

15 July 2020.

To: The Leader and Deputy Leader of the Council; Councillors Jeff Cant, Jo Day, Sue Farrant, Jon Gage, Stephen Masters, Elizabeth O'Keeffe, Erik Pattenden, Gary Norman.

Substitutes: Councillors Jeff Beck, Roger Hunneman, David Marsh, Martha Vickers and Tony 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 **Monday 20 July 2020 at 7.00 pm.**

The meeting is open to the press and the public.

Join Zoom Meeting

<https://us02web.zoom.us/j/81447287394?pwd=RndWTktndUlnVWE1dXpOYWtzaFRBUT09>

Meeting ID: 814 4728 7394

Password: 855292

Hugh Peacocke
Chief Executive Officer

AGENDA

- 1. Apologies for absence**
Chief Executive Officer
- 2. Declarations of interest and dispensations**
Chairperson
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes (Appendix 1)**
Chairperson
To approve the minutes of a meeting of the Policy & Resources Committee held on Monday 20 January 2020.

Town Hall, Market Place, Newbury, RG14 5AA

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Newbury Town Council is committed
to continuing to make Newbury a
better place to live, work and visit

4. Questions and Petitions from members of the public

Chairperson

5. Members' questions and petitions

Chairperson

Please note that questions from Councillors and Members of the public must be submitted in writing by 2.00 pm on the day of the meeting

6. Health and Safety Report (Appendix 2)

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).

7. List of Payments (Appendix 3)

Chairperson

To note the payments made during Quarter 1 2020-2

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

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

Chairperson

8.1. To receive the Income and Expenditure Account for the period ended 30 June 2020 (Appendix 4)

8.2. To resolve to approve expenditure against any cost centres that are over the annual budget, in accordance with this Council's financial regulation (at this stage of the year, there are no cost centres over budget)

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

9. Internal Audit Report (Appendix 5)

Chairperson

To receive the final interim internal audit report for the financial year 2019/20 from Auditing Solutions Ltd

10. Grants Sub-Committee (Appendix 6)

Cllr Gary Norman, Chairman of the Grants Sub Committee

To receive a report on the Grants Sub-Committee

11. Newbury Library Service (Appendix 7)

Chairperson

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

11.2 To agree to pay the first quarter of the annual budgeted contribution to West Berkshire Council for Newbury Library

- 12. Newbury Youth Project (Appendix 8)**
Chairperson
To Approve the 3-year Service Level Agreement with Berkshire Youth for the provision of Youth Outreach services in Newbury.
- 13. CIL and S.106 Monies (Appendix 9)**
Chairperson
To note the balances available and consider the future use of CIL and S.106 monies received.
- 14. Membership of Working Groups (Appendix 10)**
Chairperson
To resolve the membership of the Audit Working Group and The Strategy Working Group for the 2019/20 Municipal Year.
- 15. Mayor's Benevolent Fund Accounts (Appendix 11)**
Chairperson
To note the summary financial report for the Mayor's Benevolent Fund 2018/19
- 16. Forward Work Programme for Policy and Resources Committee meetings 2019/20 (Appendix 12)**
Chairperson
To note and agree any other items that Members resolve to add to the Forward Work Programme.
- 17. Exclusion of the Press and Public**
Chairperson
To move: That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential financial business to be transacted.
- 18. Debts over £500 and more than three months old- loss of income due to Coronavirus**
Chairperson
To consider how the Council will deal with any of these matters
- 19. Council lands at Hutton Close and Sayers Close.**
Chairperson
To authorise officers to explore future use options on these lands.
- 20. Website contract**
Chairperson
To approve the awarding of the contract for website design and support for the Council.

21. CCTV in the Town Hall

Chairperson

To approve the proposal for CCTV and associated IT infrastructure.
in the Town Hall

**Minutes of a meeting of the Policy & Resources Committee held in the Council Chamber,
Newbury Town Council, Town Hall, Market Place, Newbury on
Monday 20th January 2020 at 7.30 pm.**

Present

Councillors: Jeff Beck (substitute); Martin Colston (Chairperson); Jo Day; Sue Farrant; Jon Gage; Olivia Lewis; Stephen Masters; Elizabeth O'Keeffe; Erik Pattenden.

In attendance

Hugh Peacocke, Chief Executive Officer and Margaret Gore, Corporate Services Officer

42. Apologies for absence

Councillors: There were none.

Absent: Councillor Jeff Cant, Tony Vickers.

43. 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. A dispensation is in place to allow all Members to discuss the budget and the precept.

44. Minutes

Proposed: Councillor Olivia Lewis

Seconded: Councillor Erik Pattenden

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

*Councillor Jeff Beck abstained as he wasn't present at the previous meeting.

45. Questions and petitions from members of the public

There were none.

46. Members' questions and petitions

There were none.

47. Newbury Library Services

Members received a report from Paul James, the Culture and Libraries Manager for West Berkshire Council on progress made by the working group, and the potential impact if Newbury Town Council withdraw their funding for the library. After taking a number of questions, the Chairperson thanked Mr James for his presentation.

Proposed: Councillor Martin Colston

Seconded: Councillor Sue Farrant

Resolved: It was agreed to pay the second and third quarters of the budgeted contribution for 2019-20 to West Berkshire Council for Newbury Library, i.e. £15,637.50.

48. Council's land at Fifth Road

Members received a presentation from Mr John Holt and Mr Norman Casson, Chairman and, Development trustee of West Berkshire Therapy Centre (WBTC) regarding their request to acquire part of the Council's land at Fifth Road to build a hydro-therapy facility. After taking a number of questions, the Chairperson thanked Mr John Holt and Mr Norman Casson for their presentation.

Proposed: Councillor Jeff Beck

Seconded: Councillor Martin Colston

Resolved: That this Committee empowers Officers to explore with WBTC all possible options to build a hydrotherapy facility on any lands owned by this Council. Once complete a formal report for a specific site/sites be submitted to a future meeting of this Committee for consideration.

49. Update on the draft Council Strategy 2019 to 2024

Members received a short presentation from the Chairperson, Councillor Martin Colston regarding the draft Strategy.

Proposed: Councillor Martin Colston

Seconded: Councillor Olivia Lewis

Resolved: To recommend the draft strategy (as at appendix 4 of the agenda) be submitted at the Full Council meeting of 3 February 2020 for approval.

*Councillor Jeff Beck voted against the decision.

50. 2020/21 Budget

50.1. Members received a short presentation from the Chairperson, Councillor Martin Colston regarding the draft budget.

50.2. There was no alternative budget submitted.

50.3.

Proposed: Councillor Martin Colston

Seconded: Councillor Olivia Lewis

Resolved: That the budget for 2020/21 be considered at Full Council scheduled for 3rd February 2020 for consideration and its adoption and formally set its precept (while noting that the Billing Authority (West Berkshire Council) has agreed that the level of precept should be declared by 4 February 2020).

*Councillor Jeff Beck voted against the decision.

51. List of payments

The lists of payments for the period 1 October 2019 to 31 December 2019 was noted.

52. Health and safety reports

The information was received and noted by the Committee.

53. Debts over £500 and more than 3 months old

The Committee noted that there were no debts over £500 and more than 3 months old.

54. Income and Expenditure Account quarter 1, 2019/20

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

54.2

Proposed: Councillor Martin Colston

Seconded: Councillor Elizabeth O'Keeffe

Resolved: That the overspends shown against the account codes on Appendix 4 & 4a be approved.

55. Internal Audit Report

Councillor Steve masters, Chairperson of the Audit Working Group, briefed Members on the first interim internal audit report for the financial year 2019/20 from Auditing Solutions Ltd.

The Committee received the report and noted that there were no actions arising as a result of the first internal audit for 2019/20.

56. Report from the Grant Sub-Committee

In the absence of Councillor Gary Norman, Members received a verbal report from the Chairperson, Councillor Martin Colston, on the work of the Grants Sub-Committee meeting of 25 November 2019.

* Councillor Stephen Masters declared an interest at this point as The Eight Bells organisation had received a grant.

57. Debit Card Banking Arrangements (Appendix 10)

Proposed: Councillor Elizabeth O'Keeffe

Seconded: Councillor Stephen Masters

Resolved: That the addendum to the Council resolution regarding the change of signatories for the Handelsbanken Debit Cards be approved.

58. Forward Work Programme for Policy and Resources committee meetings 2019/20

The Forward Work Programme was received and noted.

Councillors requested the addition of a review of the S106 and CiL monies, if there is funding remaining once Year End work has been completed.

59. Finance and Corporate Services Manager (Appendix 12)

Proposed: Councillor Martin Colston

Seconded: Councillor Jeff Beck

Resolved: That the Recruitment process, Job Description, Person Specification and Contract of Employment for the Post of Finance and Corporate Services Manager, as recommended by the Staff Sub-Committee on 7 January 2020 be approved.

60. Exclusion of the press and public

Proposed: Councillor Martin Colston

Seconded: Councillor Elizabeth O'Keeffe

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

61. Staff Sub-Committee

Councillor martin Colston, as Chair of the Staff Sub-Committee, reported on the meetings of 3 December 2019 and 7 January 2020 which dealt with the following matters:

- Minor amendments to current Contracts of Employment, as recommended by our Personnel consultants, Ellis Whittam,
- A member-officer Protocol for the Council
- Staff Salary review and awards
- The staff salary budget for 2020-21
- To appoint a panel of the Staff Sub-Committee to deal with management and appraisals of the CEO, and
- Recruitment arrangements for a Finance and Corporate Services Manager

There being no further business, the Chairperson declared the meeting closed at 9.14 pm.

Chairperson

Date:

Health & Safety Report for P&R Committee - Last Updated 09/07/2020

Appendix 2

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	15/10/2019	Agreed at P&R 14.10.19	October 2020	Audit Working Group to consider following Management Team input	Ensured risk strategy is still correct
HS8	Town Hall Safety Inspections (quarterly)	Safety Officer / Caretaker	Included in staff cost	20 December 2019	Completed 20/12/2019	End March 2020 - delayed due to Lockdown	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 2019	Completed 13, 14, & 15 February 2019	February 2020	Playground R&M budget	Legal requirement Safety for users
HS10	Boiler Servicing & Gas Safety Certificate for Served	Safety Officer / Subcontractor	£200.00	End Jan 2020	Completed 08/01/2020	End Jan 2021	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 June 2021	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS12	Lift Inspection (annually)	Subcontractor / Safety Officer	Included in Insurance	End June 2019	Completed 20/06/2019	June 2020 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 2019	Completed April 2019	End April 2020 - Delayed due to Lockdown - Engineer attending 10/07/2020	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	W/C 20/07/2020 - delayed due to lockdown	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	Completed 20/01/2020	End April 2020 - Delayed due to Lockdown - waiting date from Contractor	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
HS18	Town Hall (PAT) Portable Electrical Appliance Testing (annually)	Safety Officer / Caretaker	Included in staff cost	End July 2019	Completed 31/07/2019	W/C 13 July 2020	Officer Time	Improved Town Hall safety / compliance with legislation

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Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS19	Lightning Conductor Maintenance / Inspection (annually) Test Strike UK Limited	Safety Officer / Subcontractor	£110.00	End Jan 2020	Completed 16/01/2020	End of January 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	Town Hall R&M budget	Improved safety / compliance with legislation
HS21	Shaw Cemetery (PAT) Portable Electrical Appliance Testing (annually)	Safety Officer / Subcontractor	Under taken by GM Contractors	End July 2019	Completed 25/07/2019	W/C 20 July 2020	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 Dec 2019	Completed 20/12/2019	End June 2020 - delayed due to lockdown, waiting Date from Contractor	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS23	Bandstand Electrical Supply Testing (annually)	Safety Officer / Subcontractor	£120.00	End July 2019	Completed 31/07/2018	July 2020 - delayed due to lockdown, waiting Date from Contractor	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 March 2020	Completed - delayed due to lockdown 24/04/2020	Engineer booked for 20/07/2020	Town Hall Contract	Information for Emergency Services and Town Hall occupants
HS25	Town Hall Fire Alarm - Major System-improvement works	Safety Officer - Subcontractor	£4,110.00	End October 2018	Completed- 03/10/2019	One Off	Town Hall R&M budget	Improved system safety for Town Hall users
HS26	Town Hall Emergency Evacuation Drills	Community Services Manager / Safety Officer / Fire Marshals	Included in staff cost	Minimum of 2 per annum	Completed Not a Drill 27/08/2019	Minimum of 2 per annum - delayed due to lockdown	N/A	Improved Town Hall safety / compliance with legislation
HS27	Independent Commercial EPC Survey	Community Services Manager / Contractor	£375.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS28	Independent DEC Survey	Community Services Manager / Contractor	£475.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS29	Independent Asbestos management Survey	Community Services Manager / Contractor	£595.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS30	Independent Marketing style floor plan Survey	Community Services Manager / Contractor	£445.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS31	Independent 5 year Structural & Aerial Drone Surveys - All NTC Premises	Community Services Manager / Contractor	£8,606.00	End June 2019	Completed 30/06/2019	End June 2024	Town Hall R&M budget	Compliance with legislation
HS32	Independent Tree Condition Survey & Mapping - All NTC Land	Community Services Manager / Contractor	£15,700.00	End Jan 2020	Completed End January 2020	End January 2025	Town Hall R&M budget	Compliance with legislation
HS33	Shaw Cemetery Memorial survey (subject to available funding)	Community Services Manager / Contractor	TBC	2020/21	TBC	TBC	Shaw Cemetery R&M budget	Compliance with legislation
HS34	Town Hall Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Town Hall R&M budget	Compliance with legislation
HS35	Market Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 28/05/2020	As required by Legislation	Market R&M budget	Compliance with legislation

Health & Safety Report for P&R Committee - Last Updated 09/07/2020

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Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS36	Play Area Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Play Area R&M budget	Compliance with legislation
HS37	Cemeteries Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Shaw & Newtown Road R&M budget	Compliance with legislation
HS38	Review of Town Hall Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS39	Review of Victoria Park Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS40	Review of Newtown Road Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS41	Review of Shaw Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS42	Review of Market Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS43	Review of Recreation Grounds Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS44	Review of Playground Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS45	Review of Allotments Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS46	Review of Bus Shelter Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS47	Review of Clocks Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets

Health & Safety Report for P&R Committee - Last Updated 09/07/2020

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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
HS48	Review of Public Seating (Benches) Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS49	Review of Skatepark Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS50	Review of Footway Lighting Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS51	Review of War Memorial Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets

