire doors in the Town Hall. (MK) | | 10,059.65 | | 10,059.65 | |
| 375 | EMR CIL Energy Conservation Projects | 291 | Town Hall Projects | 4416 | Energy Conservation Projects | 16 Energy efficient radiators over 3 years. 25/26 5 x £480 c. £2,500 28/29 - Dehumidifiers (MK) . | | 2,500.00 | | 2,500.00 | |
| 380 | EMR Weddings Licence | 295 | Weddings | 4341 | Weddings Licence | Wedding licence required every 3 years. Allow £3,000 for 2025/26 update. (KH) | | 1,300.00 | 1,300.00 | | |

| Total Funds 30/09/2025 | Council Funds 30/09/2025 | Total CIL FUNDS 30/09/2025 | Ringfenced (RF) Other Funds 30/09/2025 |
|---------------------------|--------------------------------|----------------------------------|--|
| 0.00 | 0.00 | | |
| 3,000.00 | 3,000.00 | | |
| 0.00 | 0.00 | | |
| 362,417.11 | 215,351.14 | 147,065.97 | |
| 38,175.97 | 38,175.97 | | |
| 26,000.00 | 26,000.00 | | |
| 9,000.00 | 9,000.00 | | |
| 2,000.00 | 2,000.00 | | |
| 10,059.65 | 10,059.65 | | |
| 2,500.00 | 2,500.00 | | |
| 468.00 | 468.00 | | |

| EMR For P.O. | Account | Cost Centre for P.O. | Cost Centre | Nominal Code for P.O. | Budget Line | Purpose Agreed & Lead Officer | To add from 2025/26 Budget | Total Funds 01/04/25 | Council Funds 01/04/25 | Total CIL FUNDS 01/04/25 | Ringfenced (RF) Other Funds 01/04/25 |
|-----------------|--|----------------------------|---------------------------|-----------------------------|--------------------------------------|--|----------------------------------|-------------------------|------------------------------|--------------------------------|--|
| 392 | EMR CIL Money Unallocated | | | | | Community Infrastructure Levy - for projects agreed by Council in line with West Berks CIL guidance. (LM) Agreed by Council (Jan 25) CIL brought forward (£129,122.65) plus CIL allocated to EMR 417 for chapel solar panels but no longer required (9,000) minus CIL against Gym Equipment installed in Victoria Park 2023/24 (£48,328.65) plus CIL received in 2024/25 (£54,113.44) minus recommendations for CIL expenditure as part of 2025/26 budget (£143,907.44) Leaving unallocated: £0.00 | | 0.00 | | 0.00 | |
| 403 | EMR RF HWG-Plaques / Appraisals | 600 | P&H | 4805 | Grants & Donations (Heritage). | Grants from Newbury Society & income from Heritage Walks towards Blue Plaques & Dendro Dating - held in income code 1121/600 and transferred to EMR 403 at year-end. Spent via 4805 to supplement budget. (CE) | | 797.34 | | | 797.34 |
| 404 | EMR Civic Robe Replacement | 505 | Civic | 4670 | Regalia & Robes | Civic Robe Replacement, repairs and cleaning. EMR in longer term for chain (JA) | | 142.65 | 142.65 | | |
| 405 | EMR - 200th Anniversary of Royal Engineers | 501 | CPAC Events & Projects | 4640 | 200th Anniversary of Royal Engineers | 200th Anniversary Event. Freedom of the Town. Request from JA & CPAC to EMR any remaining Civic funds at year-end for the event. (JA) | | 2,534.05 | 2,534.05 | | |
| 406 | EMR Training & Development | 220 | Corporate Services | 4220 | Training | In consideration of new staff, request to EMR remaining 4220/220 budget at 2024/25 year-end, to increase Training budget in 2025/26 (TMM) | | 1,139.90 | 1,139.90 | | |
| 407 | Recycling | 220 | Corporate Services | 4280 | Recycling | Recycling contract 2025/26 increased 9.8%. Request to EMR funds equiv to those remaining in 2024/25 budget 4280/220 for recycling toners from 2024/25 and IT equip from office move in 2025. (KH) | | 210.71 | 210.71 | | |
| 410 | EMR Neighbourhood Development Plan | 601 | P&H Projects | 4810 | Neighbourhood Development Plan | Council funds (£5,129.71) suggest maintain for public consultation costs, for which grant funding cannot be obtained. Suggest apply for Locality Consultancy Funding (to cover current consultant) and Locality Technical Report funding (for specialist reports). No budget in 2025/26 (TMM) | | 5,129.71 | 5,129.71 | | |
| 414 | EMR CIL New Footway Lighting | 320 | Footway Lighting | 4855 | Street Lighting Upgrade | Council (Jan 25) agreed £7k from 2024/25 CIL for upgrading footway lighting. Provides environment/carbon offset and reduces annual consumption. (TS) | | 7,000.00 | | 7,000.00 | |
| 415 | EMR Additional Land Maintenance | 350 | Open Spaces | 4775 | Additional Land Maintenance | £8k set aside in 2024/25 budget to upgrade/maintain land if transferred from West Berks. Council agreed (Jan 25) to EMR any budget remaining at Y/end for the same purpose in 2025/26 e.g. The Wharf (MK) | | 8,000.00 | 8,000.00 | | |
| 416 | EMR CIL New Benches | 331 | Street Furniture Projects | 4462 | New Bench | Council agreed (Jan 25) to EMR £1,500 CIL funds for a New bench by Middle Close / Elizabeth Avenue on NTC land (JH) | | 1,500.00 | | 1,500.00 | |

| Total Funds 30/09/2025 | Council Funds 30/09/2025 | Total CIL FUNDS 30/09/2025 | Ringfenced (RF) Other Funds 30/09/2025 |
|---------------------------|--------------------------------|----------------------------------|--|
| 0.00 | | 0.00 | |
| 797.34 | | | 797.34 |
| 142.65 | 142.65 | | |
| 973.27 | 973.27 | | |
| 1,139.90 | 1,139.90 | | |
| 41.69 | 41.69 | | |
| 5,129.71 | 5,129.71 | | |
| 3,790.23 | 3,790.23 | | |
| 8,000.00 | 8,000.00 | | |
| 1,500.00 | 1,500.00 | | |

| EMR For P.O. | Account | Cost Centre for P.O. | Cost Centre | Nominal Code for P.O. | Budget Line | Purpose Agreed & Lead Officer | To add from 2025/26 Budget | Total Funds 01/04/25 | Council Funds 01/04/25 | Total CIL FUNDS 01/04/25 | Ringfenced (RF) Other Funds 01/04/25 |
|--------------|--|----------------------|----------------------------|-----------------------|--------------------------------------|--|----------------------------|----------------------|------------------------|--------------------------|--------------------------------------|
| 418 | EMR CIL Shaw Cemetery Land Survey | 306 | Shaw Cemetery Projects | 4776 | Shaw Cemetery Land Survey | 22/01/24. Council agreed £10,000 from 2023/24 CIL for Land Survey / Soil Sampling to ascertain whether land can be used for graves. Currently planned for Feb/March 2025. (MK) . Retain until complete and then close. | | 10,000.00 | | 10,000.00 | |
| 419 | EMR Headstone survey | 300 305 | Newtown Road & Shaw Cems | 4436 | Headstone Survey | For contracted support for Topple Testing as required (MK) . Jan 25 - Council agreed to retain for purpose. | | 3,450.00 | 3,450.00 | | |
| 420 | EMR CIL Tools & Equipment | 435 | Community Services General | 4555 | Tools & Equipment | Council agreed (Jan 25) to set aside £1,000 CIL funds towards specialist equipment for Grounds Maintenance Tream (JH) | | 1,000.00 | | 1,000.00 | |
| 430 | EMR Wharf Toilets Contactless | 430 | Wharf Toilets | 4418 | Wharf Toilets Contactless | 22/01/24. Council agreed £2,600 from 2023/24 CIL to install contactless payment at Wharf Toilets. (MK) | | 0.00 | | | |
| 431 | EMR Noticeboards Allotments | 422 | Allotments Projects | 4451 | Noticeboards | 6 noticeboards purchased in Summer 2022. Council agreed (Jan 25) to EMR £1000 annually from 2026/27 to replace in approx. 2034/35 (CE) . | 2026/27 budget | 0.00 | 0.00 | | |
| 432 | EMR CIL Welcome to Newbury Signs SIGNS | 601 | P&H Projects | 4815 | Welcome to Newbury Signs - New Signs | Signage (£20,000) £10,000 over 2 years. P&H apply for matched funding (KH) | | 10,000.00 | | 10,000.00 | |
| 435 | EMR RF Greenham House prep work | 351 | Open Spaces Projects | 4750 | Greenham House Gardens | Ringfenced as part of Lease agreement. Wildflower meadow, bench, dog waste bin, mixed hedgerow planting, rose bed all installed. To install: new sign. Jan 25, council agreed remaining sums could be used towards refurbishing and repainting the railings around the gardens. (JH) . | | 5,333.25 | | | 5,333.25 |
| 437 | EMR Football Pitch | 346 | Victoria Park Projects | 4862 | 9-Aside football pitch | Council agreed (Jan 25) to set aside £2k CIL to support the provision of 9-aside football pitches in Victoria Park (MK/JH) . | | 2,000.00 | | 2,000.00 | |
| 438 | EMR CIL Splashpark Surface VP | 346 | Victoria Park Projects | 4544 | Splashpark - New Surface | 22/01/24. Council agreed £22k from 2023/24 CIL to install new Splashpark surface 2024/25: Officers & Contractors examined together and agreed only some parts needed immediate replacement. Undertaken from R&M budget. Initially installed 2016, a new surface is now likely required in 2026/27 or 2027/28. Council agreed (Jan 25) to retain CIL EMR (CE) . | | 22,000.00 | | 22,000.00 | |
| 439 | EMR RF Bandstand VP | 345 | Victoria Park | 4537 | VP Bandstand Upgrade | Remaining from a grant from The Good Exchange, for Bandstand repairs. Estimated completion mid-March 2025. Council agreed (Jan 25) to retain for repairs and then close. (MK) | | 2,925.30 | | | 2,925.30 |
| 440 | EMR CIL Portable Ramp Bandstand | 346 | Victoria Park Projects | 4534 | Bandstand - Portable Ramp | 22/01/24. Council agreed £1,745 from 2023/24 CIL for a portable ramp, to enable people using wheelchairs and powerchairs access to the bandstand - reasonable adjustments. (MK) . | | 1,745.00 | | 1,745.00 | |
| 441 | EMR War Memorial Sinking Fund | 316 | War Memorial Projects | 4850 | Sinking Fund | Sinking Fund. £2,000 set aside annually. Transfer £2,000 fm 2024/25 budget at year-end (MK) . | £2,000 in 2025/26 | 8,000.00 | 8,000.00 | | |

