

8 October 2019

To: The Leader and Deputy Leader of the Council; Councillors Jeff Cant, Jo Day, Sue Farrant, Jon Gage, Pam Lusby Taylor, Stephen Masters, Vaughan Miller, Elizabeth O'Keeffe, Erik Pattenden, Tony Vickers.

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

Also: All Members of the Council for information.

Dear Councillor

You are summoned to attend a meeting of the **Policy & Resources Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 14 October 2019 at 7.30pm**. The meeting is open to the press and the public.

Yours sincerely,

Gillian Durrant
Finance and Corporate Services Manager

AGENDA

1. Apologies for absence

Chairperson

2. Declarations of interest and dispensations

Chairperson

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

3. Minutes (Appendix 1)

Chairperson

To approve the minutes of a meeting of the Policy & Resources Committee held on Monday 22 July 2019 (previously circulated).

4. Questions and Petitions from members of the public

Chairperson

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

5. Members' questions and petitions

Chairperson

6. Newbury Library Service

Chairperson

6.1 To receive a report from the Paul James, the 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.

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

7. Health and Safety Report (Appendix 2)

Chairperson

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

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

8. List of Payments (Appendix 3)

Chairperson

To note the payments made during the period 1 July 2019 to 30 September 2019 as attached at Appendix 3.

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

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

Chairperson

9.1. To receive the Income and Expenditure Account for the period ended 30 September 2019.

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

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

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

Chairperson

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

11. Strategic Risk Register (Appendix 5)

Chairperson of the Audit Working Group

To resolve to approve the amended Strategic Risk Register as attached at Appendix 5.

12. Preparation for the 2019/20 Budget Round (Appendix 6)

Chairperson

12.1. To note the attached budget production plan with a target to produce a draft budget for e-mail distribution before Christmas, so that full discussions can take place at the Policy & Resources Committee meeting on 20 January 2020 and at the subsequent Council meeting on Monday 3 February 2020. See the attached Budget schedule for 2020/21 in Appendix 6.

12.2. To note that Council and each Committee / Sub-Committee is asked to consider its budget needs for 2020/21, in time for inclusion in the draft budget (and / or revised Service Plans / Project List) being prepared over the next few months.

12.3. To make the Leader, The Chief Executive Officer and the Responsible Financial Officer aware of any particular projects or capital acquisitions that may need to be undertaken in 2020/21 so that they may be considered by the relevant Committee for inclusion in the draft budget. Such suggestions should be submitted with as much detail as possible by the 8th of November 2019.

13. Report from the Climate Emergency Working Group (Appendix 7)

Councillor Chris Foster, Chairperson of the Working Group

13.1 To receive a report from the Community Services Manager and the Climate Change Working Group and

13.2 To consider the recommendations of the Working Group

14. The draft Council Strategy 2020 to 2023 (Appendix 8)

Councillor Martin Colston, Chairperson of the Strategy Working Group

14.1 To consider the report from the Chief Executive Officer and the Strategy Working Group and

14.2 To recommend to full Council to consult the public on the attached draft Strategy.

15. Report on Key Performance Indicators (Appendix 9)

Chairperson

15.1 To receive the Key Performance Indicators for the second quarter of 2019/20.

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

16. The urgent removal of diseased trees (Appendix 10)

Chairperson

To resolve to allocate from reserves a sum not to exceed £12,500 for the urgent removal of diseased trees as a result on the Newbury Town Council Tree Inspection programme (ongoing) which has and will identify trees which are a risk and or danger to the public.

17. Funding of a new Council website from General Reserves (appendix 11)

Chairperson

To resolve to spend up to £12,000 from General Reserves to pay for a new Council website.

18. 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.

19. Exclusion of the press and public

Chairperson

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

20. Staff Sub Committee

Chairperson

To receive a report from the staff sub-committee meeting held on 5 August 2019.

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

**Minutes of a meeting of the Policy & Resources committee held in the Council Chamber,
Town Hall, Market Place, Newbury on Monday 22 July 2019 at 7.30pm.**

PRESENT

Councillors Martin Colston (Chairperson); Jo Day; Jon Gage; Olivia Lewis; Pam Lusby Taylor; Stephen Masters (from 8.25pm) Vaughan Miller; Elizabeth O’Keeffe; Erik Pattenden; Sarah Slack (substitute); Tony Vickers

In attendance

Gillian Durrant, Finance and Corporate Services Manager

1. Apologies for absence

Councillor Sue Farrant

Absent; Councillor Jeff Cant

2. Declarations of interest and dispensations

The Finance and Corporate Services Manager declared that Councillors Stephen Masters, Erik Pattenden and Tony Vickers 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.

Councillor Jon Gage declared an interest as a Director of Rivar Sand and Gravel.

3. Minutes

Proposed: Councillor Elizabeth O’Keeffe

Seconded: Councillor Jo Day

Resolved: That the minutes of the meeting of the Policy & Resources Committee held on Monday 29 April 2019 be approved as a correct record and signed by the Chairperson.

Councillor Jon Gage abstained.

4. Questions and petitions from members of the public

There were none.

5. Members’ questions and petitions

There were none.

6. Health and safety reports

The information was received and noted by the Committee.

7. List of payments

That the lists of payments for the period 1 April 2019 to 30 June 2019 is noted.

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

The income and expenditure account to 30 June 2019 was received and noted by the Committee.

Proposed: Councillor Martin Colston

Seconded: Councillor Olivia Lewis

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

9. Debts over 500 and more than 3 months old

The report was noted.

10. Internal Audit Report

The Responsible Financial Officer reported to the Committee that no actions were arising from the final internal audit for the 2018/19 financial year.

11. Grants Sub-Committee

Councillor Martin Colston reported on the activities of the Grants Sub-Committee meeting of 26 June 2019. £6,150 was spent on general grants and £5,200 on youth grants. The balance of the £20,000 grant money will be distributed in the November meeting of the Grants Sub-Committee.

12. Report on key performance indicators

The report was noted.

A new KPI for Council's carbon footprint will be considered by the Climate Emergency Working Group, which will report to the next meeting of this committee. It was agreed that Time Off in Lieu would be discussed at the November Staff Sub-Committee meeting.

13. Newbury library service

The report of the Newbury Library Working Group was considered and discussed. Councillor Erik Pattenden, a member of Working Group, said they had met on 19 June and Paul James, West Berkshire Council's Libraries Manager had taken them through quarterly figures. It was agreed that a Paul James should be advised that the Town Council would be reviewing the grant payments to the library as part of the strategy and budget processes, and would like to invite Paul James to come to next Policy & Resources Committee to explain the consequences to the library should the grant not be renewed.