Date: 14/07/2020

Newbury Town Council 2020/2021

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Time: 11:25

Current Account

List of Payments made between 01/04/2020 and 30/06/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2020	Handelsbanken	CHARGES	15.00		Handelsbanken - Charges
02/04/2020	Vodafone	02/04/20	80.68		Vodafone
03/04/2020	Stripe	STRIPE	2.66		Stripe
14/04/2020	Crown Gas & Power	14/04/20	331.00		Crown Gas Town Hall
16/04/2020	Southern Electric	16/04/20	42.32		SSE VP Toilet Block
16/04/2020	Handelsbanken Charges	CHARGES	102.08		Handelsbanken Charges
16/04/2020	Southern Electric	16/04/20	695.37		SSE - Town Hall
20/04/2020	Southern Electric	20/04/20	1,199.46		SSE Bowls Club VP
21/04/2020	Streamline Merchant Services	21/04/20	50.05		Worldpay Mar 20
24/04/2020	BACS P/L Pymnt Page 1043	BACS Pymnt	125,176.63		As at Appendix A
24/04/2020	BACS P/L Pymnt Page 1046	BACS Pymnt	20,444.59		As at Appendix B
24/04/2020	Salaries	SALARIES	16,894.67		Salaries April
24/04/2020	Southern Electric	24/04/20	187.84		SSE Office Shaw Cemetery
24/04/2020	Together Technology Ltd	24/04/20	333.00		Gocardless
27/04/2020	Blackbox Solutions	BBSN10008	45.82		Copier charges - March 2020
28/04/2020	Together Technology Ltd	28/04/20	160.55		Gocardless
28/04/2020	Together Technology Ltd	28/04/2020	124.68		Gocardless
28/04/2020	Medisave	CARD	73.18		Medisave - Facemasks
04/05/2020	Southern Electric	3331	225.10		Newton Cem 08/01-15/04
05/05/2020	Vodafone	0422-00001	82.79		Mobile Phones April 20
12/05/2020	BACS P/L Pymnt Page 1072	BACS Pymnt	-32,147.81		As at Appendix C
13/05/2020	West Berkshire Community Baby	CV19	600.00		Coronavirus Grants
13/05/2020	Newbury Soup Kitchen	CV 19	250.00		Coronavirus Grant
14/05/2020	Siemens Financial Services Ltd	1514728	156.00		Franking Machine Lease
15/05/2020	Handelsbanken	CHARGES	1.20		Handelsbanken Charges CB3
15/05/2020	Handelsbanken	CHARGES	-1.20		Handelsbanken Charges CB3
15/05/2020	Southern Electric	1001	84.60		CH/Rooms 02/02-27/04
15/05/2020	Handelsbanken	CHARGES	27.37		Handelsbanken Charges CB1
18/05/2020	Southern Electric	6441	693.94		S/Lighting Unmetered April
18/05/2020	Crown Gas & Power	Crown	136.72		Town Hall - 31.03 to 30.04.20
19/05/2020	BACS P/L Pymnt Page 1057	BACS Pymnt	37,230.36		As at Appendix D
19/05/2020	BACS P/L Pymnt Page 1061	BACS Pymnt	5,924.95		As at Appendix E
19/05/2020	BACS P/L Pymnt Page 1063	BACS Pymnt	-330.00		As at Appendix F
19/05/2020	Streamline Merchant Services	World	41.61		Card payment charges
19/05/2020	BACS P/L Pymnt Page 1071	BACS Pymnt	335.84		As at Appendix G
22/05/2020	Southern Electric	5441	383.74		Suite 4 T/Hall 24/01-01/05
22/05/2020	Southern Electric	85441	206.72		Suite 2 Market Place 24/1-01/5
22/05/2020	Southern Electric	3531	162.00		Market Pillar 2 04/01-01/05
22/05/2020	Southern Electric	8221	368.19		Wash Common C/Rooms 24/01-01/5
22/05/2020	Southern Electric	2531	127.52		Market Pillar 1 24/01-01/05
22/05/2020	Southern Electric	56441	845.80		Town Hall 24/01-01/05
22/05/2020	Southern Electric	66441	161.14		Mayor Suite T/Hall 24/01-01/5 Shaw
26/05/2020	Southern Electric	6631	125.79		Cem 02/04-30/04
27/05/2020	BACS P/L Pymnt Page 1062	BACS Pymnt	1,401.57		As at Appendix H
27/05/2020	Together Technology Ltd	2AS5E -1	333.00		GoCardLess Telephone Support
29/05/2020	Together Technology Ltd	2AS5E -2	160.55		GoCardless Telephoen Support
29/05/2020	Together Technology Ltd	2AS5E -3	124.68		GoCardLess Telephone Support

Continued on Page 2

Current Account

List of Payments made between 01/04/2020 and 30/06/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/05/2020	Salaries	BACS	17,499.70		Salaries
31/05/2020	Handelsbanken	CHARGES	7.00		Bank Charges for Payments
01/06/2020	BACS P/L Pymnt Page 1073	BACS Pymnt	26,550.32		As at Appendix I
01/06/2020	CF Corporate Finance Ltd	DD2	290.40		Purchase Ledger DDR Payment
01/06/2020	BACS P/L Pymnt Page 1078	BACS Pymnt	1,801.80		As at Appendix J
03/06/2020	Vodafone	DD1	82.24		Purchase Ledger DDR Payment
09/06/2020	BACS P/L Pymnt Page 1068	BACS Pymnt	16,155.35		As at Appendix K
12/06/2020	NTC	CHARGES	30.31		Bank charges 12.06.2020
12/06/2020	Handelsbanken	CHARGES	1.20		Bank charges
15/06/2020	Gocardless	CHARGES	34.10		GoCardless Fees 01.06 to 15.06.
15/06/2020	Crown Gas & Power	DD	105.30		Town Hall - 30.04 to 31.05.2020
16/06/2020	Stripe	CHARGES	25.18		Tennis fees 01.06 to 16.06.202
16/06/2020	Southern Electric	DD	716.76		Purchase Ledger DDR Payment
19/06/2020	Prolectric	Corr1	-744.00		Negative - balance account
19/06/2020	Streamline Merchant Services	DDh	31.80		Crad machine charges
22/06/2020	Everflow Ltd	DDg	1,900.64		Period 14.07 to 13.08.2020
23/06/2020	Induna Meats	Correction	-11.95		Negative inv-balance account
23/06/2020	Waterplay Solutions Ltd	Correction	-2,634.00		Negative invoice
23/06/2020	Frama (UK) Ltd	DDf	200.00		Franking Machine credit
25/06/2020	Together Technology Ltd	DDc	333.00		Town Hall Phones
25/06/2020	Blackbox Solutions	DDe	60.83		Copier charges - April-May per
26/06/2020	Southern Electric	DD	132.86		Shaw Cem 01.05 to 01.06.20
26/06/2020	Together Technology Ltd	DDa	160.55		Broadband
26/06/2020	Together Technology Ltd	DDb	124.68		NTC1-00162/11894 Analogue Minu
26/06/2020	Handelsbanken	BACS	30,108.46		Salaries - June 2020
30/06/2020	St Bartholomews	Std Ord	212.50		St Barts/Parsons Rental
30/06/2020	BACS P/L Pymnt Page 1086	BACS Pymnt	71,753.04		As at Appendix L
Total Payments			348,599.82		

Linked to Cashbook 1

Entered Month 1
by user HT

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13	Acclaim Fabrications						
<i>West Mills fencing</i>	30/03/2020	PA0130	1	7,950.00	0.00	7,950.00	0.00
<i>Walto Way security fencing</i>	30/03/2020	PA0131	1	315.00	0.00	315.00	0.00
					0.00	8,265.00	
Above paid on 24/04/2020 by Online Payment Ref A13							
C10	Crescent Signs Ltd						
<i>VP Tennis Banners</i>	27/03/2020	18931	1	415.20	0.00	415.20	0.00
					0.00	415.20	
Above paid on 24/04/2020 by Online Payment Ref 17108/1710							
E14	Environmental Solutions Ltd						
<i>13848/11688/Environmental Solu</i>	13/03/2020	13848	1	174.00	0.00	174.00	0.00
<i>Secure shredding</i>	20/03/2020	13863	1	63.04	0.00	63.04	0.00
					0.00	237.04	
Above paid on 24/04/2020 by Online Payment Ref E14							
F23	Firsty						
<i>Support, March</i>	31/03/2020	9807	1	780.00	0.00	780.00	0.00
					0.00	780.00	
Above paid on 24/04/2020 by Online Payment Ref F23							
H11	Healthmatic Ltd						
<i>Wharf Toilets Jan to March 20</i>	26/03/2020	9922	1	3,444.00	0.00	3,444.00	0.00
					0.00	3,444.00	
Above paid on 24/04/2020 by Online Payment Ref INV7984							
J2	JS Maintenance Services						
<i>Fix leak in Kiosk</i>	23/03/2020	A5226	1	145.06	0.00	145.06	0.00
					0.00	145.06	
Above paid on 24/04/2020 by Online Payment Ref J2							

Continued over page

Linked to Cashbook 1

Entered Month 1
by user HT

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
J20 J P Handy							
<i>Tree surveys</i>	24/03/2020	P087	1	14,003.68	0.00	14,003.68	0.00
					0.00	14,003.68	
Above paid on 24/04/2020 by Online Payment Ref J20							
L23 Lyreco UK Ltd							
<i>A3 Laminater / highlighters</i>	31/03/2020	6520207236	1	232.64	0.00	232.64	0.00
					0.00	232.64	
Above paid on 24/04/2020 by Online Payment Ref L23							
P24 Proelectric							
<i>4483/11684/1603/Proelectric</i>	19/03/2020	4483	1	744.00	0.00	744.00	0.00
					0.00	744.00	
Above paid on 24/04/2020 by Online Payment Ref P24							
R2 Rivar Sand & Gravel Ltd							
<i>scalpings, Wash Common</i>	31/03/2020	40944	1	283.20	0.00	283.20	0.00
					0.00	283.20	
Above paid on 24/04/2020 by Online Payment Ref R2							
S2 SSE Contracting Ltd							
<i>Street light Maint-March qtr</i>	17/03/2020	048381	1	1,237.01	0.00	1,237.01	0.00
<i>Recharge Maint-March Qtr</i>	20/03/2020	048949	1	162.19	0.00	162.19	0.00
					0.00	1,399.20	
Above paid on 24/04/2020 by Online Payment Ref S2							
S22 Sports Courts UK Ltd							
<i>Clean Splash Park</i>	03/03/2020	SC/20/6257	1	175.00	0.00	175.00	0.00
<i>Balance-cleaning tennis courts</i>	19/03/2020	SC/20/6278	1	180.00	0.00	180.00	0.00
					0.00	355.00	
Above paid on 24/04/2020 by Online Payment Ref S22							

Continued over page

Linked to Cashbook 1

Entered Month 1
by user HT

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T38	The Play Inspection Company Ltd						
<i>Annual play inspections</i>	31/03/2020	40944	1	1,686.90	0.00	1,686.90	0.00
					0.00	1,686.90	
Above paid on 24/04/2020 by Online Payment Ref T38							
T50	Total Door Sytems Ltd						
<i>Town Hall door</i>	16/03/2020	10313	1	144.00	0.00	144.00	0.00
					0.00	144.00	
Above paid on 24/04/2020 by Online Payment Ref T50							
T9	Test Strike UK Ltd						
<i>Town Hall test</i>	20/12/2019	INVT002339	1	132.00	0.00	132.00	0.00
					0.00	132.00	
Above paid on 24/04/2020 by Online Payment Ref T9							
W1	West Berkshire District Council						
<i>GMContract - February 2020</i>	27/03/2020	208787-483532	1	27,509.28	0.00	27,509.28	0.00
<i>GMContract - March 2020</i>	27/03/2020	208787-483533	1	27,509.28	0.00	27,509.28	0.00
<i>V/Park&C/Well Rd repairs</i>	27/03/2020	208787-483534	1	234.00	0.00	234.00	0.00
<i>Election May 2019</i>	30/03/2020	208787483559	1	24,336.40	0.00	24,336.40	0.00
<i>Library contribution Q4</i>	31/03/2020	208787485148	1	7,818.75	0.00	7,818.75	0.00
<i>grounds maint unscheduled</i>	31/03/2020	208787485346	1	5,502.00	0.00	5,502.00	0.00
					0.00	92,909.71	
Above paid on 24/04/2020 by Online Payment Ref W1							
Total Purchase Ledger Payments					0.00	125,176.63	

Linked to Cashbook 1

Entered Month 1
by user HT

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A14 Ad-vise UK Ltd							
wedding ad	01/04/2020	7663	1	240.00	0.00	240.00	0.00
					0.00	240.00	
Above paid on 24/04/2020 by Online Payment Ref A14							
A15 HawkEye Pest Control Ltd							
Pest control Victoria Park	02/04/2020	10210SM54 AND SM56	1	241.20	0.00	241.20	0.00
					0.00	241.20	
Above paid on 24/04/2020 by Online Payment Ref A15							
A20 A & S Meats							
market management April	02/04/2020	CONTRACT	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	
Above paid on 24/04/2020 by Online Payment Ref A20							
C26 C & D Security							
Keys	10/04/2020	885	1	180.00	0.00	180.00	0.00
Locks and repairs	10/04/2020	886	1	792.00	0.00	792.00	0.00
					0.00	972.00	
Above paid on 24/04/2020 by Online Payment Ref C26							
D12 DCK Accounting Solutions Ltd							
Payroll	24/04/2020	P1796 & 1830	1	633.60	0.00	633.60	0.00
					0.00	633.60	
Above paid on 24/04/2020 by Online Payment Ref P1104							
I1 Her Majesty's Revenue and Customs							
April payments	24/04/2020	NA	1	6,654.32	0.00	6,654.32	0.00
					0.00	6,654.32	
Above paid on 24/04/2020 by Online Payment Ref 120PW00124							
I4 ICCM							
membership 2021	01/04/2020	4269/2020/21	1	95.00	0.00	95.00	0.00
					0.00	95.00	
Above paid on 24/04/2020 by Online Payment Ref I4							

Continued over page

Linked to Cashbook 1

Entered Month 1
by user HT

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
K6	Kingfisher Visitor Guides						
<i>Ad re Newbury market</i>	01/04/2020	19414	1	174.00	0.00	174.00	0.00
					0.00	174.00	
Above paid on 24/04/2020 by Online Payment Ref K6							
M54	Michael Pagliaroli Architects Ltd						
<i>1284 NTC Cafe</i>	16/04/2020	SI-111128	1	3,300.00	0.00	3,300.00	0.00
					0.00	3,300.00	
Above paid on 24/04/2020 by Online Payment Ref M54							
N11	NABMA						
<i>Membership 2021</i>	01/04/2020	20/153	1	358.00	0.00	358.00	0.00
					0.00	358.00	
Above paid on 24/04/2020 by Online Payment Ref N11							
R5	Berkshire Pension Fund						
<i>April Contributions</i>	24/04/2020	NA	1	6,456.47	0.00	6,456.47	0.00
					0.00	6,456.47	
Above paid on 24/04/2020 by Online Payment Ref QL66							
Total Purchase Ledger Payments					0.00	20,444.59	