| Total Funds 30/09/2025 | Council Funds 30/09/2025 | Total CIL FUNDS 30/09/2025 | Ringfenced (RF) Other Funds 30/09/2025 |
|------------------------|--------------------------|----------------------------|--|
| 10,000.00 | 5,000.00 | 5,000.00 | |
| 3,450.00 | 3,450.00 | | |
| 1,000.00 | 1,000.00 | | |
| 0.00 | | | |
| 0.00 | 0.00 | | |
| 10,000.00 | 10,000.00 | | |
| 5,333.25 | | | 5,333.25 |
| 2,000.00 | 2,000.00 | | |
| 22,000.00 | 22,000.00 | | |
| 2,330.30 | | | 2,330.30 |
| 1,745.00 | 1,745.00 | | |
| 8,000.00 | 8,000.00 | | |

| EMR For P.O. | Account | Cost Centre for P.O. | Cost Centre | Nominal Code for P.O. | Budget Line | Purpose Agreed & Lead Officer | To add from 2025/26 Budget | Total Funds 01/04/25 | Council Funds 01/04/25 | Total CIL FUNDS 01/04/25 | Ringfenced (RF) Other Funds 01/04/25 |
|--------------|--|----------------------|-----------------------------|-----------------------|-----------------------------------|--|----------------------------|----------------------|------------------------|--------------------------|--------------------------------------|
| 442 | EMR CIL+ Playground Upgrading | 341 | Play Areas Projects | 4423 | Upgrading Play Areas | Funds held in EMR: £63,021.35. £50,000 from 2024/25 CIL. £13,021.35 Council funds brought forward. This, plus the recommended £50,000 from the 2024/25 CIL, will provide £113,021.35 for 2025/26. Overall plan and priorities for upgrade to be presented to Community Services Committee spring 2025 (MK/JH) . | | 113,021.35 | 13,021.35 | 100,000.00 | |
| 446 | EMR CIL Wash Common Upgrade | 336 | Recreation Grounds Projects | 4504 | Wash Common Upgrade - Phase 2 | CIL funds to support Wash Common Upgrade – phase 2. Comprises £5,000 merged funds from EMR 449 plus £10,000 from EMR 392 CIL. As budget comes from CIL it may be spent on upgrades, but not on R&M. E.g. path upgrades and access arrangements in consideration of Historic England requirements. Working towards Green Flag award for Wash Common and Blossom Field Sites (MK) . | | 15,000.00 | | 15,000.00 | |
| 448 | EMR RF Hutton Close Upgrades | 351 | Open Spaces Projects | 4771 | Hutton Close Upgrade | £20,000 received in exchange for leasing land to developers to support their development of a neighbouring plot. Agreement that funds be spent on Open Space upgrades, in the main, at Hutton Close (MK) . | | 20,000.00 | | | 20,000.00 |
| 449 | EMR Drainage Feasibility Study Wash Common | 335 420 | Rec Grounds WC Allotments | 4503 | Wash Common Drainage F-Study | 22/01/24. Council agreed £5,000. Works undertaken show noticeable improvement to the flow of water from both the recreation ground and allotments (Northside). CIL funds not used. Merge with EMR 446 Wash Common Upgrade. (MK) | | 0.00 | | | |
| 453 | EMR Canal Corridor | 601 | P&H Projects | 4820 | Canal Corridor | £5,000 in EMR for Canal Corridor project costs. Allocated to P&H to take forward as part of 25/26 budget discussions (KH) . | | 1,000.00 | 1,000.00 | | |
| 454 | EMR CIL Upgrade Lighting Lime Walk VP | 346 | Victoria Park Projects | 4518 | Lime Tree Avenue Lighting Upgrade | Upgraded in 2024. Council agreed (Jan 25) to budget £750 to an EMR annually, towards the cost of the next Lime Tree Lighting upgrade, to support sustainable management of council funds (CE) . | | 750.00 | | 750.00 | |
| 455 | EMR Market repairs (electric pop-ups) | 310 | Markets | 4425 | Repairs & Maintenance | Electric pop-up repairs / replacement - to supplement budget (MK) . | | 1,842.00 | 1,842.00 | | |
| 456 | EMR Repairs to Victoria & Lions | 345 | Victoria Park | 4541 | Repairs to Victoria & Lions | Restoration on hold, but minor R&M works required. Council agreed (Jan 25) to use from the £5,500 for minor R&M and set up an EMR for the Restoration (MK) | | 5,500.00 | 5,500.00 | | |
| 457 | EMR Restoration to Victoria & Lions | 346 | Victoria Park Projects | | Restoration of Victoria & Lions | Restoration estimated at £15,000 in 2024/25. Council agreed (Jan 25) to transfer £5000 from the annual budget, from 2025/26 for planned works in 2029/30 (MK) | £5,000 in 2025/26 | 0.00 | 0.00 | | |
| 458 | EMR Watercourses | 351 | Open Spaces Projects | 4773 | Water Courses | Riparian responsibilities at Dairy Farm Allots & River Walk. £10k in EMR for work at River Walk (an SSSI). EA new application procedure likely requires external consultancy. (JH) | | 10,000.00 | 10,000.00 | | |

| Total Funds 30/09/2025 | Council Funds 30/09/2025 | Total CIL FUNDS 30/09/2025 | Ringfenced (RF) Other Funds 30/09/2025 |
|------------------------|--------------------------|----------------------------|--|
| 92,277.10 | 92,277.10 | | |
| 15,000.00 | 15,000.00 | | |
| 20,000.00 | | | 20,000.00 |
| 0.00 | | | |
| 1,000.00 | 1,000.00 | | |
| 750.00 | 750.00 | | |
| 1,842.00 | 42.00 | 1,800.00 | |
| 5,500.00 | 900.00 | 4,600.00 | |
| 0.00 | 0.00 | | |
| 10,000.00 | 10,000.00 | | |

| EMR For P.O. | Account | Cost Centre for P.O. | Cost Centre | Nominal Code for P.O. | Budget Line | Purpose Agreed & Lead Officer | To add from 2025/26 Budget | Total Funds 01/04/25 | Council Funds 01/04/25 | Total CIL FUNDS 01/04/25 | Ringfenced (RF) Other Funds 01/04/25 |
|--------------|---|----------------------|-------------------|-----------------------|------------------------------------|---|----------------------------|----------------------|------------------------|--------------------------|--------------------------------------|
| 461 | EMR - Youth Work | 210 | Grants & Donation | | TBC subject to use of Grant | £2,500 from 2024/25 budget - originally for Greenham Community Youth. Due to merger with Berkshire Youth, P&R requested set aside in an EMR for Youth Work. Any grant to be awarded to be agreed by P&R. (LM) | | 2,500.00 | 2,500.00 | | |
| 462 | EMR CIL Welcome to Newbury Signs - DESIGN | 501 | CPAC Projects | 4689 | Welcome to Newbury Signs - Design | Welcome to Newbury Signs - Design Element - CIL (JA) | | 2,500.00 | | 2,500.00 | |
| 463 | EMR Climate Emergency 2024-25 | 210 | Grants & Donation | 4150 | Grants for Climate Change Projects | The Climate Emergency SC approved a grant award of £3,172 to £5,977 to the Newbury Tennis Club. The lower sum on the basis they will receive match funding; the higher sum approved to cover the potential that they do not receive match funding. (LM) | | 2,805.00 | 2,805.00 | | |
| 464 | EMR Clock House Sinking Fund | 346 | Clock House | 4850 | Sinking Fund | Clock House Sinking Fund - budget £500 per year from 2026/27 for EMR from 2026/27 | | | | | |
| | | | | | | | | 840,911.95 | 449,893.00 | 345,108.81 | 45,910.14 |

| Total Funds 30/09/2025 | Council Funds 30/09/2025 | Total CIL FUNDS 30/09/2025 | Ringfenced (RF) Other Funds 30/09/2025 |
|------------------------|--------------------------|----------------------------|--|
| 2,500.00 | 2,500.00 | | |
| 2,500.00 | 2,500.00 | | |
| 0.00 | 0.00 | | |
| | | | |
| 744,790.62 | 541,009.51 | 158,465.97 | 45,315.14 |

Minutes of a meeting of the Grants Sub-Committee of Newbury Town Council held at 19:00 noon on Thursday 26th June 2025 in The Council Offices, Town Hall, Newbury.

Present: Councillors: Vera Barnett (sub), Alistair Bounds, Sam Dibas, David Marsh (chairperson), Martha Vickers (sub) and Phil Vickers.

In Attendance: Liz Manship, Responsible Financial Officer

01. Election of Chairperson to the Grants Sub-Committee

Proposed: Councillor Phil Vickers

Seconded: Councillor Alistair Bounds

Resolved: Councillor David Marsh was elected as Chairperson to the Grants Sub-Committee

02. Election of Deputy Chairperson to the Grants Sub-Committee

Proposed: Councillor David Marsh

Seconded: Councillor Phil Vickers

Resolved: Councillor Sam Dibas was elected as Chairperson to the Grants Sub-Committee

03. Apologies for absence

Councillors: Billy Drummond (sub: Councillor Vera Barnett) and Sarah Slack (sub: Councillor Martha Vickers).

04. Declarations of interest and dispensations

- a) Councillors Phil Vickers and David Marsh as Members of West Berkshire Council have a general dispensation to discuss any matters relating to the business of that Council.
- b) Councillor Phil Vickers – Parish Councillor for Greenham Parish Council.
- c) Councillor Sam Dibas – Parish Councillor for Inborne Parish Council, Governor at Newbury College, Trustee at St Bartholomew's School.
- d) Councillor David Marsh – Trustee to Wash Common Library, Trustee to Wash Common Community Association, Parent of a pupil at St Bartholomew's School and Husband to a Governor at St Bartholomew's School.

05. Minutes

Proposed: Councillor Phil Vickers

Seconded: Councillor Sam Dibas

Resolved: That the minutes of the meeting of the Grants Sub-Committee held on Monday 10th February 2025 be approved as a correct record and signed by the Chairperson.

06. Grant Aid Criteria

The meeting noted the Grant Aid Criteria.

