

13 January 2021.

To: The Leader and Deputy Leader of the Council; Councillors Jo Day, Sue Farrant, Jon Gage, Stephen Masters, Elizabeth O’Keeffe, Erik Pattenden, Tony Vickers.

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

Also: All Members of the Council for information.

Dear Councillor

You are summoned to attend a meeting of the **Policy & Resources Committee** to be held on Zoom on **Monday 18 January 2021 at 7.30 pm.**

Join Zoom Meeting

<https://us02web.zoom.us/j/88900731131?pwd=aVNlc1lYT0JXeTlTZmpuM0JxRXg2Zz09>

Meeting ID: 889 0073 1131

Passcode: 512315

The meeting is open to the press and the public.

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

1. Apologies for absence

Chairperson

2. Declarations of interest and dispensations

Chairperson

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

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3. Minutes (Appendix 1)

Chairperson

To approve the minutes of a meeting of the Policy & Resources Committee held on Monday 12 October 2020 (previously circulated).

4. Questions and Petitions from members of the public

Chairperson

5. Members' questions and petitions

Chairperson

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

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

Leader of the Council

To recommend that Full Council on 1 February approves the review of the Council Strategy 2019 to 2024.

7. 2021/22 Budget (Appendix 3)

Chairperson

- a. **To consider** the draft budget
- b. **To approve** the budget for 2021/22 in order that the Council can consider its adoption and formally set its precept when it meets on 1 February 2021

8. Engagement and Consultation Policy (Appendix 4)

Chairperson

To Approve the Engagement and Consultation policy for Newbury Town Council

9. List of Payments (Appendix 5)

Chairperson

To note the payments made during the period 1 October 2020 to 31 December 2020.

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

10. Health and Safety Report (Appendix 6)

Chairperson

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

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

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

Chairperson

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

12. Income and Expenditure Account 2019/20 (Appendices 7 and 7a)

Chairperson

To receive the Income and Expenditure Account for the period ended 31 December 2020.

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

13. Internal Audit Report (Appendix 8)

Chairperson

To receive the first interim internal audit report for the financial year 2020/21 from Auditing Solutions Ltd and

To Approve the recommendations arising from the Report

14. Forward Work Programme for Policy and Resources Committee meetings 2019/20 (Appendix 9)

Chairperson

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

15. Exclusion of the press and public

Chairperson

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

16. Staff Sub Committee

Chairperson

To receive a report from the Staff Sub-committee meetings held on 22 October, 17 November and 2 December 2020.

(Minutes already circulated)

**Minutes of a meeting of the Policy & Resources Committee held on
Monday 12th October 2020 at 7.00 pm. (Zoom meeting)**

Present

Councillors: Martin Colston (Chairperson); Jeff Beck (Substitute for Jeff Cant); Jo Day; Sue Farrant; Jon Gage; Olivia Lewis; Stephen Masters; Gary Norman, Elizabeth O’Keeffe and Erik Pattenden.

In attendance

Hugh Peacocke, Chief Executive Officer.

26. Apologies for absence

Councillor Jeff Cant

27. Declarations of interest and dispensations

The Chief Executive Officer declared that Councillors Jeff Beck, Stephen Masters and Erik Pattenden are also Members of West Berkshire District Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council (WBC) business.

28. Minutes

The draft minutes for the meeting of 30 September were amended to read that the resolution was proposed by Cllr. Martin Colston, seconded by Councillor Gary Norman and agreed.

Proposed: Councillor Sue Farrant

Seconded: Councillor Erik Pattenden

Resolved: That the minutes of the meetings of the Policy & Resources Committee held on Monday 20 July 2020 and 30 September (as amended) be approved as a correct record and signed by the Chairperson.

29. Questions and petitions from members of the public

There were none.

30. Members’ questions and petitions

There were none.

31. Health and safety reports

The information was received and noted by the Committee.

The meeting noted that 4 items were past their deadlines and asked that these matters be addressed.

32. List of Payments

The Committee noted the lists of payments made during Quarter 2 2020-2

33. Income and Expenditure Account 2020/21

The Committee Noted the Income and Expenditure Account for the period ended 30 September 2020.

The Committee noted that several budget lines were in excess of expected levels

Proposed: Councillor Steve Masters

Seconded: Councillor Jeff Beck

Resolved: To approve the following amendments to the income and expenditure account:

Cost Centre	Code	Description	Amount at 30/09	Resolved:
100	4255	Professional Fees	£1,148	Charge against salaries (100/4000)
110	4250	IT	£2,305	Charge against salaries (100/4000)
210	4190	CCTV	£12,620	Charge £620 against 345/4425
220	4225	Advertising Recruitment	£1,610	Vire shortfall from salaries
220	4250	IT	£14,588	Miscoded- charge against 220/4290 (6500)
220	4255	Professional Fees	£16,089	2,000 miscoded (NDP- charge to 600/4810) Extra consultancy due to staff shortages- charge 8,000 against salaries (100/4000)

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

The Committee noted the debts and the arrangements being made to address these.

35. Strategic Risk Register

The Committee received the Risk Register as updated by the Audit Working Group and noted the amendments recommended by the Working Group arising from the impact of the coronavirus emergency.
proposed.

Proposed: Councillor Steve Masters

Seconded: Councillor Erik Pattenden

Resolved: To approve the amended Risk register.

36. Preparation for the 2020/21 Budget Round

The Committee noted the schedule and arrangements for the preparation of Budget 2021/22.

37. Report from the Climate Emergency Working Group

The Committee received the report from the Chairman of the Climate change Working Group, noting the following highlights:

- The substantial reduction in the Council's carbon footprint
- The presentations from the council's second Climate Change Workshop, held on 19 September
- The launching of the council's carbon reduction grants

The Committee thanked the Chair of the Working group, Councillor Chris Foster, the leader of the council and David Ingram, Community Services manager, for all their hard work in delivering these results for the council.

Proposed: Councillor Martin Colston

Seconded: Councillor Erik Pattenden

Resolved: To maintain the current Working Group structure to monitor, manage and review ideas to move this agenda forward.

38. The Council Strategy 2019 to 2024

The Committee received the report of the Strategy Working group and accepted its recommendations.

The Committee noted the action plan report at 30 September and thanked the Council's staff for the progress that had been made, despite the staff shortages and the coronavirus restrictions.

The Committee considered the items referred by the Strategy Working Group:

Proposed: Councillor Jeff Beck

Seconded: Councillor Erik Pattenden

Resolved: To put forward for consideration in next year's budget an amount of £5,000 towards the work of the Greenham Community Youth Project and the Riverside Community Centre.

39. Report on Key Performance Indicators

The meeting noted the report on performance against the council's KPI's for August and September 2020.

The Committee agreed to add the following KPI's:

Carbon Footprint: that the Council aims to reduce its carbon footprint by 7 tonnes per annum

Saturday Surgeries: that the items raised are responded to within 3 working days

40. CCLA Mandate

The CEO reported that all 4 of the signatories to this mandate needed to be replaced.

Proposed: Councillor Martin Colston

Seconded: Councillor Gary Norman

Resolved: To appoint Councillors Martin Colston, Olivia Lewis and Elizabeth O'Keefe and the Council's CEO, Hugh Peacocke, as authorised signatories to the Council's CCLA account.

41. Financial Regulations

Proposed: Councillor Martin Colston

Seconded: Councillor Olivia Lewis

Resolved: To **approve** the following amendments to the Council's Financial Regulations:

Regulation	Amended Regulation
<p>18. RESERVES POLICY</p> <p>18.1. The Council will normally maintain the following specific named earmarked reserves funded from revenue:</p> <p>a) Capital Equipment Reserve (usually £5,000)</p> <p>b) Committee Reserves (comprising budget allocations for specific projects – agreed at April Policy and Resources committee meeting)</p> <p>c) Election Administration Fund (based on projected elections)</p> <p>18.2 The sum total of the above-named reserves plus the general reserves must always be a minimum of four months annual revenue expenditure.</p>	<p>RESERVES POLICY</p> <p>18.1. The Council will normally maintain The following specific named earmarked reserves funded from revenue:</p> <p>a) Capital Equipment Reserve (usually £5,000)</p> <p>b) Earmarked Reserves (comprising budget allocations for specific projects – agreed at April Policy and Resources committee meeting)</p> <p>c) Election Administration Fund (based on projected elections)</p> <p>18.2 The sum total of the above named reserves plus the general reserves must always be a minimum of three months' annual net revenue expenditure.</p>

42. Criteria for Grant Aid

Proposed: Councillor Gary Norman

Seconded: Councillor Sue Farrant

Resolved: To **amend** the Council's criteria for grant aid as follows:

- Preference will be given to organisations **seeking capital or one-off funding, rather than ongoing revenue support** ~~that have not received a grant from Newbury Town Council in recent years.~~

43. Forward Work Programme for Policy and Resources Committee meetings 2020/21

The Committee noted the Forward Work Programme for Policy and Resources Committee meetings 2020/21.

44. Exclusion of the Press and Public

Proposed: Councillor Martin Colston

Seconded: Councillor Jeff Beck

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

45. Staff Sub Committee

The Committee noted the business transacted at the Staff Subcommittee meetings on 14 August and 17 September.

The Chairman declared the meeting closed at 8.21 pm

Signed: _____
Chairman

Date: _____



Strategy 2019-2024

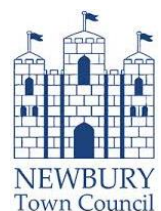
Year 2 Update

Version P&R, 18th January 2021

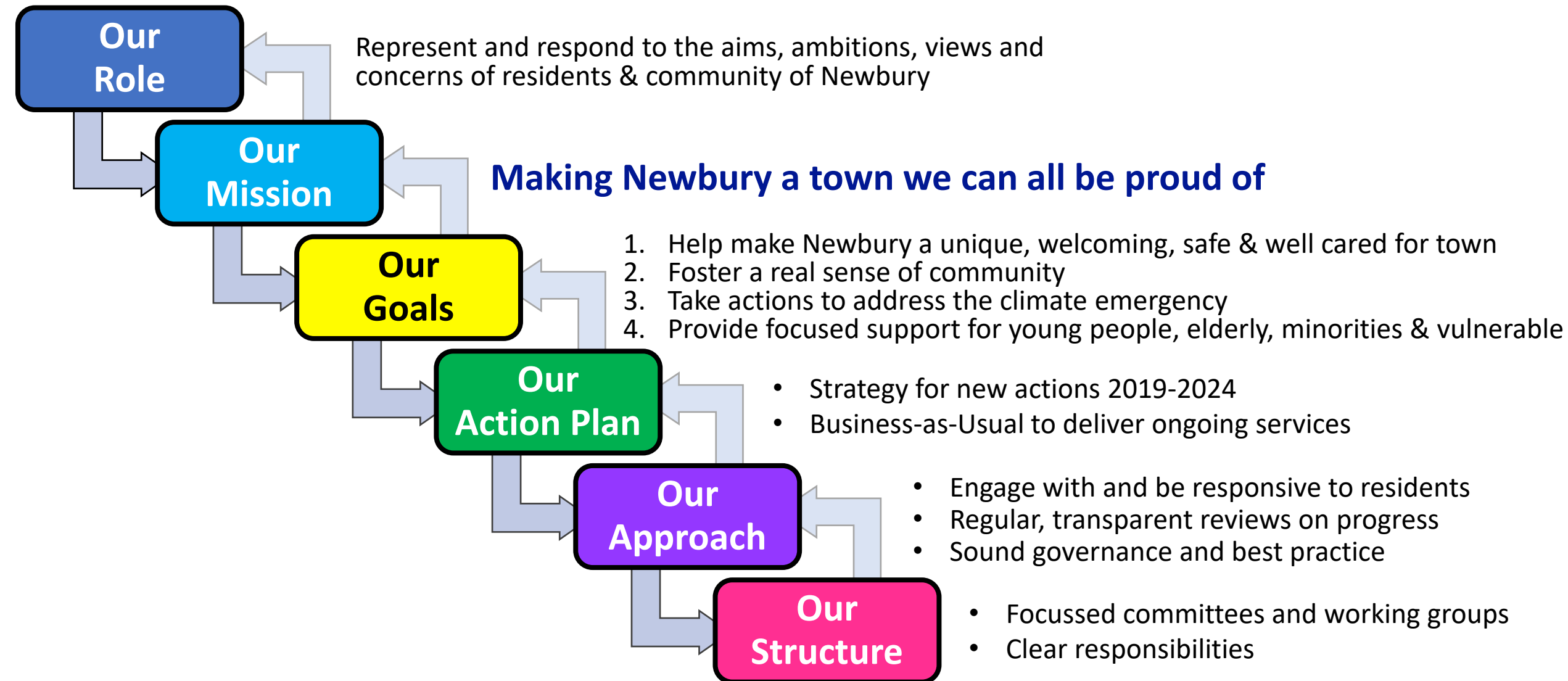
Making Newbury a town we can all be proud of

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Summary for our new strategy



Summary of Key Strategic Actions 2019-2024

2019	2020	2021	2022	2023	2024
1. HELP MAKE NEWBURY A UNIQUE, WELCOMING, SAFE AND WELL CARED FOR TOWN					
<div> <div>Victoria Park Café – planning permission <ul style="list-style-type: none"> C neutral by design, target BREEAM excellent Disabled & dementia friendly </div> <div>Victoria Park Café – build <ul style="list-style-type: none"> Include public toilets Include specialist hoist in WC </div> <div>City Rec upgrade</div> <div>Wash C consultation</div> <div>Wash Common park upgrade</div> <div>Lobby and Influence WBC: LRIE including NCFG, Newbury Town Centre Masterplan incl Market Place pedestrianisation, Sandford, Local Plan</div> </div>					
2. FOSTER A REAL SENSE OF COMMUNITY					
<div> <div>Stage and support inclusive community events: Newbury & Britain in Bloom, Civic Awards, Mayor's Drive, Family Fun Day, Remembrance Sunday, etc</div> <div>Encourage local democracy and appreciation of Newbury's heritage</div> </div>					
3. TAKE ACTIONS TO ADDRESS THE CLIMATE EMERGENCY					
<div> <div> Climate Emergency declared June 2019 <ul style="list-style-type: none"> NTC C neutral by 2030 Support Newbury-wide sustainability Climate conference 1 </div> <div> <ul style="list-style-type: none"> C reduction 25.8 tonnes Climate conference 2 Carbon Grant launched </div> <div> <ul style="list-style-type: none"> C reduction ≥ 7 tonnes Climate conference 3 Carbon Grants </div> <div> <ul style="list-style-type: none"> C reduction ≥ 7 tonnes Climate conference 4 Carbon Grants </div> <div> <ul style="list-style-type: none"> C reduction ≥ 7 tonnes Climate conference 5 Carbon Grants </div> <div> <ul style="list-style-type: none"> C reduction ≥ 7 tonnes Climate conference 6 Carbon Grants </div> <div>Lobby WBC on building standards, sustainable transport plan, recycling, and flooding risk assessment / prevention</div> </div>					
4. FOCUSED SUPPORT FOR YOUNG PEOPLE, THE ELDERLY, MINORITIES & THE VULNERABLE					
<div> <div>Outreach youth work partnership established</div> <div>Detached Youth Work for Newbury + support for CYP at the Nightingales and at the Riverside Centre</div> </div>					

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



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

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

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

- Funded by annual Precept, developer contributions & other income

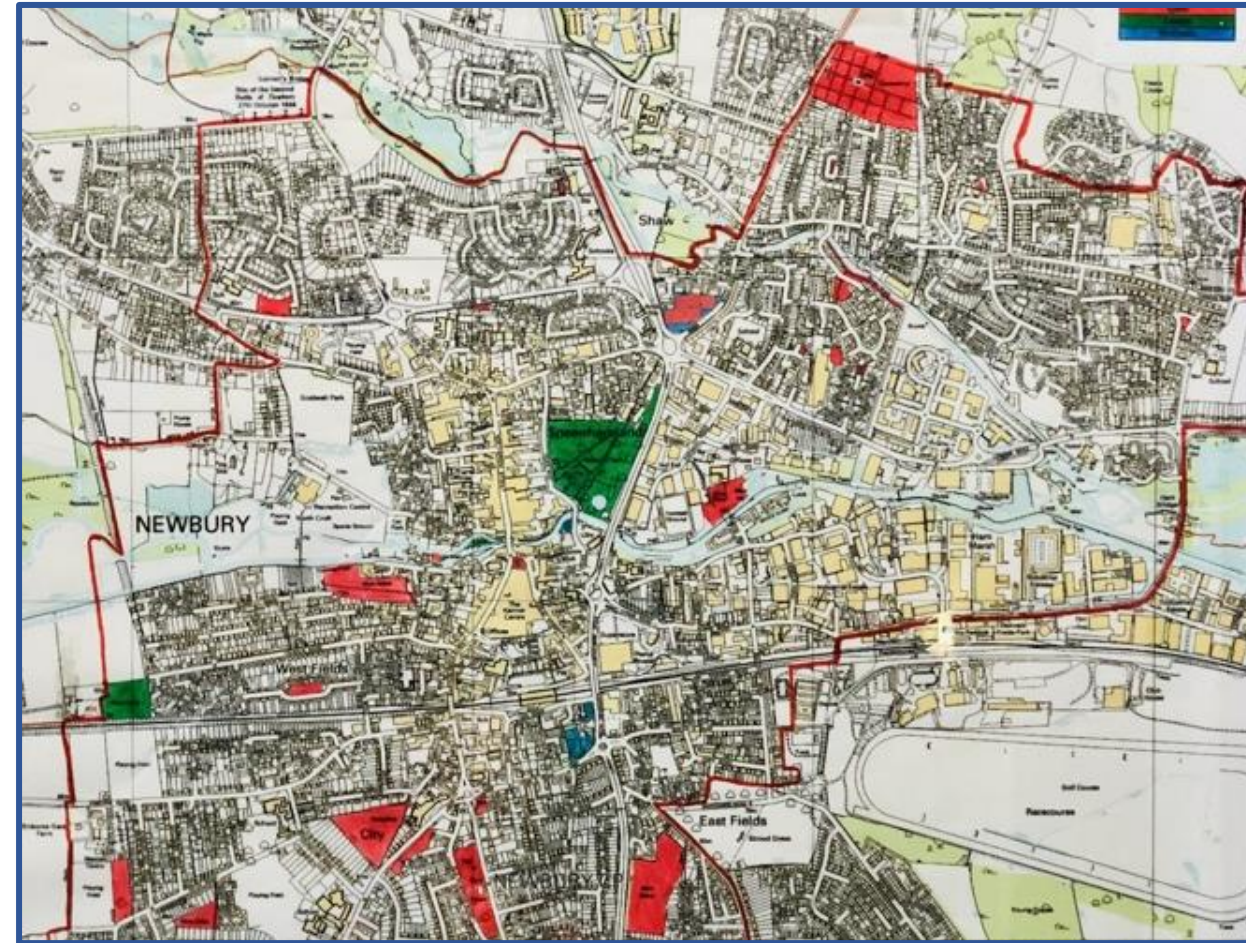
- Planning & building control
- Roads, transport & parking
- Licensing
- Care & housing
- Schools, learning & libraries
- Consumer & environmental protection
- Rubbish & recycling
- Leisure, parks & countryside
- Tax & benefits

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

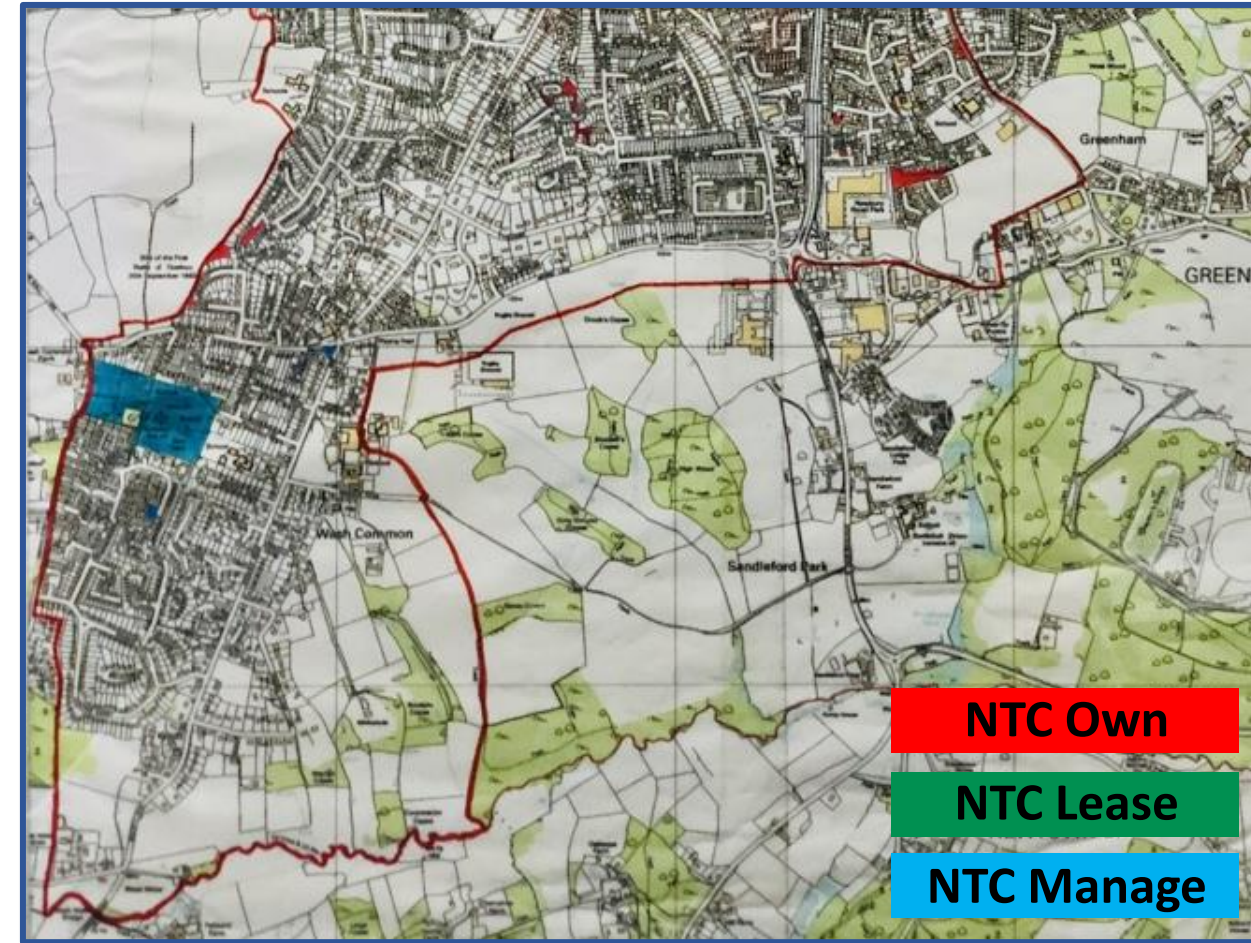
Newbury parish boundary and land we own, lease and manage