Linked to Cashbook 1

Entered Month 2
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
W1	West Berkshire District Council						
<i>Purchase Ledger BACS Payment</i>	05/05/2020	ON ACC 11851	1	0.00	0.00	-6,009.66	6,009.66
<i>Purchase Ledger BACS Payment</i>	12/05/2020	ON ACC 11852	1	0.00	0.00	-26,138.15	26,138.15
						0.00	-32,147.81
Above paid on 12/05/2020 by Online Payment Ref W1							
Total Purchase Ledger Payments						0.00	-32,147.81

Linked to Cashbook 1

Entered Month 2
by user HT

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A18	Aquaid (Kennet and North Wilts)						
<i>Annual Env Charge</i>	30/04/2020	79071	1	10.08	0.00	10.08	0.00
					0.00	10.08	
Above paid on 19/05/2020 by Online Payment Ref A18							
A20	A & S Meats						
<i>Market management May 2020</i>	07/05/2020	44	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	
Above paid on 19/05/2020 by Online Payment Ref A20							
C26	C & D Security						
<i>Parsons Allotments</i>	30/04/2020	894	1	186.00	0.00	186.00	0.00
<i>10 keys</i>	22/05/2020	899	1	120.00	0.00	120.00	0.00
					0.00	306.00	
Above paid on 19/05/2020 by Online Payment Ref C26							
C66	PB Stevenson						
<i>March Market Refund</i>	01/05/2020	REFUND	1	108.46	0.00	108.46	0.00
					0.00	108.46	
Above paid on 19/05/2020 by Online Payment Ref C66							
D12	DCK Accounting Solutions Ltd						
<i>april payroll and end of year</i>	21/04/2020	P1830	1	556.80	0.00	556.80	0.00
					0.00	556.80	
Above paid on 19/05/2020 by Online Payment Ref P1104							
E14	Environmental Solutions Ltd						
<i>Shredding & recycling April</i>	30/04/2020	14081	1	31.70	0.00	31.70	0.00
					0.00	31.70	
Above paid on 19/05/2020 by Online Payment Ref E14							
F23	Firsty						
<i>Monthly support- April</i>	30/04/2020	9860	1	840.00	0.00	840.00	0.00
					0.00	840.00	
Above paid on 19/05/2020 by Online Payment Ref F23							

Continued over page

Linked to Cashbook 1

Entered Month 2
by user HT

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G30	Greenham safety& Workplace Supplies						
6 Wheeled bins	01/05/2020	14/752939	1	619.42	0.00	619.42	0.00
					0.00	619.42	
Above paid on 19/05/2020 by Online Payment Ref G30							
G31	The Italian Food Truck						
March Market Refund	01/05/2020	REFUND	1	168.83	0.00	168.83	0.00
					0.00	168.83	
Above paid on 19/05/2020 by Online Payment Ref G31							
G6	Greentips						
Bartlemy Road	14/04/2020	14081	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 19/05/2020 by Online Payment Ref G6							
J2	JS Maintenance Services						
West Mills Allotments	06/05/2020	A5229	1	242.99	0.00	242.99	0.00
Public toilet repairs	13/05/2020	A5230	1	342.26	0.00	342.26	0.00
					0.00	585.25	
Above paid on 19/05/2020 by Online Payment Ref J2							
M28	Minster Cleaning Services						
April Cleaning	01/04/2020	411	1	1,460.18	0.00	1,460.18	0.00
May Cleaning town hall	01/05/2020	6890	1	1,460.18	0.00	1,460.18	0.00
					0.00	2,920.36	
Above paid on 19/05/2020 by Online Payment Ref INV29354							
M57	Mrs E A Moyse						
March Market Refund	01/05/2020	REFUND	1	23.90	0.00	23.90	0.00
					0.00	23.90	
Above paid on 19/05/2020 by Online Payment Ref M57							

Continued over page

Linked to Cashbook 1

Entered Month 2
by user HT

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M59 A & B Meats							
<i>March Market Refund</i>	01/05/2020	REFUND	1	39.00	0.00	39.00	0.00
					0.00	39.00	
Above paid on 19/05/2020 by Online Payment Ref M59							
M60 A & S Meats							
<i>March Market Refund</i>	01/05/2020	REFUND	1	35.68	0.00	35.68	0.00
					0.00	35.68	
Above paid on 19/05/2020 by Online Payment Ref M60							
P19 Proludic Ltd							
<i>Playground Maintenance</i>	30/03/2020	SIN002431	1	357.75	0.00	357.75	0.00
					0.00	357.75	
Above paid on 19/05/2020 by Online Payment Ref P19							
R20 RBS Software Solutions							
<i>Ray Campbell Year End</i>	28/04/2020	27858	1	672.00	0.00	672.00	0.00
<i>Ray Campbell, 12/05/20</i>	18/05/2020	27991	1	225.00	0.00	225.00	0.00
					0.00	897.00	
Above paid on 19/05/2020 by Online Payment Ref R20							
S27 The Society of Local Council Clerks							
<i>2 Webinars for Elisa Adams</i>	28/04/2020	131589	1	84.00	0.00	84.00	0.00
					0.00	84.00	
Above paid on 19/05/2020 by Online Payment Ref S27							
S42 SMS Ltd							
<i>Alarm Battery VP</i>	30/04/2020	16643	1	36.00	0.00	36.00	0.00
					0.00	36.00	
Above paid on 19/05/2020 by Online Payment Ref 11769							
S76 Sun Mobility							
<i>March Market Refund</i>	01/05/2020	REFUND	1	23.90	0.00	23.90	0.00
					0.00	23.90	
Above paid on 19/05/2020 by Online Payment Ref S76							

Continued over page

Linked to Cashbook 1

Entered Month 2
by user HT

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T30	Technique Limited						
Laptop & accessories- M. Gore	20/03/2020	50021	1	845.40	0.00	845.40	0.00
					0.00	845.40	
Above paid on 19/05/2020 by Online Payment Ref T30							
W1	West Berkshire District Council						
Contract management costs	17/04/2020	208787485399	1	3,240.00	0.00	3,240.00	0.00
Rates Mayors Parlour	12/03/2020	9826216410150200913	1	1,546.90	0.00	1,546.90	0.00
Rates on Newtown Road Cemetery	12/03/2020	9826216410151123015	1	377.32	0.00	377.32	0.00
Town Hall rates	12/03/2020	9826216410151124484	1	3,243.50	0.00	3,243.50	0.00
Rates on Suite 3, Town Hall	12/03/2020	9826216410151207420	1	973.05	0.00	973.05	0.00
Rates, Suite 24, Town Hall	12/03/2020	9826216410151208238	1	1,060.38	0.00	1,060.38	0.00
Rates on the Market	12/03/2020	9826216410156308819	1	5,613.75	0.00	5,613.75	0.00
Rates on Wharf Toilets	12/03/2020	9826216410157804642	1	6,986.00	0.00	6,986.00	0.00
Rates on Suite 2, Town Hall	12/03/2020	98262164140151497179	1	985.53	0.00	985.53	0.00
Rates on Suite 12, Town Hall	12/03/2020	9826216415151246881	1	2,794.40	0.00	2,794.40	0.00
					0.00	26,820.83	
Above paid on 19/05/2020 by Online Payment Ref W1							
Total Purchase Ledger Payments					0.00	37,230.36	

Linked to Cashbook 1

Entered Month 2
by user HT

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G22 The Good Exchange Ltd							
<i>Coronavirus grants:</i>	24/04/2020	O/L	1	2,500.00	0.00	2,500.00	0.00
					0.00	2,500.00	
Above paid on 19/05/2020 by Online Payment Ref G22							
M58 Induna Meats							
<i>March Market Refund</i>	01/05/2020	REFUND	1	11.95	0.00	11.95	0.00
					0.00	11.95	
Above paid on 19/05/2020 by Online Payment Ref M58							
P24 Prolectric							
<i>solar powered bollard</i>	19/03/2020	CINV-4483	1	744.00	0.00	744.00	0.00
					0.00	744.00	
Above paid on 19/05/2020 by Online Payment Ref P24							
S22 Sports Courts UK Ltd							
<i>Clean Splash Park (VAT)</i>	03/03/2020	SC/20/6257A	1	35.00	0.00	35.00	0.00
					0.00	35.00	
Above paid on 19/05/2020 by Online Payment Ref S22							
W29 Waterplay Solutions Ltd							
<i>Contract to clean splashpark</i>	23/03/2020	0400	1	2,634.00	0.00	2,634.00	0.00
					0.00	2,634.00	
Above paid on 19/05/2020 by Online Payment Ref W29							
Total Purchase Ledger Payments					0.00	5,924.95	

Linked to Cashbook 1

Entered Month 2
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
L10	Berkshire Lawn Tennis Association						
<i>Purchase Ledger BACS Payment</i>	19/05/2020	ON ACC 11804	1	0.00	0.00	-330.00	330.00
					0.00	-330.00	
Above paid on 19/05/2020 by Online Payment Ref L10							
Total Purchase Ledger Payments					0.00	-330.00	

Linked to Cashbook 1

Entered Month 2
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A19							
A & B Meats							
<i>Purchase Ledger BACS Payment</i>	19/05/2020	ON ACC 11850	1	0.00	0.00	335.84	-335.84
					0.00	335.84	
Above paid on 19/05/2020 by Online Payment Ref 45							
Total Purchase Ledger Payments					0.00	335.84	

Linked to Cashbook 1

Entered Month 2
by user HT

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A7	Hughes & Salvidge t/a Aasvogel Skip Hire						
<i>Skip</i>	22/05/2020	254489	1	281.35	0.00	281.35	0.00
					0.00	281.35	
Above paid on 27/05/2020 by Online Payment Ref A7							
D18	Document Despatch						
33853/11705/1605/Document Desp	28/02/2020	33853	1	1,120.22	0.00	1,120.22	0.00
					0.00	1,120.22	
Above paid on 27/05/2020 by Online Payment Ref D18							
Total Purchase Ledger Payments					0.00	1,401.57	

Linked to Cashbook 1

Entered Month 3
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13	Acclaim Fabrications						
0132/11836/1666/Acclaim Fabric	01/06/2020	0132	1	315.00	0.00	315.00	0.00
Fifth Rd - New gate post	09/06/2020	PA0133	1	540.00	0.00	540.00	0.00
					0.00	855.00	
Above paid on 01/06/2020 by Online Payment Ref A13							
A15	HawkEye Pest Control Ltd						
Pest Management-Wharf Toilets	01/06/2020	10210SM8	1	288.00	0.00	288.00	0.00
102705SM33/11855/HawkEye Pest	01/06/2020	102705SM33	1	84.00	0.00	84.00	0.00
10270SM28/11860/HawkEye Pest C	01/06/2020	10270SM28	1	114.00	0.00	114.00	0.00
10270SM29/11859/HawkEye Pest C	01/06/2020	10270SM29	1	126.00	0.00	126.00	0.00
10270SM30/11858/HawkEye Pest C	01/06/2020	10270SM30	1	108.00	0.00	108.00	0.00
10270SM31/11857/HawkEye Pest C	01/06/2020	10270SM31	1	84.00	0.00	84.00	0.00
10270SM32/11856/HawkEye Pest C	01/06/2020	10270SM32	1	96.00	0.00	96.00	0.00
					0.00	900.00	
Above paid on 01/06/2020 by Online Payment Ref A15							
A20	A & S Meats						
Market Management - June 2020	04/06/2020	45	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	
Above paid on 01/06/2020 by Online Payment Ref A20							
A23	A & B Meats						
Refund Market Rents	15/06/2020	REFUND150620	1	60.45	0.00	60.45	0.00
					0.00	60.45	
Above paid on 01/06/2020 by Online Payment Ref A23							
A7	Hughes & Salvidge t/a Aasvogel Skip Hire						
Skip for West Mills Allotment	06/06/2020	254994	1	292.61	0.00	292.61	0.00
254995/11844/1667/Hughes & Sal	06/06/2020	254995	1	292.61	0.00	292.61	0.00
					0.00	585.22	
Above paid on 01/06/2020 by Online Payment Ref A7							

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Linked to Cashbook 1

Entered Month 3
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
E14 Environmental Solutions Ltd							
Secure shredding - 50% (May)	29/05/2020	14251	1	31.70	0.00	31.70	0.00
					0.00	31.70	
Above paid on 01/06/2020 by Online Payment Ref E14							
G9 Bunzl Greenham							
14/755168/11842/1656/Bunzl Gre	09/06/2020	14/755168	1	477.60	0.00	477.60	0.00
					0.00	477.60	
Above paid on 01/06/2020 by Online Payment Ref N288940							
J2 JS Maintenance Services							
A5232/11837/1660/JS Maintenanc	01/06/2020	A5232	1	98.00	0.00	98.00	0.00
A5233/11870/1673/JS Maintenanc	01/06/2020	A5233	1	183.40	0.00	183.40	0.00
					0.00	281.40	
Above paid on 01/06/2020 by Online Payment Ref J2							
M28 Minster Cleaning Services							
Office cleaning - June 2020	01/06/2020	7055	1	1,460.18	0.00	1,460.18	0.00
					0.00	1,460.18	
Above paid on 01/06/2020 by Online Payment Ref INV29354							
N7 Newbury News Ltd							
Easter Puzzle Book - VP	01/06/2020	SIN672488	1	240.00	0.00	240.00	0.00
Corona Virus Gallery-Market	01/06/2020	SIN672497	1	48.00	0.00	48.00	0.00
SIN673335/11869/1668/Newbury N	11/06/2020	SIN673335	1	118.80	0.00	118.80	0.00
					0.00	406.80	
Above paid on 01/06/2020 by Online Payment Ref SIN654247							
P25 Playdale Playgrounds Limited							
Deposit for ne play equipment	01/06/2020	39119	1	11,526.84	0.00	11,526.84	0.00
					0.00	11,526.84	
Above paid on 01/06/2020 by Online Payment Ref P25							

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Linked to Cashbook 1

Entered Month 3
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S13							
Mole Country Stores							
200372052/11853/Mole Country S	27/05/2020	200372052	1	83.93	0.00	83.93	0.00
					0.00	83.93	
Above paid on 01/06/2020 by Online Payment Ref New068							
S23							
Mr & Mrs Strang							
Tennis membership - refund	11/06/2020	REFUND11062020	1	45.00	0.00	45.00	0.00
					0.00	45.00	
Above paid on 01/06/2020 by Online Payment Ref S23							
T30							
Technique Limited							
3 x laptops-DI, EA and JH	22/05/2020	50573	1	3,817.20	0.00	3,817.20	0.00
50751/11846/1669/Technique Lim	09/06/2020	50751	1	1,954.12	0.00	1,954.12	0.00
Office 365 annual - 11 users	09/06/2020	50752	1	2,744.88	0.00	2,744.88	0.00
					0.00	8,516.20	
Above paid on 01/06/2020 by Online Payment Ref T30							
Total Purchase Ledger Payments						0.00	26,550.32