07. Award of Grant Aid

Having regard to the Council's criteria for awarding grants and the Council's Strategic objectives to support youth, the elderly, the vulnerable and the diverse in communities.

Proposed: Councillor David Marsh

Seconded: Councillor Sam Dibas

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

| TGE Ref | Organisation | Project title | Balance Required | NTC Award | TGE Match Funding | TGE Match Funding |
|----------------|---|---|-------------------------|------------------|--------------------------|--------------------------|
| 20419 | The Corn Exchange (Newbury) Trust | Old Library Campaign | 100,000 | 1,000.00 | 1,000.00 | 2,000.00 |
| 20759 | Newbury Pride | Newbury Pride 2025 | 3,814.69 | 500.00 | 500.00 | 1,000.00 |
| 20772 | Time to Talk West Berkshire | Let's Get Mindful Application – Well Being Conference | 8,652.00 | 500.00 | 500.00 | 1,000.00 |
| 20853 | West Berks Foodbank | Hungry Holidays 2025 | 41,025.00 | 1,000.00 | 1,000.00 | 2,000.00 |
| 20879 | Life Education Wessex & Thames Valley | Supporting Children's Emotional Health and Well-being across West Berkshire and North Hampshire 2025-26 | 10,050.00 | 155.00 | 155.00 | 310.00 |
| 20838 | The Base Greenham | Young Curators - A hands-on opportunity for young people to learn about curation in a professional gallery | 2,263.00 | 500.00 | 500.00 | 1,000.00 |
| 20930 | Nomads Musical Theatre | Sister Act The Musical 2025 | 37,191.00 | 500.00 | 500.00 | 1,000.00 |
| 20934 | Newbury Soup Kitchen | Day to day outreach, food and support for people experiencing homelessness or vulnerably housed in West Berkshire 2025-2026 | 33,485.52 | 1,000.00 | 1,000.00 | 2,000.00 |
| 20978 | Kintbury Tennis Club (admin address) | West Berks Comedy Festival | 2,753.00 | 688.25 | 688.25 | 1,376.50 |
| 20983 | The Base Greenham | Be Curious Family Programme 25/26 "Workshops & Activities to Encourage Learning, Curiosity & Play" | 2,035.00 | 500.00 | 500.00 | 1,000.00 |
| 20984 | Newbury Riding for the Disabled Limited | Crash Helmets and Safety Stirrups | 544.75 | 272.38 | 272.38 | 544.76 |
| 20995 | 1st Wash Common Scout Group | Wash Common Community Festival 2025 | 1,323.00 | 661.50 | 661.50 | 1,323.00 |
| 21005 | 3 rd Newbury Scout Group | Patrol cooking and campsite catering | 2,399.02 | 661.50 | 661.50 | 1,323.00 |
| | Total Awarded | | | 7,938.63 | 7,938.63 | 15,877.26 |

There being no further business the Chairperson declared the meeting closed at 19:48 pm.

Chairperson:

Date:

Newbury Town Council – Grant Funding**Application Process**

Thank you for your interest in applying for grant funding for your event from Newbury Town Council. Please follow the process outlined below to submit your application.

Complete the Application Form

Fill in all required sections of the application form and email the completed form to:

towncouncil@newbury.gov.uk

Application Review

.....

Notification of Outcome

All applicants will be informed of the committee's decision following the meeting.

Please ensure your application meets the criteria outlined in the accompanying documents. We look forward to receiving your application.

Town Hall, Market Place, Newbury, RG14 5AA

☎ (01635) 35486
☎ (01635) 40484
🐦 @NewburyTC

✉ towncouncil@newbury.gov.uk
🌐 www.newbury.gov.uk
📘 NewburyTC

Making Newbury a Town
we can all be proud of.



Newbury Town Council – Event Grant Funding

Application Form - Part 1

Completed forms should be emailed to: towncouncil@newbury.gov.uk

| | |
|--|---|
| Name of organisation: | Newbury BID CIC Ltd |
| Name and role of the person submitting this application: | Trish Willetts, CEO Newbury BID |
| Contact Telephone Number: | 07776 006018 |
| Contact E-mail: | Trish@Newburybid.com |
| Contact Address: | 4/8 Broadway House, Broadway, Newbury RG14 |
| Date of Application: | 29 th July 2025 |
| Name and date of event: | Christmas Light Switch On – Friday 14 th November 5.30pm to 9.30pm and Saturday 15 th November 2025 12.30pm to 7pm |
| Is your event open to the public? | Yes |
| Please explain the purpose of the event for which you are seeking funding: | This is a free family event starting Friday evening for an outdoor Christmas Party and then a programmed stage on Saturday 15 th with local schools, church choirs, TVP Choir, Military bands, local bands and a Global Star pressing the Button with Mr Mayor. The intention is then to carry on until 7pm with a party atmosphere so that the crowd enjoy Newbury and will come back to support our Town Centre businesses by purchasing their gifts from our Businesses |
| Amount of funding requested and a how it will be used for the event: | £10,000, to enhance the stage with a large screen to advertise Newbury Town Council, WBC and Newbury BID business Christmas offerings, together with signage around the Christmas Tree, Town Council Heros on the Christmas Tree in the form of Baubles and an advertising campaign including The Charter Market vendors present on the day. |
| Charity registration number (if applicable): | Company No 06977701 – Incorporated 31/7/2009 |
| Is your organisation currently active and operational? | Yes |
| How many Newbury residents are expected to attend or benefit from the event? | 10,000 at the Actual Light Switch On moment, but working on 2024 figures a further 37,000 people through the Town on the Switch On Day. |

Town Hall, Market Place, Newbury, RG14 5AA

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☎ (01635) 40484
🐦 @NewburyTC

✉ towncouncil@newbury.gov.uk
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| | |
|--|---|
| Are there particular groups of residents who will benefit from the event? (e.g., specific age groups, people with particular needs): | The event is open to All. |
| What positive outcomes do you anticipate for both your organisation and the local community if this grant is awarded? | This will enable deposits to be paid for all of the Christmas Campaign. |

Newbury Town Council – Event Grant Funding

Criteria For Grant Aid

Priority will be given to organisations and/ or events that:

- Are based within the boundary of Newbury Town Council, or which primarily benefit residents of Newbury.
- Provide benefit to the greatest number and broadest range of Newbury residents.
- Deliver a positive impact to the wider community beyond serving the direct interests of the organising group.
- Demonstrate efforts to raise funds independently and are not solely reliant on external grants or donations for finance.
- Show a clear commitment to sustainability and environmentally responsible practices.
- Actively promote equality, diversity, and inclusion in their planning and delivery.

In addition:

- Grants will not be awarded for activities that are the statutory responsibility of another authority or organisation.
- Priority will be given to those organisations whose objectives meet the priorities and targets laid down in the Council's Strategy.
- Preference will be given to applications for capital items or one-off event costs, rather than for ongoing or recurring funding needs.

Applications will be assessed against the above criteria.

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5 September 2025

Dear Toby

Proposal for £500 Donation towards the V365 2026 Volunteer Recruitment Fair

I am writing on behalf of Volunteer Centre West Berkshire (VCWB) to request your support for our annual V365 Volunteer Recruitment Fair, which will take place on Saturday 10 January 2026 at the Corn Exchange, Newbury. We are seeking a donation of £500 from Newbury Town Council to help us deliver this well-established and highly valued community event.

The V365 fair is one of the most significant volunteer recruitment events in the county. Each year it brings together more than 50 local charities and voluntary organisations with over 350 members of the public, offering residents a unique opportunity to discover volunteering roles that suit their skills, interests, and availability. For charities, it is an invaluable chance to recruit much-needed volunteers; for the community, it is a vibrant, one-stop showcase of local causes and opportunities to get involved.

About the Event

Date: Saturday 10 January 2026

Public opening: 10:00am – 2:30pm

Venue: The Corn Exchange, Newbury

Attendance: 55 charity tables and over 350 members of the public from across West Berkshire and beyond

The programme includes a networking breakfast for charities before the fair opens, followed by the main public event where residents can meet organisations face-to-face.

The V365 fair has been running for several years and has led to many long-term, meaningful volunteering placements. It:

- Helps residents connect with causes that matter to them.
- Showcases the diversity of voluntary organisations across West Berkshire.
- Strengthens the voluntary sector by supporting recruitment and networking.
- Demonstrates the importance of volunteering for both individuals and communities.

Costs and Funding

Delivering an event of this scale requires significant investment, with major costs including:

- Venue hire & support staff (Corn Exchange): approx. £2,3000

- Table hire (55 units): approx. £500
- Local press advertising: approx. £480
- Networking breakfast for charities: £350
- Event materials (banners, stands, brochures, maps): approx. £800-900

This event relies on small grants and donations to ensure that all costs are covered, making contributions such as yours essential to its success

In appreciation of your generosity, we would be delighted to acknowledge your organisation in our event brochure, on social media and press releases, and invite you to attend the fair where your support can be recognised publicly.

The V365 Volunteer Recruitment Fair is a flagship event that celebrates and sustains the spirit of volunteering in West Berkshire. With your support of £500, we can continue to provide this vital platform for charities and residents alike.

Thank you very much for considering our request. I would be pleased to provide further information or arrange a meeting to discuss this in more detail.