Proposed: Councillor Martin Colston

Seconded: Councillor Jon Gage.

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

14. Expenditure of S.106 and CIL monies in 2018/19

The planned expenditure of S.106 and CIL money was discussed. The councillors agreed it would be helpful if West Berkshire Council included a presentation on CIL

at the autumn District Parish Conference, and asked that the CEO write to West Berkshire Council to request this.

Proposed: Councillor Tony Vickers

Seconded: Councillor Jo Day

Resolved: To expend S.106 and CIL monies as set out in appendices 7 and 7a, including the £1,500 S.106 money for the defibrillator at the wharf toilets, but the £25,000 CIL money that was for the Victoria Park changing rooms will now be allocated to the cafe.

Councillor Elizabeth O’Keeffe abstained.

15. Expenditure from the Policy and Resources Project Fund

Proposed: Councillor Olivia Lewis

Seconded: Councillor Vaughan Miller

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

16. Membership of working groups

Proposed: Councillor Martin Colston (for both)

Seconded: Councillor Vaughan Miller

Resolved: That Councillors Martin Colston, Gary Norman, Stephen Masters, and Vaughan Miller will be on the Audit Working Group for the 2019/20 Municipal Year. Councillors David Marsh and Tony Vickers will be substitutes.

And that Councillors Martin Colston, Jo Day, Chris Foster, Roger Hunneman and Erik Pattenden will be on the Strategy Working Group for the 2019/20 Municipal Year. Councillors Olivia Lewis and Martha Vickers will be substitutes.

17. Mayor’s Benevolent Fund Accounts

The accounts for 2018/19 were noted.

18. Update on the Council’s Strategy Action Plan

The Councillors considered the report on the current progress made on the Council Strategy.

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

The Forward Work Programme was noted. It was agreed to add the report from the Climate Emergency Working Group to the October meeting’s agenda, and to show all four committee meetings on the Forward Work Programme in future.

20. Exclusion of the press and public

Proposed: Councillor Stephen Masters

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.

20. The Town Council’s IT systems

Gillian Durrant set out the options for the Council’s IT provision going forward. Councillor Vaughan Miller explained to the committee that there were benefits to migrating to the Cloud, including improved cyber security.

Proposed: Councillor Vaughan Miller

Seconded: Councillor Tony Vickers

Resolved: That option 2 of the report be adopted, to migrate the Council’s IT to the cloud, including £516 to be spend from the Policy & Resources Project Fund.

21. Staff Sub-Committee

Councillor Martin Colston, the Chairperson of the Staff sub-committee reported on the meeting on 25 June, primarily concerning the recruitment of a new Civic Manager.

There being no further business, the chairperson declared the meeting closed at 20.58 pm.

Chairperson

Date:

Health & Safety Report for P&R Committee - Last Updated 09/10/2019

Appendix 2

Appendix 1

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

Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS1	Football changing rooms Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading, quarterly descaling of shower heads	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Recreation Ground R&M budget	To minimise risk of legionella / compliance with legislation
HS2	Town Hall Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading.	Safety 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	15/10/2018	Agreed at P&R 15.10.18	October 2019	Audit Working Group to consider following Management Team input	Ensured risk strategy is still correct
HS8	Town Hall Safety Inspections (quarterly)	Safety Officer / Caretaker	Included in staff cost	End June 2019	Completed 26/06/2019	End Sept 2019	N/A	Improved Town Hall Safety
HS9	Annual Play Area Inspection by ROSPA accredited inspection company	Contractor / Safety Officer / Community Services Manager	Approx. £700	End March 2018	Completed 13, 14, & 15 February 2019	February 2020	Playground R&M budget	Legal requirement Safety for users
HS10	Boiler Servicing & Gas Safety Certificate for Old Court House (Suite 1)	Safety Officer / Subcontractor	£200.00	End June 2019	Engineer appointment Booked 23/07/2019	End June 2020	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS11	Lift Inspection (annually)	Subcontractor / Safety Officer	Included in Insurance	End June 2019	Completed 20/06/2019	June 2020	Legal requirement	Improved Town Hall safety / compliance with legislation
HS12	Fire Extinguishers Maintenance (annually) for All NTC Sites, requiring extinguishers (Shaw Cemetery, Victoria Park Changing Rooms & Kiosk, Bowling Club, Town Hall, Newtown Road Cemetery)	Safety Officer / Subcontractor	£1043 Annually	End April 2019	Completed April 2019	End April 2020	Various Contracts / R&M budgets	Improved safety / compliance with legislation
HS13	5 yearly Periodical Test & Inspections of the Town Hall Electrical System	Safety Officer / Subcontractor	£3,000.00	End April 2015	Completed 27/04/2015	April 2020	Town Hall R&M budget	Improved safety / compliance with legislation
HS14	Newtown Road Cemetery 5 yearly Electrical installation testing	Safety Officer / Subcontractor	£300.00	End April 2017	Completed 17/05/2017	May 2022	Newtown Road Cemetery R&M Budget	Improved safety / compliance with legislation
HS15	Lift Service (6 monthly) Changing to quarterly March 2019	Safety Officer / Subcontractor	From March 2019 £320/annual	End July 2019	Completed 18/07/2019	End October 2019	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS16	Town Hall Annual Fire Risk Assessment Review (annually)	Safety Officer / Community Services Manager	Approx. £450	End May 2019	Completed 11/04/2019	End May 2020	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS17	Town Hall (PAT) Portable Electrical Appliance Testing (annually)	Safety Officer / Caretaker	Included in staff cost	End July 2019	To be completed by 31/07/2018	July 2020	Officer Time	Improved Town Hall safety / compliance with legislation
HS18	Lightning Conductor Maintenance / Inspection (annually) Test Strike UK Limited	Safety Officer / Subcontractor	£110.00	End March 2019	Completed 03/01/2019	End of January 2020	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS19	Shaw Cemetery (PAT) Portable Electrical Appliance Testing (annually)	Safety Officer / Subcontractor	Under taken by GM Contractors	End July 2019	Completed 25/01/2019	July 2020	Shaw Cemetery R&M budget	Improved Shaw Cemetery safety / compliance with legislation
HS20	Town Hall Emergency Light Test (6 monthly)	Safety Officer / Subcontractor	£165.00	End April 2019	Completed 08/05/2019	End October 2019	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS21	Bandstand Electrical Supply Testing (annually)	Safety Officer / Subcontractor	£120.00	End July 2019	To be completed by 31/07/2018	July 2020	Victoria Park R&M budget	Improved Bandstand safety / compliance with legislation