Linked to Cashbook 1

Entered Month 3
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
W1	West Berkshire District Council						
<i>Purchase Ledger BACS Payment</i>	12/05/2020	ON ACC 11852	1	26,138.15	0.00	564.75	25,573.40
<i>Purchase Ledger BACS Payment</i>	12/05/2020	ON ACC 11852	1	25,573.40	0.00	94.53	25,478.87
<i>Purchase Ledger BACS Payment</i>	12/05/2020	ON ACC 11852	1	25,478.87	0.00	283.40	25,195.47
<i>Purchase Ledger BACS Payment</i>	12/05/2020	ON ACC 11852	1	25,195.47	0.00	106.38	25,089.09
<i>Purchase Ledger BACS Payment</i>	12/05/2020	ON ACC 11852	1	25,089.09	0.00	100.05	24,989.04
<i>Purchase Ledger BACS Payment</i>	12/05/2020	ON ACC 11852	1	24,989.04	0.00	327.50	24,661.54
<i>Purchase Ledger BACS Payment</i>	12/05/2020	ON ACC 11852	1	24,661.54	0.00	119.29	24,542.25
<i>Purchase Ledger BACS Payment</i>	12/05/2020	ON ACC 11852	1	24,542.25	0.00	54.00	24,488.25
<i>Purchase Ledger BACS Payment</i>	12/05/2020	ON ACC 11852	1	24,488.25	0.00	151.90	24,336.35
						0.00	1,801.80
Above paid on 01/06/2020 by Online Payment Ref W1							
Total Purchase Ledger Payments						0.00	1,801.80

Linked to Cashbook 1

Entered Month 3
by user HT

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
D2 Mr B Digby							
<i>jan 20-april 20</i>	22/05/2020	JAN 20	1	375.00	0.00	375.00	0.00
					0.00	375.00	
Above paid on 09/06/2020 by Online Payment Ref D2							
D23 Dingleys Promise							
<i>Grant Aid</i>	01/05/2020	N/A	1	450.00	0.00	450.00	0.00
					0.00	450.00	
Above paid on 09/06/2020 by Online Payment Ref D23							
F3 Falkand Primary School							
<i>Grant Aid- LO'Rourke Applic</i>	01/05/2020	N/A	1	1,464.00	0.00	1,464.00	0.00
					0.00	1,464.00	
Above paid on 09/06/2020 by Online Payment Ref F3							
I1 Her Majesty's Revenue and Customs							
<i>May 2020 payroll</i>	15/05/2020	MAY	1	6,587.06	0.00	6,587.06	0.00
					0.00	6,587.06	
Above paid on 09/06/2020 by Online Payment Ref 120PW00124							
P23 Mr Garry Poulson							
<i>Jan - april 20</i>	15/05/2020	JAN 20	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 09/06/2020 by Online Payment Ref P23							
R5 Berkshire Pension Fund							
<i>May 20</i>	22/05/2020	MAY 20	1	6,419.29	0.00	6,419.29	0.00
					0.00	6,419.29	
Above paid on 09/06/2020 by Online Payment Ref QL66							
S4 Mr B Sylvester							
<i>Jan-April 20</i>	22/05/2020	JAN 20	1	350.00	0.00	350.00	0.00
					0.00	350.00	
Above paid on 09/06/2020 by Online Payment Ref S4							

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Linked to Cashbook 1

Entered Month 3
by user HT

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T2							
Mr R Thomason							
<i>Jan 20- april 20</i>	22/05/2020	JAN 20	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 09/06/2020 by Online Payment Ref T2							
W27							
Waney Edge Woodcraft							
<i>4 bowls</i>	22/05/2020	MARCH	1	160.00	0.00	160.00	0.00
					0.00	160.00	
Above paid on 09/06/2020 by Online Payment Ref W27							
Total Purchase Ledger Payments					0.00	16,155.35	

Linked to Cashbook 1

Entered Month 3
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A2	ADT Fire & Security Plc						
System check 17.06.2020	18/06/2020	44619304-15	1	563.11	0.00	563.11	0.00
					0.00	563.11	
Above paid on 30/06/2020 by Online Payment Ref 40579697							
A41	Auditing Solutions Ltd						
Internal Audit	24/06/2020	A6602	1	534.00	0.00	534.00	0.00
					0.00	534.00	
Above paid on 30/06/2020 by Online Payment Ref A41							
A7	Hughes & Salvidge t/a Aasvogel Skip Hire						
Wash Common Allotments	27/06/2020	255838	1	292.61	0.00	292.61	0.00
					0.00	292.61	
Above paid on 30/06/2020 by Online Payment Ref A7							
B6	BALC						
BALC subscription 2020/2021	18/05/2020	INV-0175	1	3,599.81	0.00	3,599.81	0.00
					0.00	3,599.81	
Above paid on 30/06/2020 by Online Payment Ref BALC10305							
C3	Chubb Fire and Security Ltd						
Annual contract to 31.01.21	01/06/2020	8003985	1	684.00	0.00	684.00	0.00
					0.00	684.00	
Above paid on 30/06/2020 by Online Payment Ref C3							
D12	DCK Accounting Solutions Ltd						
May Payroll	27/05/2020	P1886	1	110.28	0.00	110.28	0.00
Monthly payroll for June	23/06/2020	P1917	1	110.28	0.00	110.28	0.00
					0.00	220.56	
Above paid on 30/06/2020 by Online Payment Ref P1104							
E12	elliswhittam						
Employment - Year 2	01/07/2020	SINV018504	1	2,203.20	0.00	2,203.20	0.00
					0.00	2,203.20	
Above paid on 30/06/2020 by Online Payment Ref E12							

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Linked to Cashbook 1

Entered Month 3
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
F23	Firsty						
Monthly Support - May 2020	31/05/2020	9909	1	690.00	0.00	690.00	0.00
					0.00	690.00	
Above paid on 30/06/2020 by Online Payment Ref F23							
J2	JS Maintenance Services						
PIPEWORK OUTSIDE TAP	15/06/2020	A5235	1	242.02	0.00	242.02	0.00
Southby allot leak	29/06/2020	A5236	1	184.39	0.00	184.39	0.00
					0.00	426.41	
Above paid on 30/06/2020 by Online Payment Ref J2							
L10	Berkshire Lawn Tennis Association						
Purchase Ledger BACS Payment	19/05/2020	ON ACC 11804	1	330.00	0.00	330.00	0.00
					0.00	330.00	
Above paid on 30/06/2020 by Online Payment Ref L10							
M58	Induna Meats						
Refund - duplicate receipt	22/06/2020	REFUND220620	1	155.64	0.00	155.64	0.00
					0.00	155.64	
Above paid on 30/06/2020 by Online Payment Ref M58							
P24	Prolectric						
SOLAR BOLLARD	30/06/2020	4541	1	4,374.00	0.00	4,374.00	0.00
					0.00	4,374.00	
Above paid on 30/06/2020 by Online Payment Ref P24							
R20	RBS Software Solutions						
Consultancy Regular R Campbell	05/06/2020	28120	1	450.00	0.00	450.00	0.00
28145/11875/RBS Software Solut	19/06/2020	28145	1	225.00	0.00	225.00	0.00
					0.00	675.00	
Above paid on 30/06/2020 by Online Payment Ref R20							

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Linked to Cashbook 1

Entered Month 3
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S15	Safe I. S. Limited						
<i>Fire Risk Assessment</i>	17/06/2020	54892	1	210.60	0.00	210.60	0.00
					0.00	210.60	
Above paid on 30/06/2020 by Online Payment Ref S15							
S71	Smart Integrated Solutions						
<i>4081/11884/Smart Integrated So</i>	03/12/2019	4081	1	186.00	0.00	186.00	0.00
					0.00	186.00	
Above paid on 30/06/2020 by Online Payment Ref S71							
W1	West Berkshire District Council						
<i>GM Contract April 2020</i>	18/06/2020	208787-488876	1	27,509.28	0.00	27,509.28	0.00
<i>208787-488907/11892/West Berks</i>	22/06/2020	208787-488907	1	798.00	0.00	798.00	0.00
					0.00	28,307.28	
Above paid on 30/06/2020 by Online Payment Ref W1							
W21	West Berkshire Council						
<i>GROUNDS MAINTENANCE</i>	22/06/2020	208787-488906	1	27,509.28	0.00	27,509.28	0.00
					0.00	27,509.28	
Above paid on 30/06/2020 by Online Payment Ref W21							
W26	WEL Medical Limited						
<i>Electrode Pads with iPad</i>	01/06/2020	I235275	1	141.54	0.00	141.54	0.00
					0.00	141.54	
Above paid on 30/06/2020 by Online Payment Ref W26							
W8	Watership Brass						
<i>Annual retainer 2020-21</i>	22/06/2020	RETAINER2020	1	650.00	0.00	650.00	0.00
					0.00	650.00	
Above paid on 30/06/2020 by Online Payment Ref W8							
Total Purchase Ledger Payments					0.00	71,753.04	

14/07/2020

Newbury Town Council 2020/2021

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Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>								
4000 Salaries/NI/PAYE	0	90,620	456,500	365,880		365,880	19.9%	
4010 Misc Staff Expenses	0	0	2,500	2,500		2,500	0.0%	
4045 Salary Reallocation	0	(90,620)	(451,625)	(361,005)		(361,005)	20.1%	
Staff :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>7,375</u>	<u>7,375</u>	<u>0</u>	<u>7,375</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(7,375)</u>	<u>(7,375)</u>				
<u>110 Central Services</u>								
1076 Precept Received	0	553,586	1,107,071	553,486			50.0%	
1090 Interest Received	0	694	5,000	4,306			13.9%	
1990 Miscellaneous Income	0	0	5	5			0.0%	
Central Services :- Income	<u>0</u>	<u>554,279</u>	<u>1,112,076</u>	<u>557,797</u>			<u>49.8%</u>	<u>0</u>
4045 Salary Reallocation	0	5,485	28,394	22,909		22,909	19.3%	
4050 Bank Charges	0	443	2,000	1,557		1,557	22.1%	
4060 NYC	0	0	300	300		300	0.0%	
4065 Local Democracy Week	0	0	600	600		600	0.0%	
4250 IT	375	1,730	0	(1,730)		(1,730)	0.0%	
4425 Repairs and Maintenance	0	2,700	0	(2,700)		(2,700)	0.0%	
Central Services :- Indirect Expenditure	<u>375</u>	<u>10,358</u>	<u>31,294</u>	<u>20,936</u>	<u>0</u>	<u>20,936</u>	<u>33.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(375)</u>	<u>543,922</u>	<u>1,080,782</u>	<u>536,860</u>				
<u>200 P&R General</u>								
4045 Salary Reallocation	0	8,677	51,543	42,866		42,866	16.8%	
4100 Members Allowances	0	0	750	750		750	0.0%	
4110 Bus Shelter Advertising	0	0	800	800		800	0.0%	
4120 Precept Leaflet	14	14	1,200	1,186	902	284	76.3%	
4125 P&R Projects Fund	0	0	5,000	5,000		5,000	0.0%	
P&R General :- Indirect Expenditure	<u>14</u>	<u>8,691</u>	<u>59,293</u>	<u>50,602</u>	<u>902</u>	<u>49,700</u>	<u>16.2%</u>	<u>0</u>
Net Expenditure	<u>(14)</u>	<u>(8,691)</u>	<u>(59,293)</u>	<u>(50,602)</u>				
<u>210 Grants & Contributions</u>								
4150 Grants for Climate Change Proj	0	0	10,000	10,000		10,000	0.0%	
4155 Berkshire Youth; Youth Worker	0	0	25,000	25,000		25,000	0.0%	
4160 Contribution to BID Xmas light	0	0	12,000	12,000		12,000	0.0%	
4170 Volunteer Centre	0	0	500	500		500	0.0%	
4180 Grant Sub Committee	0	5,264	24,500	19,236		19,236	21.5%	
4185 CAB Grant	0	0	20,000	20,000		20,000	0.0%	

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Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4190 CCTV	0	0	12,000	12,000		12,000	0.0%	
4205 WBC - contribution to library	0	0	15,000	15,000		15,000	0.0%	
Grants & Contributions :- Indirect Expenditure	0	5,264	119,000	113,736	0	113,736	4.4%	0
Net Expenditure	0	(5,264)	(119,000)	(113,736)				
220 Corporate Services								
1990 Miscellaneous Income	0	0	25	25			0.0%	
Corporate Services :- Income	0	0	25	25			0.0%	0
4200 Visitor Information Centre	0	0	1,500	1,500		1,500	0.0%	
4220 Training and Development	0	70	7,000	6,930		6,930	1.0%	
4225 Advertising Recruitment	0	0	1,000	1,000	650	350	65.0%	
4230 Telephone	0	1,516	5,650	4,134		4,134	26.8%	
4235 Postage	0	330	2,200	1,870		1,870	15.0%	
4240 Printing/Stationery	0	79	3,200	3,121	186	2,934	8.3%	
4245 Office Equipment	0	50	2,000	1,950		1,950	2.5%	
4250 IT	583	12,448	11,600	(848)	692	(1,540)	113.3%	
4255 Professional Fees	2,686	4,772	8,000	3,228	850	2,378	70.3%	
4260 Audit	0	(1,985)	3,800	5,785		5,785	(52.2%)	
4265 Subscriptions	0	3,660	4,400	740		740	83.2%	
4270 Photocopier Charges	0	366	3,000	2,634		2,634	12.2%	
4275 Advertising General	0	200	1,200	1,000	95	905	24.6%	
4280 Recycling Costs	0	53	900	847		847	5.9%	
4285 GM contract admin fee (WBC)	0	0	2,700	2,700		2,700	0.0%	
4290 Capital exp computers etc	0	0	6,500	6,500		6,500	0.0%	
4420 Insurance	0	6,415	14,500	8,085		8,085	44.2%	
4425 Repairs and Maintenance	0	104	0	(104)		(104)	0.0%	
Corporate Services :- Indirect Expenditure	3,269	28,079	79,150	51,071	2,473	48,598	38.6%	0
Net Income over Expenditure	(3,269)	(28,079)	(79,125)	(51,046)				
290 Town Hall								
1270 Suite Lease Income	2,423	11,163	36,000	24,837			31.0%	
1275 Solar Panel Income	0	0	400	400			0.0%	
1280 Chamber Hire	0	0	6,500	6,500			0.0%	
1990 Miscellaneous Income	0	0	10	10			0.0%	
Town Hall :- Income	2,423	11,163	42,910	31,747			26.0%	0
4045 Salary Reallocation	0	12,499	60,738	48,239		48,239	20.6%	
4265 Subscriptions	0	132	0	(132)		(132)	0.0%	
4310 Reconnect Drinking Fountain	0	0	1,850	1,850		1,850	0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4315 Town Hall Survey	0	0	8,700	8,700		8,700	0.0%	
4320 Town Hall Refurb	0	0	5,000	5,000		5,000	0.0%	
4335 Town Hall Maintenance Fund	0	1,745	0	(1,745)	920	(2,665)	0.0%	
4345 Replacement Solar Panel Invert	0	0	1,500	1,500		1,500	0.0%	
4405 Rates	0	10,604	10,771	167		167	98.4%	
4410 Water	0	124	500	376		376	24.7%	
4415 Energy Supplies	68	2,423	11,400	8,977		8,977	21.3%	
4416 Energy Conservation Projects	0	0	12,140	12,140		12,140	0.0%	
4425 Repairs and Maintenance	0	5,722	57,500	51,778	6,286	45,492	20.9%	
4430 Maint. Contracts	1,217	2,434	14,163	11,729		11,729	17.2%	
4440 Fire Extinguishers	0	1,171	700	(471)		(471)	167.3%	
4445 Security	0	342	800	458		458	42.7%	
Town Hall :- Indirect Expenditure	1,285	37,196	185,762	148,566	7,206	141,361	23.9%	0
Net Income over Expenditure	1,138	(26,033)	(142,852)	(116,819)				
<u>295 Weddings</u>								
1280 Chamber Hire	0	0	2,500	2,500			0.0%	
Weddings :- Income	0	0	2,500	2,500			0.0%	0
4045 Salary Reallocation	0	351	1,422	1,071		1,071	24.7%	
4340 Weddings expenditure	0	1,415	1,000	(415)		(415)	141.5%	
Weddings :- Indirect Expenditure	0	1,766	2,422	656	0	656	72.9%	0
Net Income over Expenditure	0	(1,766)	78	1,844				
<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%	0
4045 Salary Reallocation	0	495	2,413	1,918		1,918	20.5%	
4315 Town Hall Survey	0	0	3,500	3,500		3,500	0.0%	
4355 Toilet Hire NRC	0	0	1,300	1,300		1,300	0.0%	
4405 Rates	0	377	378	1		1	99.8%	
4415 Energy Supplies	0	0	800	800		800	0.0%	
4416 Energy Conservation Projects	0	0	1,000	1,000		1,000	0.0%	
4425 Repairs and Maintenance	0	165	11,730	11,565		11,565	1.4%	
4430 Maint. Contracts	0	1,809	11,150	9,341		9,341	16.2%	
4435 Maint. Contracts Unscheduled	0	0	1,200	1,200		1,200	0.0%	
4440 Fire Extinguishers	0	50	100	50		50	50.1%	
Newtown Road Cemetery :- Indirect Expenditure	0	2,896	33,571	30,675	0	30,675	8.6%	0
Net Income over Expenditure	0	(2,896)	(33,461)	(30,565)				