Our
Role

Newbury Parish – northern half



Newbury Parish – southern half

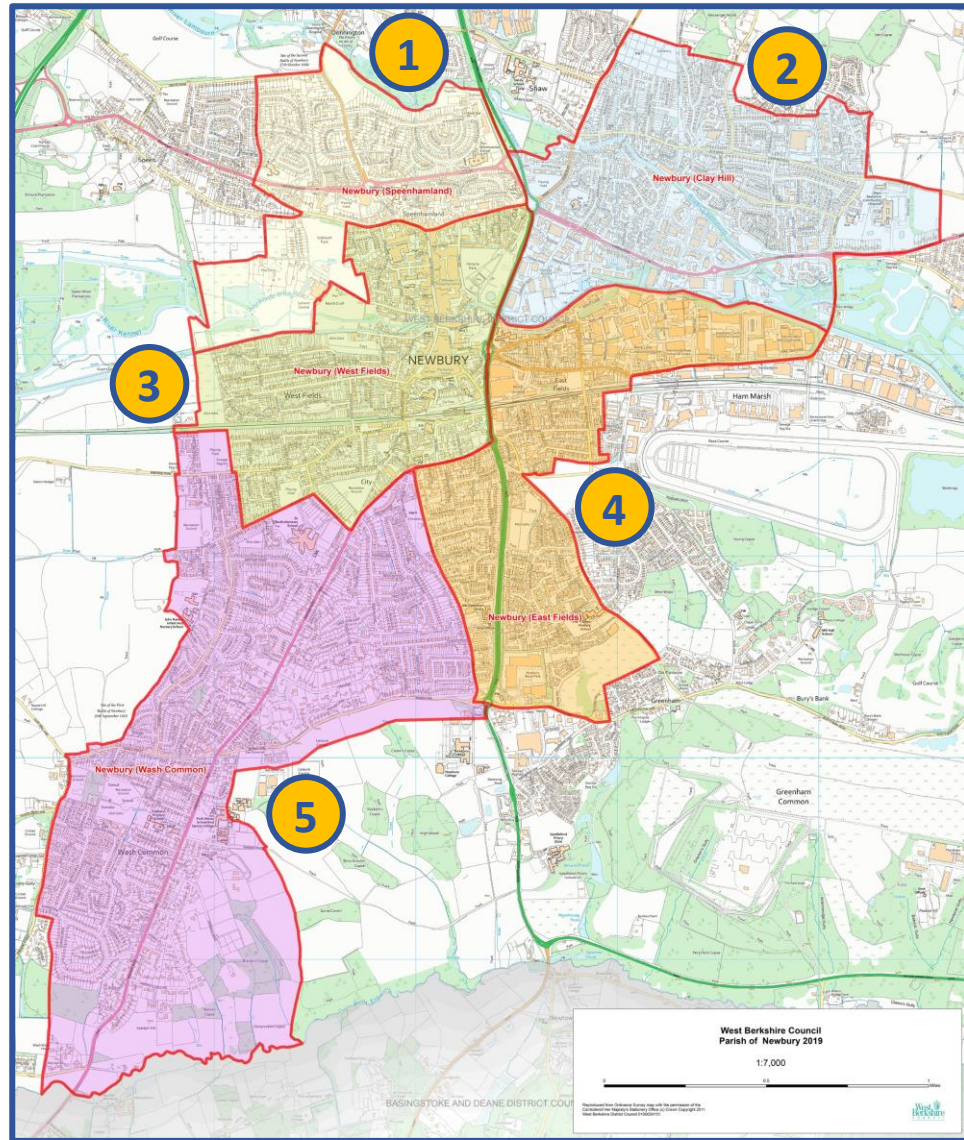


NTC Own

NTC Lease

NTC Manage

Newbury parish wards and Councillors



1. Speenhamland

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

2. Clay Hill

- Phil Barnett – *Liberal Democrat*
- Jeff Beck – *Conservative*
- Sue Farrant – *Liberal Democrat*
- Pam Lusby Taylor – *Liberal Democrat*
- Vacant – *awaiting bye election*

3. West Fields

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

4. East Fields

- Billy Drummond – *Liberal Democrat, Deputy Mayor*
- Jon Gage – *Liberal Democrat*
- Olivia Lewis – *Liberal Democrat, Deputy Leader of the Council*
- Vaughan Miller – *Liberal Democrat*
- Erik Pattenden – *Liberal Democrat*

5. Wash Common

- Chris Foster – *Liberal Democrat*
- Roger Hunnemann – *Liberal Democrat*
- David Marsh – *Green Party*
- Gary Norman – *Liberal Democrat*
- Sarah Slack – *Liberal Democrat*
- Tony Vickers – *Liberal Democrat*

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

Our Goals – *Where are we heading?*

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

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

2. Foster a real sense of community

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

3. Take actions to address the climate emergency

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

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

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

Coding to understand type of strategy action points

1. Specific project activity – roman font
2. *Business as usual items – italic font*
3. Completed – green
4. New in 2021/22 update
5. Cancelled / on hold – brown

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

A. Provide outstanding parks, playgrounds and public spaces

1. By Easter 2021, open a new café in Victoria Park that we can all be proud of
 - a) We will target BREEAM Excellent for the building design and construction
 - b) Café will be designed to enable carbon neutral operation with PV panels for electricity generation and air source heat pumps for heating
 - c) Café will have a toilet with baby changing facilities and disabled access; & the building will also house male, female and disabled toilets for users of the park
 - d) The building will have changing facilities for tennis coaches and other users of the tennis courts
 - e) The building will be the CCTV hub for the park
2. **Complete 20/21: Finalise plans for upgrades to the City Recreation Ground by January 2020**
3. **Complete 20/21: Upgrade City Recreation Ground according to agreed plans.**
Working towards achieving Green Flag status
4. Consider requirements and costs for targeting Green Flag for Wash Common park. Decision and plan by mid 2021, target start 2022
5. **Complete 20/21: From April 2020, to ensure safety and quality, start implementation of long-term rolling plans for:**
 - a) the refurbishment / replacement of playground and other park equipment when it reaches the end of its life
 - b) our trees and other planting to ensure they are properly cared for and replaced or extended when necessary
6. Explore options for better utilization of our land at Hutton Close – recommendation by Q3 2021
7. Explore taking ownership of Greenham House Gardens from WBC – decision by June 2021
8. *Maintain Green Flag Status for Victoria Park*
9. *Implement our rolling maintenance plans for equipment and planting and managing our tree stock, and review and update annually*
10. *Provide and maintain trees, flower beds, hanging baskets and other plantings in appropriate locations*

B. Run vibrant markets

1. *Run an annual meeting with all market traders to gather their views and agree joint action plan to enhance our market*

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

C. Run thriving Allotments

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

D. Provide well-kept and peaceful Cemeteries

1. Maintain and run cemeteries to a high standard

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

1. **Complete 20/21:** From April 2020, to ensure safety and quality, start implementation of long-term rolling plan for the upkeep and refurbishment of the public buildings in our care
2. Implement our rolling upkeep and refurbishment plans for buildings, and review and update annually
 - a) Year 1 complete
 - b) Year 2 funded in budget 2021/22
3. Promote the use and enjoyment of the Town Hall for all the people of Newbury, including as a venue for meetings, conferences, receptions, the celebration of weddings, etc
 - a) Continue to offer discounted rates for local community groups that are engaged in activities that further the aims of the NTC strategy
4. Work with the Newbury Society and other relevant outside bodies to:
 - a) Support the heritage and conservation of Newbury and promote events and activities that recognise, highlight and protect the town's traditions, heritage and history and help engage the public interest and involvement in Newbury's heritage
 - b) Support the protection of important and historical / character buildings through Local Listing and, when agreed, by liaising with Historic England for national listing

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

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

1. Well-presented town:

- a) *Work with Newbury BID, WBC and other interested parties to ensure town is kept clean and tidy (while being mindful of any environmental impacts)*
- b) *Monitor the implementation of the Newbury Town Plan, and report twice yearly to the Planning & Highways Committee*
- c) *Continue to pressure BT to improve the appearance of the BT tower, and work with any interested parties who can make this happen*

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

- a) *Public toilets*
 - i. **Complete 20/21** – will be part of the new café building in Victoria Park
By end Q2 2020, explore options for the best location for a specialist hoist in at least one public toilet in Newbury that will enable carers to change older children / young people on the changing table when needed rather than on the floor.
 - ii. Install as soon as practical, and by Easter 2022 at the latest (was originally mid 2021)
- b) *Bus shelters*
- c) *Benches and other street furniture*
- d) *Roadside salt bins*
- e) *Footway lighting*
- f) *Bins for litter / dog waste*
- g) *Provide limited support for library services in Newbury, with clearly defined benefits for residents and / or NTC.
To be reviewed annually in October to determine whether to continue support for the following budget year.*

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

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

3. Well-being:

- a) By end 2021, work with West Berkshire District Council to identify what additional signage and footpaths are required for walking and cycling routes to and from the Town Centre and local schools, and agree a programme for their delivery
- b) Consider additional signage to countryside paths and open space within the parish of Newbury or immediately adjacent to it
- c) Support the work of the Greenham & Crookham Common Commissioners
- d) Support the Friends Group working to ensure the permitted path through Speen Moors remains open to the public
- e) Support efforts to safeguard the long-term future of the Newbury Lido, and to extend the number of months each year that it is open
- f) Work with local community groups like the Newbury Society and City Arts to promote and extend the Town Trail and other visual arts initiatives.

4. Safety:

- a) Specialist changing facilities:
 - i. (Repeat of 1.F.2.i) By end Q2 2020, explore options for the best location for a specialist hoist in at least one public toilet in Newbury that will enable carers to change older children / young people on the changing table when needed rather than on the floor.
 - ii. (Repeat of 1.F.2.ii) Install as soon as practical, and by Easter 2022 at the latest (was mid 2021)
- b) Provide defibrillators in appropriate locations and assist other bodies who wish to provide them
- c) Support community safety, working with partners as appropriate, including Town Centre CCTV, footway lighting etc as required

5. Support Visitors:

- a) By end 2021, working with Newbury BID, agree a co-operation plan with coach operators who bring visitors to the town to make them feel welcome and encourage them to continue to stop off in Newbury
- b) Work with Newbury BID and other organisations to encourage sustainable tourism growth in the interest of the town's economy
- c) Provide brochures, maps, signage and other information for the benefit of visitors to Newbury
- d) Work with partners to ensure Newbury "arrival points" (Tesco roundabout, train stations, car parks etc) give visitors a good impression

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

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

1. Neighbourhood Development Plan
 - a) **Complete 20/21:** By end 2020, explore the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions
 - b) By end Q1 2021: decide whether to move forward with a Neighbourhood Development Plan based on both the cost benefit investigation and the success or otherwise of G1-G4 above
2. Work with and support the Canal Corridor Working Group to prepare an action plan by the end of Q3 2021 for the future development and protection of the Canal Corridor.
3. Promote and encourage investment in the Town Centre, especially south of the Canal Bridge, including a coherent plan for the Kennet Centre
4. Work with Newbury BID and other relevant organisations to lobby WBC for the permanent pedestrianisation of the Market Place, excluding Mansion House and Wharf Streets. Aim for decision by end Q3 2021 (was Q3 2020)
 - a) Added: Use NTC input to the Newbury Town Centre Masterplan 2036 to promote this objective
5. Newbury Town Centre Masterplan 2036
 - a) Ensure the Newbury Town Plan 2019-2036, items (1) to (4) above, and the views of our residents form a central part of the input to any consultation on the new Newbury Town Centre Masterplan 2036.
Town Centre WG (established in November 2020) + P&H + dual-hatted members will provide input
6. London Road Industrial Estate redevelopment
 - a) Ensure full participation and input into any consultation on the redevelopment of the LRIE. **Formal response has been provided 2020/21**
7. Lobby West Berkshire Council to adopt the following into their new Local Plan, expected in late 2021 (was Q1/Q2 2020)
 - a) The relevant parts of the Newbury Town Plan 2019-2036
 - b) An environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport
 - c) Opposition to the use of Permitted Development Rights for change of use to residential in established employment areas, and request the planning authority to seek article 4 directions in this matter

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

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

8. Lobby WBC to:

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

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

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

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

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

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

2. Foster a real sense of community

A. Arrange and Manage Inspiring Civic events and Mayoral calendar

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

B. Stage and support enjoyable and inclusive community events

- 1. Work with and support the tennis coaches to stage a Victoria Park tennis championship once Covid allows.*
- 2. Support the re-establishment of Art in the Park and other public arts events – aim for summer 2021, Covid permitting*
- 3. Work with Newbury BID and other parties to explore options for a Christmas Market in Newbury from 2021*
- 4. Hold an Annual Family Day in Victoria Park for the enjoyment of our residents and to promote the park and its facilities*
- 5. Organise and support the annual Mayor's Drive in July to give the over 75s an enjoyable day out*
- 6. Support and promote selected community events through financial assistance and / or provision of venues and facilities, notably, but not limited to: Christmas Lights, Music at the Band Stand, and the Newbury Carnival*
- 7. Support Newbury in Bloom and Britain in Bloom to raise Civic Pride and encourage and acknowledge efforts by the community, businesses, residents and other organisations of Newbury*
- 8. Encourage and facilitate residents' participation in social, recreational and sporting activities by providing suitable facilities in appropriate places*
- 9. Where it fits with other Council initiatives, encourage and support community involvement as appropriate – e.g. community litter picks, community planting / clearing for biodiversity etc*

2. Foster a real sense of community

C. Celebrate and recognise individual and community achievements

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

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

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

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

1. *Further develop the town's heritage trail*
2. *Promote the art and heritage trails, working with partners where appropriate*

3: Take actions to address the climate emergency

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

- Becoming carbon neutral will be a core ongoing priority for NTC, and will result in clear targets and potentially new ways of working across the organisation
 - NTC direct carbon footprint has been independently measured and certified at 68.11 tonnes per year. Therefore, to become carbon neutral by 2030, NTC will need to reduce its annual carbon footprint by an average of at least 7 tonnes every year, although the reduction is unlikely to be linear
1. The Climate Emergency Working Group will continue to develop our plans and recommendations to deliver net zero carbon
 - a) **Completed:** In December 2019, agree a clear carbon reduction plan for 2020 to deliver a full year equivalent reduction of at least 7 tonnes
 - b) In December every year, starting in 2020, agree the detailed carbon reduction plan and budget for the following year, and an outline plan for the remaining years to 2030. **2021/21 C reduction of 25.8 tonnes.**
 2. For existing operations we will:
 - a) Prioritise real reductions in our energy usage by cutting out waste and by investing in more efficient systems and ways of working. For example in the Town Hall we will invest in insulation, efficient heating, low energy bulbs, systems to automatically turn off the lights, etc. **Started 20/21**
 - b) We will also look to offset where this makes sense; and will not simply buy offsets as an easy way to reduce our carbon footprint. Instead we will prioritise by offsetting through primarily local means and opportunities within our operations. For example solar electricity generation, additional tree and shrub planting, grants to local organisations supporting our carbon-neutral / Climate Emergency principles, etc.
 3. For all new projects, activities and procurement decisions we will:
 - a) Ensure carbon impact is a core decision making criteria when making recommendations about new projects, activities and procurement decisions. We will always aim to minimise the carbon impact, and target net zero where practical and cost effective. **To this end, from November 2019, environmental impact considerations will become part of the NTC standard report template.**
 - b) **Completed 20/21:** Redesign the new café in Victoria Park to enable carbon neutral operation, and target BREEAM Excellent for its construction
 4. Ensure that management of our green spaces and support for nature and horticulture projects more widely across Newbury is designed, where feasible and cost effective, to maximise environmental benefits and biodiversity.
 - a) Establish new sown wildflower meadows where possible using local seed sources and/or those appropriate to the ecological and cultural heritage of the site
 - b) Conduct biodiversity surveys in our major open spaces to provide benchmarks and give basis for future enhancements
 5. Once our current contract ends, we will move to green tariffs (certified 100% matched by renewable sources) for our energy supply. In the meantime we will explore options within our current contract.
 6. From March 2020, our carbon footprint will be publicly reported annually as a new KPI – **first completed in 20/21**

3: Take actions to address the climate emergency

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

1. Starting in September 2019, NTC will hold at least one Climate Change Community Workshop per year to:
 - a) Update local residents & environmental groups on progress towards making the activities of NTC carbon neutral, and gather feedback & suggestions
 - b) Encourage & support actions to help make Newbury as a whole more environmentally sustainable, & gather suggestions on how NTC can best help
2. By mid April 2020, launch a Climate Fund to support local environmental groups with projects that will reduce CO2 emissions and other actions that benefit the climate in the parish of Newbury
 - a) NTC will be able to take credit for an appropriate share of any carbon reduction and use this to offset total emissions and help deliver zero carbon
3. Use our influence and network where appropriate and cost effective to:
 - a) Support local community organisations in their 'green initiatives'
 - b) Support a local 'Green Directory' to ensure residents know what resources, offers and support they can access
4. By end 2021, reconnect the drinking water fountain on the Town Hall, and install new drinking water taps in the City recreation Ground and Blossoms Field
5. During 2020, investigate cost effective ways of increasing the current recycling rate from waste collected from our parks. Decide in Q1 2021 (was October 2020) whether to implement new arrangements
6. Lobby WBC to:
 - a) Update their planning guidelines to require key environmental features in order to receive planning support, e.g. solar panels for electricity and hot water, electricity storage batteries, ground / air source heat pumps, electric car changing point, etc. This should also be added to their Local Plan review – in 2020/21 provided official NTC response to the Local Plan Review and WBC Environmental Strategy
 - b) (Repeat of 1.G.4): Work with Newbury BID and other relevant organisations to lobby WBC for the permanent pedestrianisation of the Market Place, excluding Mansion House and Wharf Streets. Aim for decision by end 2020
 - c) (Repeat of 1.G.1.b): Develop an environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport. This should also be added to their Local Plan review
 - d) Support the wider use of electric vehicles (cars and bicycles), and to install an adequate number charge points in suitable, secure parking spaces that are reserved for those vehicles
 - e) Radically expand the range of materials and product types that are collected kerb-side for recycling – in 2020/21 provided official NTC feedback
7. Encourage local community groups to set up market stalls at no / heavily reduced fees to promote green initiatives e.g. refillables

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

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

1. Launch a new fund dedicated to delivering much needed outreach youth work for Newbury, running from April 2020 to March 2024. This fund will form part of the budget for the next 4 years to enable our partners to plan effectively and deliver the best possible outcomes
2. Provide funding support for youth work initiatives at the Greenham Community Youth Project at the Nightingales, and the Riverside Centre in Clay Hill

B. Support initiatives to make Newbury a more inclusive town

1. Support our minority communities where possible by working with relevant local groups such as Community United
2. Support dementia-friendly initiatives to help the elderly in our community:
 - a) Explore NTC becoming an accredited dementia-friendly organisation
 - b) Organise dementia-awareness training for all members and officers by Q1 2020, and then display accreditation on NTC website
 - c) *Dementia-friendly training planned for first quarter following successive elections*
 - d) **Completed 2020/21:** Ensure the design of the new café in Victoria Park considers the needs of those with dementia, and encourage the café operator to embrace dementia-awareness training and practices
3. Specialist Changing facilities:
 - a) (Repeat of 1.F.2.i) By end Q2 2020, explore options for the best location for a specialist hoist in at least one public toilet in Newbury that will enable carers to change older children / young people on the changing table when needed rather than on the floor.
 - b) (Repeat of 1.F.2.ii) Install as soon as practical, and by Easter 2022 at the latest (was mid 2021)
4. *We will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town*

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

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

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

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

2. Promote cultural identity and equality of opportunity

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

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

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

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

Newbury Town Council, its Members and its Officers will:

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

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

Our Structure

Our Structure

- **People**

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

- **Decision Making**

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

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

- **Full Council** – 23 Members, 4 scheduled meetings / year
- **Policy & Resources** – 10 Members, 5 Subs, 4/yr.
 - Staff Sub-Committee – 6 members, 4 subs, 4/yr
 - Grants Sub-Committee – 6 members, 4 subs, 2/yr
 - Strategy working group
 - Audit working group
- **Planning & Highways** – 11 Members, 5 Subs, every 3 weeks
 - Canal Corridor working group
 - Heritage working group
 - Joint Sandleford working group
 - Neighbourhood Development Plan working group
 - Town Centre working group
- **Community Services** – 10 Members, 5 Subs, 4/yr
 - Victoria Park Café Sub-Committee
 - Climate Emergency working group
 - Green Spaces working group
- **Civic Pride, Arts & Leisure** – 10 Members, 5 Subs, 4/yr
 - Local democracy working group

Newbury Town Council**Budget 2021-22****Reports to the Policy and Resources Committee, 18 January 2021.**

The full details of the updated strategy (Appendix 2) and budget (Appendix 3) can be found in the papers, along with a combined summary presentation a presentation of both. Here are some of the key strategic projects for 2021/22:

- Open the new Community café and public toilets in Victoria Park by easter 2022
- Expand our support of youth work with new funding for the Community Youth Project in the Nightingales and The Riverside Centre in Clay Hill
- Further actions to address the climate emergency:
 - Further reduction in our carbon footprint of at least 7 tonnes
 - A new wildflower meadow for Victoria Park
 - Biodiversity survey for the public open space at Wash Common
- Carry out a detailed consultation on improvements to the public open space at Wash Common
- Support for key community groups: Community United, Greenham & Crookham Common Commissioners, Friends of Speen Moor, the Newbury Lido CIC
- Provide a strong lobbying voice for Newbury residents, in particular into:
 - Newbury Town Centre Masterplan 2036, including permanent pedestrianisation of the Market Place
 - London Road Industrial Estate development plans, including Newbury Community Football Group
- Continue our programme of maintenance to ensure safety of our buildings and our trees
- Continuing to support other bodies working for the benefit of communities in Newbury, such as Citizens' Advice and Newbury BID
- Enabling more flexible, remote and smarter working for Council staff to improve our response to any emerging situations
- Explore options to provide additional allotments (Our current allotments are full, with waiting lists for any vacancies that might arise)

We have also had to make provision for the following additional costs:

- £6,500 for a bye-election to fill the vacancy in the Clayhill Ward,
- Increased unscheduled maintenance costs to deal with growing vandalism issues, including property damage and graffiti

The proposed precept due for the average Band D property is £87.78, an increase of 2.25% or 3.7 pence per week.