Health & Safety Report for P&R Committee - Last Updated 09/10/2019

Appendix 2

Appendix 1

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

Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS22	Town Hall Fire Alarm Maintenance (quarterly)	Safety Officer / Subcontractor	Included in contract	End July 2019	Completed 17/07/2019	End October 2019	Town Hall Contract	Information for Emergency Services and Town Hall occupants
HS22a	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
HS23	Town Hall Emergency Evacuation Drills	Community Services Manager / Safety Officer / Fire Marshals	Included in staff cost	Minimum of 2 per annum	Completed Not a Drill 27/08/2019	Minimum of 2 per annum	N/A	Improved Town Hall safety / compliance with legislation
HS24	Review of Town Hall Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End October 2019	N/A	Improved information on Risks for NTC own / managed assets
HS25	Review of Victoria Park Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End October 2019	N/A	Improved information on Risks for NTC own / managed assets
HS26	Review of Newtown Road Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End October 2019	N/A	Improved information on Risks for NTC own / managed assets
HS27	Review of Shaw Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End October 2019	N/A	Improved information on Risks for NTC own / managed assets
HS28	Review of Market Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End October 2019	N/A	Improved information on Risks for NTC own / managed assets
HS29	Review of Recreation Grounds Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End October 2019	N/A	Improved information on Risks for NTC own / managed assets
HS30	Review of Playground Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2018	Early Review Completed 22/08/2018 before retirement of Community Services Manager	End October 2019	N/A	Improved information on Risks for NTC own / managed assets

Health & Safety Report for P&R Committee - Last Updated 09/10/2019

Appendix 2

Appendix 1

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

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

Date: 03/10/2019

Newbury Town Council 19-20

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Time: 09:14

Current Account

List of Payments made between 01/07/2019 and 30/09/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2019	St Bartholomews	Std Ord	212.50		St Barts/Parsons Rental
01/07/2019	West Berkshire Council	Std Ord	54.00		Newtown Rd Cemetery Rates
01/07/2019	West Berkshire Council	Std Ord	152.00		Mayors Parlour rates
01/07/2019	West Berkshire Council	Std Ord	105.00		Shaw Cemetery Rates
01/07/2019	West Berkshire Council	Std Ord	798.00		Market Rates
01/07/2019	West Berkshire Council	Std Ord	319.00		Chamber Rates
01/07/2019	West Berkshire Council	Std Ord	97.00		Elsie Kimber room rates
01/07/2019	West Berkshire Council	Std Ord	275.00		Suite 12 rates
01/07/2019	West Berkshire Council	Std Ord	104.00		Suite 4 Rates
01/07/2019	West Berkshire Council	Std Ord	96.00		Suite 3 rates
03/07/2019	Vodafone	DD	81.14		GMO & Caretaker mobiles
10/07/2019	BACS P/L Pymnt Page 872	BACS Pymnt	42,793.20		See Appendix A
10/07/2019	GoCardless	TNSFR	22.97		Market/tennis fees 01.07-09.07
10/07/2019	Stripe PAYG Tennis	TNSFR	4.22		Fees 01.07 to 09.07.19 GoCardless
10/07/2019	GoCardless	GC190710	4.80		B/Charges 100719 GoCardless
11/07/2019	GoCardless	GC190711	0.80		B.Trans/11072019 FRAMA/
11/07/2019	FRAMA	DD	200.00		PostageUpdate GCFees190712
12/07/2019	GoCardless	GC190712	0.80		Handelsbanken
12/07/2019	Handelsbanken	BANKCHRG	62.23	Bank Charges 072019	
15/07/2019	Southern Electric	20190715	615.51		SptPavVP30/03-26/06
16/07/2019	GoCardless	GC190716	2.40		GCFees16072019
16/07/2019	De Lage Landen Leasing Ltd	20190716	1,043.80		Photocopier rental
16/07/2019	Southern Electric	190716	467.77		201537462/JUL Y19/11001/
17/07/2019	GoCardless	GC190717	0.80		Souther GC17072019
18/07/2019	Stripe	TNSFR	9.67		CourtChrges 1007-180719
18/07/2019	GoCardless	GC190718	3.20		GCFees18072019
22/07/2019	Southern Electric	20190711	28.24		OldToiletBlock30/03-26/06
23/07/2019	Apogee Corporation Ltd	DDd	127.98		11003/Apogee Corporation Ltd
23/07/2019	Southern Electric	DDe	159.85		56150344 7 /0035/11004/Southern
23/07/2019	Everflow Ltd	DDf	591.09		Water Bill July 2019
23/07/2019	Streamline Merchant Services	DDg	32.68		PO4007513311/11002/Streamline
25/07/2019	BACS P/L Pymnt Page 881	BACS Pymnt	99,165.29		See Appendix B
26/07/2019	Handelsbanken	BACS	20,644.32		Salaries July
26/07/2019	Southern Electric	DD	121.61		ClockTower020619-010719Elec
26/07/2019	Together Technology Ltd	DDa	160.55		NTC 1-00129/11038/Together
26/07/2019	Together Technology Ltd	DDb	124.68		Tech NTC 1-00128/11037 /T
26/07/2019	Together Technology Ltd	DDc	333.00		ogether Tech NTC
31/07/2019	GoCardless	TRANS	9.60		1-00127/11036/Together Tech
31/07/2019	Stripe PAYG Tennis	23.28	23.28		Fees 19.07 to 31.07.19
31/07/2019	Stripe PAYG Tennis	TRANS	0.52		Fees
01/08/2019	West Berkshire Council	Std Ord	54.00		Fee correction
01/08/2019	West Berkshire Council	Std Ord	152.00		Newtown Rd Cemetery Rates
01/08/2019	West Berkshire Council	Std Ord	105.00		Mayors Parlour rates
					Shaw Cemetery Rates