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
305 Shaw Cemetery								
1300 Cemetery Income	0	12,970	35,000	22,030			37.1%	
Shaw Cemetery :- Income	0	12,970	35,000	22,030			37.1%	0
4045 Salary Reallocation	0	4,459	21,722	17,263		17,263	20.5%	
4250 IT	0	642	1,160	518		518	55.3%	
4265 Subscriptions	0	95	0	(95)		(95)	0.0%	
4315 Town Hall Survey	0	0	6,400	6,400		6,400	0.0%	
4400 Rent Payable	0	0	1,000	1,000		1,000	0.0%	
4405 Rates	0	0	1,228	1,228		1,228	0.0%	
4410 Water	0	198	1,110	912		912	17.8%	
4415 Energy Supplies	0	141	1,700	1,559		1,559	8.3%	
4416 Energy Conservation Projects	0	0	1,860	1,860		1,860	0.0%	
4425 Repairs and Maintenance	273	301	13,560	13,259	1,493	11,766	13.2%	
4430 Maint. Contracts	0	9,835	60,471	50,636		50,636	16.3%	
4435 Maint. Contracts Unscheduled	0	0	2,000	2,000		2,000	0.0%	
4440 Fire Extinguishers	0	125	250	125		125	50.1%	
Shaw Cemetery :- Indirect Expenditure	273	15,795	112,461	96,666	1,493	95,173	15.4%	0
Net Income over Expenditure	(273)	(2,825)	(77,461)	(74,636)				
310 Markets								
1320 Market Income	1,392	4,590	34,000	29,410			13.5%	
1990 Miscellaneous Income	0	0	20	20			0.0%	
Markets :- Income	1,392	4,590	34,020	29,430			13.5%	0
4045 Salary Reallocation	0	5,062	25,575	20,513		20,513	19.8%	
4265 Subscriptions	0	358	360	2		2	99.4%	
4275 Advertising General	0	284	2,500	2,216		2,216	11.4%	
4360 Market Management	1,100	4,438	13,500	9,062		9,062	32.9%	
4365 Free Car Parking	0	0	4,000	4,000		4,000	0.0%	
4405 Rates	0	5,614	8,236	2,622		2,622	68.2%	
4415 Energy Supplies	0	473	1,000	527		527	47.3%	
4425 Repairs and Maintenance	0	5	2,100	2,095		2,095	0.2%	
Markets :- Indirect Expenditure	1,100	16,233	57,271	41,038	0	41,038	28.3%	0
Net Income over Expenditure	292	(11,644)	(23,251)	(11,607)				
315 War Memorial								
4045 Salary Reallocation	0	730	5,505	4,775		4,775	13.3%	
4425 Repairs and Maintenance	0	0	1,000	1,000		1,000	0.0%	
War Memorial :- Indirect Expenditure	0	730	6,505	5,775	0	5,775	11.2%	0
Net Expenditure	0	(730)	(6,505)	(5,775)				

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320 Footway Lighting</u>								
4045 Salary Reallocation	0	730	5,506	4,776		4,776	13.3%	
4415 Energy Supplies	0	585	7,100	6,515		6,515	8.2%	
4425 Repairs and Maintenance	0	(80)	9,000	9,080		9,080	(0.9%)	
Footway Lighting :- Indirect Expenditure	<u>0</u>	<u>1,235</u>	<u>21,606</u>	<u>20,371</u>	<u>0</u>	<u>20,371</u>	<u>5.7%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(1,235)</u>	<u>(21,606)</u>	<u>(20,371)</u>				
<u>325 Clock House</u>								
4045 Salary Reallocation	0	730	5,505	4,775		4,775	13.3%	
4415 Energy Supplies	0	227	620	393		393	36.6%	
4425 Repairs and Maintenance	0	0	3,000	3,000		3,000	0.0%	
Clock House :- Indirect Expenditure	<u>0</u>	<u>957</u>	<u>9,125</u>	<u>8,168</u>	<u>0</u>	<u>8,168</u>	<u>10.5%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(957)</u>	<u>(9,125)</u>	<u>(8,168)</u>				
<u>330 Street Furniture</u>								
4045 Salary Reallocation	0	730	5,506	4,776		4,776	13.3%	
4415 Energy Supplies	0	214	0	(214)		(214)	0.0%	
4425 Repairs and Maintenance	0	0	5,400	5,400	5,650	(250)	104.6%	
4460 Grit Bins	0	516	4,500	3,984		3,984	11.5%	
Street Furniture :- Indirect Expenditure	<u>0</u>	<u>1,461</u>	<u>15,406</u>	<u>13,945</u>	<u>5,650</u>	<u>8,295</u>	<u>46.2%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(1,461)</u>	<u>(15,406)</u>	<u>(13,945)</u>				
<u>335 Recreation Grounds</u>								
1355 Income - Pitches	0	(65)	2,200	2,265			(2.9%)	
Recreation Grounds :- Income	<u>0</u>	<u>(65)</u>	<u>2,200</u>	<u>2,265</u>			<u>(2.9%)</u>	<u>0</u>
4045 Salary Reallocation	0	2,685	13,823	11,138		11,138	19.4%	
4410 Water	0	63	600	537		537	10.5%	
4415 Energy Supplies	0	431	2,000	1,569		1,569	21.6%	
4425 Repairs and Maintenance	0	315	6,940	6,625	4,736	1,889	72.8%	
4430 Maint. Contracts	0	4,400	27,053	22,653		22,653	16.3%	
4435 Maint. Contracts Unscheduled	0	0	2,500	2,500	75	2,425	3.0%	
4580 PPE	0	61	0	(61)		(61)	0.0%	
Recreation Grounds :- Indirect Expenditure	<u>0</u>	<u>7,956</u>	<u>52,916</u>	<u>44,960</u>	<u>4,811</u>	<u>40,149</u>	<u>24.1%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(8,021)</u>	<u>(50,716)</u>	<u>(42,695)</u>				

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
340 Play Areas								
4045 Salary Reallocation	0	3,758	17,033	13,275		13,275	22.1%	
4425 Repairs and Maintenance	248	251	8,000	7,749	1,657	6,092	23.8%	
4430 Maint. Contracts	0	3,471	21,343	17,872		17,872	16.3%	
4435 Maint. Contracts Unscheduled	0	0	1,000	1,000		1,000	0.0%	
Play Areas :- Indirect Expenditure	248	7,480	47,376	39,896	1,657	38,239	19.3%	0
Net Expenditure	(248)	(7,480)	(47,376)	(39,896)				
345 Victoria Park								
1360 Income - Tennis Courts	0	4,509	9,000	4,491			50.1%	
1380 Income - Bowling Club	0	450	900	450			50.0%	
1385 Income - Kiosk/Cafe	0	0	4,000	4,000			0.0%	
1500 Other open spaces income	0	0	2,300	2,300			0.0%	
1990 Miscellaneous Income	0	60	250	190			24.0%	
Victoria Park :- Income	0	5,019	16,450	11,431			30.5%	0
4045 Salary Reallocation	0	7,938	29,744	21,806		21,806	26.7%	
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	0	526	3,500	2,974		2,974	15.0%	
4415 Energy Supplies	0	1,091	1,700	609		609	64.1%	
4425 Repairs and Maintenance	0	1,301	17,700	16,399	4,055	12,344	30.3%	
4430 Maint. Contracts	0	9,837	61,306	51,469		51,469	16.0%	
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	255	2,245	10.2%	
Victoria Park :- Indirect Expenditure	0	20,913	133,500	112,587	4,310	108,277	18.9%	0
Net Income over Expenditure	0	(15,895)	(117,050)	(101,155)				
350 Open Spaces								
1395 Wayleave Income	0	0	25	25			0.0%	
Open Spaces :- Income	0	0	25	25			0.0%	0
4045 Salary Reallocation	0	2,685	13,824	11,139		11,139	19.4%	
4400 Rent Payable	0	0	175	175		175	0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4410 Water	0	16	100	84		84	16.2%	
4425 Repairs and Maintenance	0	723	12,350	11,627		11,627	5.9%	
4430 Maint. Contracts	0	11,675	70,868	59,193		59,193	16.5%	
4435 Maint. Contracts Unscheduled	0	0	3,000	3,000		3,000	0.0%	
Open Spaces :- Indirect Expenditure	0	15,099	100,317	85,218	0	85,218	15.1%	0
Net Income over Expenditure	0	(15,099)	(100,292)	(85,193)				
<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%	0
4045 Salary Reallocation	0	1,352	5,889	4,537		4,537	23.0%	
4425 Repairs and Maintenance	0	0	400	400		400	0.0%	
4430 Maint. Contracts	0	3,458	21,258	17,800		17,800	16.3%	
4500 Tree planting	0	0	3,000	3,000		3,000	0.0%	
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	0	4,810	32,347	27,537	0	27,537	14.9%	0
Net Income over Expenditure	0	(4,810)	(30,297)	(25,487)				
<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%	0
4045 Salary Reallocation	0	1,962	15,297	13,335		13,335	12.8%	
4710 Newbury In Bloom	0	0	7,000	7,000		7,000	0.0%	
Britain & Newbury In Bloom :- Indirect Expenditure	0	1,962	22,297	20,335	0	20,335	8.8%	0
Net Income over Expenditure	0	(1,962)	(21,797)	(19,835)				
<u>420 Wash Common Allotment</u>								
1400 Allotment Income	0	207	3,200	2,993			6.5%	
Wash Common Allotment :- Income	0	207	3,200	2,993			6.5%	0
4045 Salary Reallocation	0	1,170	5,781	4,611		4,611	20.2%	
4410 Water	0	324	600	276		276	53.9%	
4425 Repairs and Maintenance	0	275	1,600	1,325	50	1,275	20.3%	
4430 Maint. Contracts	0	228	1,398	1,170		1,170	16.3%	
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	0	1,997	10,659	8,662	50	8,612	19.2%	0
Net Income over Expenditure	0	(1,790)	(7,459)	(5,669)				

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>421 Allotments (except Wash Common</u>								
1400 Allotment Income	0	1,200	19,000	17,800			6.3%	
1990 Miscellaneous Income	0	0	40	40			0.0%	
Allotments (except Wash Common :- Income	0	1,200	19,040	17,840			6.3%	0
4045 Salary Reallocation	0	5,852	28,906	23,054		23,054	20.2%	
4400 Rent Payable	0	213	850	638		638	25.0%	
4410 Water	0	1,996	3,500	1,504		1,504	57.0%	
4425 Repairs and Maintenance	455	2,701	9,400	6,699	150	6,549	30.3%	
4430 Maint. Contracts	0	1,137	6,983	5,846		5,846	16.3%	
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	455	11,898	54,369	42,471	150	42,321	22.2%	0
Net Income over Expenditure	(455)	(10,698)	(35,329)	(24,631)				
<u>425 West Mills Allotment</u>								
4425 Repairs and Maintenance	0	243	0	(243)		(243)	0.0%	
West Mills Allotment :- Indirect Expenditure	0	243	0	(243)	0	(243)		0
Net Expenditure	0	(243)	0	243				
<u>430 Wharf Toilets</u>								
4045 Salary Reallocation	0	1,408	5,743	4,335		4,335	24.5%	
4195 Wharf Toilets Contract	2,870	2,870	11,500	8,630		8,630	25.0%	
4405 Rates	0	6,986	7,096	110		110	98.4%	
4425 Repairs and Maintenance	126	950	2,000	1,050		1,050	47.5%	
Wharf Toilets :- Indirect Expenditure	2,996	12,214	26,339	14,125	0	14,125	46.4%	0
Net Expenditure	(2,996)	(12,214)	(26,339)	(14,125)				
<u>500 CP,A&L General</u>								
4045 Salary Reallocation	0	6,039	23,778	17,739		17,739	25.4%	
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	0	6,039	28,278	22,239	0	22,239	21.4%	0
Net Expenditure	0	(6,039)	(28,278)	(22,239)				