Councillor Martin Colston, Chairman of the Policy and Resources Committee

12 January 2021

Newbury Town Council Budget 2021 / 22 Version P&P 18th January 2021		Total Budget	Income	Revenue	Reserves	CIL / S106	PWLB
100 Staff							
4000 Salaries/NI/PAYE	420,066			420,066			
4010 Misc Staff Expenses	2,575			2,575			
4045 Salary Reallocation	-420,066			-420,066			
4255 Professional Fees	0			0			
Overhead Expenditure	2,575						
110 Central Services							
1090 Interest Received	2,500		2,500				
1990 Miscellaneous Income	0		0				
Total Income	2,500						
4045 Salary Reallocation	25,962			25,962			
4050 Bank Charges	2,060			2,060			
4055 Election Expenses	0			0	6,500		
4060 NYC				0			
4065 Local Democracy Week				0			
Overhead Expenditure	28,022						
200 P&R General							
4045 Salary Reallocation	36,695			36,695			
4100 Members Allowances	0			0			
4105 Members' travel & subsistence	750			750			
4110 Bus Shelter Advertising	800			800			
4120 Precept Leaflet	1,200			1,200			
4125 P&R Projects Fund	5,000			5,000			
Overhead Expenditure	44,445						
210 Grants & Contribution							
4150 Grants for Climate Change Proj	10,000			10,000			
4155 Berkshire Youth; Youth Worker	25,000			25,000			
4160 Contribution to BID Xmas light	12,000			12,000			
4170 Volunteer Centre	500			500			
4175 Newbury Carnival	0			0			
4180 Grant Sub Committee	24,500			24,500			
4185 CAB Grant	20,000			20,000			
4190 CCTV	12,000			12,000			
4205 WBC - contribution to library	10,000			10,000			
Greenham CYP	2,500			2,500			
Riverside Centre	2,500			2,500			
Greenham and Crookham Common	500			500			
4210 Defibs	4,000					4,000	
Overhead Expenditure	123,500						

Newbury Town Council Budget 2021 / 22 Version P&P 18th January 2021		Total Budget	Income	Revenue	Reserves	CIL / S106	PWLB
220 Corporate Services							
1990 Miscellaneous Income	100	100					
Total Income	100						
4200 Visitor Information	500						
Visitor Information EMR	1,000				1,000		
4220 Training and Development	5,000			5,000			
4225 Advertising Recruitment	1,000			1,000			
4230 Telephone	5,650			5,650			
4235 Postage	1,500			1,500			
4240 Printing/Stationery	1,500			1,500			
4245 Office Equipment	2,000			2,000			
4250 IT (working from home changes)	22,000			17,000	5,000		
4255 Professional Fees	15,000			15,000			
4260 Audit	3,800			3,800			
4265 Subscriptions	4,400			4,400			
4270 Photocopier Charges	2,000			2,000			
4275 Advertising General	1,200			1,200			
4280 Recycling Costs	900			900			
4285 GM contract admin fee (WBC)	2,700			2,700			
4290 Capital exp computers etc	6,000			6,000			
4420 Insurance	13,000			13,000			
4425 Repairs and Maintenance	0			0			
Overhead Expenditure	89,150						
290 Town Hall							
1270 Suite Lease Income	32,000	32,000					
1275 Solar Panel Income	400	400					
1280 Chamber Hire	6,000	6,000					
1285 Projector Hire	0	0					
1990 Miscellaneous Income	0	0					
Total Income	38,400						
4045 Salary Reallocation	47,325			47,325			
4265 Subscriptions	0			0			
4310 Reconnect Drinking Fountain	1,850				1,850		
4315 Town Hall Survey	11,650				11,650		
4320 Town Hall Refurb revenue	5,000			5,000			
Town Hall Refurb reserves	5,000			0	5,000		
4345 Replacement Solar Panel Invert	1,500				1,500		
4405 Rates	11,094			11,094			
4410 Water	1,000			1,000			
4415 Energy Supplies	10,300			10,300			
4416 Energy Conservation Projects	5,000				5,000		
4425 Repairs & Maint Town Hall - 20/21	29,500			23,500	6,000		
Repair & Maint Town Hall - EMR	6,000				6,000		
Repair & Maint Town Hall Year 2	38,500			0	38,500		
4430 Maint. Contracts	14,588			14,588			
4440 Fire Extinguishers	1,500			1,500			
4445 Security	800			800			
Overhead Expenditure	190,607						

Newbury Town Council Budget 2021 / 22 Version P&P 18th January 2021		Total Budget	Income	Revenue	Reserves	CIL / S106	PWLB
295 Weddings							
1280 Chamber Hire	2,500	2,500					
Total Income	2,500						
4045 Salary Reallocation	3,429			3,429			
4340 Weddings expenditure	1,000			1,000			
Overhead Expenditure	4,429						
300 Newtown Road Cemetery							
1300 Cemetery Income	0	0					
1990 Miscellaneous Income	0	0					
Total Income	0						
4045 Salary Reallocation	2,348			2,348			
4315 Topographical Survey	0			0			
4355 Toilet Hire NRC	1,300			1,300			
4405 Rates	389			389			
4410 Water	0			0			
4415 Energy Supplies	400			400			
4416 Energy Conservation Projects	1,000				1,000		
4425 Repairs and Maintenance	7,500			7,500			
4430 Maint. Contracts	12,250			12,250			
4435 Maint. Contracts Unscheduled	1,200			1,200			
4436 Headstone Survey	2,000				2,000		
4440 Fire Extinguishers	100			100			
4515 Tree Surveys & Works	800			800			
NRC Composting Toilet (25%)	10,250				2,563		
Bio-diversity Survey - NRC	0			0			
Redecoration of chapel	1,200				1,200		
Overhead Expenditure	40,737						
305 Shaw Cemetery							
1300 Cemetery Income	35,000	35,000					
1990 Miscellaneous Income	0	0					
Total Income	35,000						
4045 Salary Reallocation	21,149			21,149			
4250 IT	1,100			1,100			
4265 Subscriptions	95			95			
4315 Topographical Survey	0			0			
4400 Rent Payable	1,000			1,000			
4405 Rates	280			280			
4410 Water	3,000			3,000			
4415 Energy Supplies	1,000			1,000			
4416 Energy Conservation Projects	1,860				1,860		
4425 Repairs and Maintenance	13,560			10,700	2,860		
4430 Maint. Contracts	63,500			63,500			
4435 Maint. Contracts Unscheduled	2,200			2,200			
4436 Headstone Survey	0			0			
4440 Fire Extinguishers	250			250			
4515 Tree Surveys & Works	2,885			2,885			
Overhead Expenditure	111,879						

Newbury Town Council Budget 2021 / 22 Version P&P 18th January 2021		Total Budget	Income	Revenue	Reserves	CIL / S106	PWLB
310 Markets							
1320 Market Income	39,000	39,000					
1990 Miscellaneous Income	0	0					
Total Income	39,000						
4045 Salary Reallocation	23,094			23,094			
4265 Subscriptions	370			370			
4275 Advertising General	1,500			1,500			
4360 Market Management	15,000			14,000			
4365 Free Car Parking	0			0			
4366 Market Strategy	4,000						
4405 Rates	5,725			5,725			
4415 Energy Supplies	1,000			1,000			
4425 Repairs and Maintenance	2,865			2,865			
4445 Security	0			0			
Overhead Expenditure	53,554						
315 War Memorial							
4045 Salary Reallocation	3,708			3,708			
4425 Repairs and Maintenance	700			700			
Sinking Fund	2,000			2,000			
Overhead Expenditure	6,408						
320 Footway Lighting							
4045 Salary Reallocation	3,708			3,708			
4415 Energy Supplies	7,313			7,313			
4425 Repairs and Maintenance	13,000			13,000			
Overhead Expenditure	24,021						
325 Clock House							
4045 Salary Reallocation	3,708			3,708			
4415 Energy Supplies	750			750			
4425 Repairs and Maintenance	4,840			4,840			
Overhead Expenditure	9,298						
330 Street Furniture							
4045 Salary Reallocation	3,709			3,709			
4415 Energy Supplies	220			220			
4425 Repairs and Maintenance	5,500			5,500			
4435 Maint. Contracts Unscheduled	500			500			
Grit bin Monkey Bridge	0			0			
Move bus stop					5,800		
4460 Grit Bins	4,635			4,635			
Overhead Expenditure	14,564						

Newbury Town Council Budget 2021 / 22 Version P&P 18th January 2021		Total Budget	Income	Revenue	Reserves	CIL / S106	PWLB
335 Recreation Grounds							
1355 Income - Pitches	2,266	2,266					
Total Income	2,266						
4045 Salary Reallocation	15,218			15,218			
4410 Water	600			600			
4415 Energy Supplies	2,060			2,060			
4423 Upgrading	2,250				2,250		
4425 Repairs and Maintenance	4,600			4,600			
4430 Maint. Contracts	29,800			29,800			
4435 Maint. Contracts Unscheduled	9,650			9,650			
4515 Tree Surveys & Works	5,460				5,460		
4580 PPE	1,000			1,000			
Drinking water tap	1,220				1,220		
Consultation - Wash Common	1,000			1,000			
Overhead Expenditure	72,858						
336 City Recreation Ground							
4423 Upgrading - City Rec	14,000					14,000	
Drinking water tap	1,220				1,220		
Overhead Expenditure	15,220						
340 Play Areas							
4045 Salary Reallocation	18,258			18,258			
4423 Upgrading - Play Areas	5,800					5,800	
4424 Skylings	0			0			
4425 Repairs and Maintenance - Play areas	14,000			14,000			
4430 Maint. Contracts	23,240			23,240			
4435 Maint. Contracts Unscheduled - Play areas	9,600			9,600			
4520 Replacement Play Equipment	0			0			
Overhead Expenditure	70,898						

Newbury Town Council Budget 2021 / 22

Version P&P 18th January 2021

Newbury Town Council Budget 2021 / 22 Version P&P 18th January 2021		Total Budget	Income	Revenue	Reserves	CIL / S106	PWLB
345 Victoria Park							
1360 Income - Tennis Courts	12,000	12,000					
1380 Income - Bowling Club	927	927					
1385 Income - Kiosk/Cafe	1,600	1,600					
1500 Other open spaces income - Vic Pk	2,000	2,000					
1600 Sponsorship - Vic Pk	0	0					
1990 Miscellaneous Income - Vik Pk	1,000	1,000					
Total Income	17,527						
4045 Salary Reallocation	32,530			32,530			
4265 Subscriptions	0			0			
4275 Advertising General	0			0			
4325 PWLB Loan charges	10,000					10,000	
4355 Toilet Hire NRC	700			700			
4410 Water	4,350			4,350			
4415 Energy Supplies	4,000			4,000			
4425 Repairs and Maintenance	13,450			13,450			
4430 Maint. Contracts	66,450			66,450			
4435 Maint. Contracts Unscheduled	4,850			4,850			
Wild flower meadow Victoria Park	4,000				4,000		
4440 Fire Extinguishers	200			200			
4445 Security	500			500			
4465 Tennis Courts Maintenance Fund	3,600			3,600			
4475 VP LTA Registration Fee	350			350			
4480 Music at the Bandstand	3,000			3,000			
4485 VP tennis court promotion	1,500			715			
VP tennis court promotion EMR					785		
4490 VP Fun Day	2,500			2,500			
4515 Tree Surveys & Works	2,300				2,300		
4525 Vic Park Café Fees 1	29,000					29,000	
Vic Park Café Fees 2	6,000					6,000	
4530 Community Café PWLB	250,000						250,000
Community café S106 balance	63,541					63,541	
Community Café CIL	25,000					25,000	
Community Café EMR	60,459				60,459		
Community café ghost cost							
4535 Hoist	12,000					12,000	
Biodiversity survey - Vic Pk	0			0			
Consultation - café	1,000			1,000			
Overhead Expenditure	601,280						

Newbury Town Council Budget 2021 / 22 Version P&P 18th January 2021		Total Budget	Income	Revenue	Reserves	CIL / S106	PWLB
350 Open Spaces							
1395 Wayleave Income	25	25					
Total Income	25						
4045 Salary Reallocation	15,218		15,218				
Salary reallocation- green spaces WG	10,440		10,440				
4400	180		180				
4410 Water	100		100				
4425 Repairs and Maintenance	5,000		5,000				
4430 Maint. Contracts	72,994		72,994				
4435 Maint. Contracts Unscheduled	4,000		4,000				
Greenham House Gdns preparatory work	9,450			9,450			
Blossoms Field tree works	3,500			3,500			
Litter picking equipment - general	500		500				
Equipment & support for Speen Moor Friends Group	500		500				
4515 Tree Surveys & Works	7,650		305	7,345			
Biodiversity survey - Open Spaces	2,000		2,000				
Overhead Expenditure	131,532						
355 Floral Displays and Trees							
1990 Miscellaneous Income	2,000	2,000					
Total Income	2,000						
4045 Salary Reallocation	6,111		6,111				
4425 Repairs and Maintenance	850		850				
4430 Maint. Contracts	21,896		21,896				
4470 Tree Maintenance	5,000		5,000				
4500 Tree planting	4,850		4,053	797			
4505 Edible Crops	300		300				
4510 Additional Floral Displays NIB	1,500		1,500				
Consultations	1,000		1,000				
Overhead Expenditure	41,507						
360 Britain & Newbury In Bloom							
1600 Sponsorship	0	0					
Total Income	0						
4045 Salary Reallocation	15,532		15,532				
4425 Repairs and Maintenance			0				
4710 Newbury In Bloom	4,802		4,802	2,198			
Newbury In Bloom EMR			0				
Staff costs	2,775		2,775				
Overhead Expenditure	23,109						
420 Wash Common Allotment							
1400 Allotment Income	3,300	3,300					
Total Income	3,300						
4045 Salary Reallocation	5,801		5,801				
4410 Water	700		700				
4425 Repairs and Maintenance	2,250		2,250				
4430 Maint. Contracts	1,440		1,440				
4435 Maint. Contracts Unscheduled	2,000		2,000				
4450 Extra security measures	225		225	2,075			
4515 Tree Surveys & Works	800		800				
Overhead Expenditure	13,216						

Newbury Town Council Budget 2021 / 22 Version P&P 18th January 2021		Total Budget	Income	Revenue	Reserves	CIL / S106	PWLB
421 Allotments (except Wash Common							
1400 Allotment Income	19,570	19,570					
1405 Allotment Key Replacement	0	0					
1990 Miscellaneous Income	0	0					
Total Income	19,570						
4045 Salary Reallocation	29,007			29,007			
4400 Rent Payable	876			876			
4410 Water	4,000			4,000			
4425 Repairs and Maintenance	16,500			16,500			
4430 Maint. Contracts	7,192			7,192			
4435 Maint. Contracts Unscheduled	1,500			1,500			
4450 Extra security measures	5,540			5,540			
Investigate additional allotment sites	2,500				2,500		
4515 Tree Surveys & Works	500			500			
Overhead Expenditure	67,615						
430 Wharf Toilets							
4045 Salary Reallocation	6,424			6,424			
4195 Wharf Toilets Contract	11,845			11,845			
4405 Rates	7,309			7,309			
4415 Energy Supplies	0			0			
4425 Repairs and Maintenance	3,650			3,650			
Overhead Expenditure	29,228						
500 CPA&L General							
4045 Salary Reallocation	28,081			28,081			
4600 CPA&L Committee Fund	500			500			
4620 Music in the Market Place	1,000			1,000			
4625 Art Trail	1,000				1,000		
4636 VE/VJ Day Celebrations	0			0			
Local Democracy WG	600			600			
Youth Voice Event	5,000				5,000		
Art on the Park	500			500			
Overhead Expenditure	36,681						
505 Civic Responsibility							
4045 Salary Reallocation	30,469			30,469			
4652 Mayors Allowance 2019-20	1,000			1,000			
4655 Honorarium	4,000			4,000			
4660 Mayor Making	2,500			2,500			
4665 Remembrance	4,000			4,000			
4670 Regalia and Robes	2,749			2,749	251		
4680 Civic Hospitality & Events	1,500			1,500			
4690 Twin Towns	250			250			
4700 Civic Award Scheme	1,000			1,000			
4705 Watership Brass	650			650			
Overhead Expenditure	48,118						

Newbury Town Council Budget 2021 / 22		Income	Revenue	Reserves	CIL / S106	PWLB
Version P&P 18th January 2021						
Total Budget						
600 Planning & Highways						
1120 Grants & Donations Received	100	100				
Total Income	100					
4045 Salary Reallocation	32,142		32,142			
4800 P & H Committee Fund	1,000		1,000			
4805 Heritage Working Group	2,241		2,241	759		
4810 Neighbourhood Development Plan	7,000			7,000		
Neighbourhood Development Plan			0			
4815 Signage	10,000				10,000	
4820 Canal Corridor	10,000				10,000	
Overhead Expenditure	62,383					
Precept						
TOTALS	1,134,749	162,288	1,297,037	224,852	189,341	250,000
Budget 2020/21 for comparison	1,107,071	163,235	1,270,306	275,585	369,000	250,000



Strategy 2019-2024 – Year 2 update and Budget 2021/22

18th January 2021

Making Newbury a town we can all be proud of

Our Mission – *What drives us?*



Making Newbury
a town we can all be proud of





Summary of Key Strategic Actions 2019-2024

2019	2020	2021	2022	2023	2024
1. HELP MAKE NEWBURY A UNIQUE, WELCOMING, SAFE AND WELL CARED FOR TOWN					
Victoria Park Café – planning permission <ul style="list-style-type: none">C neutral by design, target BREEAM excellentDisabled & dementia friendly					
Victoria Park Café – build <ul style="list-style-type: none">Include public toiletsInclude specialist hoist in WC					
City Rec upgrade					
Wash C consultation					
Wash Common park upgrade					
Lobby and Influence WBC: LRIE including NCFG, Newbury Town Centre Masterplan incl Market Place pedestrianisation, Sandleford, Local Plan					
2. FOSTER A REAL SENSE OF COMMUNITY					
Stage and support inclusive community events: Newbury & Britain in Bloom, Civic Awards, Mayor's Drive, Family Fun Day, Remembrance Sunday, etc					
Encourage local democracy and appreciation of Newbury's heritage					
3. TAKE ACTIONS TO ADDRESS THE CLIMATE EMERGENCY					
Climate Emergency declared June 2019 <ul style="list-style-type: none">NTC C neutral by 2030Support Newbury-wide sustainabilityClimate conference 1					
C reduction 25.8 tonnes <ul style="list-style-type: none">Climate conference 2Carbon Grant launched					
C reduction ≥ 7 tonnes <ul style="list-style-type: none">Climate conference 3Carbon Grants					
C reduction ≥ 7 tonnes <ul style="list-style-type: none">Climate conference 4Carbon Grants					
C reduction ≥ 7 tonnes <ul style="list-style-type: none">Climate conference 5Carbon Grants					
C reduction ≥ 7 tonnes <ul style="list-style-type: none">Climate conference 6Carbon Grants					
Lobby WBC on building standards, sustainable transport plan, recycling, and flooding risk assessment / prevention					
4. FOCUSED SUPPORT FOR YOUNG PEOPLE, THE ELDERLY, MINORITIES & THE VULNERABLE					
Outreach youth work partnership established					
Detached Youth Work for Newbury + support for CYP at the Nightingales and at the Riverside Centre					

Significant Delivery Despite Challenges of Covid-19

- **NTC has successfully delivered several key objectives in Year 1:**
 - Major upgrade to the City Recreation Ground, and playgrounds at Skyllings and Walton Way
 - Significant progress on proposed new Community Café and public toilets for Victoria Park
 - Redesigned to be carbon neutral in operation and target BREEAM Excellent in construction
 - Detailed plans submitted for planning approval in November 2020
 - Started a new 3 year partnership with Berkshire Youth to provide outreach youth work
 - Significant steps on sustainability:
 - Reduced carbon footprint by 25.8 tonnes vs target of 7 tonnes (which equates to 37% of our directly generated emissions)
 - Held 2 climate conferences and launched a new Climate Grant
 - Significant tree planting and new wildflower meadow
 - Began a much needed programme of maintenance to ensure safety of our buildings and our trees
 - Consultation / planning responses on LRIE (incl NCFG), Sandleford, the Local Plan, Newbury Town Centre Masterplan 2036
- **NTC has successfully maintained core services during lockdown restrictions:**
 - Kept the Thursday and Saturdays markets open throughout, and they're now really thriving again
 - Allotments at 100% capacity
 - Tennis court membership and usage increased dramatically post lockdown 1
 - Awarded grants to local organisations who are providing support to residents during Covid-19
 - Ongoing support for Citizens Advice, town centre CCTV, and Christmas Lights
 - Mayoral support for and appreciation of our residents and businesses
 - Officers safely and effectively working from home; council meetings all remote via Zoom with full public participation

Our Goals – *Where are we heading?*

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

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

2. Foster a real sense of community

- A. Inspiring Civic events and Mayoral calendar
- B. Enjoyable and inclusive community events
- C. Celebrate and recognise individual and community achievements
- D. Encourage and support contributions to our public and community life

3. Take actions to address the climate emergency

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

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

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

Our Goals – *Where are we heading?*

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

- A. Provide outstanding parks, playgrounds and public spaces
- B. Run vibrant charter and farmers' markets
- C. Run thriving allotments
- D. Provide well-kept and peaceful cemeteries
- E. Ensure our public and historic buildings are properly cared for and well-used
- F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors
 - Add in support for a) Greenham & Crookham Common Commissioners, b) Speen Moors walk, and c) Newbury Lido
- G. Provide a strong voice for Newbury by lobbying and working with WBC, Newbury BID, and others
 - Add in a) making Newbury a low emission zone to discourage through traffic on A339, b) encourage new at-grade crossing of A339

Targeted additions to:

- 1. Strengthen support for well-being
- 2. Strengthen support for sustainability
- 3. Strengthen support for youth & minorities

2. Foster a real sense of community

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

3. Take actions to address the climate emergency

- A. Ensure the activities of the Town Council are carbon neutral by 2030 or before
- B. Actively encourage and support actions that will make Newbury as a whole more environmentally sustainable
 - Add in a) biodiversity surveys to provide benchmark, b) additional wildflower meadow (Victoria Park)

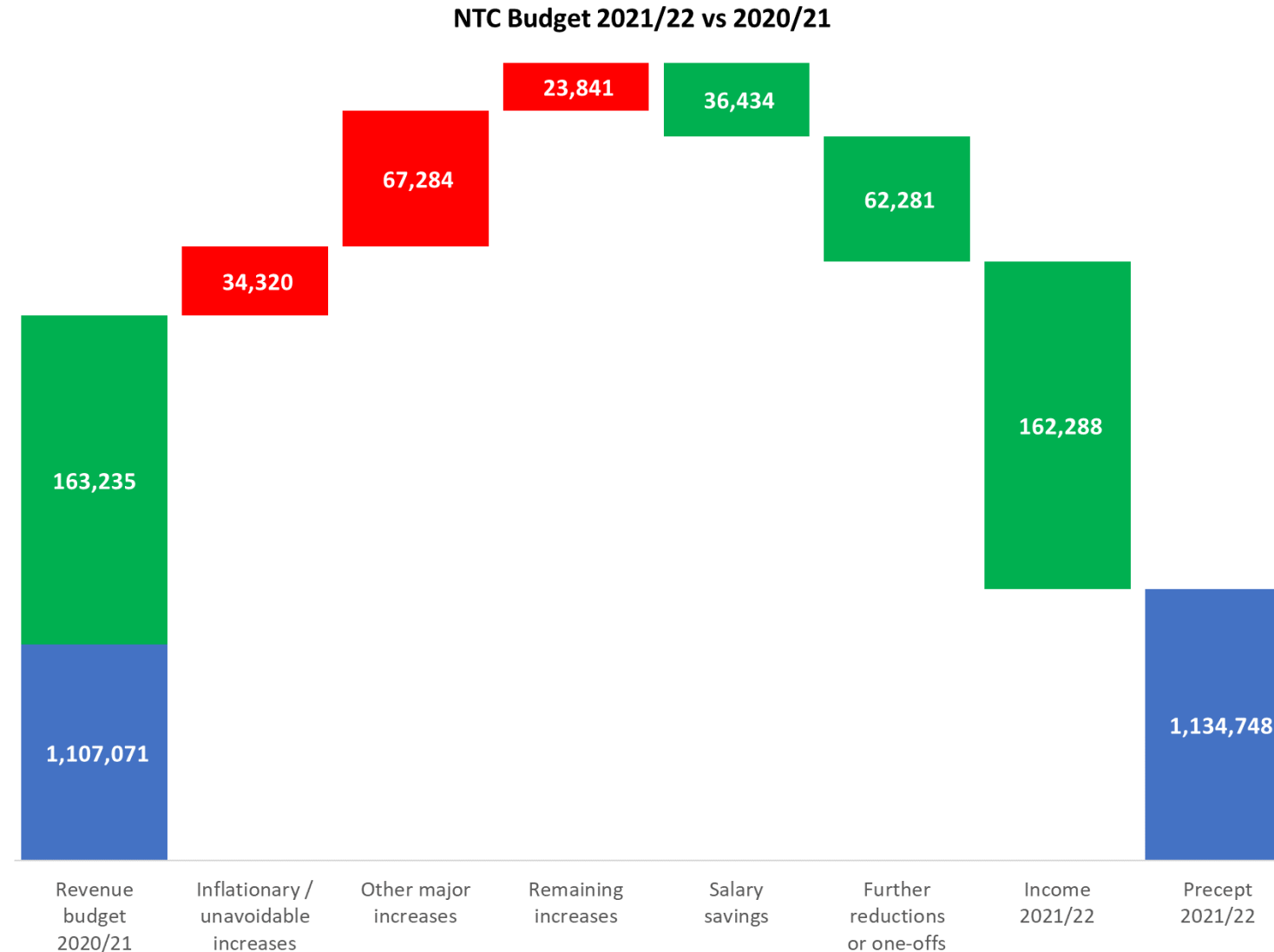
4. Provide focused support for young people, the elderly, minorities and the vulnerable

- A. Provide funding support for youth work in Newbury
 - Add support for Greenham Community Youth Project at the Nightingales and at the Riverside Centre in Clay Hill
- B. Support initiatives to make Newbury a more inclusive town
 - Add in support for ethnic minorities
- C. Work with local organisations which support the homeless in Newbury

Key strategic projects for 2021/22

- 1. Open the new Community Café and public toilets in Victoria Park, by Easter 2022**
- 2. Expand our support of youth work with new funding for:**
 1. The Community Youth Project in the Nightingales
 2. The Riverside Centre in Clay Hill
- 3. Further actions to address the climate emergency:**
 1. Further reduction in our carbon footprint of at least 7 tonnes
 2. A new wildflower meadow for Victoria Park
 3. Biodiversity survey for the public open space at Wash Common
- 4. Carry out a detailed consultation on improvements to the public open space at Wash Common**
- 5. Support for key community groups:**
 1. Community United, Greenham & Crookham Common Commissioners, Friends of Speen Moor, the Newbury Lido CIC
- 6. Provide a strong lobbying voice for Newbury residents, in particular into:**
 1. Newbury Town Centre Masterplan 2036, including permanent pedestrianisation of the Market Place
 2. London Road Industrial Estate development plans, including Newbury Community Football Group
- 7. Continue our programme of maintenance to ensure safety of our buildings and our trees**

Summary of budget changes: 2020/21 vs 2021/22



1. Total precept = +2.5%
2. Band D = £87.78 per year
= +2.25%
= + £1.93 per year
= + 3.7p per week

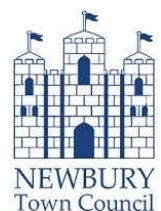
Summary of spend together with source of funds and impact on reserves

Total budget:		1,958,728	
funded by:			%
	Precept	1,134,748	58%
1	Other NTC generated income	162,288	8%
2	CIL	125,800	6%
3	General Reserves	67,192	3%
4	Section 106 - all for Café	63,541	3%
5	Earmarked Reserves	155,160	8%
6	Public Works loan for balance of Café	250,000	13%
Total		1,958,728	100%

Exact split between EMR and PWL for the Café is still to be determined.