Kind Regards



Rachel Peters, CEO

01635 49004 | rachel@vcwb.org.uk

Broadway House
4-8 The Broadway
Northbrook Street
Newbury RG14 1BA

01635 49004
info@vcwb.org.uk

volunteerwestberks.org.uk

Draft Budget Review Process for 2026-27 (08/10/25)

| No. | Date Range | Draft Budget Review Process 2026-27 | Lead |
|------------|-------------------|---|-----------------|
| 1 | 20/10 | Full Council meeting (agenda 14/10) – To resolve that Members write to the CEO with budget suggestions for 2026/27 priority projects – to be received by 08/11/25 | CEO |
| 2 | 20/10 – 24/10 | RFO Reviews current 5-year budget in prep for Officer discussions & books meetings. RFO updates the Salary Reallocation Spreadsheet & forwards to Officers for 2026/27 estimates | RFO |
| 3 | 27/10 – 07/11 | Officers return 2026/27 Salary Reallocation Estimates to RFO | All Officers |
| 4 | 27/10 – 19/11 | RFO meets with Officers with a budget lead to: a) Review 2025/26 budget b) Discuss required/requested 2026/27 budgets + 4 yrs Revenue Costs and Capital Projects | RFO Officers |
| 5 | 10/11 – 12/11 | CEO feedback to RFO from Members suggestions | CEO/RFO |
| 6 | 03/11 or 10/11 | Climate Emergency Sub-Committee – Extraordinary Meeting Community Services Committee – Extraordinary Meeting Budget requests for 2026/27 priority projects | SDM |
| 7 | 04/11 or 11/11 | SDM feedback to RFO from Climate Emergency meeting & Community Services Meetings | SDM/RFO |
| 8 | 10/11 – 14/11 | Draft Salaries Budget for Staff Sub Committee | RFO |
| 9 | 19/11 or 26/11 | Staff Sub Committee – Approve Salaries Budget for 2026/27 | CEO/RFO |
| 10 | 24/11 | P & H Committee – Budget requests for 2026/27 priority projects (agenda 18/11) | CEO |
| 11 | 25/11 | CEO feedback to RFO from P & H meeting | CEO/RFO |
| 12 | 01/12 | CPAC Committee – Budget requests for 2026/27 priority projects (agenda 25/11) | CSM |
| 13 | 02/12 | CSM feedback to RFO from CPAC Committee | CSM/RFO |
| 14 | 05/12 | RFO forwards 1 st draft of Budget to Strategy Working Group | RFO |
| 15 | 10/12 | Strategy Working Group – Consider 1st draft of Budget in consideration of Member/Committee Proposals/Requests | RFO/CEO |
| 15 | 11/12 – 12/12 | RFO adjusts budgets in consideration of SRG recommendations and sends 2 nd draft budget to all members for information | RFO |
| 16 | 16/12 | RFO writes to neil.cosham@westberks.gov.uk requesting update r: tax base 2026/27 | RFO |
| 17 | 15/12-05/01 | <i>Member Consultations: Group Meetings</i> | <i>Members</i> |
| 18 | 06/01 – 07/01 | Strategy Working Group – recommend final tweaks to budget from Members / Committees feedback | RFO/CEO |
| 19 | 08/01-10/01 | RFO finalises the final draft 2026/27 Budget from SWG Recommendations. | RFO |
| 20 | 19/01 | P & R Committee – Approves 2026/27 Budget & Precept Recommendations to Council (agenda 13/01) | RFO |

| | | | |
|----|-------|--|---------|
| 21 | 26/01 | Full Council – Approves Budget & Precept 2026/27 – (agenda 27/01) | CEO/RFO |
| 22 | 27/01 | RFO notifies West Berks of 2026/27 Precept | RFO |
| 23 | 30/01 | RFO forwards final budget to members & officers | RFO |

Notes:

Extraordinary Meetings:

The next Community Services meeting is 15th December and there the next Climate Emergency meeting is 7th January.

By holding Extraordinary Meetings in November, enables us to bring the process forward and give a sensible amount of time prior to Christmas for Member Consultations (no. 15). There is a 4-member overlap between the two committees. Mondays 3rd and 11th November are currently free from meetings, so either could be utilised.

Terms of Reference – Policy and Resources (June 2023 to Review)

Membership: 10 Councillors

Quorum: A minimum of one third = 4 Councillors

The Leader of the Council is also the Chairperson of the Policy and Resources Committee.

The Deputy Leader of the Council is also the Vice Chairperson of the Policy and Resources Committee

Chairpersons of the Council's Committees shall be members of the Policy and Resources Committee, subject to holding a clear DBS check with NTC in respect to dishonesty, fraud or theft from an employer.

Members of the Committee are appointed at the Annual Meeting of the Council.

Committee vacancies occurring during the year may be filled by appointment by the Council

The Committee has delegated responsibility from Council for the following:

- a) Responsibility for the financial, governance, personnel matters and property of the Council.
- b) Determination of policies to implement the Council's Strategy, Financial and Governance Arrangements, in consideration of relevant legislation.
- c) Review of the following Council documents, making recommendation to Council for adoption:
 - i. Council's Strategy, annually, further to consultation with the Strategic Working Group.
 - ii. Strategic Risk Assessment, annually, further to consultation with the Management Team; and the consideration of mid-year KPIs.
 - iii. Financial Regulations, annually, further to consultation with the Audit Working Group.
 - iv. Standing Orders, biennially, or as required.
- d) Receipt of Quarterly Health & Safety reports and resolution of any required actions.
- e) Financial responsibilities include but are not restricted to:
 - i. Budget & Precept – review and recommendation to Council, further to consultation with the Strategic Working Group
 - ii. Review of the quarterly Internal Audit and annual External Audit Reports, making recommendation to Council.
 - iii. Income & Expenditure – quarterly budget monitoring, review of income expenditure and bad debts.
 - iv. Ear-Marked Reserves – mid-year authorisation.
 - v. Grants – the awarding of grants, where funding has been set aside within the Council's budget to specific organisations, up to £25,000.
 - vi. Fees – the increase of fees for Council services, further to consultation with the appropriate Committee.
 - vii. Budget – administer any allocated budget.

Appendix 19

- f) Setting the membership, delegated powers and terms of reference of its Sub-Committees and Working Groups. At the time of this review, comprising:
 - i. Staff Sub-Committee
 - ii. Grants Sub-Committee
 - iii. Strategic Working Group
 - iv. Audit Working Group
- g) To act as the Lead Committee on behalf of the Council on any matter requiring committee consideration, not delegated to another Committee.

DRAFT

Mid year Performance Review Narrative Report 2025-26

1. Helping Make Newbury a Unique, Welcoming, Safe and Well-Cared for Town

Newbury Town Council continues to make significant progress toward enhancing the town's parks, public spaces, and community amenities. Across the town's recreation grounds—including Victoria Park, Wash Common, and City Recreation Park—community participation has remained strong, with over 200 young people and adults engaging in local football fixtures, despite this period being the off season for football. This period saw the successful launch of the Newbury Park Run, which saw 360 participants at its debut in Victoria Park.

Investment in football across our green spaces continues to yield a social return on investment (SROI) of £2.50 for every £1 spent, reflecting the social and wellbeing benefits derived from public facilities. Preparations for the Victoria Park Café redevelopment are advancing, with tendering for a construction provider complete, work has commenced. The Bandstand Summer Music Series successfully delivered over 30 performances, fostering a vibrant and inclusive community atmosphere.

Allotments remain highly valued assets, with an average occupancy rate above the Newbury Town Council's target of 80% across sites and an estimated SROI of £4.81 per £1 spent on allotment maintenance. The Allotment Awards continue to celebrate community engagement, recognising outstanding contributions, including the Southby's site winning Best Allotment.

In cemeteries, maintenance standards remain high, ensuring well-kept and safe spaces for the community. The Cemetery Strategy Plan and review of cremation facilities are in progress, alongside plans to extend Shaw Cemetery's lifespan.

The Council also continues to protect and enhance Newbury's historic and civic assets. The Town Hall Conservation Plan is being implemented, and the Heritage Strategy is in development in collaboration with the Neighbourhood Development Plan. Engagement with West Berkshire Council around devolved powers and conservation responsibilities is progressing well.

2. Being the Voice of the Communities in Newbury

The Council continues to act as a strong advocate for residents, working collaboratively with local partners, including Newbury Business Improvement District, the Flood Forum, and West Berkshire Council. The Planning and Highways Committee has maintained active oversight of development across the town, ensuring community views are represented in local planning, such as successfully opposing the Eagle Quarter Planning Appeal.

The Mayor and Councillors have maintained a highly visible presence in community life. To date, there have been 121 Mayoral engagements, including civic events such as VE Day, Heritage Open Day, and the Freedom Parade for the Corps of Royal

Engineers. These events highlight civic pride and inclusivity while strengthening local traditions.

Community recognition continues through initiatives such as the Civic Awards, Newbury in Bloom, and Allotment Awards, with 58 Mayoral letters of commendation issued for fundraising, anniversaries, and individual achievements.

The Council has also prioritised accessibility and inclusion, supporting initiatives with Community United, Berkshire Youth, and local schools to encourage civic engagement and youth involvement. Efforts to establish a Community Consultation Panel are ongoing, aiming to broaden representation from Newbury's diverse communities.

3. Taking Action to Address the Climate Emergency

Newbury Town Council remains committed to achieving carbon neutrality by 2030. The Council's carbon footprint has already reduced from 68.12 tonnes in 2018/19 to 38.43 tonnes in 2022/23, demonstrating consistent progress.

Key initiatives include the continued transition to LED street lighting, plans to eliminate gas use at the Town Hall by 2025/26, and exploration of renewable energy options, including solar panel installations and feasibility work on a community energy company and Archimedes Screw hydro project at West Mills.

The Climate Emergency Sub-Committee is developing a comprehensive 10-year sustainability strategy, focusing on community energy, biodiversity, and partnerships with local research institutions. The Council continues to support green grant programmes and circular economy initiatives, encouraging local markets and businesses to adopt sustainable practices.

4. Providing Focused Support for Young People, the Elderly, Minorities and the Vulnerable

Newbury Town Council has continued its strong record of community support through grants and partnerships with organisations such as Berkshire Youth and Citizens Advice. The Mayor's Charity and Mayoral Festive Tea Party provide targeted support for vulnerable residents and opportunities for social inclusion.

The Council proudly supports Newbury Pride and other inclusive community events, reinforcing Newbury's commitment to equality and diversity. Collaborative projects with Community United and the Cricket Festival have strengthened community cohesion and cultural awareness.

Accessibility improvements remain a key focus, with audits underway to ensure all Council facilities are fully accessible by the end of Strategy 2024-28.



Complaints Policy

| | |
|-----------------------------------|--------------------------------------|
| Subject: Complaints Policy | Policy No: 2 |
| Date Issued: | Date Reviewed: September 2025 |
| Effective date: | Review Date: |

Table of Contents:

- 1. Introduction**
- 2. Scope**
- 3. Complaints Procedure**
- 4. Confidentiality**
- 5. Complaints Analysis**
- 6. Unreasonable and Vexatious Complaints**
- 7. Anonymous Complaints**
- 8. References**

1. Introduction

Newbury Town Council (NTC) is committed to providing the best quality of service to residents of Newbury. We understand that there may be times when things go wrong. The purpose of a complaints procedure is to put things right in such situations. NTC takes all complaints seriously, we see a complaint as an opportunity to learn and improve and approach all complaints accordingly. At all times, all parties will be treated fairly and the complaints process will be reasonable, accessible and transparent.

2. Scope

For the purposes of this policy NTC shall use the following definition of a complaint an “expression of dissatisfaction by one or more members of the public about the Council’s action or lack of action or about the standard of service, whether the action was taken, or the service provided by the Council itself or a person or body acting on behalf of the Council.”