Continued on Page 2

List of Payments made between 01/07/2019 and 30/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2019	West Berkshire Council	Std Ord	798.00		Market Rates
01/08/2019	West Berkshire Council	Std Ord	319.00		Chamber Rates
01/08/2019	West Berkshire Council	Std Ord	97.00		Elsie Kimber room rates
01/08/2019	West Berkshire Council	Std Ord	275.00		Suite 12 rates
01/08/2019	West Berkshire Council	Std Ord	104.00		Suite 4 Rates
01/08/2019	West Berkshire Council	Std Ord	96.00		Suite 3 rates
02/08/2019	Vodafone	DDa	91.58		GMO & Caretaker mobile phones
07/08/2019	BACS P/L Pymnt Page 893	BACS Pymnt	20,023.00		See Appendix C
07/08/2019	Stripe PAYG Tennis	TNSFR	1.10		Fees 07.08.19
12/08/2019	Southern Electric	DD	1,829.85		0033/11083/Southern Electric
12/08/2019	Southern Electric	DDa	679.92		T/Hall, 155 Bart 01.05-22.07
12/08/2019	Southern Electric	DDb	1,314.61		T/Hall
14/08/2019	Siemens Financial Services Ltd	DDc	156.00		Franking Machine lease 4th
14/08/2019	Handelsbanken	DD	102.19		Bank charges
15/08/2019	GoCardless Tennis	TRANS	0.80		Fees 15 August 2019
16/08/2019	GoCardless	TNSFR	30.47		Fees 02.08 to 14.08.19
16/08/2019	Stripe PAYG Tennis	TRANS	13.20		Fees 01.08 to 14.08.19
16/08/2019	Southern Electric	DD	363.24		FWN020819/11077/Southern Elect
19/08/2019	Southern Electric	DDd	33.82		FWN020819/11077/Southern Elect
20/08/2019	BACS P/L Pymnt Page 909	BACS Pymnt	6,969.41		See Appendix D
20/08/2019	Streamline Merchant Services	DDb	40.54		Card pay - transaction charge
22/08/2019	Everflow Ltd	DDa	79.66		Water bill 14.09 to 13.10.19
27/08/2019	Apogee Corporation Ltd	DD	99.32		Photocopier charges
27/08/2019	Southern Electric	DDc	105.44		Shaw Cem 02.07 to 01.08.19
27/08/2019		TNSFR	2,420.10		Duplicate receipt refunded
28/08/2019	Officers Account	Top Up	1,711.54		Top up of officers account
29/08/2019	Together Technology Ltd	DD	160.55		Broadband
29/08/2019	Together Technology Ltd	DDa	124.68		Analogue phones
29/08/2019	Together Technology Ltd	DDb	333.00		Town Hall phones
30/08/2019	Handelsbanken	BACS	20,861.45		Salaries August
31/08/2019	Stripe PAYG Tennis	TRANS	12.21		Fees 16 to 30.08.19
31/08/2019	GoCardless Tennis	TRANS	7.20		Fees 20th to 30th August
31/08/2019	Stripe PAYG Tennis	TRANS	-0.24		Fees - correction
31/08/2019	Hungerford Garden Machinery	DD	-744.00		Correction-paid by card April
01/09/2019	West Berkshire Council	Std Ord	54.00		Newtown Rd Cemetery Rates
01/09/2019	West Berkshire Council	Std Ord	152.00		Mayors Parlor rates
01/09/2019	West Berkshire Council	Std Ord	105.00		Shaw Cemetery Rates
01/09/2019	West Berkshire Council	Std Ord	798.00		Market Rates
01/09/2019	West Berkshire Council	Std Ord	319.00		Chamber Rates
01/09/2019	West Berkshire Council	Std Ord	97.00		Elsie Kimber room rates
01/09/2019	West Berkshire Council	Std Ord	275.00		Suite 12 rates
01/09/2019	West Berkshire Council	Std Ord	104.00		Suite 4 Rates
01/09/2019	West Berkshire Council	Std Ord	96.00		Suite 3 rates

List of Payments made between 01/07/2019 and 30/09/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/09/2019	Public Works Loans Board	DD	2,568.75		PWL - final payment
04/09/2019	Vodafone	DD	84.49		Staff mobile phones
05/09/2019	BACS P/L Pymnt Page 917	BACS Pymnt	30,546.32		See Appendix E
05/09/2019	Peter J Legg	33	53.00		Signwrite honors board
10/09/2019	GoCardless	TRANS	22.87		Fees 03.09 to 09.09.19
11/09/2019	Stripe PATG Tennis	TRANSFER	18.52		Fees 02.09 to 10.09.19
11/09/2019	GoCardless	TRANS	1.93		Fees 10.09.19 Mkt & Tennis
11/09/2019	Cash	Dda	173.01		PC060919/11135/Cash
11/09/2019	Cash	DD	-173.01		REVERSE
13/09/2019	Handelsbanken	DD	70.85		Bank charges
18/09/2019	Stripe PAYG Tennis	TRANS	0.28		Tennis fees 18.09.19
18/09/2019	Frama (UK) Ltd	DD	200.00		Download postage funds
20/09/2019	BACS P/L Pymnt Page 927	BACS Pymnt	27,989.61		See Appendix F
24/09/2019	Everflow Ltd	Ddd	4,806.53		Water bill 14.10 to 13.11.19
24/09/2019	Streamline Merchant Services	DDe	43.71		Card payment charges
24/09/2019	Southern Electric	DDf	533.72		F/Way night 02.08-02.09
25/09/2019	Stripe PAYG Tennis	TRANS	10.73		Fees 11.09 to 24.09
26/09/2019	GoCardless	TRANS	8.80		Fees 11.09 to 24.09.19
26/09/2019	Stripe PAYG Tennis	TRANS	1.47		Tennis Fees 25.09.19
26/09/2019	GoCardless	TRANS	0.80		Tennis fees 25.09.19
26/09/2019	Southern Electric	DD	102.96		Shaw Cem - 02.08-01.09.19
26/09/2019	Together Technology Ltd	DDa	333.00		T/Hall phones
26/09/2019	Together Technology Ltd	DDb	160.55		NTC1-00135/11221/Together Tech
26/09/2019	Together Technology Ltd	DDc	124.68		NTC1-00134/11220/Together Tech
26/09/2019	Stripe PAYG Tennis	TRANS	1.46		Fees 26.09.19
27/09/2019	Handelsbanken	BACS	20,454.85		Salaries for September
30/09/2019	Stripe PAYG Tennis	TNSFR	2.88		Fees 27 to 30.09.19
30/09/2019	Apogee Corporation Ltd	DD	106.58		Photocopier charges05.08-09.09
30/09/2019	St Bartholomews	Std Ord	212.50		St Barts/Parsons Rental
30/09/2019	BACS P/L Pymnt Page 941	BACS Pymnt	13,374.75		See Appendix G
Total Payments			331,705.73		