Reserves Summary

Precept	1,134,748
Min reserves required by Standing Orders = 25% of precep	283,687
Planned reserves spend 2020/21	222,352
Total reserves required now	506,038
Projected total at 31/3/21	784,865
Cushion	278,827



Detail on income and expenditure from CIL and reserves

1 NTC generated income

Interest	2,500	2%
Town hall	40,900	25%
Shaw cemetery	35,000	22%
Markets	39,000	24%
Victoria park	17,527	11%
Allotments	22,870	14%
Other	4,491	3%
Total	162,288	100%

2 CIL Expenditure

Café	25,000	20%
Disabled Hoist for Café	12,000	10%
Signage	10,000	8%
Canal Corridor	10,000	8%
Defibs	4,000	3%
Vic Park Café Fees 1	29,000	23%
Vic Park Café Fees 2	6,000	5%
PWLB Loan charges	10,000	8%
City Rec upgrade - additional	14,000	11%
Play areas upgrading	5,800	5%
Total	125,800	100%

Detail on income and expenditure from CIL and reserves

3 Expenditure from General Reserves:

NRC Composting toilet - 25% of 10250	2,563	3%
Upgrading recreation grounds	2,250	3%
Wild flower meadow Victoria Park	4,000	5%
Greenham House Gdns preparatory work	9,450	11%
Town Hall Survey - external	11,650	14%
Energy conservation projects	7,860	10%
Repairs & Maint Town Hall - 20/21	6,000	7%
Repair & Maint Town Hall Year 2	38,500	47%
Total	82,273	100%

Transfer from Earmarked Reserves to General Reserves 15,081

Net Movement in General Reserves 67,192

Total from reserves 222,352

Victoria Park café funding

Café Funds CIL	72,000
Café Funds S106	63,541
Café Funds EMR	60,459
Public Works loan	250,000
Total	446,000

5 Expenditure from Earmarked Reserves:

Allotment security	2,075	1.5%
Art and Town Trail	1,000	0.7%
New Community Café VP	60,459	43.2%
Capital equipment	5,000	3.6%
Civic robes replacement	251	0.2%
Conservation- Cemetery chapels	2,860	2.0%
Decorate NRC Chapel	1,200	0.9%
Drinking water taps, City rec and Blossoms Field	2,440	1.7%
Drinking fountain, Town Hall	1,850	1.3%
Elections	6,500	4.6%
Headstone surveys	2,000	1.4%
Heritage WG	759	0.5%
Move of bus stop	5,800	4.1%
Neighbourhood Development Plan	7,000	5.0%
Newbury in Bloom	2,198	1.6%
Newbury Youth Council	5,000	3.6%
Tree Works 2021-22	18,605	13.3%
Solar panel	1,500	1.1%
Tennis Court Promotion	785	0.6%
Town hall maintenance	6,000	4.3%
Town hall repairs, Year 1	5,000	3.6%
Tree Planting	797	0.6%
Visitor information	1,000	0.7%
Total	140,079	100%

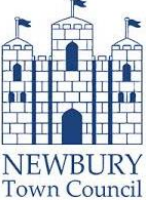
Transfer from Earmarked Reserves to General Reserves 15,081

Net Movement in Earmarked Reserves 155,160



Summary of Key Strategic Actions 2019-2024

2019	2020	2021	2022	2023	2024
1. HELP MAKE NEWBURY A UNIQUE, WELCOMING, SAFE AND WELL CARED FOR TOWN					
Victoria Park Café – planning permission <ul style="list-style-type: none">• C neutral by design, target BREEAM excellent• Disabled & dementia friendly					
Victoria Park Café – build <ul style="list-style-type: none">• Include public toilets• Include specialist hoist in WC					
City Rec upgrade					
Wash C consultation					
Wash Common park upgrade					
Lobby and Influence WBC: London Road Industrial Estate, Newbury Town Plan, Market Place pedestrianisation & Football Club home					
2. FOSTER A REAL SENSE OF COMMUNITY					
Stage and support inclusive community events: Newbury & Britain in Bloom, Civic Awards, Mayor's Drive, Family Fun Day, Remembrance Sunday, etc					
Encourage local democracy and appreciation of Newbury's heritage					
3. TAKE ACTIONS TO ADDRESS THE CLIMATE EMERGENCY					
Climate Emergency declared June 2019 <ul style="list-style-type: none">• NTC C neutral by 2030• Support Newbury-wide sustainability• Climate conference 1					
C reduction 25.8 tonnes <ul style="list-style-type: none">• Climate conference 2• Carbon Grant launched					
C reduction ≥ 7 tonnes <ul style="list-style-type: none">• Climate conference 3• Carbon Grants					
C reduction ≥ 7 tonnes <ul style="list-style-type: none">• Climate conference 4• Carbon Grants					
C reduction ≥ 7 tonnes <ul style="list-style-type: none">• Climate conference 5• Carbon Grants					
C reduction ≥ 7 tonnes <ul style="list-style-type: none">• Climate conference 6• Carbon Grants					
Lobby WBC on building standards, sustainable transport plan, recycling, and flooding risk assessment / prevention					
4. FOCUSED SUPPORT FOR YOUNG PEOPLE, THE ELDERLY, MINORITIES & THE VULNERABLE					
Outreach youth work partnership established					
Detached Youth Work for Newbury + support for CYP at the Nightingales and at the Riverside Centre					



Our Mission

Our Mission



Making Newbury
a town we can all be proud of



Newbury Town Council

Public Report

To: Policy and Resources Committee, 18 January 2021.

Agenda Item: 8: Engagement and Consultation Policy

Recommendation: To approve The Engagement and Consultation Policy for Newbury Town Council.

Introduction

Newbury Town Council's community engagement and consultation activities have been brought together into one overarching framework for the Council so as to better coordinate how we consult and engage with our community and to give Newbury residents more opportunities to have their say on the services the Council provides.

This policy acknowledges the Council's genuine desire to place consultation and engagement at the heart of our role in championing the needs of our community and involving them in decisions that affect them. We are committed to delivering services, policies and strategies that reflect local priorities, requirements and aspirations. The Policy sets out the matters we will consider when developing a consultation and engagement exercise to ensure that all relevant members of the community have a voice in the debate around how services are delivered. It acknowledges the need to provide appropriate opportunities for the community to participate at whatever level they wish to influence the provision of services, decision making and policy development.

Engagement

The aims of our Engagement Strategy are:

- To improve the way in which we engage with our residents
- To improve the quality and value of our policy and decision-making processes by taking into account the views of the residents and other stakeholders concerned
- To ensure that residents and other stakeholders have been offered the opportunity to be involved in key decisions affecting them
- To inform residents of Council plans, policies, decisions and outcomes
- To ensure that residents are consulted on key issues,

Community engagement is about giving local people a voice and involving them in decisions that affect them and their community. We will provide the opportunity for residents of the Town to express their views on matters that are important to them. This will inform and advise the Town Council and improve the quality and value of our policies and decisions on behalf of our residents.

Community Engagement also enables the Town Council to consult with and inform the residents about what services it provides, and explain how, when faced with limited financial resources, it prioritises those services, and it enables the Town Council to tell them how we are performing against our Plan and targets.

Objectives

The key objectives of the Engagement and Consultation Policy are to:

- Provide and receive information
- Seek opinions
- Improve the quality and value of the Town Council's decision making
- Encourage effective local community engagement
- Publish accurate information about the work of the Town Council
- Identify what is important to the residents, and consider and prioritise those needs
- Encourage participation in the development of services and understand how the Precept is spent

General Principles

The key aspects of engagement include:

- Clear, honest and regular communication of important information, which is accessible to everyone in the Town
- Providing accurate information that explains the significance of issues faced by the Town, what the options are and how we intend to deal with the issues
- Listening, understanding, and acting on information provided to us, and
- Responding to all concerns raised by residents

How we engage

- We provide opportunities for residents to have their say in key decisions affecting the Town. All meetings of the Town Council are open to the public and Press, and information is published on the website and the Town Hall notice board
- Members of the public can ask questions at any meeting of the Council or any of its Committees
- We provide regular opportunities for face-to-face discussion with a Councillor by means of weekly surgeries, held on Saturday mornings on the Town Hall steps
- We provide a broad range of information on the Town Council website
- We encourage residents to write to us with their concerns through our "Ask The Leader" page on the Town Council website
- We actively promote our plans on the website and through our monthly newsletters
- We use our Facebook account to reach those who regularly use those communication tools
- We ensure that all meeting dates are advertised well in advance and that the relevant statutory notices are published in good time before each meeting
- We make our policies and procedures available through the website
- We continue to represent Newbury Town Council and the community of Newbury through consultations and attendance at meetings of outside bodies, to ensure the needs of our Town are made known and promoted
- We hold an annual Town Meeting to encourage Community Engagement

Communication with the Local Community & Stakeholders

We are committed to improving our community engagement by:

- Undertaking all of the above activities and striving to improve our relationships with community groups and other agencies and stakeholders that can assist us in our endeavours, including developing measures to harness the views and opinions of people who are sometimes missed out of community engagement activities.
- We will be proactive and willing to consider all means of getting information to the local community and in trying new ways of increasing feedback from them.
- We will continue joint venture working and shared services with local or District groups and organisations that may be able to assist us in achieving our aims
- We will promote our achievements and actively encourage residents to join us as Members of the Town Council.
- We will promote Town Council elections, the importance of the democratic process, and the value of being a Town Councillor.
- We will seek volunteers for community projects and promote the value of volunteers to the Town

Consultations

Much of the work of the Council is guided by the Strategy 2019-2024. However, there may be circumstances when the Council wishes to seek the views of local people on a proposed project, action or policy. In such circumstances, a consultation may be conducted and this policy aims to set out how such consultations may take place.

Newbury Town Council already engages and consults on a wide range of issues utilising many different forms of engagement. The purpose of this policy is to ensure there is a consistency to the way in which we plan, develop and share learning from consultations to influence the way in which we provide services in the future.

A consultation will not be carried out in connection with any action required to be carried out by the Council by law or where a project, action or activity is proposed on the grounds of health and/or safety or in connection with required repairs and maintenance, or in any circumstances where the proposed project, action or activity is outside the power of the Parish Council to undertake.

We will carry out appropriate consultation before making any new policy or decision which will impact on residents, communities or other stakeholders. In designing a consultation we will have regard to

- The scale of the proposal,
- The cost of the proposal
- the geographical range of any impacts and/ or benefits and the residents/ communities who may be effected by the proposal
- The timing of the consultation and the length of the consultation period and
- The cost of the consultation

Having regard to the above, the Council may employ any one or all of the following consultation methods:

- a) Handing or posting the consultation to those most likely to be impacted
- b) Notices in local media outlets
- c) Notices on notice boards
- d) The use of the Council's website and online survey/ consultation methods
- e) Directly consulting relevant partners, stakeholders or other community/ voluntary organisations
- f) Directly consulting local residents known to have particular knowledge or interest in the matter
- g) Holding meetings virtually or in physical venues
- h) Face to face informal surveys
- i) Formal written questionnaires
- j) Telephone surveys
- k) Interviews

Wherever possible, the consultation will include the following:

- A brief explanation of the nature of the project/activity
- A clear indication that the consultation is being undertaken by Newbury Town Council
- A statement indicating that the results of the survey/questionnaire will be used to inform Town Councillors who will remain responsible for making a decision on the matter
- An opportunity for members of the public to add comments about the project/activity
- A clear indication of when the questionnaire is to be returned and to which address

When proposals come before the relevant committee, the recommendation to Members will include details of the proposed consultation approach. This will ensure Members actively approve both the plans and the consultation approach.

The elected councillors will be encouraged to promote the consultation, engage with residents and improve the response rate. Their involvement is crucial to the success of a good consultation. They are strategically placed in the community to build relations with residents and often well known to residents in their locality.

We will make available via our website, the results of any public consultation or survey that affects the Town.

Parish Council decisions can only be made by Parish Councillors in a duly convened meeting. The results of a consultation will be used solely for the purpose of informing parish councillors of the general wishes of those consulted. The Council is required to take the needs of the Town as a whole into account when making decisions and not just

reflect the wishes of a minority which may conflict with the needs of the parish as a whole. Thus, the results of a neighbourhood consultation will not be binding on any final decision of the Parish Council.

Feedback on the results of a survey will be made available to members of the public where appropriate through the Minutes of meetings at which the results are discussed. A separate notification of the results may be given to those surveyed if the Town Council so chooses, either through a separate written notification or a notice on a nearby noticeboard for example.

Hugh Peacocke
Chief Executive Officer

5 January 2021

Newbury Town Council

Policy and Resources Committee 18th January 2021

Item 9: In Year Budget Monitoring 2020/21

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

Items in italics were reported at an earlier meeting of the committee

Overspent budget lines

Cost Centre	Code	Description	Reason
110	4250	IT	Firsty - Monthly support
210	4190	CCTV	Support for CCTV (Smart Integrated Solutions)
220	4225	Advertising Recruitment	Replacement for Gillian, Tony & Restructuring.
220	4250	IT	New Laptops and Office 365
220	4255	Professional Fees	Sale of Land. New Website. Neighbourhood Plan AH while temp.
220	4275	Advertising General	Get Active VP advertising Easter Puzzle Mag. Open for Business Advert, could this be for Market?
290	4405	Rates	Suite 7 no longer occupied by WBC Car Park team
290	4410	Water	Estimated invoices
290	4440	Fire Extinguishers	Contract paid twice. Monies to be refunded.
295	4340	Wedding Expenditure	8 Months of Wedding Licence + Wedding Adverts
305	4410	Water	Estimated invoices
330	4425	R & M	PO 1555 Dtd 31/12/19 – Relocation of the Bus Stop
335	4425	R & M	PO 1524 J Dell Roofing £4,250.00
336	4905	CIL Expenditure	No Budget for this code and should it have come from an EMR?
340	4425	R & M	£5,536 New Iron clad Storage Unit – CCTV
345	4410	Water	Splash Park – Business Stream invoices to be investigated.
345	4415	Energy Supplies	S/L Invoice to be raised for Kiosk
360	4425	R & M	The Secret Garden Project – As per PO
430	4425	R & M	General Maintenance costs
900		All Codes	Should all this expenditure be from EMR.

List of Payments made between 01/10/2020 and 31/12/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/10/2020	West Berkshire Council	STD ORD	123.00		Shaw Cemetery Rates
02/10/2020	Officers Account	O/Line	1,000.00		Transfer - Current to Officers
02/10/2020	Officers Account	O/Line	35.60		Transfer - Current to Officers
05/10/2020	Vodafone	DD	82.24		GMO & Caretaker mobiles
07/10/2020	Southern Electric	DDc	-341.26		Mayor Parlour 2.5-22.7.20
09/10/2020	Southern Electric	DDa	365.88		Suite 4 - 2.5-2.7.20
09/10/2020	Southern Electric	DDb	130.37		S/Cem;B/Stand& C/Tower- 2.8-1.9.20
12/10/2020	BACS P/L Pymnt Page 1158	BACS Pymnt	35,758.83		Appendix A
14/10/2020	BACS P/L Pymnt Page 1164	BACS Pymnt	11,020.70		Appendix B
14/10/2020	Handelsbanken	CHARGES	53.68		Bank charges
16/10/2020	Crown Gas & Power	DD	7.74		T/Hall gas 31.08 to 30.09.20
16/10/2020	Southern Electric	DDa	42.01		Old Toilet Block, 27 Jun-sep
16/10/2020	3805910013 TOWN HALL	DDb	693.94		Footway Lighting day & night
19/10/2020	Southern Electric	DDd	975.06		Sports Pavilion 27 Jun-29.9
20/10/2020	Streamline Merchant Services	DDc	37.79		Card machine charges
22/10/2020	Everflow Ltd	DDb	2,384.85		Water bill 14.11 to 13.12.2020
26/10/2020	Together Technology Ltd	DDb	333.00		T/Hall phones
26/10/2020	CLOCK TOWER 380066313	DDf	78.58		Electric - 2 Sep to 1 Oct 2020
26/10/2020	BAND STAND	DDf1	20.26		Electric - 2 Sep to 1 Oct 2020
26/10/2020	SHAW CEMETERY	DDf2	42.71		Electric - 2 Sep to 1 Oct 2020
27/10/2020	Blackbox Solutions	DDa	30.00		Photocopier Charges
28/10/2020	Together Technology Ltd	DDc	124.68		Analogue Phones
28/10/2020	Together Technology Ltd	DDe	160.55		Broadband
29/10/2020	BACS P/L Pymnt Page 1171	BACS Pymnt	95,602.66		Appendix C
30/10/2020	Salaries	SALARIES	36,680.40		Salaries - October 2020
02/11/2020	NEWTOWN CEMETERY	DD	226.69		Electric - 7 Jul to 13 Oct 2020
02/11/2020	WBC	DD	123.00		Business rates-Shaw Cemetery
03/11/2020	Stripe	CHARGES	4.93		Withdrawn payment Tennis
04/11/2020	Vodafone	DDa	82.24		GMO & Caretaker mobile
10/11/2020	BACS P/L Pymnt Page 1182	BACS Pymnt	70,666.04		Appendix D
10/11/2020	Stripe	CHARGES	6.26		Stripe bank charges
12/11/2020	CHANGING CITY REC	DD121120	50.27		Electric - 23.7-23.10/20
13/11/2020	Handelsbanken	CHARGES	67.94		Bank Charges
16/11/2020	BACS P/L Pymnt Page 1185	BACS Pymnt	80,691.72		Appendix E
16/11/2020	Siemens Financial Services Ltd	DD-S3	156.00		Franking Machine rental
16/11/2020	Crown Gas & Power	DD-C25	107.85		T/Hall - 30/09/20-31/10/20
17/11/2020	3805910013 Footway lights UNME	DDS80	739.22		Electric - 2 Oct to 2 Nov 2020
19/11/2020	SUITE 4 8325654412	DD-S88	383.74		Electric - 23.7.20-30.10.20
19/11/2020	MARKET PILLAR 2 5576435313	DD-S92	162.00		Electric - 23.7.20-29.10.20
19/11/2020	Wash Common changing rms	DD-S86	368.19		Electric - 23 Jul 2020 to 29 Oct
19/11/2020	MARKET PILLAR 1 2231825317	DD-S93	127.52		2020 Electric - 23.7.20-29.10.20
19/11/2020	TOWN HALL BARTHO 611564414	DD-S95	952.83		Electric - 23.7.20- 29.10.20
19/11/2020	Streamline Merchant Services	DD-S59	37.79		Worldpay card machine charges
23/11/2020	Everflow Ltd	DD-E6	813.77		Water - 14/12/2020 - 13/01/2021
24/11/2020	BACS P/L Pymnt Page 1191	BACS Pymnt	37,057.66		Appendix F
25/11/2020	Blackbox Solutions	DD-B25	30.00		Print Scan Support Charge
26/11/2020	MAYORS SUITE 140664414	DD-S91	54.22		Electric - 23.07to29.10.20