There are some instances when it is not appropriate for NTC to investigate a complaint. Below are some examples:

- i) Financial Irregularity
The Responsible Financial Officer (RFO) should endeavour to provide an explanation of the item. If the complainant is not satisfied, the RFO will advise the complainant of their statutory right to object to the Council’s audit of accounts pursuant to S16 Audit Commission Act 1998. On other matters, it may be necessary for the RFO to consult the auditor/Audit Commission.
- ii) Criminal Activity
The Chief Executive Officer (CEO) should refer the complainant to the Police.
- iii) In the event of a complaint relating to a councillor’s failure to comply with the code of conduct, the complainant will be advised to contact West Berkshire Council’s Monitoring Officer
- iv) A complaint relating to the conduct of an employee will also be dealt with via NTC’s Disciplinary Policy and Procedure once the complaint has been investigated.
- v) Complaints that an employee may have about a colleague will be dealt with in accordance with NTC’s Grievance Procedure and Whistleblowing Policy.
- vi) Complaints that an employee may have about a Councillor will be referred to West Berkshire Council’s Monitoring Officer.

3. Complaints Procedure

Most complaints can be resolved without going through a formal complaints process, by either speaking to the member of the team or their manager. This can be done either in person, by phone, email or via our website. However, there are times when this has not resolved the complaint and a more formal process is required. Newbury Town Council operates a 3 stage complaints procedure, which is outlined in NTC complaints procedure but is summarised here for convenience.

Stage 1 – Initial Complaint

Complaints will be acknowledged within 48 working hours of receiving the complaint. Complaints will be resolved within 10 working days of receiving the complaint.

Stage 2 – Complaint Review

Should a complainant not be satisfied with the outcome then they can appeal the outcome of the complaint. Appeals must be received within 10 days of the date of the outcome letter being issued. Appeals must contain specific reasons as to why the original findings are not appropriate.

Stage 3 – Independent Review

NTC follows the National Association of Local Councils (NALC) guidance for this stage. At this stage the Council will review the information to date and will cross examine the CEO or designated Officer around the complaints process and outcomes.

4. Confidentiality

The Council will take care to maintain confidentiality wherever possible in line with our data protection policy.

5. Complaints Analysis

Complaints will be reviewed annually by the CEO to identify any patterns of concern and lessons for service improvement. The CEO will review all complaints to ensure that they have been resolved in line with NTC complaints policy and procedure. A report will be submitted to the Policy and Resources Committee.

6. Unreasonable and Vexatious Complaints

NTC recognises that there will be circumstances when a complainant persists in wishing to proceed when the complaint clearly has no reasonable basis. Or when the Council has already taken reasonable action to resolve the complaint, or where some other procedure should or has been taken. These matters will be referred to the Policy and Resources Committee by the CEO with a summary of the issues and the steps taken to resolve the complaint. The Policy and Resources Committee may advise the CEO, in such circumstances, that no further action can usefully be taken in response to the complainant.

The CEO will decide whether to inform the complainant to this effect, making it clear that only new and substantive issues will merit a response. The advice of the Town Mayor shall be documented.

NTC understands that there may be occasions that an individual may make numerous complaints against Council Services, the CEO will monitor complaints for patterns and the reasonableness of these. Should these complaints be unreasonable or persistent without grounds then the CEO will initiate its Vexatious Procedure.

7. Anonymous Complaints

Anonymous complaints may be dismissed at the discretion of the CEO, according to the type and seriousness of the allegation. Should an anonymous complaint be investigated then the complainant will not receive notice of the resolution.

8. References

This section is to list all other council policies with page section reference that this policy links with.

| POLICY | Section |
|------------------------------|---|
| <i>Complaints procedure</i> | |
| Data Protection Policy | |
| Vexatious Procedure | |
| Making a Complaint about the | https://www.westberks.gov.uk/article/40718/Making-a-Complaint-about-the-Conduct-of-Elected-Councillors |

| | |
|--------------------------------------|--|
| Conduct of Elected Councillors | |
|--------------------------------------|--|



Data Protection Policy

| | |
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| Subject: Data Protection Policy | Policy No: 9 |
| Date Issued: | Date Reviewed: September 2025 |
| Effective date: | Review Date: |

Table of Contents:

- 1. Introduction**
- 2. Scope**
- 3. Summary of Data Protection Principles**
- 4. Data Protection**
- 5. Subject Access Request**
- 6. Data Controller Registration**
- 7. Further Information**
- 8. References**

1. Introduction

Newbury Town Council (NTC) is committed to protecting the personal data of individuals in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy outlines how the Council collects, uses, stores, and protects personal data, and ensures that all staff, councillors, and volunteers understand their responsibilities.

2. Scope

This policy applies to all personal data processed by NTC, regardless of format (electronic or paper-based), and covers:

- Members of the public
- Staff
- Councillors
- Volunteers
- Suppliers and contractors

It applies to anyone acting on behalf of the Council who processes or has access to personal data.

3. Summary of Data Protection Principles

NTC commits to processing personal data in accordance with the six principles of the UK GDPR. Personal data must be:

1. Lawfully, fairly and transparently processed.
2. Collected for specified, explicit and legitimate purposes.
3. Adequate, relevant and limited to what is necessary.
4. Accurate and kept up to date.
5. Retained only for as long as necessary.
6. Processed securely, protecting against unauthorised or unlawful access, loss or damage.

NTC will:

- Process only the minimum data necessary.
- Be open and transparent about data processing.
- Ensure appropriate safeguards are in place.
- Train all staff and councillors in data protection responsibilities.

4. Roles and Responsibilities

All employees, councillors and volunteers must:

- Keep personal data secure at all times
- Not share data without authorisation

- Follow this policy and any related procedures
- Report any suspected data breach immediately to the Clerk

The **Proper Officer** (Town Clerk) is responsible for ensuring overall compliance and maintaining the Council's registration with the ICO.

5. Access to Information Requests

Newbury Town Council recognises the public's legal rights to access information. This section covers two types of requests:

5.1 Subject Access Requests (SARs) – UK GDPR

Under the UK General Data Protection Regulation (UK GDPR), individuals have the right to access personal data held about them by the Council.

Making a Request:

- Requests must be made in writing (email or letter) and directed to:

The Town Clerk

Email: [Insert Email]

Address: [Insert Council Address]

- NTC will:
 - Acknowledge receipt of the request
 - Verify the requester's identity if needed
 - Respond within **one calendar month**
 - Provide a copy of the data or explain if it cannot be disclosed (e.g. exemptions apply)

Repeat or excessive requests may be refused or subject to a reasonable administrative fee.

For further details, see NTC's **Subject Access Request Procedure**.

5.2 Freedom of Information Requests (FOIs) – Freedom of Information Act 2000

Under the Freedom of Information Act 2000, anyone has the right to request access to non-personal information held by Newbury Town Council.

Making a request:

- Requests must be:
 - In writing (including email)

- Include the requester's name, contact details, and a clear description of the information sought
- Requests should be sent to:

The Town Clerk

Email: [Insert Email]

Address: [Insert Council Address]

Response process

- The Council will respond within **20 working days** from the date of receipt.
- Responses may:
 - Provide the requested information
 - Refuse the request and explain the reason (e.g. an exemption applies or the cost exceeds the statutory limit)
 - Request clarification if needed

If the requester is dissatisfied, they have the right to request an internal review. If they remain unsatisfied, they may escalate the matter to the Information Commissioner's Office (ICO).

5.3 General Guidance

NTC maintains a **Publication Scheme** under Section 19 of the Freedom of Information Act 2000, outlining routinely available information. This can be accessed via the Council's website or by contacting the Town Clerk.

For more information, visit:

Information Commissioner's Office – <https://ico.org.uk>

6. Data Controller Registration

NTC is registered with the Information Commissioner's Office (ICO).

Registration Number: **[Insert Registration Number]**

Details can be viewed at: <https://ico.org.uk/ESDWebPages/Search>

7. Further Information

For more information about data protection or your rights, visit:

Information Commissioner's Office (ICO) – <https://ico.org.uk>

8. References

| POLICY | Section |
|------------------------|----------------|
| Data Protection Policy | |



NEWBURY
Town Council

| | |
|--|--|
| Subject Access Request procedure | |
| Freedom of Information request procedure | |
| Document Retention Procedure | |



Data Retention Policy

| | |
|------------------------|--------------------------------------|
| Subject: GDPR | Policy Version: 1.1 |
| Date Issued: | Date Reviewed: September 2025 |
| Effective date: | Review Date: |

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| 5. Retention Principles | 4 |
| 6. Disposal | 4 |
| 7. Contact Information | 4 |
| 8. References | 4 |
| 9. Appendix A – Data Retention Schedule | 5 |

1. Introduction

Newbury Town Council recognises that information is one of its most important assets. In the course of carrying out its statutory and community functions, the Council generates and receives a wide variety of records and documents in both paper and electronic form.

The Council has legal obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 to ensure personal data is:

- Adequate, relevant, and limited to what is necessary.
- Accurate and kept up to date.
- Retained no longer than necessary for its purpose.
- Securely disposed of once no longer required.

This policy provides a framework for managing the retention and secure disposal of Council records.

2. Purpose

The aims of this policy are to:

- Ensure the Council complies with data protection and information legislation.
- Avoid holding information unnecessarily.
- Support efficient business practices.
- Protect the Council against risks associated with keeping data too long.
- Preserve information of historical or archival value.

3. Scope

This policy applies to:

- All Council staff, Councillors, contractors, and volunteers.
- All records and documents created, received, or maintained by the Council in the course of business.
- Both paper and electronic records, including emails.

4. Roles and responsibilities.

- Data Protection Officer (DPO): Chief Executive – responsible for compliance oversight.
- Deputy DPO: Committee Clerk – supports implementation.