Officers Account

List of Payments made between 01/07/2019 and 30/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/07/2019	Card - Petty Cash	DD	440.08		CPJULY19 - 1/11061/Card - Pett
31/07/2019	Cash	DD	160.22		PC230719/11019/Cash
31/07/2019	Card - Petty Cash	DDa	48.65		STM4A/11062/Card - Petty Cash
31/07/2019	Handelsbanken	BACS	12.80		bank charges
14/08/2019	Handelsbanken	DD	10.40		Bank Charges
15/08/2019	Card - Petty Cash	DD	551.47		CP150819/11128/Card - Petty Ca
31/08/2019	Card - Petty Cash	DD	1,141.78		STM-2 /310819/11133/Card - Pet
11/09/2019	Card - Petty Cash	DD	208.24		PCSEPT-PT1/11171/Card - Petty
11/09/2019	Cash	173.01	173.01		RE-ENTRY
13/09/2019	Handelsbanken	DD	9.20		Bank Charges
26/09/2019	Card - Petty Cash	DD	183.81		Various items for Town Hall
30/09/2019	Card - Petty Cash	DD	637.37		STMSEPTPT3/11243/Card - Petty
30/09/2019	Card - Petty Cash	DDa	0.01		STMSEPTPT3/11243/Card - Petty
Total Payments			<u>3,577.04</u>		

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List of Purchase Ledger Payments

User: MGG

Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13	Acclaim Fabrications						
PA068/11005/1235/Acclaim Fabri	09/07/2019	PA068	1	1,970.00	0.00	1,970.00	0.00
PA079/11006/1355/Acclaim Fabri	09/07/2019	PA079	1	870.00	0.00	870.00	0.00
					0.00	2,840.00	
Above paid on 10/07/2019 by Online Payment Ref A13							
A15	HawkEye Pest Control Ltd						
Victoria Park Pest Control	02/07/2019	9770SM52	1	151.20	0.00	151.20	0.00
Bowling Green Pest Management	02/07/2019	9770SM54	1	90.00	0.00	90.00	0.00
					0.00	241.20	
Above paid on 10/07/2019 by Online Payment Ref A15							
A20	A & S Meats						
Market management July 2019	04/07/2019	33	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	
Above paid on 10/07/2019 by Online Payment Ref A20							
A46	Aprimatic Automation Ltd						
THall ManStr Doors Protects	04/07/2019	914689	1	1,920.19	0.00	1,920.19	0.00
					0.00	1,920.19	
Above paid on 10/07/2019 by Online Payment Ref A46							
A7	Hughes & Salvidge t/a Aasvogel Skip Hire						
WestMills 6Yd Skip (mixed)	30/06/2019	243205	1	281.35	0.00	281.35	0.00
					0.00	281.35	
Above paid on 10/07/2019 by Online Payment Ref A7							
C10	Crescent Signs Ltd						
18344/10995/Crescent Signs Ltd	04/07/2019	18344	1	218.40	0.00	218.40	0.00
					0.00	218.40	
Above paid on 10/07/2019 by Online Payment Ref 17108/1710							

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Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C2 Citizens Advice Bureau							
<i>Annual Grant 2019/20</i>	04/07/2019	GRANT2019/20	1	10,000.00	0.00	10,000.00	0.00
					0.00	10,000.00	
Above paid on 10/07/2019 by Online Payment Ref C2							
D2 Mr B Digby							
<i>Representing NTC at Wedding</i>	22/06/2019	20190622BD	1	75.00	0.00	75.00	0.00
					0.00	75.00	
Above paid on 10/07/2019 by Online Payment Ref D2							
E12 elliswhittam							
<i>SINV010396/11008/1387/elliswhi</i>	08/07/2019	SINV010396	1	2,160.00	0.00	2,160.00	0.00
					0.00	2,160.00	
Above paid on 10/07/2019 by Online Payment Ref E12							
G22 The Good Exchange Ltd							
<i>Grant Aid Round 1</i>	04/07/2019	GRANT2019/20-1	1	11,350.00	0.00	11,350.00	0.00
					0.00	11,350.00	
Above paid on 10/07/2019 by Online Payment Ref G22							
G27 Greengage Environmental Ltd							
<i>Bat emergence & re-entry srvys</i>	28/06/2019	11091	1	865.28	0.00	865.28	0.00
					0.00	865.28	
Above paid on 10/07/2019 by Online Payment Ref G27							
H11 Healthmatic Ltd							
<i>2019/20 Qtr1 Wharf Contract</i>	04/07/2019	9262	1	3,444.00	0.00	3,444.00	0.00
					0.00	3,444.00	
Above paid on 10/07/2019 by Online Payment Ref INV7984							
I15 In Balance Energy Ltd							
<i>Rem/Disp/Repl Solar Invertor</i>	20/06/2019	20190620IBE	1	685.00	0.00	685.00	0.00
					0.00	685.00	
Above paid on 10/07/2019 by Online Payment Ref I15							

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List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
J15 Jenks Oxford Ltd							
6454/11007/1262/Jenks Group Lt	09/07/2019	6454	1	2,286.00	0.00	2,286.00	0.00
					0.00	2,286.00	
Above paid on 10/07/2019 by Online Payment Ref J15							
J2 JS Maintenance Services							
A5143/10998/JS Maintenance Ser	01/07/2019	A5143	1	52.00	0.00	52.00	0.00
					0.00	52.00	
Above paid on 10/07/2019 by Online Payment Ref J2							
L13 Link Up							
6/19/3638/10999/West Berkshire	30/06/2019	6/19/3638	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 10/07/2019 by Online Payment Ref L13							
L19 Laura L Line							
Refund allot rent/key WM78	08/07/2019	REFUND	1	42.63	0.00	42.63	0.00
					0.00	42.63	
Above paid on 10/07/2019 by Online Payment Ref L19							
M28 Minster Cleaning Services							
4912/10989/Minster Cleaning Se	01/07/2019	4912	1	1,377.53	0.00	1,377.53	0.00
					0.00	1,377.53	
Above paid on 10/07/2019 by Online Payment Ref INV29354							
N16 Newbury Tools Ltd							
NRC Bowser	04/07/2019	1147970	1	110.40	0.00	110.40	0.00
					0.00	110.40	
Above paid on 10/07/2019 by Online Payment Ref N16							
N7 Newbury News Ltd							
SIN666393/10996/Newbury News L	02/07/2019	SIN666393	1	612.00	0.00	612.00	0.00
					0.00	612.00	
Above paid on 10/07/2019 by Online Payment Ref SIN654247							