Current Account

List of Payments made between 01/10/2020 and 31/12/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
26/11/2020	SHAW CEMETERY	DD-S79	61.82		Electric - 2 Oct to 1 Nov 2020
26/11/2020	BAND STAND	DD-S82	20.26		Electric - 2 Oct to 1 Nov 2020
26/11/2020	CLOCK TOWER 380066313	DD-S84	80.55		Electric - 2 Oct to 1 Nov 2020
26/11/2020	Together Technology Ltd	DD-26.11-1	618.23		PSTN Line Rental
27/11/2020	Salaries	SALARIES	32,334.42		Salaries - November 2020
30/11/2020	Digital Post Solutions	DDR	187.20		Franking Machine charges
01/12/2020	BACS P/L Pymnt Page 1203	BACS Pymnt	55,112.42		Appendix G
01/12/2020	WBC	DD	123.00		Business Rates ShawCemetery
01/12/2020	CF Corporate Finance Ltd	DD011220	338.40		Copier lease/annual service
02/12/2020	SUITE 2 TOWN HALL	DD021220	-307.44		Electric - May20-July
03/12/2020	Vodafone	DD031220	82.24		GMO & Caretaker mobile
08/12/2020	Officers Account	Top up	1,000.00		Top up Officers account
08/12/2020	Officers Account	Top up	336.75		Top up Officer account
14/12/2020	Crown Gas & Power	DD141220	148.32		T/Hall - 26400 A
14/12/2020	Handelsbanken	CHARGES	58.71		Bank Charges
21/12/2020	Streamline Merchant Services	DD-s592112	37.79		Card payment charges
21/12/2020	3805910013 Footway lights	DD-S80-161	671.47		Electric - 3.11. to 2.12.20
21/12/2020	Town Hall Market 621564417	DD-S87-211	1,808.17		Electric - 23 July to 14 Oct 2020
24/12/2020	Salaries	SALARIES	52,312.82		Salaries - December 2020
24/12/2020	Together Technology Ltd	DDa	333.00		T/Hall phones
29/12/2020	SHAW CEMETERY	DD-S79	66.85		Electric - 2 Nov to 1 Dec 2020
29/12/2020	CLOCK TOWER 380066313	DD-S84	84.42		Electric - 2 Nov to 1 Dec 2020
29/12/2020	BAND STAND	DD-S82	20.26		Electric - 2 Nov to 1 Dec 2020
29/12/2020	Blackbox Solutions	DD-B25	30.00		Photocopier charges
30/12/2020	Together Technology Ltd	DD-T23	124.68		Analogue Phones
30/12/2020	Together Technology Ltd	DD-T23-2	160.55		Broadband
30/12/2020	St Bartholomew Sch	STD ORD	212.50		Rent-WC Allotment
31/12/2020	Everflow Ltd	DD-221220	902.20		Water 14.1.21-13.2.21
Total Payments			525,312.74		

List of Payments made between 01/10/2020 and 31/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/10/2020	West Berkshire Council	CARD	487.00		Planning VP Cafe
09/10/2020	West Berkshire Council	CARD	231.00		Additional payment VP Cafe
12/10/2020	HO Ink Uk Ltd	CARD	1.99		Ink charges - Jo's printer
14/10/2020	Handelsbanken	CHARGES	4.00		Bank charges
23/10/2020	Amazon	CARD	35.00		Label Maker
30/10/2020	Zoom GBP	CARD	14.39		Zoom meeting - Elisa
30/10/2020	iStock.com	CARD	42.00		City Rec Info Panel
03/11/2020	Amazon	CARD	19.90		Laminating pouches
03/11/2020	Currys online	CARD	89.99		Computer screen - Hugh
05/11/2020	Tesco Store	CARD	49.00		PC Equipment-Hugh
10/11/2020	Wilko Retail Ltd	CARD	35.00		Storage container C/Services
10/11/2020	HP Ink UK	CARD	9.49		Ink-Jo's printer
12/11/2020	Wilko Retail Ltd	CARD	11.00		TH-Cleaning equipment
13/11/2020	Handelsbanken	CHARGES	2.40		Bank charges
17/11/2020	Motorist Discount	CARD	9.98		Graese-Market pop-ups
17/11/2020	Wilko Retail Ltd	CARD	4.00		Cleaning materials
19/11/2020	Tesco Metro	CARD	0.40		Vinegar-glue remover
19/11/2020	Wilko Retail Ltd	CARD	5.50		Photo Frames - THall
20/11/2020	Mototist Discount	CARD	9.98		Graese - Market pop-ups
20/11/2020	Hobbycraft Trading	CARD	75.00		Prizes-Mayor Xmas card comp
30/11/2020	Zoom. us	CARD	14.39		Zoom meeting - Elisa's card
04/12/2020	Amazon	CARD	52.97		Laptop cases & mouse
04/12/2020	The Post Office	CARD	10.20		Stamps - Mayor Xmas card
08/12/2020	Post Office	CARD	19.50		Stamps for work
08/12/2020	Post Office	CARD	58.50		Stamps for work
08/12/2020	Temptation Gifts	CARD	44.17		Staff Xmas event
09/12/2020	Zoom Video Communications Inc.	5285	40.20		Standard Pro Annual -- Prorati
09/12/2020	Amazon	CARD	60.43		Staff Xmas Training
10/12/2020	HP INC UK Ltd	CARD	7.49		Ink - Jo's printer
10/12/2020	Amazon	CARD-EA	174.25		Staff Xmas Training
14/12/2020	Handelsbanken	CHARGES	5.20		Bank charges
16/12/2020	Amazon	CARD	32.42		Staff Xmas Training
17/12/2020	Temptations	CARD	53.83		Staff Xmas Training
17/12/2020	Wilko	CARD	15.50		War Memorial
17/12/2020	Wilko	CARD	0.10		War Memorial
17/12/2020	Wilko	CARD	9.20		Staff Xmas Training
17/12/2020	Poundland	CARD	5.10		War Memorial
17/12/2020	Vodafone	CARD	10.00		Top Up out of hours phone
17/12/2020	Poundland	CARD	4.10		War Memorial
18/12/2020	Barry Forkin	CARD	6.00		Key - Wharf Toilet
21/12/2020	Wilko Retail	CARD	1.50		Wire - War Memorial
21/12/2020	Wilko Retail	CARD	1.00		Wool tie Wreaths-War Memorial
21/12/2020	Poundland	CARD	3.00		Candle matches-War Memorial
22/12/2020	PTesco Metro	CARD	4.56		Postage stamps
30/12/2020	Zoom. US	CARD	14.39		Zoom Meetings
Total Payments			1,785.02		

12/10/2020

Newbury Town Council 2020/2021

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List of Purchase Ledger Payments

User: MGG

Linked to Cashbook 1

Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
<i>Pest Management Inspection</i>	02/10/2020	10726SM26	1	151.20	0.00	151.20	0.00
<i>Pest Management</i>	02/10/2020	10726SM27	1	90.00	0.00	90.00	0.00
					0.00	241.20	
Above paid on 12/10/2020 by Online Payment Ref A15							
A18 Aquaid (Kennet and North Wilts)							
<i>Cooler Rental</i>	30/09/2020	80113	1	751.20	0.00	751.20	0.00
					0.00	751.20	
Above paid on 12/10/2020 by Online Payment Ref A18							
A2 ADT Fire & Security Plc							
<i>3.10.20-2.10.21 maint</i>	01/10/2020	45504777-15	1	78.20	0.00	78.20	0.00
					0.00	78.20	
Above paid on 12/10/2020 by Online Payment Ref 40579697							
A20 A & S Meats							
<i>Market Management - October 20</i>	08/10/2020	49	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	
Above paid on 12/10/2020 by Online Payment Ref A20							
A7 Hughes & Salvidge t/a Aasvogel Skip Hire							
<i>Wash Common Allotments,</i>	30/09/2020	259652	1	358.37	0.00	358.37	0.00
					0.00	358.37	
Above paid on 12/10/2020 by Online Payment Ref A7							
B28 Brown Bread							
<i>Market Rent refund-Oct (Thurs)</i>	30/09/2020	REFUND011020	1	116.04	0.00	116.04	0.00
					0.00	116.04	
Above paid on 12/10/2020 by Online Payment Ref B28							
C16 CT Electrical Newbury Ltd							
<i>KITCHEN REPAIR CEM</i>	30/09/2020	7264	1	84.48	0.00	84.48	0.00
					0.00	84.48	
Above paid on 12/10/2020 by Online Payment Ref C16							

Continued over page

Linked to Cashbook 1

Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C26 C & D Security							
<i>internal fire doors</i>	01/10/2020	948	1	1,236.00	0.00	1,236.00	0.00
<i>Anker Project Restricted</i>	01/10/2020	949	1	240.00	0.00	240.00	0.00
<i>West Mills new padlock</i>	01/10/2020	950	1	186.00	0.00	186.00	0.00
<i>office door and passage lock</i>	01/10/2020	951	1	288.66	0.00	288.66	0.00
					0.00	1,950.66	
Above paid on 12/10/2020 by Online Payment Ref C26							
D12 DCK Accounting Solutions Ltd							
<i>sept payroll</i>	30/09/2020	P2037	1	92.28	0.00	92.28	0.00
					0.00	92.28	
Above paid on 12/10/2020 by Online Payment Ref P1104							
D24 Mr Draper							
<i>Allot refund-OTP 24b, W Draper</i>	05/10/2020	REFUNDOTP24B	1	11.25	0.00	11.25	0.00
					0.00	11.25	
Above paid on 12/10/2020 by Online Payment Ref D24							
E14 Environmental Solutions Ltd							
<i>shredding & recycling</i>	30/09/2020	15061	1	31.70	0.00	31.70	0.00
					0.00	31.70	
Above paid on 12/10/2020 by Online Payment Ref E14							
E20 Every Property Certificate Ltd T/A Easy							
<i>DEC TOWN HALL</i>	30/09/2020	EPC11144522	1	570.00	0.00	570.00	0.00
					0.00	570.00	
Above paid on 12/10/2020 by Online Payment Ref E20							
G9 Bunzl Greenham							
<i>CAN WATERING PLASTIC GREEN</i>	29/09/2020	14/762495	1	12.53	0.00	12.53	0.00
					0.00	12.53	
Above paid on 12/10/2020 by Online Payment Ref N288940							

Continued over page

Linked to Cashbook 1

Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
I2	IAM Consulting Services						
<i>support CAS 1.11-31.10.21</i>	01/10/2020	1325	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	
Above paid on 12/10/2020 by Online Payment Ref I2							
J17	JGP Resourcing Ltd						
<i>Job Listing</i>	06/10/2020	INV-13728	1	720.00	0.00	720.00	0.00
					0.00	720.00	
Above paid on 12/10/2020 by Online Payment Ref J17							
J2	JS Maintenance Services						
<i>WOODEN SEATS ON GYM EQ</i>	23/09/2020	A5258	1	76.80	0.00	76.80	0.00
					0.00	76.80	
Above paid on 12/10/2020 by Online Payment Ref J2							
N7	Newbury News Ltd						
<i>caretaker-handyman</i>	01/10/2020	SIN674919	1	156.00	0.00	156.00	0.00
<i>Democratic Services Officer</i>	01/10/2020	SIN674939	1	180.00	0.00	180.00	0.00
					0.00	336.00	
Above paid on 12/10/2020 by Online Payment Ref SIN654247							
P15	David Pawley Clock & Sundial maker						
<i>T/Hall Clock - April to June</i>	08/10/2020	96660	1	270.00	0.00	270.00	0.00
<i>Clock House -April to June</i>	08/10/2020	96661	1	270.00	0.00	270.00	0.00
					0.00	540.00	
Above paid on 12/10/2020 by Online Payment Ref P15							
P19	Proludic Ltd						
<i>Walton Way -play</i>	30/09/2020	SIN003017	1	8,462.62	0.00	8,462.62	0.00
					0.00	8,462.62	
Above paid on 12/10/2020 by Online Payment Ref P19							

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Linked to Cashbook 1

Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R20 RBS Software Solutions							
<i>Consultant 22.05.2020</i>	19/05/2020	28068	1	450.00	0.00	450.00	0.00
<i>Consultant 09 & 06.06.20</i>	10/06/2020	28128	1	450.00	0.00	450.00	0.00
					0.00	900.00	
Above paid on 12/10/2020 by Online Payment Ref R20							
R37 REED FINANCE							
<i>28th WEEK ENDING 28/08/2020</i>	01/09/2020	0236081837	1	449.10	0.00	449.10	0.00
<i>PERMANENT POSITION</i>	02/09/2020	0236198958	1	2,400.00	0.00	2,400.00	0.00
<i>WEEK ENDING 04/09/2020</i>	04/09/2020	0236181754	1	449.10	0.00	449.10	0.00
<i>ENDING 11/09/2020</i>	11/09/2020	0236131738	1	449.10	0.00	449.10	0.00
<i>WEEK ENDING 18/09/2020</i>	18/09/2020	0236187915	1	449.10	0.00	449.10	0.00
<i>WEEK ENDING 25/09/2020</i>	25/09/2020	0236188811	1	449.10	0.00	449.10	0.00
					0.00	4,645.50	
Above paid on 12/10/2020 by Online Payment Ref R37							
S7 Sawscape Play Ltd							
<i>MUGA removed.</i>	02/09/2020	1295	1	2,460.00	0.00	2,460.00	0.00
<i>Skylings site.</i>	02/09/2020	1296	1	7,830.00	0.00	7,830.00	0.00
					0.00	10,290.00	
Above paid on 12/10/2020 by Online Payment Ref S7							
T30 Technique Limited							
<i>Email Security 12 month</i>	23/09/2020	51916	1	1,224.00	0.00	1,224.00	0.00
<i>11/10/2020 - 11/10/2021 servic</i>	30/09/2020	51914	1	1,122.00	0.00	1,122.00	0.00
<i>McAfee Endpoint Protection 12m</i>	30/09/2020	51915	1	504.00	0.00	504.00	0.00
					0.00	2,850.00	
Above paid on 12/10/2020 by Online Payment Ref T30							
Total Purchase Ledger Payments						0.00	35,758.83

14/10/2020

Newbury Town Council 2020/2021

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List of Purchase Ledger Payments

User: MGG

Linked to Cashbook 1

Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
pigeon removal	24/09/2020	10721SM8	1	290.88	0.00	290.88	0.00
					0.00	290.88	
Above paid on 14/10/2020 by Online Payment Ref A15							
A7 Hughes & Salvidge t/a Aasvogel Skip Hire							
Newtown Road,	10/10/2020	260013	1	585.22	0.00	585.22	0.00
					0.00	585.22	
Above paid on 14/10/2020 by Online Payment Ref A7							
B29 Broxap Ltd							
sneyd ex wheelchairs	27/09/2020	267198	1	1,562.40	0.00	1,562.40	0.00
					0.00	1,562.40	
Above paid on 14/10/2020 by Online Payment Ref B29							
F23 Firsty							
Monthly Support - September 20	30/09/2020	10130	1	660.00	0.00	660.00	0.00
					0.00	660.00	
Above paid on 14/10/2020 by Online Payment Ref F23							
J2 JS Maintenance Services							
changing rms vandalism	05/10/2020	A5259	1	72.00	0.00	72.00	0.00
bench	08/10/2020	A5261	1	36.00	0.00	36.00	0.00
					0.00	108.00	
Above paid on 14/10/2020 by Online Payment Ref J2							
R37 REED FINANCE							
WEEK ENDING 02/10/2020	09/10/2020	0236208565	1	299.40	0.00	299.40	0.00
					0.00	299.40	
Above paid on 14/10/2020 by Online Payment Ref R37							
S31 The Secret Garden Project							
Wood and hardware Lock Island	09/10/2020	SUKEY	1	942.00	0.00	942.00	0.00
					0.00	942.00	
Above paid on 14/10/2020 by Online Payment Ref S31							

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Linked to Cashbook 1

Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S38 Kate E Selby							
Allt key refund-S090a-Selby	12/10/2020	REFUNDS090A	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
Above paid on 14/10/2020 by Online Payment Ref S38							
S41 Sundog Grounds Maintenance Ltd							
erect Harris fencing around wo	13/10/2020	3079	1	1,015.20	0.00	1,015.20	0.00
					<u>0.00</u>	<u>1,015.20</u>	
Above paid on 14/10/2020 by Online Payment Ref S41							
S62 Star Rubber Environmental Ltd							
Pathways at City Rec.	12/10/2020	2990	1	3,968.40	0.00	3,968.40	0.00
					<u>0.00</u>	<u>3,968.40</u>	
Above paid on 14/10/2020 by Online Payment Ref S62							
T30 Technique Limited							
Microsoft Windows PC Support	06/10/2020	51987	1	1,579.20	0.00	1,579.20	0.00
					<u>0.00</u>	<u>1,579.20</u>	
Above paid on 14/10/2020 by Online Payment Ref T30							
Total Purchase Ledger Payments					<u>0.00</u>	<u>11,020.70</u>	

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List of Purchase Ledger Payments

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Linked to Cashbook 1

Entered Month 7
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
<i>city rec helicopter play</i>	15/10/2020	PA0166	1	280.00	0.00	280.00	0.00
					0.00	280.00	
Above paid on 29/10/2020 by Online Payment Ref A13							
A15 HawkEye Pest Control Ltd							
<i>Rat Treatment</i>	16/10/2020	10553SM8	1	144.00	0.00	144.00	0.00
					0.00	144.00	
Above paid on 29/10/2020 by Online Payment Ref A15							
A22 Active Heating Services Ltd							
<i>Yoga Centre - Boiler breakdown</i>	22/10/2020	17161	1	93.00	0.00	93.00	0.00
					0.00	93.00	
Above paid on 29/10/2020 by Online Payment Ref 13872/1385							
A29 Appcentric							
<i>Web Development</i>	12/10/2020	1144	1	5,868.00	0.00	5,868.00	0.00
					0.00	5,868.00	
Above paid on 29/10/2020 by Online Payment Ref A29							
A7 Hughes & Salvidge t/a Aasvogel Skip Hire							
<i>Delivery of 6yd Skip for Mixed</i>	17/10/2020	260278	1	292.61	0.00	292.61	0.00
					0.00	292.61	
Above paid on 29/10/2020 by Online Payment Ref A7							
A9 ACAS							
<i>How to manage homeworkers</i>	20/10/2020	12/17345	1	75.00	0.00	75.00	0.00
					0.00	75.00	
Above paid on 29/10/2020 by Online Payment Ref A9							
B3 British Gas a/c 603450991							
<i>suite 7 2.8-21.10</i>	22/10/2020	714610566	1	123.00	0.00	123.00	0.00
					0.00	123.00	
Above paid on 29/10/2020 by Online Payment Ref 602562000							

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Linked to Cashbook 1

Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B32	Mr P & Mrs A Barrett						
<i>Allotm rent/key refund-WM50a</i>	22/10/2020	REFUND221020	1	32.50	0.00	32.50	0.00
					0.00	32.50	
Above paid on 29/10/2020 by Online Payment Ref B32							
C10	Crescent Signs Ltd						
<i>WASH COMMON car park sign</i>	22/10/2020	19279	1	390.00	0.00	390.00	0.00
<i>Blue Plaque - Lotti Dod</i>	25/10/2020	19210	1	487.20	0.00	487.20	0.00
					0.00	877.20	
Above paid on 29/10/2020 by Online Payment Ref 17108/1710							
C16	CT Electrical Newbury Ltd						
<i>xmas tree amp</i>	20/10/2020	7270	1	189.24	0.00	189.24	0.00
<i>remedial at TH</i>	20/10/2020	CT7269	1	1,695.85	0.00	1,695.85	0.00
<i>carry out testing</i>	21/10/2020	CT7271	1	156.00	0.00	156.00	0.00
					0.00	2,041.09	
Above paid on 29/10/2020 by Online Payment Ref C16							
D12	DCK Accounting Solutions Ltd						
<i>Salaries October 2020</i>	27/10/2020	P2081	1	138.23	0.00	138.23	0.00
					0.00	138.23	
Above paid on 29/10/2020 by Online Payment Ref P1104							
D19	DMH Soulutions Limited						
<i>Local Council Risk System soft</i>	06/10/2020	983	1	118.80	0.00	118.80	0.00
					0.00	118.80	
Above paid on 29/10/2020 by Online Payment Ref D19							
E21	Event Production Services						
<i>Remembrance Sunday</i>	20/10/2020	EPS201648	1	1,189.62	0.00	1,189.62	0.00
					0.00	1,189.62	
Above paid on 29/10/2020 by Online Payment Ref E21							

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Linked to Cashbook 1

Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
H14 Huck Nets (UK) Ltd							
<i>hercules rope replaced</i>	13/10/2020	265645	1	782.40	0.00	782.40	0.00
					0.00	782.40	
Above paid on 29/10/2020 by Online Payment Ref H14							
J2 JS Maintenance Services							
<i>tap on chapel</i>	19/10/2020	A5262	1	78.98	0.00	78.98	0.00
					0.00	78.98	
Above paid on 29/10/2020 by Online Payment Ref J2							
L53 L Roberts							
<i>yoga</i>	19/10/2020	L ROBERTS	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 29/10/2020 by Online Payment Ref L53							
M16 Mint Consultancy							
<i>New website copywriting</i>	22/10/2020	M10302	1	1,000.00	0.00	1,000.00	0.00
					0.00	1,000.00	
Above paid on 29/10/2020 by Online Payment Ref M16							
M28 Minster Cleaning Services							
<i>Daily Office Cleaning oct</i>	01/10/2020	7615	1	1,460.18	0.00	1,460.18	0.00
					0.00	1,460.18	
Above paid on 29/10/2020 by Online Payment Ref INV29354							
M54 Michael Pagliaroli Architects Ltd							
<i>feasibility proposal/NTC Cafe</i>	12/10/2020	SI-111182	1	3,300.00	0.00	3,300.00	0.00
					0.00	3,300.00	
Above paid on 29/10/2020 by Online Payment Ref M54							
N10 Kim Newbrook							
<i>Allotkey refund-WC40a-Newbrook</i>	15/10/2020	REFUND151020	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 29/10/2020 by Online Payment Ref N10							

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Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P29 PGH Memorials							
<i>shaw cem on WW2</i>	14/10/2020	1414	1	580.00	0.00	580.00	0.00
					0.00	580.00	
Above paid on 29/10/2020 by Online Payment Ref P29							
P30 Mr James Potter							
<i>Allot rent/key refund - WM 7</i>	19/10/2020	REFUND191020	1	32.50	0.00	32.50	0.00
					0.00	32.50	
Above paid on 29/10/2020 by Online Payment Ref P30							
R20 RBS Software Solutions							
<i>on Mon 05/10/20</i>	08/10/2020	28328	1	450.00	0.00	450.00	0.00
					0.00	450.00	
Above paid on 29/10/2020 by Online Payment Ref R20							
S13 Mole Country Stores							
<i>gorrilla tape</i>	04/09/2020	200541674	1	5.59	0.00	5.59	0.00
					0.00	5.59	
Above paid on 29/10/2020 by Online Payment Ref New068							
S2 SSE Contracting Ltd							
<i>st lighting maint</i>	29/09/2020	66376	1	1,385.18	0.00	1,385.18	0.00
					0.00	1,385.18	
Above paid on 29/10/2020 by Online Payment Ref S2							
S62 Star Rubber Environmental Ltd							
<i>Agri-Flex for new</i>	12/10/2020	2990A	1	35,718.00	0.00	35,718.00	0.00
<i>junior swing, double swing</i>	14/10/2020	2992	1	8,833.50	0.00	8,833.50	0.00
<i>Install 2 new CITY</i>	14/10/2020	2993	1	3,096.00	0.00	3,096.00	0.00
					0.00	47,647.50	
Above paid on 29/10/2020 by Online Payment Ref S62							

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Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T30							
Technique Limited							
<i>Trust 8w Speakers -</i>	27/10/2020	52165	1	78.00	0.00	78.00	0.00
					0.00	78.00	
Above paid on 29/10/2020 by Online Payment Ref T30							
W1							
West Berkshire District Council							
<i>gd maint sept20</i>	16/10/2020	208787-496023	1	27,509.28	0.00	27,509.28	0.00
					0.00	27,509.28	
Above paid on 29/10/2020 by Online Payment Ref W1							
Total Purchase Ledger Payments					0.00	95,602.66	

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Newbury Town Council 2020/2021

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List of Purchase Ledger Payments