Appendix A – Data Retention schedule

| Document Type | Retention Period | Legal/Statutory Basis |
|--|-------------------------------|--|
| Council minutes (Full Council & Committees) | Permanent | Local Government Act 1972 – archive with County Records Office |
| Agendas & meeting papers | 5 years | Administrative good practice |
| Councillor declarations of acceptance of office | Term of office + 1 year | Local Government Act 1972 |
| Register of Interests | Term of office + 1 year | Localism Act 2011 |
| Electoral Register (copy) | Until superseded | Provided by Electoral Registration Officer |
| Employment contracts & personnel files | 6 years after employment ends | Limitation Act 1980 |
| Payroll & PAYE records | 6 years | HMRC requirement |
| Pension records | 6 years after employment ends | Pension regulations |
| Staff grievance/disciplinary records | 6 years after employment ends | Employment law |
| Invoices, receipts, accounting records | 6 years | VAT Act 1994; Taxes Management Act 1970 |
| Annual governance and accountability returns (AGAR) | Permanent | Governance record |
| Audit reports (internal & external) | 6 years | Audit regulations |

| Document Type | Retention Period | Legal/Statutory Basis |
|--|--------------------------|--|
| Insurance policies | 6 years after expiry | Contract law |
| Insurance claims | 6 years after settlement | Limitation Act 1980 |
| Planning applications (copies held by Parish Council) | 1 year after decision | District Council holds master copy |
| Allotment registers | Permanent | Historical record |
| Burial registers | Permanent | Public record |
| Burial applications/permits | 15 years | Service management |
| General correspondence (routine) | 2 years | Administrative need |
| Complaints (not upheld) | 3 years | Risk management |
| Complaints (upheld/serious) | 6 years | Limitation Act 1980 |
| Contracts and agreements | 6 years after expiry | Limitation Act 1980 |
| Leases, deeds, licences | 12 years after expiry | Limitation Act 1980 (deeds under seal) |



Equality, Diversity and Inclusion Policy

| | |
|------------------------|--------------------------------------|
| Subject: EDI | Policy No: 9 |
| Date Issued: | Date Reviewed: September 2025 |
| Effective date: | Review Date: |

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1. **Introduction**
2. **Aims**
3. **NTC Commitments**
4. **Agreement to follow this policy**
5. **Disciplinary and Grievance procedures**
6. **References**

1. Introduction

Newbury Town Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our organisation to be truly representative of all sections of society of Newbury, and for each employee to feel respected and able to give their best.

In providing services and community facilities, NTC is committed against unlawful discrimination of the public.

2. Aims

The aims of this policy purpose is to:

- Provide equality, fairness and respect for all those contributing to the Council, whether a councillor, in our employment or unpaid volunteers
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race (nationality, and ethnic or national origin)
 - Religion or belief
 - Gender
 - Sexual orientation
- Oppose and avoid all forms of unlawful discrimination. This includes in:
 - Pay and benefits
 - Terms and conditions of employment
 - Dealing with grievances and discipline
 - Dismissal
 - Redundancy
 - Leave for parents
 - Requests for flexible working
 - Selection for employment, promotion, training or other developmental opportunities

3. NTC commitments

The organisation commits to:

- I. Promoting equality, diversity and inclusion in the workplace as they are good practice and make business sense.
- II. Creating a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include councillors, staff and volunteers conducting

themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

- III. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, Councillors, contractors, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken.

Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- IV. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

- V. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

- VI. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

- VII. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

4. Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by senior management and has been agreed with trade unions and/or employee representatives **[insert details as**

appropriate].

5. Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures can be found in the Staff Handbook. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

6. References

| POLICY | Section |
|------------------------|----------------|
| Staff Handbook | |
| Grievance Procedure | |
| Disciplinary Procedure | |



Information Security Procedure

| | |
|---------------------------------|--------------------------------------|
| Subject: Data Protection | Policy No: 17 |
| Date Issued: | Date Reviewed: September 2025 |
| Effective date: | Review Date: |

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- 1. Introduction**
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- 3. Scope**
- 4. Storing Electronic Data**
- 5. Storing Paper Records**
- 6. Transporting Data**
- 7. Incident Reporting**
- 8. Review**
- 9. References**

1. Introduction

Newbury Town Council (NTC) is committed to protecting the personal data of individuals in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This procedure outlines how the Council collects, uses, stores, and protects personal data, and ensures that all staff, councillors, and volunteers understand their responsibilities.

2. Purpose

This procedure ensures that all information held by Newbury Town Council is stored, handled and transported securely and in compliance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Information Commissioner's Office (ICO) Guidance
- ISO 27001 principles (confidentiality, integrity, Availability)

3. Scope

This procedure applies to all:

- Council officers, Councillors and volunteers
- Personal, confidential, sensitive or financial data
- Electronic and hard copy records

4. Storing Electronic Data

All electronic data must:

- Be stored on NTC managed systems (e.g. secure servers, encrypted laptops)
- Be password-protected, with two-factor authentication (2FA) used where available
- Be backed up regularly on Council-approved systems
- Not be stored on personal USBs or external devices without encryption and prior authorisation

Cloud Storage:

- Use only Council-approved platforms with UK based or ICO approved international servers.
- Access via secure internet connections (no public Wi-Fi)

Portable Devices (laptops, phones):

- Must be encrypted
- Not left unattended in vehicles or public places
- Locked when not in use

5. Storing Paper Records

Paper records must:

- Be stored in locked cabinets or secure rooms
- Be clearly labelled and organised to reduce loss or misfiling
- Only be accessed by authorised staff
- Not be left on desks or in view when unattended
- Be shredded or securely disposed of when no longer needed in line with NTC's data retention procedure.

6. Transporting Data

When transporting data:

- Electronic devices must be encrypted, password protected and kept under personal control at all times.
- Paper documents must be transported in a sealed folder or envelope, carried directly by an authorised person.
- Do not leave data unattended in vehicles or public areas.
- Avoid transporting sensitive data unless essential. Use electronic alternatives where possible.

Remote working:

- Only access NTC systems through secure, approved channels (e.g. VPN)
- Never download sensitive information to personal devices

7. Incident Reporting

Any loss, theft or unauthorised access to data must be reported immediately to the Chief Executive Officer. Data breaches will be reviewed and if necessary, reported to the ICO within 72 Hours.

8. Review

This procedure will be reviewed every 2 years or earlier if regulations or risks change.

9. References

| POLICY | Section |
|------------------------------|----------------|
| Data Protection Policy | |
| Document Retention Procedure | |



IT Policy and User Agreement

| | |
|---|---|
| Subject: ITC use | Policy No: 18 |
| Date Issued: | Date Reviewed: September 2025 |
| Effective date: <i>date current policy valid</i> | Review Date: <i>date policy due for review</i> |

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1. Introduction

- Information technology (IT) plays a vital role in enabling Newbury Town Council to deliver services efficiently, securely, and in compliance with its legal responsibilities. This IT Policy sets out the standards and expectations for the use of all electronic devices and information systems by Council Officers, Councillors, and volunteers.
- The policy ensures that all users understand their responsibilities when accessing or handling Council data, systems, and digital resources. It aims to protect the integrity, confidentiality, and availability of the Council's information assets, promote responsible use of technology, and support compliance with relevant legislation, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Council's internal governance standards

2. Purpose:

- To remain more productive, better serve our customers and provide our employees with tools to do their jobs, Newbury Town Council provides access to one or more forms of electronic media and services, including computers, email, telephones, voicemail, online services, Internet and the World Wide Web.
- Newbury Town Council encourages the use of these media and associated services because they make communication more efficient and effective and because they are valuable sources of information about vendors, customers, technology, and new products and services. However, all employees and everyone connected with the organisation should remember that electronic media and services provided by the council are council property and their purpose is to facilitate and support council business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.
- To ensure that all employees, councillors and Volunteers are aware of their responsibilities, the following guidelines have been established for using these resources. No policy can lay down rules to cover every possible situation. Instead, it is designed to express Newbury Town Council's philosophy and set forth general principles when using electronic media and services.

3. Scope

- This policy applies to:
 - All Newbury Town Council Officers
 - All Councillors
 - Any volunteer or temporary personnel acting on behalf of the Council

It covers the use of:

- Council-owned electronic devices, including desktop computers, laptops, tablets, mobile phones, and storage devices

- Privately owned (personal) devices, such as phones, tablets, and laptops, when used to access, process, store, or transmit Council-related information (commonly known as BYOD – Bring Your Own Device)

The policy applies to all use of Council systems and data, whether accessed from Council premises, remotely (e.g. home working), or in the course of external engagements.

All users must always adhere to this policy to ensure responsible, secure, and lawful handling of Council information.

4. User Responsibilities

- Use Council equipment for only Council-authorised business.
- Protect data confidentiality, integrity, and availability.
- Follow password, encryption, and software update rules.
- When using a council device do not install unapproved software or compromise system security.

5. Bring Your Own Devices (BYOD)

Bring Your Own Device (BYOD) refers to the use of personal electronic devices—such as smartphones, tablets, laptops, or home computers—to access, store, transmit, or process Newbury Town Council information or systems.

This Policy applies to any Council Officer, Councillor, or volunteer who uses a personal device for Council-related work or communication.

Appendix B of this policy covers the use of BYOD.

6. Remote Working (working off-site).

It is accepted that laptops and mobile devices can be taken off-site if required however the following controls must be applied:

- Equipment and media with NTC data stored on it, taken off-site must not be left unattended in public places and not left in plain sight within a car.
- Dongles for multi factor authentication purposes must not be left alongside the laptop in vehicles and must be stored securely out of plain sight.
- Laptops must be carried as hand luggage when travelling on any public transport service.
- Care should be taken with the use of mobile devices such as laptops, mobile phones, smartphones and tablets. They must be protected at least by a password or a PIN and, where available, encryption.
- Screen lock electronic devices when not in use.
- Use caution when working on Newbury Town Council business whilst outside the office.

- Individuals should take care if discussing any Newbury Town Council matters outside of the office where other members of the public are able to overhear conversations.
- Newbury Town Council devices can be temporarily removed from the Town Hall. Devices must never be removed from the territorial limits.
 - Territorial Limits: Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
 - NTC issued devices are not permitted to be removed beyond these territories.
 - BYOD devices should not be used for NTC work related purposes outside of these territorial limits.
 - With permission from the CEO a BYOD can be used for NTC work related purposes only in those countries with an ICO “adequacy decision”, including:
 - Andorra, Argentina, Canada (commercial), Faroe Islands, Israel, Japan, New Zealand, South Korea, Switzerland, and Uruguay

7. Device Security

- Keep devices physically secure; report loss/theft immediately.
- Use Council VPN, firewall, and encryption when handling data remotely.
- Do not share devices or login credentials.

8. Monitoring and Privacy

- The Council reserves the right to monitor use for compliance.

9. Acceptable Use

Council-issued devices (e.g., laptops, desktops, tablets, mobile phones) are provided to enable staff, Councillors, and authorised volunteers to perform their duties efficiently, securely, and professionally. These devices are the property of Newbury Town Council and must be used in accordance with the IT Policy.