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List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P45	Polaris Medical Services Ltd						
<i>Medical support services</i>	04/07/2019	3155	1	450.00	0.00	450.00	0.00
					0.00	450.00	
Above paid on 10/07/2019 by Online Payment Ref P45							
S11	South West Hygiene						
<i>212816/10997/South West Hygien</i>	14/07/2019	212816	1	172.22	0.00	172.22	0.00
					0.00	172.22	
Above paid on 10/07/2019 by Online Payment Ref S11							
T38	The Play Inspection Company Ltd						
<i>Operational Insp training Jo L.</i>	28/06/2019	36685	1	660.00	0.00	660.00	0.00
					0.00	660.00	
Above paid on 10/07/2019 by Online Payment Ref T38							
V2	Volunteer Centre West Berkshire						
<i>Grant 2019-20</i>	04/07/2019	GRANT2019/20	1	500.00	0.00	500.00	0.00
					0.00	500.00	
Above paid on 10/07/2019 by Online Payment Ref V2							
W24	Wiltshire Countryside Services						
<i>GlenAve Chip and Grind Stump</i>	04/07/2019	752	1	1,080.00	0.00	1,080.00	0.00
					0.00	1,080.00	
Above paid on 10/07/2019 by Online Payment Ref W24							
Total Purchase Ledger Payments					0.00	42,793.20	

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List of Purchase Ledger Payments

User: MGG

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Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15	HawkEye Pest Control Ltd						
9831SM12/11040/1402/HawkEye Pe	10/07/2019	9831SM12	1	96.00	0.00	96.00	0.00
9887SSM10/11055/1404/HawkEye P	23/07/2019	9887SSM10	1	60.00	0.00	60.00	0.00
					0.00	156.00	
Above paid on 25/07/2019 by Online Payment Ref A15							
A4	Ab-Fab Loos Limited						
Q388880/11054/1271/Ab-Fab Loos	24/07/2019	Q388880	1	154.08	0.00	154.08	0.00
					0.00	154.08	
Above paid on 25/07/2019 by Online Payment Ref A4							
B55	British Red Cross						
N1289217/11049/1350/British Re	12/07/2019	N1289217	1	834.00	0.00	834.00	0.00
					0.00	834.00	
Above paid on 25/07/2019 by Online Payment Ref B55							
C10	Crescent Signs Ltd						
TwiningDocCerts	12/07/2019	18353	1	237.60	0.00	237.60	0.00
					0.00	237.60	
Above paid on 25/07/2019 by Online Payment Ref 17108/1710							
C20	Co-Operative Group Plc - AP						
Refund monies paid by mistake	17/07/2019	REFUND	1	59.25	0.00	59.25	0.00
Refund correction 0.03p short	16/07/2019	REFUNDX	1	0.03	0.00	0.03	0.00
					0.00	59.28	
Above paid on 25/07/2019 by Online Payment Ref C20							
D12	DCK Accounting Solutions Ltd						
P1467/11039/DCK Accounting Sol	18/07/2019	P1467	1	92.40	0.00	92.40	0.00
					0.00	92.40	
Above paid on 25/07/2019 by Online Payment Ref P1104							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
D14							
Amber Draper							
<i>Allotrent refund?P11a/12b-Drap</i>	18/07/2019	REFUND	1	58.48	0.00	58.48	0.00
					0.00	58.48	
Above paid on 25/07/2019 by Online Payment Ref D14							
D15							
DWF LLP							
<i>VAT for professional legal fee</i>	23/04/2019	2014015-100/XCM/PXH	1	4,989.98	0.00	4,989.98	0.00
					0.00	4,989.98	
Above paid on 25/07/2019 by Online Payment Ref D15							
D2							
Mr B Digby							
<i>Wedding - 20.07.19</i>	20/07/2019	190720	1	30.00	0.00	30.00	0.00
					0.00	30.00	
Above paid on 25/07/2019 by Online Payment Ref D2							
E14							
Environmental Solutions Ltd							
<i>Secure shredding</i>	12/07/2019	12167	1	63.04	0.00	63.04	0.00
					0.00	63.04	
Above paid on 25/07/2019 by Online Payment Ref E14							
G5							
Global Drone Surveys Limited							
<i>682/11033/1319/Global Drone Su</i>	15/07/2019	682	1	2,085.00	0.00	2,085.00	0.00
<i>Correction to payment entered</i>	15/07/2019	682X	1	0.90	0.00	0.90	0.00
					0.00	2,085.90	
Above paid on 25/07/2019 by Online Payment Ref G5							
H18							
Hare & Hounds Hotel & Restaurant							
<i>Carcaixent Twinning Dinner</i>	12/07/2019	60149	1	364.00	0.00	364.00	0.00
					0.00	364.00	
Above paid on 25/07/2019 by Online Payment Ref H18							
H2							
Hungerford Town Band							
<i>Music in bandstand 07.07.2019</i>	17/07/2019	VP070719	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 25/07/2019 by Online Payment Ref H2							

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Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
I1	Her Majesty's Revenue and Customs						
<i>Payroll - July 2019</i>	23/07/2019	PRJULY19	1	8,130.99	0.00	8,130.99	0.00
					0.00	8,130.99	
Above paid on 25/07/2019 by Online Payment Ref 120PW00124							
J2	JS Maintenance Services						
<i>A5146/11024/1398/JS Maintenanc</i>	16/07/2019	A5146	1	63.60	0.00	63.60	0.00
					0.00	63.60	
Above paid on 25/07/2019 by Online Payment Ref J2							
L17	Lizard Racing Ltd						
<i>Chamber Speaker Battery Upgrde</i>	08/07/2019	664	1	375.00	0.00	375.00	0.00
					0.00	375.00	
Above paid on 25/07/2019 by Online Payment Ref L17							
L3	G & P Lilleystone						
<i>PF 4 Master keys</i>	16/07/2019	L9820	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 25/07/2019 by Online Payment Ref L3							
N9	Kim Newbrook						
<i>Allotrent refund-WC43-Newbrook</i>	16/07/2019	REFUND	1	40.53	0.00	40.53	0.00
					0.00	40.53	
Above paid on 25/07/2019 by Online Payment Ref N9							
O3	Elizabeth O'Keeffe						
<i>Refund - Mayors Meal</i>	15/07/2019	REFUND150719	1	161.50	0.00	161.50	0.00
					0.00	161.50	
Above paid on 25/07/2019 by Online Payment Ref O3							
P17	Caroline Edmunds						
<i>Refund-Market promotion FBook</i>	16/07/2019	REFUND160719	1	27.19	0.00	27.19	0.00
					0.00	27.19	
Above paid on 25/07/2019 by Online Payment Ref P17							