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Entered Month 8
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
new swing chains cresswell	02/10/2020	PA0163	1	430.00	0.00	430.00	0.00
install swivel links	03/11/2020	PA0162	1	359.00	0.00	359.00	0.00
install new heavy duty M10	03/11/2020	PA0164	1	250.00	0.00	250.00	0.00
mesh fencing at Christie	03/11/2020	PA0165	1	180.00	0.00	180.00	0.00
latch to hutton close	03/11/2020	PA0173	1	390.00	0.00	390.00	0.00
					0.00	1,609.00	
Above paid on 10/11/2020 by Online Payment Ref A13							
A20 A & S Meats							
Market Management November20	07/11/2020	50	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	
Above paid on 10/11/2020 by Online Payment Ref A20							
A22 Active Heating Services Ltd							
appliance in Servery room upst	01/11/2020	17239	1	93.24	0.00	93.24	0.00
					0.00	93.24	
Above paid on 10/11/2020 by Online Payment Ref 13872/1385							
A49 Andrea Pellegram Ltd							
Neighbourhood Development Plan	02/10/2020	336	1	200.00	0.00	200.00	0.00
MISTAKE SIN3130/12359/Andrea P	29/10/2020	MISTAKE SIN3130	1	-784.48	0.00	-784.48	0.00
Neighbourhood Development Plan	29/10/2020	SIN003130	1	784.48	0.00	784.48	0.00
					0.00	200.00	
Above paid on 10/11/2020 by Online Payment Ref A49							
B33 Business Stream Revenue Account							
VP Slashpark 11.06.19-28.09.20	28/09/2020	2	1	5,331.30	0.00	5,331.30	0.00
					0.00	5,331.30	
Above paid on 10/11/2020 by Online Payment Ref B33							
E14 Environmental Solutions Ltd							
recycling ref: October 2020	30/10/2020	15285	1	63.41	0.00	63.41	0.00
					0.00	63.41	
Above paid on 10/11/2020 by Online Payment Ref E14							

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Linked to Cashbook 1

Entered Month 8
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G1 Gardner Leader LLP							
Contract Pack for Land at Hutt	23/10/2020	54683	1	1,418.00	0.00	1,418.00	0.00
Pack for Land at Sayers Close	23/10/2020	54684	1	1,747.96	0.00	1,747.96	0.00
					0.00	3,165.96	
Above paid on 10/11/2020 by Online Payment Ref NEW103/105							
H22 A D Henderson							
Market Rent refund - Covid	02/11/2020	REFUND02112020	1	25.94	0.00	25.94	0.00
					0.00	25.94	
Above paid on 10/11/2020 by Online Payment Ref H22							
M28 Minster Cleaning Services							
Cleaning services for November	01/11/2020	7770	1	1,460.18	0.00	1,460.18	0.00
					0.00	1,460.18	
Above paid on 10/11/2020 by Online Payment Ref INV29354							
N28 Newbury BID CIC							
agreed towards "Support Local"	30/10/2020	1550	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 10/11/2020 by Online Payment Ref N28							
N7 Newbury News Ltd							
Democratic Services Officer	24/09/2020	SIN674846	1	768.00	0.00	768.00	0.00
Grants Scheme 2020	29/10/2020	SIN675291	1	162.72	0.00	162.72	0.00
					0.00	930.72	
Above paid on 10/11/2020 by Online Payment Ref SIN654247							
P19 Proludic Ltd							
TF2510 - Half Platform & Fixin	29/10/2020	SIN003130	1	784.48	0.00	784.48	0.00
Low Platform Roundabout	30/10/2020	SIN003159	1	49,993.01	0.00	49,993.01	0.00
					0.00	50,777.49	
Above paid on 10/11/2020 by Online Payment Ref P19							

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Entered Month 8
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S13 Mole Country Stores							
CUTTING LINE	17/08/2020	200515073	1	14.90	0.00	14.90	0.00
					0.00	14.90	
Above paid on 10/11/2020 by Online Payment Ref New068							
S24 Sundog Hire Ltd							
Harris Fencing x 10 panels,	29/10/2020	1258	1	210.00	0.00	210.00	0.00
remove 40 linear meters of cro	09/11/2020	1266	1	240.00	0.00	240.00	0.00
					0.00	450.00	
Above paid on 10/11/2020 by Online Payment Ref S24							
S77 SSE STREET LIGHTING							
STREETLIGHTING M	29/09/2020	0 6 6 3 7 6	1	1,385.18	0.00	1,385.18	0.00
wrong a/c	29/09/2020	CR66376	1	-1,385.18	0.00	-1,385.18	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							
T30 Technique Limited							
HP 255 G7 Ryzen5 8GB 15.6" 256	30/10/2020	52176	1	984.60	0.00	984.60	0.00
					0.00	984.60	
Above paid on 10/11/2020 by Online Payment Ref T30							
W1 West Berkshire District Council							
works by cll	04/11/2020	208787 497793	1	3,342.00	0.00	3,342.00	0.00
Suite 7 Rates-3 x installments	10/11/2020	SUITE7-RATES	1	547.30	0.00	547.30	0.00
					0.00	3,889.30	
Above paid on 10/11/2020 by Online Payment Ref W1							
W28 A B Walker & Sons Ltd							
Refund - overpayment -Doak	04/11/2020	REFUND-DOAK	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 10/11/2020 by Online Payment Ref W28							
Total Purchase Ledger Payments					0.00	70,666.04	

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A2 ADT Fire & Security Plc							
1.11.20-31.10.21	01/11/2020	45759432	1	3,069.92	0.00	3,069.92	0.00
					0.00	3,069.92	
Above paid on 16/11/2020 by Online Payment Ref 40579697							
F5 Foxes Tree Services & Son Ltd							
call out on 6/11/20 (Walton Wa	09/11/2020	3467	1	300.00	0.00	300.00	0.00
Tree Surgery Winter works 2020	09/11/2020	3480	1	1,980.00	0.00	1,980.00	0.00
					0.00	2,280.00	
Above paid on 16/11/2020 by Online Payment Ref F5							
J2 JS Maintenance Services							
south all adj gates	09/11/2020	A5272	1	36.00	0.00	36.00	0.00
					0.00	36.00	
Above paid on 16/11/2020 by Online Payment Ref J2							
K8 Kennet Community Radio							
event support, including live	09/11/2020	KR1000178	1	714.00	0.00	714.00	0.00
					0.00	714.00	
Above paid on 16/11/2020 by Online Payment Ref K8							
R20 RBS Software Solutions							
Campbell on Thu 05/11/2020	06/11/2020	28375	1	240.00	0.00	240.00	0.00
					0.00	240.00	
Above paid on 16/11/2020 by Online Payment Ref R20							
R22 Ridge and Partners LLP							
survey shaw newtown ce	29/10/2020	183713	1	7,740.00	0.00	7,740.00	0.00
					0.00	7,740.00	
Above paid on 16/11/2020 by Online Payment Ref R22							
S13 Mole Country Stores							
cut line knife	13/10/2020	200603799	1	20.83	0.00	20.83	0.00
stroke oil	22/10/2020	200615900	1	2.58	0.00	2.58	0.00
					0.00	23.41	
Above paid on 16/11/2020 by Online Payment Ref New068							

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Entered Month 8
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S2							
SSE Contracting Ltd							
REGNUMDRIVE	11/11/2020	070635	1	1,612.30	0.00	1,612.30	0.00
					0.00	1,612.30	
Above paid on 16/11/2020 by Online Payment Ref S2							
S62							
Star Rubber Environmental Ltd							
EPDM Wet pour viv pk	06/11/2020	3007	1	25,594.32	0.00	25,594.32	0.00
old equipment Install new WaL	06/11/2020	3008	1	3,897.60	0.00	3,897.60	0.00
TigerMulch Safer Vitoria Park	06/11/2020	3009	1	34,392.17	0.00	34,392.17	0.00
Black EPDM at Cresswell	11/11/2020	3015	1	960.00	0.00	960.00	0.00
					0.00	64,844.09	
Above paid on 16/11/2020 by Online Payment Ref S62							
T9							
Test Strike UK Ltd							
inspect lighting	07/11/2020	8682	1	132.00	0.00	132.00	0.00
					0.00	132.00	
Above paid on 16/11/2020 by Online Payment Ref T9							
Total Purchase Ledger Payments					0.00	80,691.72	

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Entered Month 8
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
Victoria Park Bin Repair	11/11/2020	PA0177	1	160.00	0.00	160.00	0.00
Call out repair Cemetery gate	11/11/2020	PA0178	1	160.00	0.00	160.00	0.00
					0.00	320.00	
Above paid on 24/11/2020 by Online Payment Ref A13							
A18 Aquaid (Kennet and North Wilts)							
Yearly POU Cooler Rental	01/11/2020	80302	1	345.60	0.00	345.60	0.00
					0.00	345.60	
Above paid on 24/11/2020 by Online Payment Ref A18							
A22 Active Heating Services Ltd							
undersink water heater	21/11/2020	17319	1	353.36	0.00	353.36	0.00
					0.00	353.36	
Above paid on 24/11/2020 by Online Payment Ref 13872/1385							
B33 Business Stream Revenue Account							
21 June 2019 – 12 Nr 20 SPLASH	12/11/2020	3062193 / 6	1	5,434.53	0.00	5,434.53	0.00
					0.00	5,434.53	
Above paid on 24/11/2020 by Online Payment Ref B33							
C18 Castle Water Ltd							
Outstanding payment	01/11/2020	0001621347	1	27.70	0.00	27.70	0.00
					0.00	27.70	
Above paid on 24/11/2020 by Online Payment Ref 2249457							
D12 DCK Accounting Solutions Ltd							
NOV PAYROLL	18/11/2020	P2114	1	88.43	0.00	88.43	0.00
					0.00	88.43	
Above paid on 24/11/2020 by Online Payment Ref P1104							
F23 Firsty							
Website updates	31/10/2020	10200	1	540.00	0.00	540.00	0.00
					0.00	540.00	
Above paid on 24/11/2020 by Online Payment Ref F23							

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Linked to Cashbook 1

Entered Month 8
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
H23 Mr Tony Hammond							
Trees-Growing Nby Green NIB	12/11/2020	REFUND121120	1	120.00	0.00	120.00	0.00
					0.00	120.00	
Above paid on 24/11/2020 by Online Payment Ref H23							
I9 Impresswith print							
NTC Receipt books	12/11/2020	2912	1	312.00	0.00	312.00	0.00
					0.00	312.00	
Above paid on 24/11/2020 by Online Payment Ref I9							
J20 J P Handy							
Shaw Cem - Tree inspection	10/11/2020	P093	1	270.00	0.00	270.00	0.00
					0.00	270.00	
Above paid on 24/11/2020 by Online Payment Ref J20							
K8 Kennet Community Radio							
GOLD AIRTIME PACKAGE	17/11/2020	KR1000182	1	544.80	0.00	544.80	0.00
					0.00	544.80	
Above paid on 24/11/2020 by Online Payment Ref K8							
W1 West Berkshire District Council							
gds maintenance	19/11/2020	208787498086	1	27,509.28	0.00	27,509.28	0.00
					0.00	27,509.28	
Above paid on 24/11/2020 by Online Payment Ref W1							
Y2 Yew Tree Garden Centre							
Supply of Perennial Plants as	14/11/2020	5420	1	1,191.96	0.00	1,191.96	0.00
					0.00	1,191.96	
Above paid on 24/11/2020 by Online Payment Ref Y2							
Total Purchase Ledger Payments					0.00	37,057.66	

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
Equine way barrier replacement	27/11/2020	PA0183	1	1,180.00	0.00	1,180.00	0.00
					<u>0.00</u>	<u>1,180.00</u>	
Above paid on 01/12/2020 by Online Payment Ref A13							
A15 HawkEye Pest Control Ltd							
West Mills Allotment	01/12/2020	10858SM28	1	114.00	0.00	114.00	0.00
Southbys Allotment	01/12/2020	10858SM29	1	126.00	0.00	126.00	0.00
Dairy Farm Allotment	01/12/2020	10858SM30	1	108.00	0.00	108.00	0.00
Wash Common Allotment	01/12/2020	10858SM31	1	84.00	0.00	84.00	0.00
One Tree Allotment	01/12/2020	10858SM32	1	96.00	0.00	96.00	0.00
Newbury Town Allotments	01/12/2020	10858SM33	1	84.00	0.00	84.00	0.00
					<u>0.00</u>	<u>612.00</u>	
Above paid on 01/12/2020 by Online Payment Ref A15							
A20 A & S Meats							
Market management - Dec 2020	03/12/2020	51	1	1,320.00	0.00	1,320.00	0.00
					<u>0.00</u>	<u>1,320.00</u>	
Above paid on 01/12/2020 by Online Payment Ref A20							
B1 Biffa Waste Services Ltd							
General waste bags	23/11/2020	571C59825	1	324.60	0.00	324.60	0.00
					<u>0.00</u>	<u>324.60</u>	
Above paid on 01/12/2020 by Online Payment Ref N15485*1*5							
B29 Broxap Ltd							
anchor bolts	26/11/2020	269252	1	6,163.56	0.00	6,163.56	0.00
					<u>0.00</u>	<u>6,163.56</u>	
Above paid on 01/12/2020 by Online Payment Ref B29							
B31 Blewburton Limited							
Design Stage SBEM	27/11/2020	773	1	660.00	0.00	660.00	0.00
					<u>0.00</u>	<u>660.00</u>	
Above paid on 01/12/2020 by Online Payment Ref B31							

Continued over page

Linked to Cashbook 1

Entered Month 9
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C10 Crescent Signs Ltd							
CITY RECREATION PARK - PHASE	25/11/2020	19339	1	2,311.20	0.00	2,311.20	0.00
					0.00	2,311.20	
Above paid on 01/12/2020 by Online Payment Ref 17108/1710							
C16 CT Electrical Newbury Ltd							
Repair Market Place electrial	20/11/2020	CT7287	1	186.90	0.00	186.90	0.00
					0.00	186.90	
Above paid on 01/12/2020 by Online Payment Ref C16							
C2 Citizens Advice Bureau							
Annual agreed Grant 2020-21	26/11/2020	GRANT 2020-21	1	20,000.00	0.00	20,000.00	0.00
					0.00	20,000.00	
Above paid on 01/12/2020 by Online Payment Ref C2							
C42 Derek & Louise Collins							
Key dep refund x 2 - WM 71b	30/11/2020	REFUND -KEY	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 01/12/2020 by Online Payment Ref C42							
D12 DCK Accounting Solutions Ltd							
xtra for pension submiss	24/11/2020	P2124	1	48.00	0.00	48.00	0.00
					0.00	48.00	
Above paid on 01/12/2020 by Online Payment Ref P1104							
F23 Firsty							
Support - November 2020	30/11/2020	10249	1	360.00	0.00	360.00	0.00
					0.00	360.00	
Above paid on 01/12/2020 by Online Payment Ref F23							
J2 JS Maintenance Services							
wall f path by memorial	30/11/2020	A5275	1	45.12	0.00	45.12	0.00
the repair of the fence at Sou	09/12/2020	A5277	1	142.13	0.00	142.13	0.00
					0.00	187.25	
Above paid on 01/12/2020 by Online Payment Ref J2							

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Linked to Cashbook 1

Entered Month 9
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
L23 Lyreco UK Ltd							
BIC ORANGE FINE POINT BLU	30/11/2020	6520214417	1	154.60	0.00	154.60	0.00
					0.00	154.60	
Above paid on 01/12/2020 by Online Payment Ref L23							
M28 Minster Cleaning Services							
month of December 2020	01/12/2020	7919	1	1,460.18	0.00	1,460.18	0.00
					0.00	1,460.18	
Above paid on 01/12/2020 by Online Payment Ref INV29354							
P19 Proludic Ltd							
Chimney Panel For Train	26/11/2020	SIN003283	1	293.90	0.00	293.90	0.00
					0.00	293.90	
Above paid on 01/12/2020 by Online Payment Ref P19							
S35 Scion Communications Ltd							
Installation of additional CCT	30/09/2020	11296	1	691.68	0.00	691.68	0.00
					0.00	691.68	
Above paid on 01/12/2020 by Online Payment Ref S35							
S41 Sundog Grounds Maintenance Ltd							
down and reposition goalposts	03/12/2020	3141	1	600.00	0.00	600.00	0.00
BLOSSOMS FIELD Deer Fencing.	03/12/2020	3400	1	7,992.00	0.00	7,992.00	0.00
					0.00	8,592.00	
Above paid on 01/12/2020 by Online Payment Ref S41							
S62 Star Rubber Environmental Ltd							
Surface for Church	30/11/2020	3027	1	3,660.00	0.00	3,660.00	0.00
Site Security:Security	30/11/2020	3028	1	1,170.00	0.00	1,170.00	0.00
					0.00	4,830.00	
Above paid on 01/12/2020 by Online Payment Ref S62							

Continued over page

Linked to Cashbook 1

Entered Month 9
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S7 Sawscape Play Ltd							
Proludic unit at Nightingales	20/11/2020	1348	1	660.00	0.00	660.00	0.00
Additional parts and labour as	23/11/2020	1349	1	360.00	0.00	360.00	0.00
					0.00	1,020.00	
Above paid on 01/12/2020 by Online Payment Ref S7							
T30 Technique Limited							
HP Zbook 15u G6 i7, 16GB SSD,	27/11/2020	52484	1	1,806.00	0.00	1,806.00	0.00
Zbook Rebuild	30/11/2020	52535	1	504.00	0.00	504.00	0.00
Adobe Acrobat DC Teams - 1 Yea	30/11/2020	52536	1	382.75	0.00	382.75	0.00
					0.00	2,692.75	
Above paid on 01/12/2020 by Online Payment Ref T30							
W1 West Berkshire District Council							
Occupational Health for Richie	01/12/2020	208787-499585	1	820.80	0.00	820.80	0.00
Suite 7 business rates	01/12/2020	BUS RATES ENTRY	1	183.00	0.00	183.00	0.00
rent cem lodge	02/12/2020	208787 499626	1	1,000.00	0.00	1,000.00	0.00
					0.00	2,003.80	
Above paid on 01/12/2020 by Online Payment Ref W1							
Total Purchase Ledger Payments						0.00	55,112.42

Health & Safety Report for P&R Committee - Last Updated 08/01/2021

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

Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS1	Football changing rooms Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading, quarterly descaling of shower heads	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Recreation Ground R&M budget	To minimise risk of legionella / compliance with legislation
HS2	Town Hall Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading,	Safety Officer	Included in staff cost	On Going	Weekly / Monthly / On going	N/A	Staff costs budget	To minimise risk of legionella / compliance with legislation
HS3	Shaw Cemetery Domestic Water Services hygiene regimes following LRA - weekly purging, monthly temp reading,	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Shaw Cemetery R&M budget	To minimise risk of legionella / compliance with legislation
HS4	Town Hall Inspections (offices and communal areas). Including Quarterly Workplace Inspections by Safety Officer	Officers	Included in staff cost	On going / ad hoc	Daily / Weekly / Monthly / Quarterly / On going	N/A	N/A	Improved Town Hall Safety
HS5	Town Hall Fire Alarm Testing	Officers	Included in staff cost	On going	Weekly	N/A	N/A	Compliance with legislation
HS6	Town Hall Disabled Toilet Alarm Testing	Officers	Included in staff cost	On going	Monthly	N/A	N/A	Improved Town Hall Safety
HS7	Risk Management Strategy and Strategic Risk Register Review	Council	Included in staff cost	12/10/2020	Agreed at P&R 12/10/2020	October 2021	Audit Working Group to consider following Management Team input	Ensured risk strategy is still correct
HS8	Town Hall Safety Inspections (quarterly) CSM inspects the Town Hall by weekly walk round during lockdown period. Current position is that the quarterly inspection will be held pending return to office working. Annual inspection will be carried out in March 2021	Safety Officer / Caretaker	Included in staff cost	20 December 2019	Weekly Checks on going	Weekly Checks on going	N/A	Improved Town Hall Safety
HS9	Annual Play Area Inspection by ROSPA accredited inspection company	Contractor / Safety Officer / Community Services Manager	Approx. £700	End March 2020	Completed 20-26 March 2020	End March 2021	Playground R&M budget	Legal requirement Safety for users
HS10	Boiler Servicing & Gas Safety Certificate for Servery	Safety Officer / Subcontractor	£200.00	End Jan 2020	Engineer appointment Booked 19/01/2021	End Jan 2022	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS11	Boiler Servicing & Gas Safety Certificate for Old Court House (Suite 1)	Safety Officer / Subcontractor	£200.00	End July 2020	Engineer appointment Booked 17/07/2020	End July 2021	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS12	Lift Inspection (annually by Insurers) Due to Covid 19 and the infrequent use of the Lift, Insurers inspection delayed – Inspection date awaited	Subcontractor / Safety Officer	Included in Insurance	End June 2019	Completed 20/06/2019	Delayed due to Lockdown	Legal requirement	Improved Town Hall safety / compliance with legislation
HS13	Fire Extinguishers Maintenance (annually) for All NTC Sites, requiring extinguishers (Shaw Cemetery, Victoria Park Changing Rooms & Kiosk, Bowling Club, Town Hall, Newtown Road Cemetery)	Safety Officer / Subcontractor	£1,043 Annually	End April 2020	Delayed due to Lockdown - Completed 10/07/2020	End July 2021	Various Contracts / R&M budgets	Improved safety / compliance with legislation
HS14	5 yearly Periodical Test & Inspections of the Town Hall Electrical System	Safety Officer / Subcontractor	£4,750.00	End April 2015	All Works Completed October 2020	April 2025	Town Hall R&M budget	Improved safety / compliance with legislation
HS15	Newtown Road Cemetery 5 yearly Electrical installation testing	Safety Officer / Subcontractor	£300.00	End April 2017	Completed 17/05/2017	May 2022	Newtown Road Cemetery R&M Budget	Improved safety / compliance with legislation
HS16	Lift Service (6 monthly) Changing to quarterly March 2019	Safety Officer / Subcontractor	From March 2019 £320/annual	End Jan 2020	Delayed due to Lockdown - Completed 02/11/2020	Feb 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS17	Independent Town Hall Annual Fire Risk Assessment Review (annually)	Safety Officer / Community Services Manager	£175.00	End May 2020	Delayed due to lockdown - Completed 15/06/2020	End June 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation

Health & Safety Report for P&R Committee - Last Updated 08/01/2021

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

Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS18	Town Hall (PAT) Portable Electrical Appliance Testing (annually) Due to infrequent use of Offices, PAT Testing will be VISUAL only check for 2020/21 year wiring test completed, no current appliance issues . New MCB sockets being installed as added safety. Normal PAT testing will resume in April 2021	Safety Officer / Caretaker	Included in staff cost	End July 2019	Completed 31/07/2019	Visual only, PAT testing as of late March 2021	Officer Time	Improved Town Hall safety / compliance with legislation
HS19	Lightning Conductor Maintenance / Inspection (annually) Test Strike UK Limited	Safety Officer / Subcontractor	£110.00	End Jan 2020	Completed 04 November 2020	End November 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS20	Independent Legionella Risk Assessment - All NTC Premises	Safety Officer / Subcontractor	£1,500.00	End Jan 2020	Completed 20/01/2020	As required by Legislation Delayed due to Lockdown Completed 21/10/2020 Delayed to Lockdown 3 End Jan 2021	Town Hall R&M budget	Improved safety / compliance with legislation
HS21	Shaw Cemetery (PAT) Portable Electrical Appliance Testing (annually) Contractors to carry out 2021 test in November 2020 –	Safety Officer / Subcontractor	£130.00	End July 2019	Completed 25/07/2019	As required by Legislation Delayed due to Lockdown Completed 21/10/2020 Delayed to Lockdown 3 End Jan 2021	Shaw Cemetery R&M budget	Improved Shaw Cemetery safety / compliance with legislation
HS22	Town Hall Emergency Light Test (6 monthly)	Safety Officer / Subcontractor	£165.00	End June 2020	Delayed due to lockdown - Completed 20/07/2020	As required by Legislation Delayed due to Lockdown Completed 21/10/2020 Delayed to Lockdown 3 End Jan 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS23	Bandstand Electrical Supply Testing (annually)	Safety Officer / Subcontractor	£120.00	End June 2020	Delayed due to lockdown - Completed 27/07/2020	End July 2021	Victoria Park R&M budget	Improved Bandstand safety / compliance with legislation
HS24	Town Hall Fire Alarm Maintenance (quarterly)	Safety Officer / Subcontractor	Included in contract	End Jan 2021	Completed 08/01/2021	End April 2021	Town Hall Contract	Information for Emergency Services and Town Hall occupants
HS25	Town Hall Emergency Evacuation Drills	Community Services Manager / Safety Officer / Fire Marshals	Included in staff cost	Minimum of 2 per annum	Completed Not a Drill 27/08/2019	Minimum of 2 per annum - delayed due to lockdown	N/A	Improved Town Hall safety / compliance with legislation
HS26	Independent Commercial EPC Survey	Community Services Manager / Contractor	£375.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS27	Independent DEC Survey	Community Services Manager / Contractor	£475.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS28	Independent Asbestos management Survey	Community Services Manager / Contractor	£595.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS29	Independent Marketing style floor plan Survey	Community Services Manager / Contractor	£445.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS30	Independent 5 year Structural & Aerial Drone Surveys - All NTC Premises	Community Services Manager / Contractor	£8,606.00	End June 2019	Completed 30/06/2019	End June 2024	Town Hall R&M budget	Compliance with legislation
HS31	Independent Tree Condition Survey & Mapping - All NTC Land	Community Services Manager / Contractor	£15,700.00	End Jan 2020	Completed End January 2020	End January 2025	Town Hall R&M budget	Compliance with legislation
HS32	Shaw Cemetery Memorial survey (subject to available funding)	Community Services Manager / Contractor	TBC	End March 2020	TBC	TBC	Shaw Cemetery R&M budget	Compliance with legislation
HS33	Town Hall Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Town Hall R&M budget	Compliance with legislation
HS34	Market Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 28/05/2020	As required by Legislation	Market R&M budget	Compliance with legislation
HS35	Play Area Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Play Area R&M budget	Compliance with legislation
HS36	Cemeteries Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Shaw & Newtown Road R&M budget	Compliance with legislation

Health & Safety Report for P&R Committee - Last Updated 08/01/2021								
Note: Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.								
Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS37	Review of Town Hall Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	N/A	Improved information on Risks for NTC own / managed assets
HS38	Review of Victoria Park Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	N/A	Improved information on Risks for NTC own / managed assets
HS39	Review of Newtown Road Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	N/A	Improved information on Risks for NTC own / managed assets
HS40	Review of Shaw Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	N/A	Improved information on Risks for NTC own / managed assets
HS41	Review of Market Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	N/A	Improved information on Risks for NTC own / managed assets
HS42	Review of Recreation Grounds Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	N/A	Improved information on Risks for NTC own / managed assets
HS43	Review of Playground Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	N/A	Improved information on Risks for NTC own / managed assets
HS44	Review of Allotments Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	N/A	Improved information on Risks for NTC own / managed assets
HS45	Review of Bus Shelter Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	N/A	Improved information on Risks for NTC own / managed assets
HS46	Review of Clocks Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	N/A	Improved information on Risks for NTC own / managed assets
HS47	Review of Public Seating (Benches) Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	N/A	Improved information on Risks for NTC own / managed assets
HS48	Review of Skatepark Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	N/A	Improved information on Risks for NTC own / managed assets
HS49	Review of Footway Lighting Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	N/A	Improved information on Risks for NTC own / managed assets
HS50	Review of War Memorial Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	N/A	Improved information on Risks for NTC own / managed assets

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Staff							
4000 Salaries/NI/PAYE	52,313	302,855	456,500	153,645		153,645	66.3%
4010 Misc Staff Expenses	0	0	2,500	2,500		2,500	0.0%
4045 Salary Reallocation	(52,313)	(302,855)	(451,625)	(148,770)		(148,770)	67.1%
Staff :- Indirect Expenditure	0	0	7,375	7,375	0	7,375	0.0%
Net Expenditure	0	0	(7,375)	(7,375)			
110 Central Services							
1076 Precept Received	0	1,107,171	1,107,171	0			100.0%
1090 Interest Received	19	1,539	5,000	3,461			30.8%
1990 Miscellaneous Income	1,800	1,800	5	(1,795)			36000.0
Central Services :- Income	1,819	1,110,510	1,112,176	1,666			99.9%
4045 Salary Reallocation	3,166	18,332	28,394	10,062		10,062	64.6%
4050 Bank Charges	78	1,323	2,000	677		677	66.2%
4060 NYC	0	0	300	300		300	0.0%
4065 Local Democracy Week	0	0	600	600		600	0.0%
4250 IT	0	4,263	0	(4,263)		(4,263)	0.0%
Central Services :- Indirect Expenditure	3,245	23,918	31,294	7,376	0	7,376	76.4%
Net Income over Expenditure	(1,426)	1,086,592	1,080,882	(5,710)			
200 P&R General							
4045 Salary Reallocation	5,009	28,999	51,543	22,544		22,544	56.3%
4100 Members Allowances	0	0	750	750		750	0.0%
4110 Bus Shelter Advertising	0	0	800	800		800	0.0%
4120 Precept Leaflet	0	14	1,200	1,186		1,186	1.1%
4125 P&R Projects Fund	0	0	5,000	5,000		5,000	0.0%
P&R General :- Indirect Expenditure	5,009	29,012	59,293	30,281	0	30,281	48.9%
Net Expenditure	(5,009)	(29,012)	(59,293)	(30,281)			
210 Grants & Contributions							
4150 Grants for Climate Change Proj	0	0	10,000	10,000		10,000	0.0%
4155 Berkshire Youth; Youth Worker	0	12,500	25,000	12,500		12,500	50.0%
4160 Contribution to BID Xmas light	12,000	12,000	12,000	0		0	100.0%
4170 Volunteer Centre	0	0	500	500		500	0.0%
4180 Grant Sub Committee	0	18,899	24,500	5,601	136	5,465	77.7%
4185 CAB Grant	0	20,000	20,000	0		0	100.0%
4190 CCTV	0	12,620	12,000	(620)		(620)	105.2%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4205 WBC - contribution to library	0	3,735	15,000	11,265		11,265	24.9%
4210 Defibs	0	0	4,000	4,000		4,000	0.0%
Grants & Contributions :- Indirect Expenditure	12,000	79,754	123,000	43,246	136	43,110	65.0%
Net Expenditure	(12,000)	(79,754)	(123,000)	(43,246)			
<u>220 Corporate Services</u>							
1990 Miscellaneous Income	0	188	25	(163)			750.0%
Corporate Services :- Income	0	188	25	(163)			750.0%
4200 Visitor Information Centre	0	300	1,500	1,200		1,200	20.0%
4220 Training and Development	1,100	1,505	7,000	5,495		5,495	21.5%
4225 Advertising Recruitment	0	2,256	1,000	(1,256)		(1,256)	225.6%
4230 Telephone	80	3,155	5,650	2,495		2,495	55.8%
4235 Postage	93	1,195	2,200	1,005		1,005	54.3%
4240 Printing/Stationery	50	772	3,200	2,428		2,428	24.1%
4245 Office Equipment	0	50	2,000	1,950		1,950	2.5%
4250 IT	515	20,249	11,600	(8,649)		(8,649)	174.6%
4255 Professional Fees	159	22,191	8,000	(14,191)	850	(15,041)	288.0%
4260 Audit	0	15	3,800	3,785		3,785	0.4%
4265 Subscriptions	12	4,006	4,400	394		394	91.1%
4270 Photocopier Charges	307	1,015	3,000	1,985		1,985	33.8%
4275 Advertising General	0	860	1,200	340	791	(451)	137.6%
4280 Recycling Costs	98	230	900	670		670	25.5%
4285 GM contract admin fee (WBC)	0	0	2,700	2,700		2,700	0.0%
4290 Capital exp computers etc	0	4,890	6,500	1,610		1,610	75.2%
4420 Insurance	0	12,884	14,500	1,616		1,616	88.9%
Corporate Services :- Indirect Expenditure	2,415	75,573	79,150	3,577	1,641	1,936	97.6%
Net Income over Expenditure	(2,415)	(75,386)	(79,125)	(3,739)			
<u>290 Town Hall</u>							
1270 Suite Lease Income	2,423	22,666	36,000	13,334			63.0%
1275 Solar Panel Income	0	0	400	400			0.0%
1280 Chamber Hire	0	907	6,500	5,593			13.9%
1990 Miscellaneous Income	0	0	10	10			0.0%
Town Hall :- Income	2,423	23,573	42,910	19,337			54.9%
4045 Salary Reallocation	7,215	41,772	60,738	18,966		18,966	68.8%
4310 Reconnect Drinking Fountain	0	0	1,850	1,850		1,850	0.0%
4315 Topographical Survey	0	2,665	8,700	6,035		6,035	30.6%
4320 Town Hall Refurb	0	0	5,000	5,000		5,000	0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4345 Replacement Solar Panel Invert	0	0	1,500	1,500		1,500	0.0%
4405 Rates	183	11,516	10,771	(745)		(745)	106.9%
4410 Water	22	821	500	(321)		(321)	164.2%
4415 Energy Supplies	1,648	8,808	11,400	2,592		2,592	77.3%
4416 Energy Conservation Projects	0	1,150	12,140	10,990		10,990	9.5%
4425 Repairs and Maintenance	773	35,119	57,500	22,381	1,448	20,933	63.6%
4430 Maint. Contracts	1,217	8,580	14,163	5,583		5,583	60.6%
4440 Fire Extinguishers	0	1,171	700	(471)		(471)	167.3%
4445 Security	0	342	800	458		458	42.7%
Town Hall :- Indirect Expenditure	11,059	111,944	185,762	73,818	1,448	72,370	61.0%
Net Income over Expenditure	(8,636)	(88,371)	(142,852)	(54,481)			
<u>295 Weddings</u>							
1280 Chamber Hire	0	225	2,500	2,275			9.0%
Weddings :- Income	0	225	2,500	2,275			9.0%
4045 Salary Reallocation	202	1,172	1,422	250		250	82.4%
4340 Weddings expenditure	0	1,445	1,000	(445)		(445)	144.5%
Weddings :- Indirect Expenditure	202	2,617	2,422	(195)	0	(195)	108.1%
Net Income over Expenditure	(202)	(2,392)	78	2,470			
<u>300 Newtown Road Cemetery</u>							
1300 Cemetery Income	0	0	10	10			0.0%
1990 Miscellaneous Income	0	0	100	100			0.0%
Newtown Road Cemetery :- Income	0	0	110	110			0.0%
4045 Salary Reallocation	286	1,656	2,413	757		757	68.6%
4315 Topographical Survey	0	3,500	3,500	0		0	100.0%
4355 Toilet Hire NRC	0	0	1,300	1,300		1,300	0.0%
4405 Rates	0	377	378	1		1	99.8%
4410 Water	5	11	0	(11)		(11)	0.0%
4415 Energy Supplies	0	431	800	369		369	53.9%
4416 Energy Conservation Projects	0	0	1,000	1,000		1,000	0.0%
4425 Repairs and Maintenance	0	3,863	11,730	7,867	75	7,792	33.6%
4430 Maint. Contracts	904	7,534	11,150	3,616		3,616	67.6%
4435 Maint. Contracts Unscheduled	0	150	1,200	1,050		1,050	12.5%
4436 Headstone Survey	0	0	2,000	2,000		2,000	0.0%
4440 Fire Extinguishers	0	50	100	50		50	50.1%
Newtown Road Cemetery :- Indirect Expenditure	1,196	17,572	35,571	17,999	75	17,924	49.6%
Net Income over Expenditure	(1,196)	(17,572)	(35,461)	(17,889)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>305 Shaw Cemetery</u>							
1300 Cemetery Income	2,496	28,056	35,000	6,944			80.2%
Shaw Cemetery :- Income	2,496	28,056	35,000	6,944			80.2%
4045 Salary Reallocation	2,574	14,902	21,722	6,820		6,820	68.6%
4250 IT	0	1,100	1,160	60		60	94.8%
4265 Subscriptions	0	95	0	(95)		(95)	0.0%
4315 Topographical Survey	0	2,950	6,400	3,450		3,450	46.1%
4400 Rent Payable	1,000	1,000	1,000	0		0	100.0%
4405 Rates	123	857	1,228	371		371	69.8%
4410 Water	193	2,503	1,110	(1,393)		(1,393)	225.5%
4415 Energy Supplies	64	390	1,700	1,310		1,310	23.0%
4416 Energy Conservation Projects	0	0	1,860	1,860		1,860	0.0%
4425 Repairs and Maintenance	0	3,929	13,560	9,631		9,631	29.0%
4430 Maint. Contracts	4,917	39,640	60,471	20,831		20,831	65.6%
4435 Maint. Contracts Unscheduled	0	0	2,000	2,000		2,000	0.0%
4436 Headstone Survey	0	0	3,560	3,560		3,560	0.0%
4440 Fire Extinguishers	0	125	250	125		125	50.1%
Shaw Cemetery :- Indirect Expenditure	8,871	67,490	116,021	48,531	0	48,531	58.2%
Net Income over Expenditure	(6,376)	(39,435)	(81,021)	(41,586)			
<u>310 Markets</u>							
1320 Market Income	1,651	19,116	34,000	14,884			56.2%
1990 Miscellaneous Income	0	0	20	20			0.0%
Markets :- Income	1,651	19,116	34,020	14,904			56.2%
4045 Salary Reallocation	2,922	16,918	25,575	8,657		8,657	66.1%
4265 Subscriptions	0	358	360	2		2	99.4%
4275 Advertising General	0	813	2,500	1,687		1,687	32.5%
4360 Market Management	1,100	9,938	13,500	3,562		3,562	73.6%
4365 Free Car Parking	0	0	4,000	4,000		4,000	0.0%
4366 Market Strategy	0	0	4,000	4,000		4,000	0.0%
4405 Rates	0	(452)	8,236	8,688		8,688	(5.5%)
4415 Energy Supplies	0	1,012	1,000	(12)		(12)	101.2%
4425 Repairs and Maintenance	302	818	2,100	1,282		1,282	39.0%
Markets :- Indirect Expenditure	4,324	29,404	61,271	31,867	0	31,867	48.0%
Net Income over Expenditure	(2,673)	(10,288)	(27,251)	(16,963)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>315 War Memorial</u>							
4045 Salary Reallocation	421	2,440	5,505	3,065		3,065	44.3%
4425 Repairs and Maintenance	27	207	1,000	793		793	20.7%
War Memorial :- Indirect Expenditure	448	2,646	6,505	3,859	0	3,859	40.7%
Net Expenditure	(448)	(2,646)	(6,505)	(3,859)			
<u>320 Footway Lighting</u>							
4045 Salary Reallocation	422	2,440	5,506	3,066		3,066	44.3%
4415 Energy Supplies	566	3,819	7,100	3,281		3,281	53.8%
4425 Repairs and Maintenance	0	3,654	9,000	5,346	3,146	2,199	75.6%
Footway Lighting :- Indirect Expenditure	988	9,914	21,606	11,692	3,146	8,546	60.4%
Net Expenditure	(988)	(9,914)	(21,606)	(11,692)			
<u>325 Clock House</u>							
4045 Salary Reallocation	422	2,440	5,505	3,065		3,065	44.3%
4415 Energy Supplies	80	686	620	(66)		(66)	110.6%
4425 Repairs and Maintenance	0	450	3,000	2,550		2,550	15.0%
Clock House :- Indirect Expenditure	502	3,576	9,125	5,549	0	5,549	39.2%
Net Expenditure	(502)	(3,576)	(9,125)	(5,549)			
<u>330 Street Furniture</u>							
4045 Salary Reallocation	421	2,440	5,506	3,066		3,066	44.3%
4425 Repairs and Maintenance	0	5,136	5,400	264	5,800	(5,536)	202.5%
4435 Maint. Contracts Unscheduled	0	0	0	0	215	(215)	0.0%
4460 Grit Bins	0	516	4,500	3,984		3,984	11.5%
Street Furniture :- Indirect Expenditure	421	8,092	15,406	7,314	6,015	1,299	91.6%
Net Expenditure	(421)	(8,092)	(15,406)	(7,314)			
6000 plus Transfer from EMR	0	5,136					
Movement to/(from) Gen Reserve	(421)	(2,956)					
<u>335 Recreation Grounds</u>							
1355 Income - Pitches	(0)	832	2,200	1,368			37.8%
Recreation Grounds :- Income	(0)	832	2,200	1,368			37.8%
4045 Salary Reallocation	1,550	8,974	13,823	4,849		4,849	64.9%
4410 Water	52	322	600	278		278	53.7%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4415 Energy Supplies	0	1,202	2,000	798		798	60.1%
4425 Repairs and Maintenance	536	4,018	6,940	2,922	4,270	(1,348)	119.4%
4430 Maint. Contracts	2,200	17,901	27,053	9,152		9,152	66.2%
4435 Maint. Contracts Unscheduled	0	2,190	2,500	310		310	87.6%
4470 Tree Maintenance	300	300	0	(300)		(300)	0.0%
4580 PPE	0	61	0	(61)		(61)	0.0%
4585 Drinking Water Tap	0	0	1,220	1,220		1,220	0.0%
Recreation Grounds :- Indirect Expenditure	4,638	34,968	54,136	19,168	4,270	14,898	72.5%
Net Income over Expenditure	(4,638)	(34,136)	(51,936)	(17,800)			
<u>336 City Recreation Ground</u>							
4423 Upgrading	3,080	122,615	125,000	2,385		2,385	98.1%
4585 Drinking Water Tap	0	0	1,220	1,220		1,220	0.0%
4905 CIL Expenditure	41,661	41,661	0	(41,661)		(41,661)	0.0%
City Recreation Ground :- Indirect Expenditure	44,741	164,276	126,220	(38,056)	0	(38,056)	130.2%
Net Expenditure	(44,741)	(164,276)	(126,220)	38,056			
6000 plus Transfer from EMR	500	500					
Movement to/(from) Gen Reserve	(44,241)	(163,776)					
<u>340 Play Areas</u>							
4045 Salary Reallocation	2,170	12,560	17,033	4,473		4,473	73.7%
4423 Upgrading	0	0	108,000	108,000		108,000	0.0%
4424 Skylings	0	15,709	24,000	8,291		8,291	65.5%
4425 Repairs and Maintenance	36	13,937	8,000	(5,937)	4,975	(10,912)	236.4%
4430 Maint. Contracts	1,736	14,186	21,343	7,157		7,157	66.5%
4435 Maint. Contracts Unscheduled	0	0	1,000	1,000		1,000	0.0%
Play Areas :- Indirect Expenditure	3,941	56,392	179,376	122,984	4,975	118,009	34.2%
Net Expenditure	(3,941)	(56,392)	(179,376)	(122,984)			
6000 plus Transfer from EMR	0	1,475					
Movement to/(from) Gen Reserve	(3,941)	(54,917)					
<u>345 Victoria Park</u>							
1360 Income - Tennis Courts	150	9,695	9,000	(695)			107.7%
1380 Income - Bowling Club	0	450	900	450			50.0%
1385 Income - Kiosk/Cafe	0	50	4,000	3,950			1.3%
1500 Other open spaces income	0	1,950	2,300	350			84.8%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1990 Miscellaneous Income	20	1,450	250	(1,200)			580.0%
Victoria Park :- Income	170	13,595	16,450	2,855			82.6%
4045 Salary Reallocation	4,583	26,531	29,744	3,213		3,213	89.2%
4275 Advertising General	0	175	0	(175)		(175)	0.0%
4325 PWLB Loan Interest	0	0	5,000	5,000		5,000	0.0%
4355 Toilet Hire NRC	0	0	700	700		700	0.0%
4410 Water	153	11,876	3,500	(8,376)		(8,376)	339.3%
4415 Energy Supplies	57	2,747	1,700	(1,047)		(1,047)	161.6%
4425 Repairs and Maintenance	180	4,534	17,700	13,166		13,166	25.6%
4430 Maint. Contracts	4,918	39,647	61,306	21,659		21,659	64.7%
4435 Maint. Contracts Unscheduled	0	0	2,500	2,500		2,500	0.0%
4440 Fire Extinguishers	0	100	200	100		100	50.1%
4445 Security	0	121	500	379		379	24.2%
4465 Tennis Courts Maintenance Fund	0	0	3,600	3,600		3,600	0.0%
4475 VP LTA Registration Fee	0	0	330	330		330	0.0%
4480 Music at the Bandstand	0	0	2,720	2,720		2,720	0.0%
4485 VP tennis court promotion	0	0	1,500	1,500		1,500	0.0%
4490 VP Fun Day	0	0	2,500	2,500		2,500	0.0%
4525 Fees	0	0	45,000	45,000		45,000	0.0%
4530 Other Expenditure	0	0	440,100	440,100		440,100	0.0%
4535 Hoist	0	0	12,000	12,000		12,000	0.0%
Victoria Park :- Indirect Expenditure	9,891	85,731	630,600	544,869	0	544,869	13.6%
Net Income over Expenditure	(9,721)	(72,136)	(614,150)	(542,014)			
<u>350 Open Spaces</u>							
1395 Wayleave Income	0	0	25	25			0.0%
Open Spaces :- Income	0	0	25	25			0.0%
4045 Salary Reallocation	1,550	8,973	13,824	4,851		4,851	64.9%
4400 Rent Payable	0	79	175	96		96	45.0%
4410 Water	0	27	100	73		73	26.9%
4425 Repairs and Maintenance	0	2,375	12,350	9,975		9,975	19.2%
4430 Maint. Contracts	5,837	46,999	70,868	23,869		23,869	66.3%
4435 Maint. Contracts Unscheduled	0	245	3,000	2,755	445	2,310	23.0%
Open Spaces :- Indirect Expenditure	7,387	58,697	100,317	41,620	445	41,175	59.0%
Net Income over Expenditure	(7,387)	(58,697)	(100,292)	(41,595)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>355 Floral Displays and Trees</u>							
1990 Miscellaneous Income	0	0	2,050	2,050			0.0%
Floral Displays and Trees :- Income	0	0	2,050	2,050			0.0%
4045 Salary Reallocation	781	4,519	5,889	1,370		1,370	76.7%
4425 Repairs and Maintenance	0	0	400	400		400	0.0%
4430 Maint. Contracts	1,729	14,131	21,258	7,127		7,127	66.5%
4470 Tree Maintenance	0	0	5,000	5,000		5,000	0.0%
4500 Tree planting	5,072	5,072	3,000	(2,072)	233	(2,305)	176.8%
4505 Edible Crops	0	0	300	300		300	0.0%
4510 Additional Floral Displays NIB	0	0	1,500	1,500		1,500	0.0%
Floral Displays and Trees :- Indirect Expenditure	7,582	23,723	37,347	13,624	233	13,391	64.1%
Net Income over Expenditure	(7,582)	(23,723)	(35,297)	(11,574)			
6000 plus Transfer from EMR	5,072	5,072					
Movement to/(from) Gen Reserve	(2,510)	(18,651)					
<u>360 Britain & Newbury In Bloom</u>							
1600 Sponsorship	0	0	500	500			0.0%
Britain & Newbury In Bloom :- Income	0	0	500	500			0.0%
4045 Salary Reallocation	1,133	6,558	15,297	8,739		8,739	42.9%
4425 Repairs and Maintenance	0	942	0	(942)		(942)	0.0%
4710 Newbury In Bloom	0	120	7,000	6,880		6,880	1.7%
Britain & Newbury In Bloom :- Indirect Expenditure	1,133	7,620	22,297	14,677	0	14,677	34.2%
Net Income over Expenditure	(1,133)	(7,620)	(21,797)	(14,177)			
<u>420 Wash Common Allotment</u>							
1400 Allotment Income	0	3,272	3,200	(72)			102.2%
Wash Common Allotment :- Income	0	3,272	3,200	(72)			102.2%
4045 Salary Reallocation	676	3,911	5,781	1,870		1,870	67.7%
4410 Water	52	585	600	15		15	97.5%
4425 Repairs and Maintenance	70	965	1,600	635		635	60.3%
4430 Maint. Contracts	114	1,211	1,398	187		187	86.6%
4435 Maint. Contracts Unscheduled	0	0	280	280		280	0.0%
4450 Extra security measures	0	0	1,000	1,000		1,000	0.0%
Wash Common Allotment :- Indirect Expenditure	912	6,673	10,659	3,986	0	3,986	62.6%
Net Income over Expenditure	(912)	(3,401)	(7,459)	(4,058)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>421 Allotments (except Wash Common</u>							
1400 Allotment Income	8	19,295	19,000	(295)			101.6%
1990 Miscellaneous Income	0	0	40	40			0.0%
Allotments (except Wash Common :- Income	8	19,295	19,040	(255)			101.3%
4045 Salary Reallocation	3,378	19,557	28,906	9,349		9,349	67.7%
4400 Rent Payable	213	638	850	213		213	75.0%
4410 Water	424	3,739	3,500	(239)		(239)	106.8%
4425 Repairs and Maintenance	638	6,188	9,400	3,212	647	2,565	72.7%
4430 Maint. Contracts	568	4,847	6,983	2,136		2,136	69.4%
4435 Maint. Contracts Unscheduled	0	0	1,730	1,730		1,730	0.0%
4450 Extra security measures	0	0	3,000	3,000		3,000	0.0%
Allotments (except Wash Common :- Indirect Expenditure	5,221	34,969	54,369	19,400	647	18,753	65.5%
Net Income over Expenditure	(5,213)	(15,674)	(35,329)	(19,655)			
<u>430 Wharf Toilets</u>							
4045 Salary Reallocation	813	4,705	5,743	1,038		1,038	81.9%
4195 Wharf Toilets Contract	0	5,740	11,500	5,760		5,760	49.9%
4405 Rates	0	7,196	7,096	(100)		(100)	101.4%
4425 Repairs and Maintenance	6	2,102	2,000	(102)	242	(344)	117.2%
Wharf Toilets :- Indirect Expenditure	819	19,743	26,339	6,596	242	6,354	75.9%
Net Expenditure	(819)	(19,743)	(26,339)	(6,596)			
<u>490 S106 & CIL Received in Year</u>							
1905 CIL income received	0	28,021	0	(28,021)			0.0%
S106 & CIL Received in Year :- Income	0	28,021	0	(28,021)			
Net Income	0	28,021	0	(28,021)			
<u>500 CP,A&L General</u>							
4045 Salary Reallocation	3,486	20,182	23,778	3,596		3,596	84.9%
4600 CPA&L Committee Fund	0	0	500	500		500	0.0%
4620 Music in the Market Place	0	0	1,000	1,000		1,000	0.0%
4625 Art Trail	0	0	1,000	1,000		1,000	0.0%
4636 VE/VJ Day Celebrations	0	0	2,000	2,000		2,000	0.0%
CP,A&L General :- Indirect Expenditure	3,486	20,182	28,278	8,096	0	8,096	71.4%
Net Expenditure	(3,486)	(20,182)	(28,278)	(8,096)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
505 Civic Responsibility							
4045 Salary Reallocation	4,199	24,307	31,766	7,459		7,459	76.5%
4580 PPE	97	97	0	(97)		(97)	0.0%
4651 Mayors Allowance 2020-21	97	172	2,500	2,328		2,328	6.9%
4655 Honorarium	0	824	3,375	2,552		2,552	24.4%
4660 Mayor Making	0	0	2,500	2,500		2,500	0.0%
4665 Remembrance	0	1,586	2,400	814	200	614	74.4%
4670 Regalia and Robes	0	0	2,000	2,000		2,000	0.0%
4680 Civic Hospitality & Events	0	0	1,500	1,500		1,500	0.0%
4690 Twin Towns	0	0	250	250		250	0.0%
4700 Civic Award Scheme	0	160	1,000	840		840	16.0%
4705 Watership Brass	0	650	650	0		0	100.0%
Civic Responsibility :- Indirect Expenditure	4,393	27,796	47,941	20,145	200	19,945	58.4%
Net Expenditure	(4,393)	(27,796)	(47,941)	(20,145)			
600 Planning & Highways							
1120 Grants & Donations Received	0	100	200	100			50.0%
Planning & Highways :- Income	0	100	200	100			50.0%
4045 Salary Reallocation	4,935	28,567	46,211	17,644		17,644	61.8%
4800 P & H Committee Fund	0	41	1,000	959		959	4.1%
4805 Heritage Working Group	0	406	3,000	2,594		2,594	13.5%
4810 Town Design St. & Town Plan	0	1,600	10,000	8,400		8,400	16.0%
4815 Signage	0	0	10,000	10,000		10,000	0.0%
4820 Canal Corridor	0	0	10,000	10,000		10,000	0.0%
Planning & Highways :- Indirect Expenditure	4,935	30,615	80,211	49,596	0	49,596	38.2%
Net Income over Expenditure	(4,935)	(30,515)	(80,011)	(49,496)			
900 Capital & Projects							
1805 Loan Proceeds	0	0	250,000	250,000			0.0%
1900 S.106 income received	0	0	51,000	51,000			0.0%
1905 CIL income received	0	0	318,000	318,000			0.0%
Capital & Projects :- Income	0	0	619,000	619,000			0.0%
4470 Tree Maintenance	0	250	0	(250)		(250)	0.0%
4905 CIL Expenditure	(37,581)	91,779	318,000	226,221	14,089	212,132	33.3%
9010 CAPEX VP Cafe	0	14,515	485,100	470,585	24,226	446,359	8.0%
9040 CAPEX Tree Maintenance Reserve	3,375	7,215	5,000	(2,215)	2,000	(4,215)	184.3%
Capital & Projects :- Indirect Expenditure	(34,206)	113,759	808,100	694,341	40,315	654,026	19.1%
Net Income over Expenditure	34,206	(113,759)	(189,100)	(75,341)			
6000 plus Transfer from EMR	(34,531)	137,131					
Movement to/(from) Gen Reserve	(325)	23,372					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	8,566	1,246,781	1,889,406	642,625			66.0%
Expenditure	115,551	1,146,654	2,959,991	1,813,337	63,788	1,749,549	40.9%
Net Income over Expenditure	<u>(106,986)</u>	<u>100,127</u>	<u>(1,070,585)</u>	<u>(1,170,712)</u>			
plus Transfer from EMR	(28,959)	149,314					
Movement to/(from) Gen Reserve	<u>(135,944)</u>	<u>249,441</u>					