9.1. Acceptable Use for Council Business

Users must:

- Use Council devices primarily for official business activities.
- Ensure all activity complies with the UK GDPR, Data Protection Act 2018, and relevant Council policies.
- Avoid accessing, creating, or storing material that is unlawful, offensive, discriminatory, or harmful to the Council's reputation.

The Council recognises that occasional personal use of Council devices may occur, particularly during breaks such as lunchtime. This is permitted provided the following conditions are met:

- Use is **reasonable, occasional, and incidental**.
- It must **not interfere with work duties** or the performance of Council systems.
- Use must not involve:
 - Accessing or purchasing inappropriate, offensive, or illegal material.
 - Engaging in excessive online shopping, gaming, or streaming.
 - Using Council email addresses to register for personal services.
 - Conducting personal business, freelance work, or political activity.
- Personal data (e.g. banking or shopping details) must not be stored on Council systems or devices.
- No unauthorised software or applications may be installed for personal use.

All personal use is subject to the same monitoring and compliance procedures as business use, and users should not assume privacy when using Council devices.

| Permitted Personal Use | Not Permitted Personal Use |
|--------------------------------------|--|
| Checking Personal email during lunch | Streaming films or games |
| Online shopping during a break | Running a side business |
| Reading news websites | Installing unapproved apps |
| Booking personal appointments | Using council email for personal subscriptions |

Prohibited activities include:

- Accessing or distributing offensive, illegal, or extremist content.
- Uploading Council data to personal/unapproved cloud services.
- Using devices for political campaigning or personal profit.

10. Policy Breaches

Non-compliance may result in:

- Loss of device access
- Disciplinary action up to and including dismissal
- Referral to ICO for serious data breaches

11. Policy Review

This policy, including adequacy country list, is reviewed at least every 2 years or when ICO updates its guidance.

12. References

| POLICY | Section |
|---|---|
| <i>Information Commissioners Office</i> | https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/international- |

| | |
|--|--|
| | transfers/international-transfers-a-guide/ |
| | |

Appendix A



Employee Agreement for the Use of IT Equipment and Systems

1. Introduction

This agreement outlines the terms under which Newbury Town Council (“the Council”) provides access to IT equipment and systems. It ensures all users understand and accept their responsibilities when using Council-issued devices and systems or personal devices for Council business.

2. User Acknowledgement

I, the undersigned, acknowledge that I have read, understood, and agree to comply with the Council's IT Policy and all associated procedures, including the use of Bring Your Own Device (BYOD) and remote working protocols.

3. Terms of Use

I agree that:

- All IT equipment issued by the Council remains the property of the Council.
- I will use all IT resources (hardware, software, networks, and data) **solely for official Council business**, except for limited personal use as permitted under the policy.
- I will **not install unauthorised software or applications** on Council devices.
- I will **protect all equipment and data from theft, damage, and unauthorised access**, including when working remotely or off-site.
- I will **not store personal data** (e.g., banking or shopping details) on Council devices or systems.
- I will report any **loss or theft** of IT equipment immediately.
- I will **maintain device security**, including regular updates, antivirus protection, password protection, and use of a Council-approved VPN where applicable.
- I will not use IT systems to:
 - Access or share offensive or illegal content.
 - Engage in personal business, political activity, or excessive personal use.
 - Upload Council data to unauthorised cloud platforms.
- I understand that **use of Council systems may be monitored** to ensure compliance.

4. Bring Your Own Device (BYOD)

If I choose to use a personal device for Council-related activities:

- I will ensure my device is compliant with all BYOD security requirements.
- I will not download or store Council data permanently on the device.
- I will not use unsupported operating systems or outdated software.
- I will report the **loss or theft of my device** immediately if it has been used for Council work.
- I acknowledge that **permission for BYOD use may be withdrawn** at any time.

5. Remote Working

When working remotely, I agree to:

- Take reasonable steps to secure devices and sensitive conversations from public view or hearing.
- Only use Council devices within permitted **territorial limits** or as authorised under international adequacy agreements.
- Keep any physical device and MFA dongles **secure and out of sight**, especially when traveling.

6. Consequences of Breach

I understand that failure to comply with the IT Policy may result in:

- Withdrawal of IT equipment or access rights.
- Disciplinary action, including possible dismissal.
- Referral to external authorities (e.g., ICO) in cases of data breaches.

7. Declaration

By signing below, I confirm that I understand and accept the conditions above and agree to abide by the IT Policy in full.

| | |
|-------------------------|--|
| Name (Print) | |
| Job Title / Role | |
| Signature | |
| Date | |

Appendix B – Bring Your Own Devices

1. Acceptable Use Requirements

To protect the Council's data and systems, the following conditions must be met for any BYOD use:

1.1. Operating System and Software Updates

- Personal devices must be kept up to date with the latest **security patches** and **operating system updates** (e.g., iOS, Android, Windows, macOS).
- Devices with outdated or unsupported operating systems (e.g., Windows 10, old Android versions) must not be used for Council business.

1.2. Security Controls

Devices must be protected by a strong passcode or biometric lock (e.g., fingerprint or facial recognition).

1.3. Remote wipe capabilities should be enabled, where available.

1.4. Anti-virus and anti-malware software must be installed and regularly updated.

1.5. Access Management

Users must not store Council information on unsecured personal devices.

Cloud syncing of Council files to personal accounts (e.g., Google Drive, iCloud, Dropbox) is **prohibited**, unless authorised and encrypted.

Use of a Council-approved VPN is required when accessing systems remotely.

1.6. Software Installation

Downloading unauthorised or unlicensed software onto a personal device used for Council work is prohibited, especially if it poses security risks (e.g., peer-to-peer file sharing apps, unvetted tools).

Personal devices must not be used to install or run Council-licensed software unless permitted by the IT Administrator under a specific agreement.

1.7. Data Protection Compliance

Personal devices used for Council work must comply with the UK GDPR and Council's data protection standards.

If a BYOD device is lost or stolen, the user must report it immediately as a potential data breach.

1.8. Restrictions and Responsibilities

- Council data must not be downloaded or stored permanently on a personal device.
- Users must not share access credentials with family members or others.
- Work-related communication via personal devices must only occur through approved platforms (e.g., Council email accounts or secure messaging tools).

Newbury Town Council reserves the right to withdraw permission for BYOD use if the device or user fails to comply with these security and usage standards.



Privacy Policy

| | |
|------------------------|--------------------------------------|
| Subject: GDPR | Policy Version: 1.1 |
| Date Issued: | Date Reviewed: September 2025 |
| Effective date: | Review Date: |

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1. Introduction

Newbury Town Council (“the Council”) is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, store, and protect personal data in the course of our work and when you use our website.

As a public authority, the Council processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We recognise that the lawful and fair handling of personal data is essential to maintaining public trust, meeting our legal obligations, and delivering effective services to our residents and stakeholders.

This Policy applies to:

- Visitors to our website (www.newbury.gov.uk)
- Residents and service users engaging with the Council
- Councillors, employees, contractors, volunteers, and partners
- Any individual whose personal data we may collect or process in the course of our statutory and community functions

The Council only collects and processes personal data where it is lawful, necessary, and proportionate. We will always make it clear why we need your information, how it will be used, and your rights in relation to that data.

Our appointed Data Protection Officer (DPO) is the Chief Executive of the Council, with the Committee Clerk acting as Deputy DPO. They are responsible for overseeing compliance with this Policy and with data protection law.

This Privacy Policy explains:

- What information we collect about you
- How and why we use your personal data
- The legal bases under which we process your data
- How long we retain your information
- How we protect your data and keep it secure
- Your data protection rights, including how to access, rectify, or request deletion of your information

By using our website or providing personal information to the Council, you acknowledge that your data will be processed in line with this Privacy Policy.

2. Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example name, photographs, videos, email address, or address). Identification can be, directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data).

The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

3. Who are we?

This Privacy Notice is provided to you by Newbury Town Council which is the data controller for your data. Other data controllers the Council works with:

- Local authorities
- Community groups

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the Council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise

any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the Council processes and for what purposes is set out in this Privacy Notice.

The Council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a Council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;

3.1. How we use sensitive personal data

- We may process sensitive personal data including, as appropriate: - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work; - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation; - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances: - In limited circumstances, with your explicit written consent. - Where we need to carry out our legal obligations. - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

3.2. Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. The Council will comply with data protection law. This says that to send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the Council.
- To allow the statistical analysis of data so we can plan the provision of services. Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

4. What is the legal basis for processing your personal data?

The Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the Council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the Council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

5. Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the Council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

5.1. How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims).

We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

5.2 Your rights and your personal data

You have the following rights with respect to your personal data: When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security.

In such cases we will need you to respond with proof of your identity before you can exercise these rights.

5.2.1 The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

5.2.2 The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

5.2.3 The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

5.2.4 The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5.2.5 The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

5.2.6 The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

5.2.7 You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

5.2.8 The right to lodge a complaint with the Information Commissioner's Office.

- 5.2.8.1 You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

6 International data transfers

Information that we collect may be stored and processed in and transferred between any of the countries in which we operate in order to enable us to use the information in accordance with this privacy policy.

If you are in the European Economic Area (EEA), information which you provide may be transferred to countries which do not have data protection laws equivalent to those in force in the EEA.

In addition, personal information that you submit for publication on the website will be published on the internet and may be available, via the internet, around the world.

You expressly agree to such transfers of personal information.

6.2 Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

7 Website Privacy

We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

7.2 What information do we collect on our website?

We may collect, store and use the following kinds of personal data:

1. information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type, referral source, length of visit and number of page views)
2. any other information that you choose to send to us

7.3 Cookies

A cookie consists of information sent by a web server to a web browser and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the webserver to identify and track the web browser. Cookies can identify users, remember preferences, and help users complete tasks without having to re-enter information when visiting multiple pages or returning to your site. This helps provide a more personalised and slick user experience.

As advised on the Pop Up at the foot of the page - by using our website you are consenting to the use of cookies.

We may use both “session” cookies and “persistent” cookies on the website. We will use the session cookies to keep track of you whilst you navigate the website. We will use the persistent cookies to enable our website to recognise you when you visit.

Session cookies will be deleted from your computer when you close your browser. Persistent cookies will remain stored on your computer until deleted, or until they reach a specified expiry date.