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
505 Civic Responsibility								
4045 Salary Reallocation	0	7,273	31,766	24,493		24,493	22.9%	
4651 Mayors Allowance 2020-21	0	0	2,500	2,500		2,500	0.0%	
4655 Honorarium	0	750	3,375	2,625		2,625	22.2%	
4660 Mayor Making	0	0	2,500	2,500		2,500	0.0%	
4665 Remembrance	0	0	2,400	2,400		2,400	0.0%	
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	0	8,833	47,941	39,108	0	39,108	18.4%	0
Net Expenditure	0	(8,833)	(47,941)	(39,108)				
600 Planning & Highways								
1120 Grants & Donations Received	0	0	200	200			0.0%	
Planning & Highways :- Income	0	0	200	200			0.0%	0
4045 Salary Reallocation	0	8,548	46,211	37,663		37,663	18.5%	
4800 P & H Committee Fund	0	0	1,000	1,000		1,000	0.0%	
4805 Heritage Working Group	0	0	3,000	3,000	406	2,594	13.5%	
4810 Town Design St. & Town Plan	0	0	10,000	10,000		10,000	0.0%	
Planning & Highways :- Indirect Expenditure	0	8,548	60,211	51,663	406	51,257	14.9%	0
Net Income over Expenditure	0	(8,548)	(60,011)	(51,463)				
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%	0
4905 CIL Expenditure	0	13,251	318,000	304,749	253,714	51,035	84.0%	
9010 CAPEX VP Cafe	0	2,980	485,100	482,120	21,276	460,844	5.0%	
9040 CAPEX Tree Maintenance Reserve	0	500	5,000	4,500	1,500	3,000	40.0%	
Capital & Projects :- Indirect Expenditure	0	16,731	808,100	791,369	276,490	514,879	36.3%	0
Net Income over Expenditure	0	(16,731)	(189,100)	(172,369)				

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	3,814	589,363	1,889,306	1,299,943			31.2%	
Expenditure	10,014	255,383	2,164,891	1,909,508	305,598	1,603,910	25.9%	
Net Income over Expenditure	(6,200)	333,980	(275,585)	(609,565)				
Movement to/(from) Gen Reserve	(6,200)	333,980						

Newbury Town Council

Internal Audit Report 2019-20 (Final)

Prepared by Nigel Archer

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

Background and Scope

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

This report sets out detail of the work undertaken in relation to the 2019-20 financial year, initially during our interim reviews which took place on 15th October 2019 and 20th January 2020 and subsequently, due to the Covid-19 pandemic, the final review which took place recently in our offices. We would like to thank the Clerk and his colleagues for assisting with this process, providing all necessary, additional to that examined at the interim, documentation in electronic format to facilitate completion of our work and the approval of the Internal Audit Report in the year's Annual Governance and Accountability Return (AGAR in short). We have however, in the circumstances, reduced the volume of some transactions examined (such as supplier payments) whilst still ensuring governance and financial controls remain effective.

Internal Audit Approach

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

Overall Conclusion

We are pleased to record that, in all the areas examined to date this year, the Council continues to operate effective control systems that should help ensure that transactions remain free from material misstatement and are reported accurately in the year-end Statement of Accounts and AGAR. One "internal processing" matter was identified in relation to Cemetery incomes and detail was provided to, discussed and agreed with officers during the course of the previous update visit with immediate remedy: consequently, it has not been considered necessary to append a formal Action Plan and we have duly signed off the Internal Audit Certificate at Page 3 of the AGAR assigning positive assurances in all categories.

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

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have undertaken the work in this area as follows: -

- We have again verified that an appropriate cost centre and nominal ledger structure remains in place for 2019-20;
- We have checked the opening Trial Balance in the accounting software for 2019-20 to the closing Financial Statements for 2018-19 to ensure that all the detailed balances have been properly rolled forward: there were no matters arising;
- We have checked and agreed three sample months receipts and payments transactions (April, August and December 2019) from both Current and Officers’ accounts bank statements to the appropriate Omega cashbooks; and
- Finally in this area we have checked and agreed the software based bank reconciliations as at 30th April, 30th September & 31st December 2019 and also 31st March 2020 to ensure that there are no long-standing, un-cleared items or other another anomalous entries arising: no such items were identified.

Conclusions

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

Review of Corporate Governance

Our objective here is to ensure that the Council has robust corporate governance arrangements in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

- We have completed our examination of the minutes of Full Council and its extant Committee meetings (with the exception of Planning & Highways) to end February 2020, noting that the Victoria Park Café project has progressed to full planning application status;
- We have previously noted during 2018-19 that the Council’s extant Standing Orders and Financial Regulations had been the subject of periodic review and re-adoption and our examination of current year’s minutes has not identified any further requirement for changes in 2019-20: and

- 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 and this was duly recorded in the minutes.

Conclusions

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

Review of Expenditure, Tendering Procedures and VAT

Our aim here is to ensure that: -

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

We have continued our review of procedures and physical payments in this area, selecting an extended sample of payments including all those individually in excess of £4,000, together with a further selection of every 40th cashbook transaction (irrespective of value) to 31st December 2019. Our test sample comprised 45 payments, covering approximately 70 individual invoices, totalled just under £433,000 and represented 63% 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.

We note that VAT returns continue to be submitted electronically on a regular quarterly basis: we undertook detailed testing in this area at the final visit for last year, including the verification of the year-end debtor in Accounts and have not repeated that work at present, although we have checked the Q2 (Sept 2019) and Q4 submissions to the underlying Omega control account balances.

Conclusions

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

Assessment and Management of Risk

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

Consequently:

- We have noted previously that the Council has a formal Risk Management Strategy in place and this has been supplemented by a detailed Strategic Risk Register (most recently re-adopted in October 2019), regular Health and Safety reports to members by officers and also third party and officers' in-house" play area inspections; and
- We have noted previously that the Council's insurance cover was transferred from Aviva to Zurich under the conditions of a revised longer-term agreement with effect from August 2018 at a substantial saving (in excess of £4,000) in annual premiums. We have examined the levels of coverage in the current year's policy schedule noting that Public Liability and Employer's Liability remain at £15 million and £10 million respectively, that Fidelity Guarantee stands at £2 million and that there is appropriate Loss of Revenue cover in place at £400,000.

Conclusions

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

Precept Determination and Budgetary Control

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

- We note from our examination of minutes that early deliberations had been undertaken in relation to Revenue budgets for 2020-21, with subsequent recommendations arising from the P&R Committee meeting on 20th January 2020. As part of this final, remote work, we note from minutes that the recommendations were duly approved and the Precept for 2020-21 was formally adopted at £1,107,171 at the full Council meeting on 3rd February 2020;
- We are pleased to record that members continue to be provided with sound, periodic and comprehensive management accounting information (most recently Q3 circulated to Policy and Resources in February 2020) in order to provide an appropriate means for monitoring budgetary performance during the current year; and
- We note that Total Reserves as at 31st March 2020 stood at just over £1.30 million and comprised specific Earmarked items totalling £773,000 and the residual General Fund of £529,000: the latter represents approximately five months expenditure at current levels.

Conclusions

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

Review of Income

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

- We note that members had approved various scales of fees and charges for 2019-20 in the previous municipal year;
- As noted earlier in this report, we have checked and agreed three sample months receipts from cashbook to relevant bank statements;
- We have tested incomes arising from cemetery activities by reference to a sample period (August to November 2019) examining burial registers, supporting application forms and death or cremation certificates, sales ledger invoices and subsequent receipts from funeral directors (of direct from families where applicable) and ensuring the fees charged were in accord with the published scales for each relevant activity. We identified three examples where interments had taken place but had yet to be invoiced: following discussion with officers at the time of the visit, it was considered this had arisen as a result of difficulties with in-house e-mailing at the time of the events noted and the charges to funeral directors were to be corrected with immediate effect;
- We have tested sales ledger invoicing by reference to sports pitch bookings in November 2019 and all were properly charged in accord with the published scales; and
- We have verified that the monthly dividends arising from the CCLA deposit holding have correctly been identified and posted to the appropriate balance sheet nominal ledger account code.

Conclusions

No issues arise in this area currently to warrant formal comment or recommendation other than that noted above in relation to the Cemetery income.

Petty Cash and Charge Cards Accounts

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

- The Council continues to operate a limited petty cash account on an “Imprest” basis with a float of £200 “topped-up” on a regular basis (generally monthly). At the first interim visit we have checked and agreed transactions for the sample period of 26th July to 3rd September 2019 to ensure that each payment was supported by appropriate trader invoices or till receipts and that the goods and services were fit for the purpose of the Council’s activities with no matters arising.
- We have previously noted that, with the transfer of banking services to Handelsbanken in 2017-18, the Council now operates a limited charge card facility – currently there are three card holders with a maximum credit limit of £1,000 and monthly settlement in full

from the current account to the separate “officers’ payments” cashbook account. As with the petty cash payments above, we have tested a sample of those transactions (for September 2019) to supporting documentation and again no matters arise.

Conclusions

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

Salaries and Wages

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme as previously further amended with effect from 1st April 2019 as regards the percentage contribution salary bandings.

We have undertaken an examination of the payroll procedures in place and the physical payments made to staff in 2019-20 by reference to the November 2019 documentation, which continues to be produced externally by DCK Accounting Solutions payroll bureau service utilising bespoke IRIS payroll software.

- The Council has duly implemented the previously agreed national pay awards for 2019-20 and we have agreed the salary rates of each employee to the published scales;
- PAYE Tax Codes have been checked to ensure that appropriate allowances are being applied for the year following the annual budgetary increases in personal allowances with effect from April 2019;
- National Insurance Table deduction rates have been checked to ensure that computations are made accurately;
- Local Government Pension Scheme deduction rates have been checked to ensure they are in accord with the current bandings; and
- We have checked and agreed the net pay values from individual payslips to the Autopay summaries and resultant bank statement and cashbook transactions, as well as verifying the monthly settlements to Berkshire County Council and HMRC from the relevant cashbooks and electronic settlement payments.

Conclusions

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

Asset Register

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

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

Conclusions

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

Investments and Loans

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

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

The Council has previously (September 2016) invested £250,000 in the CCLA Public Sector Deposit fund and we have verified this to their third party advice note: additionally we note from subsequent statements that dividends are duly received and these are currently “rolled up” into the capital investment in the Omega ledgers.

Additionally, the Council has previously had one outstanding Public Works Loan Board loan, repayable half-yearly on receipt of their third party demand notice: at the first interim visit we have noted that this was fully repaid with the final instalment settlement in September 2019.

Conclusions

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

Statement of Accounts and Annual Return

Our objective here is to ensure that the Statement of Accounts, prepared this year by external accounting contractors (Rialtas, the software provider) following the departure in December 2019 of the previous RFO, and the AGAR data at Page 5 is consistent with the accounting records maintained by the Council and complies with current legislation on local government accounting as it applies to a Council of this size.

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

Conclusions

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

**Minutes of a meeting of the Grants Sub-Committee
Held on Tuesday 14 April 2020 at 7.00 pm**

Present: Councillors Gary Norman (Chairperson); David Marsh; Martha Vickers; Olivia Lewis; Martin Colston and Billy Drummond.

In Attendance: Hugh Peacocke, Chief Executive Officer

1. Apologies for absence

None

2. Minutes

Proposed: Councillor Martin Colston

Seconded: Councillor Billy Drummond

Resolved: That the minutes of the meeting of the Grants Sub-Committee held on 25 November 2019 be approved as a correct record and signed by the Chairperson.

3. Declarations of interest and dispensations

The Chief Executive Officer said that Councillors Billy Drummond, David Marsh and Martha Vickers were also members of West Berkshire District Council and a dispensation is in place to allow them to discuss matters relating to the District Council.

4. Questions and petitions from members of the public

There were none.

5. Members' questions and petitions

There were none.

6. To approve arrangements for grant aid for projects and proposals to aid the communities in Newbury in responding to issues arising from the Coronavirus Emergency.

The Chairman referred to the report from the Chief Executive Officer and explained the Council's wish to establish a fund to assist the community response.

Proposed: Councillor Martin Colston

Seconded: Councillor Martha Vickers

Resolved: That the Council allocates £8,000 of its grants funds for 2020-21 to provide grants towards projects and proposals to aid the communities in Newbury in responding to issues arising from the Coronavirus Emergency.

Proposed: Councillor Martin Colston
Seconded: Councillor Billy Drummond

Resolved: That the Council works with the Good Exchange, the Greenham Trust and the Community Support Hub in delivering these grants.

Proposed: Councillor David Marsh
Seconded: Councillor Olivia Lewis

Resolved: That authority to make decisions to award grants is delegated to the Council's Chief Executive Officer. To provide assistance and guidance in decisions, grant applications when received will be emailed to all members of the sub-committee for their views, to be returned within 2 working days. The CEO will discuss the responses with the Chairman of the subcommittee and after consulting the Chairman, the CEO will decide whether to grant the application in full, in part, or to refuse. The CEO will advise the Council of each decision he makes and the reasons for same.

7. Application for a grant of £500 from the Soup Kitchen, Newbury

The Chief Executive Officer advised the meeting that a request for assistance of £500 had been received from the Soup Kitchen. The Charity needs the funds to purchase hand sanitiser to ensure the safety of its staff, volunteers and clients at this very difficult time. The project has been registered on The Good Exchange. Members felt that this was an appropriate use of these funds and that the Council should support this request. Having considered the views of the members, the CEO approved the request and said that arrangements would be made to pay £500 towards the project through The Good Exchange.

There being no further business the chairperson declared the meeting closed at 7.40 pm.

Chairperson

TOWN COUNCIL GIVES A FURTHER TWO GRANTS TO HELP WITH THE CORONAVIRUS EMERGENCY

Newbury Town Council has awarded a further £1,914 in grants to assist projects and proposals helping the elderly, vulnerable and at-risk communities in Newbury in response to the coronavirus crisis.

The organisations which have received funding are:

Dingley's Promise £450

Dingley's Promise delivers life changing support to under 5's with additional needs and disabilities and their families by providing specialist learning through play, family support and training and gives advice to mainstream settings.

Their Newbury centre closed on 18 March and will be re-opening on 3 June. They need funding to ensure the centre is a safe place for children and staff and require additional cleaning equipment and materials to ensure a deep clean of the building and all its content at the end of every working day.

They are also going to provide educational toys for those children who will not be returning to the centre when it opens but will receive continued support remotely.

Each of the 29 families that Dingley's Promise are helping remotely during the continued pandemic will receive an interactive toy, selected carefully by their keyworker to match up with the learning needs and likes of each child. They hope that this will provide a moment of joy in a long and difficult period of lockdown and isolation.

Greenham Trust will match fund the amount that the Town Council have donated which doubles the value of the grant. This will facilitate an even greater contribution to the incredible work being done by the organisation at the moment in these difficult and unprecedented times.

Continued...

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Fresh Food Parcels for Disadvantaged Families £1,464

Lesley O'Rourke is a Family School Support Worker for West Berkshire Council, employed by 5 primary school settings within Newbury, Berkshire. She is assisted in this work by volunteer Zena O'Callaghan. Together, they have identified a shortfall in the food needs of disadvantaged families, which is fresh meat and fish.

The grant aid will support 12 families suffering hardship since the schools closed and school meals are no longer available. They can access the food banks and other sources for non-perishable foods and goods but there is a need for fresh food and meat which they are having difficulty to meet. They have requested financial assistance to support these families until September, when the children should return to school.