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Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P18 Prudential							
<i>Payroll - July 2019</i>	23/07/2019	PRJULY19	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 25/07/2019 by Online Payment Ref L643-24897							
P28 Paulette McAllister							
<i>VP Proj Stage 3 (20%)</i>	12/07/2019	PM IN 202	1	1,390.00	0.00	1,390.00	0.00
					0.00	1,390.00	
Above paid on 25/07/2019 by Online Payment Ref P28							
P44 Penny Post Ltd							
<i>Recruitment advert</i>	16/07/2019	15491	1	25.00	0.00	25.00	0.00
					0.00	25.00	
Above paid on 25/07/2019 by Online Payment Ref P44							
R14 Round & About							
<i>Christmas advert - T/hall hire</i>	25/07/2019	119953	1	192.00	0.00	192.00	0.00
					0.00	192.00	
Above paid on 25/07/2019 by Online Payment Ref R14							
R5 Berkshire Pension Fund							
<i>Payroll - July 2019</i>	23/07/2019	PRJULY19	1	8,151.81	0.00	8,151.81	0.00
					0.00	8,151.81	
Above paid on 25/07/2019 by Online Payment Ref QL66							
S4 Mr B Sylvester							
<i>Wedding - 20.07.19</i>	20/07/2019	N821	1	52.25	0.00	52.25	0.00
					0.00	52.25	
Above paid on 25/07/2019 by Online Payment Ref S4							
S6 Southern Remedial Services Limited							
<i>9562/11026/Southern Remedial S</i>	15/07/2019	9562	1	2,559.66	0.00	2,559.66	0.00
					0.00	2,559.66	
Above paid on 25/07/2019 by Online Payment Ref S6							

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List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S75	Stuart Michael Associates Ltd						
2031NTC/11034/Stuart Michael A	28/06/2019	2031NTC	1	3,684.00	0.00	3,684.00	0.00
					0.00	3,684.00	
Above paid on 25/07/2019 by Online Payment Ref S75							
T30	Technique Limited						
47472/11031/1394/Technique Lim	15/07/2019	47472	1	438.00	0.00	438.00	0.00
Laptop update & Check (Richie)	16/07/2019	47474	1	108.00	0.00	108.00	0.00
					0.00	546.00	
Above paid on 25/07/2019 by Online Payment Ref T30							
T45	A K Moir						
TRS-19-024/11048/A K Moir	16/07/2019	TRS-19-024	1	640.00	0.00	640.00	0.00
					0.00	640.00	
Above paid on 25/07/2019 by Online Payment Ref T45							
W1	West Berkshire District Council						
GMO Contract - May 2019	17/07/2019	208787-464189	1	27,102.74	0.00	27,102.74	0.00
208787-464190/11020/West Berks	17/07/2019	208787-464190	1	5,736.00	0.00	5,736.00	0.00
GMO Contract - June 2019	17/07/2019	208787-464191	1	27,102.74	0.00	27,102.74	0.00
208787-464192/11021/West Berks	17/07/2019	208787-464192	1	3,419.52	0.00	3,419.52	0.00
					0.00	63,361.00	
Above paid on 25/07/2019 by Online Payment Ref W1							
W25	Empire Cafe Newbury Ltd						
Cake for Twinning event	12/07/2019	34	1	70.00	0.00	70.00	0.00
					0.00	70.00	
Above paid on 25/07/2019 by Online Payment Ref W25							
W8	Watership Brass						
Twin Town Ceremony	13/07/2019	217	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 25/07/2019 by Online Payment Ref W8							
Total Purchase Ledger Payments					0.00	99,165.29	

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List of Purchase Ledger Payments

User: MGG

Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
PA086/11087/1384/Acclaim Fabri	31/07/2019	PA086	1	590.00	0.00	590.00	0.00
Bodin Gardens - replace chains	31/07/2019	PA087	1	590.00	0.00	590.00	0.00
PA088/11086/Acclaim Fabricatio	31/07/2019	PA088	1	1,060.00	0.00	1,060.00	0.00
					0.00	2,240.00	
Above paid on 07/08/2019 by Online Payment Ref A13							
A20 A & S Meats							
Market Management - August 19	01/08/2019	34	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	
Above paid on 07/08/2019 by Online Payment Ref A20							
A4 Ab-Fab Loos Limited							
Q38957/11101/1334/Ab-Fab Loos	28/07/2019	Q38957	1	128.38	0.00	128.38	0.00
					0.00	128.38	
Above paid on 07/08/2019 by Online Payment Ref A4							
C21 Catalina Preda							
Allot rent refund DF9b-Preda	02/08/2019	REFUND	1	39.00	0.00	39.00	0.00
					0.00	39.00	
Above paid on 07/08/2019 by Online Payment Ref C21							
C57 Church House Vintners							
Wine-Twin Town Reception	31/07/2019	3931	1	197.10	0.00	197.10	0.00
					0.00	197.10	
Above paid on 07/08/2019 by Online Payment Ref C57							
D16 Mrs Iris Digweed							
Allotrent refund-WM36b Digweed	02/08/2019	REFUND	1	31.60	0.00	31.60	0.00
					0.00	31.60	
Above paid on 07/08/2019 by Online Payment Ref D16							

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Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
D2	Mr B Digby						
<i>Civic duties May to August 19</i>	06/08/2019	HD050819	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 07/08/2019 by Online Payment Ref D2							
E13	Easton Bevins Limited						
<i>Building survey - Clock House</i>	01/08/2019	L9430	1	780.00	0.00	780.00	0.00
					0.00	780.00	
Above paid on 07/08/2019 by Online Payment Ref E13							
E5	East Woodhay Silver Band						
<i>Music in bandstand 28.07.19</i>	30/07/2019	190005	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 07/08/2019 by Online Payment Ref E5							
J2	JS Maintenance Services						
<i>T/Hall - repair gents toilet</i>	25/07/2019	A5149	1	80.49	0.00	80.49	0.00
					0.00	80.49	
Above paid on 07/08/2019 by Online Payment Ref J2							
L23	Lyreco UK Ltd						
<i>Stationery</i>	31/07/2019	6520196348	1	265.27	0.00	265.27	0.00
					0.00	265.27	
Above paid on 07/08/2019 by Online Payment Ref L23							
M28	Minster Cleaning Services						
<i>Office cleaning - August 19</i>	01/08/2019	5109	1	1,377.53	0.00	1,377.53	0.00
					0.00	1,377.53	
Above paid on 07/08/2019 by Online Payment Ref INV29354							
N8	Newbury Office Supplies						
<i>New toners 4 colours</i>	19/07/2019	10142	1	634.80	0.00	634.80	0.00
<i>10135/11071/1400/Newbury Offic</i>	23/07/2019	10135	1	240.00	0.00	240.00	0.00
					0.00	874.80	
Above paid on 07/08/2019 by Online Payment Ref N8							