We use Google analytics to analyse the use of this website. Google analytics generates statistical and other information about website use by means of cookies, which are stored on users’ computers. The information generated relating to our website is used to create reports about the use of the website. google will store this information. Google’s privacy policy is available at www.weebly.com/uk/privacy

Most browsers allow you to refuse to accept cookies. (For example, in Internet Explorer you can refuse all cookies by clicking “Tools”, “Internet Options”, “Privacy”, and selecting “Block all cookies” using the sliding selector.) This will, however, have a negative impact upon the usability of many websites.

7.4 Third party websites

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

7.5 Using your personal data

Personal data submitted on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

Where you submit personal information for publication on our website, we will publish and otherwise use that information in accordance with the licence you grant to us.

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

7.6 Security of your personal data

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

8 General

8.2 Amendment, Updating Information & Contact Details

8.1.2 Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

8.3 Your rights

You may instruct us to provide you with any personal information we hold about you.

8.4 Updating information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

Draft



NTC Safeguarding Policy

| | |
|--|--------------------------------------|
| Subject: Safeguarding | Policy No: |
| Date Issued: | Date Reviewed: September 2025 |
| Effective date: date adopted by council | Review Date: |

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1. Introduction

The purpose of the Safeguarding Policy is to provide a framework for safeguarding and promoting the welfare of children, young people and adults. The policy aims to ensure that:

- All children, young people and adults are safe and protected from harm;
- Other elements or provision and policies are in place to enable children, young people and adults to feel safe and adopt safe practices; and,
- Everyone (e.g. Councillors, council staff, trustees and volunteers) are aware of the expected behaviours and the Town Council's legal responsibilities in relation to safeguarding and promoting the welfare of children, young people and adults.

2. Policy Statement

This policy develops procedures and good practice within the Town Council to ensure that each person can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children, young people and vulnerable adults. The Town Council deplores the sexual exploitation of children and will not tolerate failure at any level to prevent harm, support victims and bring offenders to justice.

This policy has been developed in line with government legislation, publications and guidance.

The Town Council takes seriously its responsibility under the current legislation to safeguard and promote the welfare of children, young people and adults; and to work together with other agencies to ensure that there are adequate arrangements within the Town Council to identify and support those who are suffering harm. Where someone is suffering significant harm, or is likely to do so, action will be taken to protect that person.

The Town Council has a responsibility to make sure that it has an effective safeguarding policy and procedures in place and monitors that the council complies with them. The Town Council has appointed a Safeguarding Lead who has responsibility for dealing with all safeguarding issues. Safeguarding Policy August 2025.

The Town Council recognises that for this policy to be effective, it is essential that everyone working for the Town Council has an understanding of what safeguarding is, know that 'safeguarding is everybody's responsibility', know how to access safeguarding information, know of any possible contribution that they may be required to make to safeguard children, young people and adults and how to access further advice, support or services.

3. Individual Responsibilities

The Town Council recognises that safeguarding is not just about protecting children, young people and adults from deliberate harm. It also relates to health and safety; meeting the needs of children, young people and adults with medical conditions; providing first aid; visits organised or sponsored by the council; internet or e-safety; appropriate arrangements to ensure security, taking into account the local context.

Our induction process includes information on our arrangements and systems for safeguarding, behaviour policy, code of conduct and details of the Safeguarding Lead.

We recognise our responsibilities for the safeguarding of all children and young people under the age of 18 and vulnerable adults over the age of 18 who may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation, regardless of gender, ethnicity or ability.

The Town Council recognises its responsibility to take all reasonable steps to promote safe practice and to protect children and vulnerable adults from harm, abuse and exploitation. All people have the right to be safe from harm and must be able to live free from fear of abuse, neglect and exploitation and to that end the Town Council adopts this policy that applies to, and must be followed, by all Town Councillors, staff, employees and volunteers (referred to as representatives of the Town Council).

The following principles are those upon which this Safeguarding Policy is based:

- The welfare of a child, young person and a vulnerable adult will always be paramount;
- The welfare of families, the vulnerable and the elderly will be promoted;
- The rights, wishes and feelings of children, young people and their families and vulnerable adults will be respected and listened to; and,
- Those people in positions of responsibility within the Town Council will work in accordance with the interests of those safeguarded and follow the policy outlined below. This document is written in accordance with the 'Working Together to Safeguard Children' produced by the Department of Education in 2018 and The Care Act 2014.

4. Prevention and Reporting of Abuse and responding to concern

It is the duty of every representative of the Town Council, whether that representative be a Councillor, staff, employee or volunteer, to prevent the physical, sexual or emotional abuse, neglect or exploitation of children, young people and vulnerable adults. It is the duty of all to respond to concerns about the wellbeing of children, young people and vulnerable adults and to report any abuse disclosed, discovered or suspected. The Town Council will fully co-operate with any statutory investigation into any suspected abuse linked to the activity or facility of the Town Council or Town Council representatives.

5. Safe Recruitment, Support and Supervision of Staff

The Town Council will exercise proper care in the selection and appointment of those working with children, young people and vulnerable adults, whether paid or voluntary.

The Chief Executive Officer will arrange for the appropriate level of Disclosure and Barring Service (DBS) checks for those working with children, young people and vulnerable adults. Town Council representatives routinely working with children, young people or vulnerable adults will be provided with appropriate training, support and supervision to promote the safeguarding of those deemed to be at risk.

6. Safe Practice and Safe Premises

The Town Council is committed to providing a safe environment for activities with children, young people and vulnerable adults and will adopt ways of working with them that promote their safety and wellbeing.

The Terms and Conditions of hire of the Town Hall include Safeguarding provisions relating to the hire of the venue.

7. Responsible Person

The Town Council has appointed the Chief Executive Officer and Leader of the Council as the Designated Person for Safeguarding.

The Designated Person for Safeguarding will oversee and monitor implementation of this policy and any resultant procedures on behalf of the Town Council. In particular, the Designated Persons for Safeguarding will:

- Undertake appropriate Safeguarding training;
- Advise the Town Council on any matters related to the safeguarding of children, young people and vulnerable adults; and
- Take the appropriate action when abuse is disclosed, discovered or suspected.

8. Policy and Procedures

Each representative of the Town Council working with children, young people or vulnerable adults, whether paid or voluntary, will be given a copy of this policy and resultant procedures and will be required to follow them. A full copy of this policy and any resultant procedures will be made available on request to any member of the local community. This policy and any resultant procedures will be monitored and reviewed.

9. Training

All Council Officers, Members, Staff and Volunteers will have access to appropriate safeguarding training which is regularly updated in order to keep it updated in line with local and national guidance / legislation. We will also, as part of our induction, issue information in relation to our Safeguarding Policy and any other policy and information related to safeguarding and promoting our Safeguarding Policy to all newly appointed individuals.

10. Contact Information

For further information or assistance, please contact:

Address: Newbury Town Council, Council Offices, The Market Square, Newbury, Berkshire RG14 5AA

Landline: 01635 35486

Email: towncouncil@newbury.gov.uk

11. References

| POLICY | Section |
|-----------------------------------|---|
| West Berkshire Threshold Guidance | https://www.berkshirewestsafeguardingchildrenpartnership.org.uk/scp/threshold-guidance/west-berkshire-threshold-guidance/print |
| West Berkshire Local Training | West Berkshire Council: 01635 503033, training@westberks.gov.uk |
| Universal safeguarding Training | https://www.berkshirewestsafeguardingchildrenpartnership.org.uk/scp/training/universal-safeguarding-training |

Policy & Resources Committee – 13th October 2025

Agenda Item 26 – Health & Safety Report

Additional information on incident at Christie Heights, requested by P&R at previous meeting.

Christie Heights

Greenham, Christy Heights – adult while cycling on a footway, hit fencing and fell from the cycle injuring her leg and damage caused to cycle.

1 – we were notified by phone from complainant on the Monday, we inspected the site and carried out fencing repairs the next day and left having made safe that day.

2- We then followed up on the Friday of that week to check the extent of any further vandalism. All Ok.

3 – There is a long history of acts of vandalism in this locality, and it was found to need more attention some months later. This resulted in us changing fencing panels to solid fencing sections as opposed the Heras fencing, which is the most cost effective, but it is more susceptible to vandalism. Solid fencing sections are more vandal resistant. That said we have had to resecure panels recently following further attempt to enter the fenced off area.

4 – We continue weekly and monthly to check fencing and more often in times of high winds. It was last checked yesterday.

Next steps

Assuming funds are available we will be cannibalising this site and re-siting the assets to other playgrounds during q4 of this FY. There are safety concerns regarding the wall in places primarily due to vandalism and weather, this will be part of our remedial works at the end of the removal of assets and clear up of the site, at that point we can remove the fencing. These works are in our plan but we are struggling to get qualified removal and installation team to do the works or even quote for this at present. It is on my monthly comms meeting with James.

Root cause of the accident

Claimant was riding on a footpath which is not a cycleway. She should have dismounted but chose not to.

Vandals have a significant role to play here, assuming the fence was damaged by vandals before this incident, (complainant advised the sticking out sections of the fence got tangled on the bike causing her to fall off and cause injury, also damage to the bike) this is a significant factor in this becoming an accident.

Current Status awaiting her response back to us. I chased but it rang out. If she does not respond in six months, we will close the complaint/accident.

MK – 08/10/25

Newbury Town Council

Work Programme for Policy and Resources Committee Meetings 2025-2026

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 & external audit reports
12. Authorisation of grants under £25,000 (as applicable)
13. KPIs report
14. Report to P&R when the Unreasonable, Persistent or Abusive Complainants policy has been invoked.
15. Update on Strategy Action Plan

| Meeting Date | Item |
|------------------|---|
| June/July | KPI's |
| | Review Working Groups and their membership (AWG) |
| | Mayor of Newbury's Charitable Trust |
| | Report from grants Sub-Committee (re June meeting) |
| | Internal Auditor – appoint / reappoint annually (FR's 3.7 & 3.8) |
| October | Prep for Budget/ Strategy |
| | Risk management strategy and Strategic risk register |
| | Investments / Fixed Term Interest Accounts (FR's 15.6) |
| | Receive report from Climate Emergency Working Group |
| | To receive a report from the Staff sub-Committee, if any |
| | Bank Mandate – review (FR's 1.7.1) |
| | Banking Arrangements/Payment Methods – review (FR's 8.1, 8.3, 10.5, 11.1. 12.2, 16.3) |
| | Financial Regulations Review |
| January | Budget |
| | Ear-Marked Reserves |
| | Report from Grants subcommittee (if met) |
| April | Write off bad debts. |
| | Recommendations to Full Council re Council Strategy Review |
| | |