Lesley O'Rourke is very pleased that the Town Council has supported this project, "Thank you to Newbury Town Council, on behalf of myself, the school's I support and the families who will receive fresh meat and fish hampers throughout the summer due to this generous grant. The Covid crisis has added additional financial hardship to so many families, the hampers will enable parents/carers to provide a blanket of warmth that comes from being able to prepare your family a home cooked meal; a vital ingredient in helping a family flourish".

This brings the total amount awarded by the Town Council to £4,264 of the £8,000 allocated for these purposes.

When the crisis began, Cllr Gary Norman, Chairperson of the Council's Grants Subcommittee, explained that the Council took this move in order to assist charities and other organisations who need funding to respond to the emergency.

He continued, "Last month we awarded £2,350 to 4 very deserving organisations and we are pleased to be able to help two further causes at this time who are both doing extremely good work during the COVID-19 pandemic".

Continued...

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With funding still available, any charities operating in the Newbury area that need £1,000 or more of funding to help those impacted by coronavirus should apply via [The Good Exchange](#).

Applications for less than £1,000 should be sent via email to grantenquiries@greenhamtrust.com. The Town Council will be working closely with Greenham Trust to rapidly review and consider all applications submitted via either method.

Cllr Martin Colston, Leader of the Council said, "I am humbled by how the community has come together in these difficult times and how both of these extremely worthwhile causes are doing very important work with families within Newbury. We still have funding available so would urge local groups in need of funding to apply".

For further information email: towncouncil@newbury.gov.uk or to apply for a grant of £1,000 or more follow this link: <https://thegoodexchange.com/what-is-the-good-exchange/for-applicant-organisations/> To apply for a grant of less than £1,000 you can e-mail: grantenquiries@greenhamtrust.com
www.greenhamtrust.com

END

Contacts:

Cllr Martin Colston, Leader of the Council Martin.Colston@newbury.gov.uk 01635 36591

Hugh Peacocke, CEO, Newbury Town Council Hugh.Peacocke@newbury.gov.uk 01635 35486

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TOWN COUNCIL GIVES GRANTS TO HELP WITH THE CORONAVIRUS EMERGENCY

Newbury Town Council has awarded £2,350 in grants to assist projects and proposals helping the elderly, vulnerable and at-risk communities in Newbury in response to the coronavirus crisis.

When the crisis began, Cllr Gary Norman, Chairperson of the Council's Grants Subcommittee, explained that the Council took this move in order to assist charities and other organisations who need funding to respond to the emergency.

“Greenham Trust has match funded the amounts that the Town Council have donated which doubles the value of the grant. This will facilitate an even greater contribution to the incredible work being done by organisations at the moment in these difficult and unprecedented times”.

He continued, “We are very happy to be able to help these organisations, who are all doing extremely good work at this difficult time”.

The organisations which have received funding are as follows:

Home-Start West Berkshire £1000

Home-start West Berkshire has had to make changes to the delivery of their services throughout the Coronavirus outbreak. Their team has prepared a package of support for families during this difficult time. They are managing to successfully continue working with families and are providing weekly telephone support. Volunteers and staff are offering doorstep support to deliver food, nappies and other equipment to self-isolating families and they are keeping families up to date with advice, fun resources and support on coping through the crisis with #athomewithhomestart on their social media channels.

West Berkshire Community Baby Bank £600

The West Berkshire Community Baby Bank is a volunteer scheme which has been set up by local people to support families which donates free equipment and clothes to those in need. They urgently need more supplies of nappies & wipes, cot beds, mattresses and washing machines.

Continued...

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Newbury Soup Kitchen**£250**

The Newbury Soup Kitchen is a voluntary organisation providing help and support to the Newbury homeless, rough sleeper community and those less fortunate than others. They are currently operating a temporary delivery service to provide food for those temporarily housed and the vulnerable. The grant will be used to purchase hand sanitiser for front line workers. The sanitiser is being produced by a local firm, The Gin Company, on a not for profit basis, to assist key workers and others at the front line during the emergency.

Swings and Smiles**£500**

Swings & Smiles is usually a place to play for children with special needs and their families. During the Coronavirus pandemic, they have been working hard to carry on providing support, friendship and play to those who need them. They have done this by hosting on-line quizzes, support sessions and virtual chats with families.

With funding still available, any charities operating in the Newbury area that need £1,000 or more of funding to help those impacted by coronavirus should apply via [The Good Exchange](#).

Applications for less than £1,000 should be sent via email to grantenquiries@greenhamtrust.com. The Town Council will be working closely with Greenham Trust to rapidly review and consider all applications submitted via either method.

Cllr Martin Colston, Leader of the Council said, "Home Start, West Berkshire, West Berkshire Community Baby Bank, Newbury Soup Kitchen and Swings and Smiles are all extremely worthwhile causes, even more so at the moment and we hope that our donation, kindly matched by Greenham Trust will go some way to help continue to great work they are doing."

For further information email: towncouncil@newbury.gov.uk or to apply for a grant of £1,000 or more follow this link: <https://thegoodexchange.com/what-is-the-good-exchange/for-applicant-organisations/> To apply for a grant of less than £1,000 you can e-mail: grantenquiries@greenhamtrust.com
www.greenhamtrust.com

END

Contacts:

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From: Paul James (Culture and Libraries)

To: all parish and town councils

I am writing to all town and parish councils to give an update on restoring library services as the COVID-19 lockdown eases and to ask, if you have not already done so, whether you intend to make a financial contribution to the library service this year.

As you will have seen from the most recent annual library service report we have made good progress in improving the service since the council's review in 2017. We are very grateful for all the support parishes have given in the last 3 years – through financial contributions, by publicising libraries to your residents and encouraging volunteering. Nationally library usage has been in slow decline for many years, but by working together we have turned that around in West Berkshire. Usage is increasing and the service is more responsive to local needs. In the next week we will send each parish the relevant data we have on library usage by your residents. The next annual report - for the financial year 2019-20 – will be sent to you in September.

COVID-19 pandemic / restoring library services

West Berkshire Council has announced plans for restoring the library service to the public in phases to keep everyone safe.

The first stage from the 13th July will be to open Newbury, Hungerford and Thatcham Libraries for book collections during limited opening hours. We aim to open our other libraries on the same basis the following week. In order to ensure that it is safe for customers to return, customers can expect changes which are in line with government guidance on managing the risk of COVID-19; all buildings have been thoroughly deep-cleaned, and have reception screens in place. We are asking all our customers to use hand sanitiser which is provided as you enter the library, and also to observe social distancing requirements.

Customers will be able to use the normal reservation service for specific titles, or our new **Order & Collect service**. This will allow you to specify the sort of books you like to read. Library staff will then hand-pick a selection of books (maximum 5) according to your requirements, and perhaps introduce you to some new authors. You will then be notified when the books are ready for collection. You will be given a time to collect your books and you may need to queue. Books can then be returned after the usual three weeks. When you drop your books back, library staff will make sure they are safe and ready for the next person to borrow.

No overdue fines are currently being charged.

You can place your book orders online at <https://westberks.spydus.co.uk> or telephone your local library.

Customers should be aware that there will be no access to any areas of the library apart from a collections desk and that enquiries should continue to be sent by email or telephone. There will be no toilets, baby changing facilities, seating areas or public PCs available at this stage.

West Berkshire Libraries have already resumed their **At Home service**, which delivers books to housebound users. This service is a vital link for customers who aren't able to visit libraries due to age, disability or other special circumstance, and the library team are now planning to expand the service to those who are vulnerable and self-isolating due to COVID-19. If you would like to find out more about the At Home service, please telephone 01635 519827 or email library@westberks.gov.uk.

The **Mobile Library service** remains suspended. We plan to restore it in a further phase of service recovery when it is safe to do so.

Howard Woollaston Portfolio Holder for Public Health, Community Wellbeing, Sports and Culture said *"I am delighted that after three months of lockdown we are beginning to get back to a degree of normality . I know how important the Library Service is to so many people in the community of all ages so it is a huge relief."*

Please follow **WBerksLibraries** on social media for all of our latest news, including details of opening hours as our other libraries resume services too.

Volunteering

We have a plan to welcome volunteers back if they want to return. We will do that in phases guided by risk assessments to ensure the safety of those who are potentially vulnerable. There will be more and new ways for people to volunteer while minimising contact with the public for the time being.

Request for financial contributions in financial year 2020-21

As you know, following the library service review (early 2017) we made the following proposal to town and parish councils:

- The library service has an annual budget shortfall of £150k to deliver the service – 8 libraries, Mobile and At Home service, e-library.
- To meet this we proposed a contribution based on £1 per parish resident or whatever parishes wished to do.
- It is a voluntary donation/contribution, not a grant and is compliant with *Section 137 of the Local Government Act*. We provided legal advice to clarify that. The council is not delegating any part of its statutory duty to provide library services or levying a charge on parishes.
- Contributions are ring-fenced for the aspects of the service that the data shows are most used by your residents – for example, a particular branch library. Each year we provide each parish with data about library usage by their residents.
- We welcome participation in library working groups to increase community engagement and feedback.

I have attached the latest parish population data. The most recent annual library service report lists the parishes and town councils who contributed.

We said that we would ask for a contribution each year for 3 years initially, as it wasn't possible to see further ahead than that. In the last 3 financial years contributions totalled about £90k a year and we have worked hard to cover off the shortfall though that is not sustainable and the pressure is still very much there.

The need for support continues and we are asking that if you are considering making a contribution and have not already done so, to please let us know. As we have said before, a lack of contributions will result in the service being reduced accordingly to balance the budget.

Reviewing the Service

In 2017 we said that we would revisit the review of library services after 3 years. This year we will be updating the needs assessment carried out in 2016, consulting with customers, parishes, staff and volunteers and proposing options to make sure the service is as robust and sustainable as possible from April 2021 onwards.

Library data and technology

Library services nationally gather a lot of data but, as we have previously stated, we don't or can't collect everything you may wish to know. A good example is that we measure usage of the public computers but can't measure the use of the public wi-fi by the increasing numbers of people who use their own device in a library.

The cost of doing so would outweigh the benefit. But we know - from the data about how many people come into a library each day and the number of items that are borrowed in each library and by each customer - that people use libraries for all kinds of reasons without, or rarely, borrowing anything. That is an important part of their community role as friendly, safe and trusted places.

This year we completed the replacement of all library public computers with new hardware and software and all libraries now have contactless payment on the self-service kiosks. Kiosks are well used by people who want to wizz in and out to drop items back and borrow new ones, and this gives staff and volunteers more time to help customers with enquiries.

Get in touch

Please let us know if you have any queries. We are always delighted to attend parish and town council meetings to talk about library services and answer questions. We have all become proficient at using Zoom during lockdown! If a face to face meeting isn't possible then that remains a good way to have a conversation while minimising the climate impacts of travel and the time spent travelling.

With our best wishes and thanks for all the support we have received. It is such appreciated.

Paul

Paul James, Culture & Libraries Manager,
Library Services, Shaw House, West Berkshire Museum, Archaeology.
Public Protection & Culture, Economy & Environment,
West Berkshire Council,
Market Street, Newbury, Berkshire, RG14 5LD



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Parish	Residents
Aldermaston	1,062
Aldworth	268
Ashampstead	346
Basildon	1,877
Beech Hill	298
Beedon	470
Beenham	1,206
Boxford	485
Bradfield	2,278
Brightwalton	359
Brimpton	610
Bucklebury	2,172
Burghfield	5,948
Catmore	103
Chaddleworth	505
Chieveley	2,762
Cold Ash	4,086
Combe	132
Compton	1,718
East Garston	528
East Ilsley	577
Enborne	734
Englefield	292
Farnborough	103
Fawley	149
Frilsham	345
Great Shefford	928
Greenham	4,669
Hampstead Marshall	248
Hampstead Norreys	841
Hermitage	2,112
Holybrook	6,644
Hungerford	5,934
Inkpen	887
Kintbury	2,687
Lambourn	4,235
Leckhampstead	379
Midgham	315
Newbury	33,787
Padworth	939
Pangbourne	3,223
Peasemore	311
Purley on Thames	4,502
Shaw cum Donnington	1,624
Speen	2,495
Stanford Dingley	188
Stratfield Mortimer	3,797
Streatley	1,100
Sulham	291

Sulhamstead	1,446
Thatcham	25,464
Theale	2,975
Tidmarsh	526
Tilehurst	13,908
Ufton Nervet	326
Wasing	282
Welford	538
West Ilsley	357
West Woodhay	132
Winterbourne	209
Wokefield	452
Woolhampton	819
Yattendon	352
Total	159,335

These statistics are the latest figures from the Office of National Statistics
Jun-20



Newbury Youth Work Project Partnership Agreement

Berkshire Youth
Newbury Town Council

1st August 2020 – 31st July 2023

Version 3 June 2020

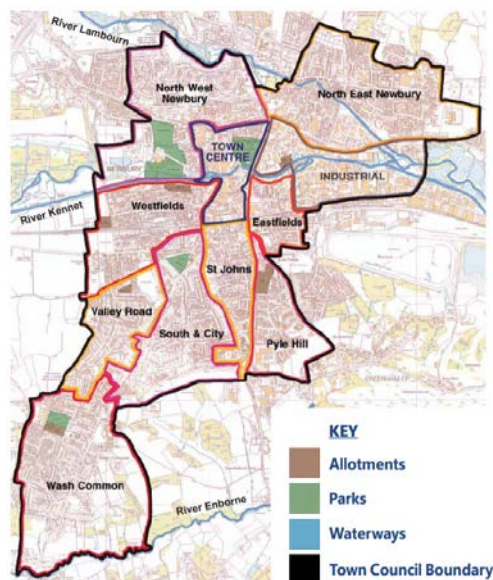
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Newbury Youth Work Project – Partnership Agreement

Area of Work

Update to include Town Council boundary



1. Aim:

Newbury Youth Project aims to support unattached young people on the streets of Newbury, specifically:

- Priority placed on young people between the ages of 13-19
- Protecting and providing appropriate information and advice to vulnerable young people.
- Working in partnership with other agencies to enhance the life chances of young people and reduce the incidence of anti social behaviour
- Valuing each young person in an equal manner without discrimination

This will be achieved through varied activities including

- Partnership work with other agencies, including: Police, local schools and the local authority
- Offering a range of information, advice and guidance to young people in the priority areas of Newbury as identified and agreed by staff and partners.
- To enhance community cohesion, with particular concern to young people.
- To ensure young people are able to contribute to decisions that affect them through participation and engagement in local decision making.

Methodology

- Research: Identify areas where young people are
- Engagement: Engage with young people & Identify young people's own values, issues, needs, ambitions, etc.
- Delivery: Design and implement appropriate interventions with the young people
- Evaluation: Evaluate the work at point of contact

Priorities

Priorities for Newbury Youth Work project are to be proposed by BY and set in agreement with Newbury Town Council on a termly basis (Appendix 1)

2. Lead Organisation:

Berkshire Youth will act as the employer for the Newbury Youth Work Project employees. The project and this agreement will run for 36 months from 1st August 2020 to 31st July 2023 inclusive.