Newbury Town Council

Policy and Resources Committee 18th January 2021

Item 9: In Year Budget Monitoring 2020/21

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

Items in italics were reported at an earlier meeting of the committee

Overspent budget lines

Cost Centre	Code	Description	Reason
110	4250	IT	Firsty - Monthly support
210	4190	CCTV	Support for CCTV (Smart Integrated Solutions)
220	4225	Advertising Recruitment	Replacement for Gillian, Tony & Restructuring.
220	4250	IT	New Laptops and Office 365
220	4255	Professional Fees	Sale of Land. New Website. Neighbourhood Plan AH while temp.
220	4275	Advertising General	Get Active VP advertising Easter Puzzle Mag. Open for Business Advert, could this be for Market?
290	4405	Rates	Suite 7 no longer occupied by WBC Car Park team
290	4410	Water	Estimated invoices
290	4440	Fire Extinguishers	Contract paid twice. Monies to be refunded.
295	4340	Wedding Expenditure	8 Months of Wedding Licence + Wedding Adverts
305	4410	Water	Estimated invoices
330	4425	R & M	PO 1555 Dtd 31/12/19 – Relocation of the Bus Stop
335	4425	R & M	PO 1524 J Dell Roofing £4,250.00
336	4905	CIL Expenditure	No Budget for this code and should it have come from an EMR?
340	4425	R & M	£5,536 New Iron clad Storage Unit – CCTV
345	4410	Water	Splash Park – Business Stream invoices to be investigated.
345	4415	Energy Supplies	S/L Invoice to be raised for Kiosk
360	4425	R & M	The Secret Garden Project – As per PO
430	4425	R & M	General Maintenance costs
900		All Codes	Should all this expenditure be from EMR.

Public Report

To: Policy and Resources Committee

Meeting Date: 18 January 2021

Title: Internal Audit Report

Recommendation: To receive the report of the Internal Auditors and approve the recommendations therein

Background

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR). Newbury Town Council has appointed Auditing Solutions to carry out this role.

The attached report sets out the work undertaken in relation to the 2020-21 financial year, during the initial interim review of the Council's records for the year, which was undertaken remotely, due to the ongoing Covid-19 situation and restrictions, in early January 2021.

The period covered by the review, the first 9 months of the 2020-21 financial year, covers a period when the Council was suffering from staff losses and working through the pandemic. In the circumstances, I am very pleased with the findings of the internal auditor and I would like to record my appreciation for the work done by Margaret Gore and Angela Herrington in achieving this outcome.

Issues Arising

4 issues are reported for action as follows:

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

Recommendation: This matter will be addressed at the annual review of Standing Orders.

2. Expenditure incurred should only be reallocated from one budget heading to another where a genuine miscoding has occurred in processing the original entry.

Recommendation: Where such overspends do arise, members will be made aware of the reasons for such overspends and approve them. Unless a genuine miscoding has occurred, the original posting should stand unamended.

At year end, Members may approve an appropriate virement of funds from an underspending budget heading if considered appropriate.

3. In accordance with the requirements of the Governance and Accountability Manual – The Practitioner’s Guide – 2020 edition, only the cost of staff employed and paid through the Council’s payroll should be charged against staff cost codes in the AGAR at Section 2 Box 4.

Recommendation: Only the cost of staff employed and paid through the Council’s payroll will be charged against staff cost codes.

4. The Council should determine whether the percentage contribution for the one highlighted employee should be amended in future months with, potentially, reimbursement made for over-deducted contributions in earlier months of the year.

Recommendation: The matter will be referred to our Payroll consultants, DCK, for determination and any reimbursements due will be paid to the relevant employee.

Report Author: Hugh Peacocke, CEO

Date: 12 January 2021

Newbury Town Council

Internal Audit Report 2020-21 (First interim)

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2020-21 financial year, during our initial interim review of the Council's records for the year, which was again undertaken remotely, due to the ongoing Covid-19 situation and restrictions, in early January 2021. We wish to thank the CEO and his staff for assisting the process, providing all necessary documentation in electronic format to facilitate commencement of our review for the year.

Internal Audit Approach

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

We hope to be able to conduct the interim update and final reviews on site in the spring and summer and will liaise with the CEO to determine the approach to be taken nearer that time, which will obviously be dependent on the prevailing Covid situation.

Overall Conclusions

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

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

The Council maintains its accounting systems using Omega software with two bank accounts in place (“Current” and “Officers”), the latter primarily for electronic card usage purposes. Separate cashbooks are in place for these two accounts, plus a further cashbook for petty cash account transactions in the Omega accounts. Surplus funds are on deposit with CCLA in the Public Sector Deposit Fund (PSDF).

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

- Verified the accurate carry forward of the 2019-20 closing balances in Omega to the current year opening Trial Balance;
- Ensured that an appropriate Cost and Nominal Account coding structure remains in place;
- Reviewed two sample months transactions (April and November 2020) on both the Current and Officers’ accounts cashbooks agreeing detail to supporting bank statements;
- Verified the year to date PSDF transactions by reference to the underlying monthly advices notices of interest earned; and
- Checked and agreed the software based bank reconciliations as at 30th April and November 2020 to ensure that there are no long-standing, uncleared items or other anomalous entries arising.

Conclusions

We are pleased to record that no issues have been identified in this area currently warranting formal comment or recommendation. We will undertake further work at future reviews checking a further two months’ transactions on the “Current” and “Officers” accounts and the remaining transactions for the year on the PSDF account and year-end bank reconciliations on each. We will also ensure the accurate disclosure of the combined year-end cash and bank balances in the AGAR at Section 2, Box 8.

Review of Corporate Governance

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

We have commenced our examination of the minutes of Full Council and its extant Committee meetings (with the exception of Planning & Highways) to November 2020 with no issues identified.

We noted in last year's report that the Council's extant SOs and Financial Regulations (FRs) had been the subject of periodic review and re-adoption: our examination of current year's minutes identified that the SOs were amended to reflect Government's advice as regards holding meetings remotely in relation to the Covid situation with a minor revision to the FRs approved in relation to the Reserves Policy approved, the latter being approved at the October 2020 Policy & Resources (P&R) Committee meeting.

Whilst the FRs are in line with the latest NALC model document making appropriate reference to the Public Contracts Regulations with a tender limit of £25,000 in place, the SOs make no reference to contracting arrangements and are not wholly in line with the latest NALC model document.

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

We are also pleased to note that the 2019-20 AGAR was duly signed off by the external auditors with no formal comments or issues recorded.

Conclusions and recommendation

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

R1. Consideration should be given to aligning the Council's Standing Orders more closely to the NALC model document including appropriate and detailed reference to the Council's formal contracting arrangements.

Review of Expenditure and VAT

Our aim here is to ensure that: -

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

We have commenced our review of procedures and physical payments in this area noting that, due to the Covid situation, revised processing arrangements have of necessity been

implemented: we have reviewed detail of those procedures as provided by the Corporate Services Officer (CSO) and consider them appropriate given the ongoing situation.

We have selected a sample of payments processed in the year to early December 2020 to check for compliance with the above criteria including all those payments individually in excess of £4,000, together with a more random selection of every 40th cashbook transaction (irrespective of value). Our test sample includes 46 individual payments plus 3 Non Domestic Rates annual bills totalling £660,900 and equating to 62% by value of all non-pay expenditure for the year to that date. We are pleased to report that no issues have been identified in this respect with all payments meeting the above criteria, although, at the time of issuing this report the CSO is continuing to search for a few documents that she has to date been unable to trace due to her remote working. We have issued the report at this stage so that the CEO may include it in and present it to the next scheduled meeting: we shall follow up on the “missing” documents at the time of our next review visit, unless the CSO can find and forward copies to us in the meantime.

We note that VAT returns continue to be submitted electronically on a regular quarterly basis and have verified that the final 2019-20 quarter’s reclaim plus the first two quarterly reclaims for 2020-21 have been submitted and repaid by HMRC with the totals agreeing to the relevant Omega nominal control account.

Conclusions

We are pleased to record that no issues arise in this area currently to warrant formal comment or recommendation: we will extend our test sample to cover the remainder of the year at future visits, also hoping to examine the currently untraced documents.

Assessment and Management of Risk

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

We have noted previously that the Council has a formal Risk Management Strategy in place supplemented by a detailed Strategic Risk Register which has been reviewed and re-adopted by the Policy and Resources Committee at the October 2020 meeting.

The Council’s insurance cover is provided by Zurich: we have examined the insurance schedule running to August 2021 noting that the Council’s premises, street furniture and other equipment are appropriately insured together with Public and Employer’s Liability set at £15 million and £10 million respectively, Fidelity Guarantee cover at £2 million and “Business Interruption - Loss of Revenue” cover in place at £396,795 all of which we consider appropriate for the Council’s present requirements.

Conclusions

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

Precept Determination and Budgetary Control

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

This review took place in advance of the Council's formal deliberation and determination of the budgetary and precept requirements for 2021-22: consequently, we shall revisit this area as part of our next / final review.

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

We also noted from our review of the P&R Committee minutes that the Committee approved various transfers of expenditure to 30th September 2020 to other nominal account codes as the charged codes were overspent. Whilst we appreciate that certain of these items had purely been miscoded and require appropriate recoding by journal, there is no need to transfer any expenditure from an overspent heading. This is particularly salient in relation to the first two and the sixth items referred to in minute no. 35, as the intended / minuted recipient code (100/4000) for the three indicated items (Professional fees – 100/4255 and IT - 100/4250 & 220/4255) is a staff cost code and non-pay related expenditure should not be charged to this code, as it would impact on the expenditure analysis in the AGAR at Section 2. We do, however, note that none of the proposed changes have, as yet been actioned and urge that caution be exercised in any corrective action to be taken.

We have reviewed the latest available Omega budget report (to 30th November 2020) and, whilst noting a few areas of overspend, including those included in the above P&R Committee minute, have seen no other areas of significant variance from the anticipated levels at this stage of the financial year. Further in relation to the above, we do not consider it good practice to transfer areas of overspent expenditure to underspent budget headings: where such overspends do arise, provided members are aware of the reasons for such overspends and approve them, we consider that, unless a genuine miscoding has occurred, the original posting should stand unamended.

Conclusions and recommendation

As indicated above, we consider it essential that adjustments to charged expenditure from one code to another should only be actioned where a genuine miscoding has occurred: where significant overspends do arise, members should be apprised of the position and approve an appropriate virement of funds from an underspending budget heading if considered appropriate.

We shall undertake further work in this area at future visits, including ensuring the 2021-22 budget and precept are formally approved and adopted, examining the year-end budget outturn and considering the ongoing appropriateness of retained reserves to meet the Council's ongoing revenue spending plans and development aspirations.

- R2. *Expenditure incurred should only be reallocated from one budget heading to another where a genuine miscoding has occurred in processing the original entry.*
- R3. *In accordance with the requirements of the Governance and Accountability Manual – The Practitioner’s Guide – 2020 edition, only the cost of staff employed and paid through the Council’s payroll should be charged against staff cost codes in the AGAR at Section 2 Box 4.*

Review of Income

The Council receives income from a variety of sources in addition to the annual precept: we have agreed a five-year strategic plan of cover of these areas with the Council and will continue to review income streams in accordance with that plan. However, due to the impact of the Covid pandemic at the close of 2019-20 necessitating our undertaking the final review remotely, we have focused attention on income arising from cemetery and allotments at this first review for 2020-21.

We noted last year that members had approved various scales of fees and charges for 2020-21.

Cemetery: The Community Services Officer has kindly provided us with a selection of ten interments occurring in the latter months of 2020 together with the supporting undertaker application forms and Burial / Cremation certificates. We have ensured that the appropriate fees have been charged and recovered in accordance with the approved scales of fees and charges with no issues arising. We understand and appreciate that, due to the Covid situation and the need for staff to work at home, the formal Burial Register has not been updated to record all interments in the year to date and will examine the register at a future visit to ensure that it has been updated appropriately.

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

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

The Community Services Officer has provided us with a schedule, generated from the Allotments software, of payments received between 1st March and 30th November 2020. We have, consequently, checked that detail to the underlying Omega accounting records (Cashbook and nominal income transaction report) with no issues arising.

Conclusions

No issues arise in this area currently to warrant formal comment or recommendation other than to record, as above, that we will undertake further work in this area at our final review visit for the year.

Petty Cash Account

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

We note that only one month's transactions are recorded on this account in June 2020 in the current financial year and will, consequently, examine the operational controls in this respect at our next physical visit.

Review of Staff Salaries

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

We have previously examined the operative payroll procedures and considered them sound with payroll production outsourced to DCK Accounting using bespoke IRIS payroll software. A national pay award was approved effective from 1st April 2020 and this has duly been implemented by the Council / DCK Accounting with the October 2020 payroll run including arrears backdated to 1st April.

We have, consequently, acquired detail of staff in post in both September and October 2020; their salary points on the national spinal scale and their basic weekly hours where not employed full time: we have also examined both months' payslips, undertaking the following specific work: -

- We have agreed the salary rate paid to each employee in September for each employee to the approved salary scales;
- We have agreed the revised / uplifted salary paid in October for each employee, together with the arrears of pay due from 1st April 2020;
- We have verified the accuracy of tax and NI deductions in both months based on the gross salaries payable to each employee by reference to the relevant HMRC tables; and
- Finally, we have checked to ensure that the correct LG Pension Scheme percentage deductions rates have been applied in both months.

Conclusions and recommendation

We are pleased to report that only one issue has arisen in this review area: in checking the percentage contributions, we noted that the Town Hall Caretaker's pension deduction has been calculated at 6.5%, whereas the correct rate to be applied given his usual monthly gross salary should be 5.8% in accordance with the national agreement: the employee will gain no benefit from paying a higher percentage contribution. We have discussed the position with the CEO and also DCK Accounting and understand that the employee's salary was in the 6.5% banding previously and has not been adjusted to date.

R4. The Council should determine whether the percentage contribution for the one highlighted employee should be amended in future months with, potentially, reimbursement made for over-deducted contributions in earlier months of the year.

Investments and Loans

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

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

The Council invested £250,000 in the CCLA PSDF which we have previously verified to their third party advice note: we note from subsequent statements that dividends are duly received monthly and added to the capital investment sum in the Omega control account. We have duly, as indicated in the first section of this report, checked the accurate recording of the year to date dividends received noting that, as with all investments, the rate of interest / dividend payable has reduced significantly during the year as a result of the Covid situation.

The Council has one outstanding PWLB loan in place, repayable half-yearly on receipt of their third party demand notice: we have, as part of our above payment review at this first review for 2020-21, noted repayment in September 2020 of the year’s initial instalment.

Conclusions

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

Rec. No.	Recommendation	Response
Review of Corporate Governance		
R1	Consideration should be given to aligning the Council's Standing Orders more closely to the NALC model document including appropriate and detailed reference to the Council's formal contracting arrangements.	
Budgetary Control and Reserves		
R2	Expenditure incurred should only be reallocated from one budget heading to another where a genuine miscoding has occurred in processing the original entry.	
R3	In accordance with the requirements of the Governance and Accountability Manual – The Practitioner's Guide – 2020 edition, only the cost of staff employed and paid through the Council's payroll should be charged against staff cost codes in the AGAR at Section 2 Box 4.	
Review of Staff Salaries		
R4	The Council should determine whether the percentage contribution for the one highlighted employee should be amended in future months with, potentially, reimbursement made for over-deducted contributions in earlier months of the year.	

Newbury Town Council

Work Programme for Policy and Resources Committee Meetings

Standing Items on each (ordinary meeting) agenda:

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

Meeting Date	Item
April	To resolve to earmark reserves and deferred grants
	Review of S.106 and CIL moneys
	Financial Regulations Review. It is good practice to review Financial Regulations annually.
	Standing Orders/ scheme of delegations –to Full Council
	Review of Contributions for Newbury Library
	Write off bad debts
July	Report from grants Sub-Committee (re June meeting)
	Review Working Groups and their membership (AWG)
	Mayor's Benevolent Fund Accounts
	Review of Contributions for Newbury Library
October	Prep for Budget
	Risk management strategy and Strategic risk register
	Investments
	Receive report from Climate Emergency Working Group
	To receive a report from the Staff sub-Committee
January	Budget
	Recommendations to Full Council re Council Strategy Review
	Review of Contributions for Newbury Library
	Recommendations to Full Council re Council Strategy
	Report from Grants subcommittee (if met)