Berkshire Youth, Top Floor Watlington House 44 Watlington Street, Reading RG1 4RJ

Staff lead: David Seward, Chief Executive, 07721317354 david.seward@berkshireyouth.co.uk

3. Partner Details:

Newbury Town Council

Town Council contact

Contact: Hugh Peacocke, Chief Executive Officer.

4. Financial and contractual arrangements:

Berkshire Youth will be responsible for the employment and line management of the staff of the Newbury Youth Work Project.

A Berkshire Youth representative will attend and report to Newbury Town Council as reasonably requested.

Newbury Town Council will be required to set the direction and priorities of the workload for the project on a termly basis. This will be agreed by David Seward (on behalf of Berkshire Youth) and Newbury Town Council (on behalf of Newbury Town Council)

Newbury Town Council agrees to pay Berkshire Youth up to £25,000 per annum, until 31st July 2023 upon receipt of project invoices against the following budget headings:

	Date	2020 – 21	2021 – 22	2021 – 22
Quarter 1 & 2	1 st August	£12,500	£12,500	£12,500
Quarter 3 & 4	1 st February	£12,500	£12,500	£12,500
Total		£25,000	£25,000	£25,000

For the governance fee Berkshire Youth will

- Keep Health and Safety updated for the employee
- Keep Equality and Diversity Training updated for the employee
- Deliver Safeguarding training updated for the employee
- Attend Newbury Town Council Committee Meetings, where appropriate
- Access HR, legal and employment advice, where relevant, relating to the employee
- Provide Employers and Public Liability Insurance for the staff and project
- Ensure all documentation and data is securely stored in line with data protection

Detached workers will be deployed for up to 24 hours per week, two employees delivering 12 hours contact time.

Newbury Town Council agrees fund will be used to pay all costs reasonably associated with employment of employees.

All payments are due within 30 days of invoice.

Berkshire Youth will be responsible for paying the justified expenses of the employees

5. Policies and Procedures:

All partner organisations will have relevant policies and procedures in place, will be current and visual to all partners. These must be provided upon request.

Policies must include:

- Child protection/safeguarding
- Safer recruitment policy
- Equal opportunities
- Health and Safety
- Public Liability
- Future policies as legislation dictates

As an employee of Berkshire Youth, the employee will follow all Berkshire Youth Policies and Procedures.

Where a partner does not hold an appropriate policy, the other lead partners policy will be applied, where or when required

6. Monitoring and reporting:

Berkshire Youth will produce the following reports:

- A report and presentation to Newbury Town Council in twice each year
- A written report to Newbury Town Council in April each year detailing the activities, outcomes and impact of the work over the past year

Should the need arise to meet sooner, partners agree to attend these additional meetings to discuss any concerns or issues that have arisen. Partners must make themselves available as soon as is reasonably possible for such meetings.

Berkshire Youth will report as follows on a termly basis

- Dates of sessions
- Number of young people reached
- Age of young people
- Gender of young people
- Location of session
- Narrative on each session

7. Administration and Meetings:

It will be the responsibility of Newbury Town Council to coordinate all partner meetings. Newbury Town Council will record all minutes and actions from all partner meetings and distribute accordingly. Newbury Town Council will invite agenda items from all partners.

Supporting documentation for each meeting will be available to all partners two weeks before the date of the meeting.

8. Communication & Marketing:

All Partners hereby consent to any publicity about the post and the project as Berkshire Youth or Newbury Town Council may require from time to time. Each Partner agrees to do whatever is

reasonably required in order to assist with any form of publicity and marketing, including any press or media related activities.

Berkshire Youth agrees to use its best endeavours to acknowledge the support of Newbury Town Council in all publicity.

Partners will meet with partner organisations on a 3 month basis in year 1 and twice a year thereafter. Partners should raise concerns or issues with Berkshire Youth should the need to meet sooner arise.

9. Change:

Any change to this agreement and areas of work within will be made through Newbury Town Council, presented in writing with the agreement of partnership. (See 7 above)

The termination of this contract can be made by parties in writing to all partners with a minimum of three months notice, clearly stating the reasons for termination.

10. Duration of the Agreement:

This agreement will be in place from 1st August 2020– 31st July 2023

11. Sustainability:

All benefits and services implemented by this partnership will have an element of sustainability built into each project before any project is agreed for delivery by the partnership.

12. Conflict Resolution:

If any dispute or claim arises between the Partners they will in good faith attempt to negotiate a settlement.

In the event of any dispute arising between the Partners in connection with this agreement which cannot be settled by negotiation the Partners will in good faith seek to resolve that dispute through an independent mediation practitioner.

If the dispute or claim is not resolved within 30 days of the commencement of mediation [which shall be deemed to have commenced upon receipt by one party of notice in writing from the other that they wish to seek mediation] the dispute or claim may be referred to arbitration by any Partner. The decision of such arbitrator shall be final and binding on the parties and his or her costs shall be borne equally by the parties or as he or she directs.

13. Roles and Responsibilities:

Each partner will have specific project delivery responsibilities which lead to an overall successful outcome.

Role:

Berkshire Youth – The employment, payroll, line management and support of the employees of Newbury Detached Youth Project through Newbury Town Council Grant.

Berkshire Youth with advice and guidance from Detached Youth Project Advisory Committee – Will propose priorities, objectives and targets for the Newbury Youth Project, to be agreed with NTC.

Responsibilities:

1. All Partners intend to work together and will assist each other in order to achieve the best possible outcomes for the beneficiaries.
2. Agree delivery plan for Newbury Detached Youth Project with Berkshire Youth within an agreed timeframe.

Newbury Youth Work Project – Partnership Agreement

3. Meet with Berkshire Youth & partners at agreed intervals.
4. Each Partner has a responsibility to ensure that they, their governing body, staff and volunteers comply with the terms of this Partnership.

14. Partner Signatures.

Signature_____ Date_____

Name _____

Position _____ on behalf of Berkshire Youth

Signature_____ Date_____

Name _____

Position _____ on behalf of Newbury Town Council (1 of 2)

Signature_____ Date_____

Name _____

Position _____ on behalf of Newbury Town Council (2 of 2)

Appendix 1 – Priorities

- Deliver 12 hours a week of detached work across Newbury
- Reach 250 young people for discussion (Per term/4 months)
- Keep log of topics discussed with young people
- Conduct youth survey with 100 young people on concerns
- Focus areas based current ASB hot spot data
- Report on activity to partner organisations

----- END -----

Newbury Town Council

Public Report

To: Policy and Resources Committee

Date of meeting: 20 July 2020

Agenda item No. 13: CIL and Section 106 Monies

Decision Required: To note the balances available and consider the future use of CIL and Section 106 monies received.

Background

Section 106 Agreements

Planning obligations under Section 106 of the Town and Country Planning Act 1990 (as amended), commonly known as Section 106 agreements, are a mechanism which make a development proposal acceptable in planning terms, that would not otherwise be acceptable. They are focused on site specific mitigation of the impact of development. S106 agreements are often referred to as 'developer contributions' along with highway contributions and the Community Infrastructure Levy.

Section 106 Agreements and CIL

The Government viewed Section 106 as providing only partial and variable response to capturing funding contributions for infrastructure. As such, provision for the Community Infrastructure Levy (CIL) is now in place in the 2008 Planning Act.

In terms of developer contributions, the Community Infrastructure Levy (CIL) has not replaced Section 106 agreements, the introduction of CIL resulted in a tightening up of the Section 106 tests. Section 106 agreements, in terms of developer contributions, should be focused on addressing the specific mitigation required by a new development. CIL has been developed to address the broader impacts of development. There should be no circumstances where a developer is paying CIL and Section 106 for the same infrastructure in relation to the same development.

The balance between the use of Section 106 and CIL will be different depending on the nature of the area and the type of development being undertaken. There is further guidance on the balance between Section 106 and CIL set out in the CIL Guidance April 2014

<https://www.local.gov.uk/pas/pas-topics/infrastructure/s106-obligations-overview>

All development contributions are collected by the planning authority. In the case of Section 106 agreements, where the monies have been collected to improve infrastructure in the Town Council area the funds are passed to the Town Council.

Town and parish councils receive 15% of CIL arising from developments within their boundaries (rising to 25% where there is a Neighbourhood Development Plan in place). Since the implementation of CIL, Section 106 agreements rarely apply to development mitigations within the remit of Newbury Town Council (e.g. Parks and open spaces). Instead, these are now captured under the CIL scheme.

Current Balances

At the 31 March 2020 Newbury Town Council held the following funds in Section 106 agreements and CIL:

Section 106: £ 63,541
CIL: £365,909

Any CIL due to this Council is paid by the Planning Authority in May and November. In May we received an instalment of £26,138. The current balance of CIL available is £392,407.

Budget 2020-2021

The Council's budget agreed the following CIL expenditures:

Newbury Town Council									
Community Infrastructure Levies- Policy and Resources Committee July 2020									
Funds available		Funds committed							
		Budget 2020/21							
Balance at 1 April 20	365,909	VP Café	25,000						
Received May 2020	26,138	Disabled Hoist	12,000						
		Signage for cyclists/ pede	10,000						
		Canal Corridor	10,000						
		Defibrillators	4,000						
		City Rec upgrade	125,000						
		Other playgrounds	108,000						
		Skyllings repalcements	24,000						
Total	392,047	Total	318,000						
Balance unallocated	74,047								

The budget also allocated £51,000 of the S. 106 funds towards the new Community Café in Victoria Park.

Considerations:

1. Reference to Council Strategy 2019-2024

It is the policy of the Council to spend community infrastructure levies to deliver capital projects and assets as prioritised in the Council's Strategy

- 2. Legal:** The Council has authority under the Planning Acts, the Community Infrastructure Levy regulations and the General Power of Competence (Localism Act 2011) to expend these funds in the manner proposed.
- 3. Financial:** See above.
Regarding the unallocated funds, the following proposals are recommended:
- A. Section 106:
That the balance of Section 106 monies be allocated to the Community Café project in Victoria Park
- B. Community infrastructure Levies:
- i. An additional £10,000 brought forward for the City Rec project to complete all the works in phase 1 to include new seats & benches, replace all the bins (not just the 2 new ones) and provide CCTV security in the area (requested by Thames Valley Police)
 - ii. To put up Deer- proof fencing to protect the new 120 tree enclosure to be provided at Wash Common: £8,600
- 4. Climate/ Environmental issues**
The new 120 tree enclosure at Wash Common will provide environmental and climate benefits in line with the objectives in the Council's Strategy.
- 5. Crime and Disorder** (Local Councils must exercise their functions with due regard to their likely effect, if any, on crime and disorder (including anti-social and other behaviour adversely affecting the local environment), the misuse of drugs, alcohol and other substances and re-offending in its area and the need to prevent them (Crime and Disorder Act, 1988, S.7))
- Thames Valley Police have requested that the Council considers providing CCTV coverage at the City Rec facilities and this is recommended for approval.
- 6. Risk assessment**
Both of the proposed expenditures will reduce the risk of damage to the Council's assets.
- 7. Equality and Diversity**
There are no issues.
- 8. Consultation**
The Green Spaces Working Group recommended the fencing to protect the new planting at Wash Common.
Thame Valley police requested the CCTV at City Recreation Grounds.
- 9. Conclusion/ Recommendation**
The Policy and Resources Committee is asked to note the current balances of the Council's Section 106 funds and Community Infrastructure levies.

It is recommended that the Committee approves the following allocations:

A. That the balance of Section 106 funds (£12,541) is allocated to the proposed Community Café in Victoria Park.

B. £10,000 towards the City Recreation grounds project to complete all the works in phase 1 to include new seats & benches, replace all the bins (not just the 2 new ones) and provide CCTV security in the area

C. £8,600 to erect deer- proof fencing to protect the new 120 tree enclosure to be provided at Wash Common.

Report Author: Hugh Peacocke, (Chief Executive Officer)

Date: 10 July 2020.

Newbury Town Council

Community Infrastructure Levies- Policy and Resources Committee July 2020

Funds available

Balance at 1 April 2020 365,909
 Received May 2020 26,138

Total 392,047

Balance unallocated 74,047

Funds committed

Budget 2020/21

VP Café	25,000
Disabled Hoist	12,000
Signage for cyclists/ pedestr	10,000
Canal Corridor	10,000
Defibrillators	4,000
City Rec upgrade	125,000
Other playgrounds	108,000
Skyllings repalcements	24,000
Total	318,000

Audit Working Group

Membership: Councillor Stephen Masters (chair), Councillor Martin Colston, Councillor Vaughan Miller and Councillor Gary Norman

Strategy Working Group

Membership: Cllrs Martin Colston, Jo Day, Chris Foster, Roger Hunneman and Erik Pattenden. (Subs: Martha Vickers and Olivia Lewis)

The Mayor's Benevolent Fund 2019-2020

The summary of income and expenditure for the year is attached.

Some key points from this year's fundraising include:

- £740.00 donated as Christmas Gifts for those in need, £50 each donated to the Newbury YMCA and Berkshire Grandparents
- Donations from local organisations have been down in comparison to previous years which has previously been a strong source of income. I have a feeling we are going to struggle even more getting donations this year due to current events.
- Quiz for Time to Talk was a success.
- Christmas Coffee Morning was a big success raising £252.00
- MBF technically did make a loss this year due to being unable to raise funds between March and May. This was a shame as the Mayor did want to host a Tours of the Town Hall fundraiser and looked into further opportunities.
- A challenge for the year ahead for all 3rd sector organisations trying to fundraise. The Mayor has lots of ideas floating around already, in the hope we are able to host something in August.

Elisa Adams

Civic Manager

8 July 2020

MAYOR'S BENEVOLENT FUND 2019/20								
	DONATIONS	Mayors Drive	Coffee Mornings	Church Collection	Heritage Open Day	Quiz		TOTAL
BALANCE AS AT								
01 06 2019								£ 3,523.29
Total Income	£ 600.00		£252.00	£ 213.75	£ 12.03	£ 351.00		£ 1,428.78
Total Expenditure	£ 840.00	£ 912.00				£ 101.80		£ 1,853.80
Surplus for the year	-£ 240.00	-£ 912.00	£ 252.00	£ 213.75	£ 12.03	£ 249.20		-£ 425.02
BALANCE AS AT								
31 05 2020								£ 3,098.27

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
	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 2019	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
	Review of Contributions for Newbury Library
	Recommendations to Full Council re Council Strategy
	Receive report from Climate Emergency Working Group
January	To receive a report from the Staff sub-Committee
	Budget
	Review of Contributions for Newbury Library
	Review of S.106 and CIL moneys
	Recommendations to Full Council re Council Strategy
	Report from Grants subcommittee (if met)