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List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P10	Phoenix Brass						
<i>Music in Bandstand 04.08.19</i>	04/08/2019	040819	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 07/08/2019 by Online Payment Ref P10							
P23	Mr Garry Poulson						
<i>Civic duties May to August 19</i>	06/08/2019	HD050819	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 07/08/2019 by Online Payment Ref P23							
R20	RBS Software Solutions						
<i>Allotment software support</i>	30/07/2019	SM20605	1	145.20	0.00	145.20	0.00
					0.00	145.20	
Above paid on 07/08/2019 by Online Payment Ref R20							
S4	Mr B Sylvester						
<i>Civic Duties May to August 19</i>	06/08/2019	HD050819	1	79.00	0.00	79.00	0.00
					0.00	79.00	
Above paid on 07/08/2019 by Online Payment Ref S4							
S5	Mr D Stubbs						
<i>Civic duties may to August 19</i>	06/08/2019	HD050819	1	25.00	0.00	25.00	0.00
					0.00	25.00	
Above paid on 07/08/2019 by Online Payment Ref S5							
S58	Southern Electric Power Distribution Plc						
<i>EPL685/1/11092/1413/Southern E</i>	05/08/2019	EPL685/1	1	2,225.88	0.00	2,225.88	0.00
					0.00	2,225.88	
Above paid on 07/08/2019 by Online Payment Ref S58							
S8	Sue Ellis:Information Management Consult						
<i>Data protection Consulting</i>	29/07/2019	030	1	25.00	0.00	25.00	0.00
					0.00	25.00	
Above paid on 07/08/2019 by Online Payment Ref S8							

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Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T2	Mr R Thomason						
<i>Civic duties May to August 19</i>	06/08/2019	HD050819	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 07/08/2019 by Online Payment Ref T2							
W1	West Berkshire District Council						
<i>Nby Library contribution</i>	31/07/2019	208787-465970	1	7,818.75	0.00	7,818.75	0.00
<i>VP Premise Licence Fee</i>	31/07/2019	208787-465990	1	70.00	0.00	70.00	0.00
					0.00	7,888.75	
Above paid on 07/08/2019 by Online Payment Ref W1							
W26	WEL Medical Limited						
<i>S229448/11090/1412/WEL Medical</i>	01/08/2019	S229448	1	1,500.00	0.00	1,500.00	0.00
					0.00	1,500.00	
Above paid on 07/08/2019 by Online Payment Ref W26							
W8	Watership Brass						
<i>Music in Bandstand 23.06.19</i>	27/07/2019	216	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 07/08/2019 by Online Payment Ref W8							
Total Purchase Ledger Payments					0.00	20,023.00	

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Newbury Town Council 19-20

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List of Purchase Ledger Payments

User: MGG

Linked to Cashbook 1

Entered Month 5
by user GD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13	Acclaim Fabrications						
<i>PA091/11113/1418/Acclaim Fabri</i>	13/08/2019	PA091	1	675.00	0.00	675.00	0.00
					0.00	675.00	
Above paid on 20/08/2019 by Online Payment Ref A13							
A15	HawkEye Pest Control Ltd						
<i>9979SM13/11121/1421/HawkEye Pe</i>	06/08/2019	9979SM13	1	60.00	0.00	60.00	0.00
					0.00	60.00	
Above paid on 20/08/2019 by Online Payment Ref A15							
A22	Active Heating Services Ltd						
<i>Service Boiler - Suite 1</i>	21/07/2019	15521	1	120.00	0.00	120.00	0.00
					0.00	120.00	
Above paid on 20/08/2019 by Online Payment Ref 13872/1385							
B17	BiP Solutions Ltd						
<i>Training - David Ingram</i>	08/08/2019	110046	1	234.00	0.00	234.00	0.00
					0.00	234.00	
Above paid on 20/08/2019 by Online Payment Ref B17							
B24	Mrs Melanie Budworth						
<i>Allot rent refund- WM24a</i>	13/08/2019	REFUND	1	49.00	0.00	49.00	0.00
					0.00	49.00	
Above paid on 20/08/2019 by Online Payment Ref B24							
C16	CT Electrical Newbury Ltd						
<i>CT7168/11116/1392/CT Electrica</i>	01/08/2019	CT7168	1	216.00	0.00	216.00	0.00
<i>CEO Office - lights</i>	07/08/2019	CT7170	1	117.84	0.00	117.84	0.00
					0.00	333.84	
Above paid on 20/08/2019 by Online Payment Ref C16							
E13	Easton Bevins Limited						
<i>T/hall-building survey</i>	14/08/2019	L9484	1	2,820.00	0.00	2,820.00	0.00
					0.00	2,820.00	
Above paid on 20/08/2019 by Online Payment Ref E13							

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Linked to Cashbook 1**Entered Month 5
by user GD**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
J2 JS Maintenance Services							
<i>VP Bowls club - Barrier work</i>	02/08/2019	A5150	1	57.15	0.00	57.15	0.00
<i>Wharf Toilets - Repair bench</i>	13/08/2019	A5152	1	100.64	0.00	100.64	0.00
<i>Town Hall - toilet repairs</i>	15/08/2019	A5153	1	149.23	0.00	149.23	0.00
					0.00	307.02	
Above paid on 20/08/2019 by Online Payment Ref J2							
J6 Just Newbury Limited							
<i>CEO office-secondary glazing</i>	07/08/2019	7892-2018/2019	1	780.00	0.00	780.00	0.00
					0.00	780.00	
Above paid on 20/08/2019 by Online Payment Ref J6							
S2 SSE Contracting Ltd							
<i>Street Light repairs-June 19</i>	15/08/2019	882966	1	173.54	0.00	173.54	0.00
<i>Street light Maint - June 19</i>	13/08/2019	886492	1	1,237.01	0.00	1,237.01	0.00
					0.00	1,410.55	
Above paid on 20/08/2019 by Online Payment Ref S2							
W1 West Berkshire District Council							
<i>Premise Licence fees - Markets</i>	12/08/2019	208787-466326	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 20/08/2019 by Online Payment Ref W1							
Total Purchase Ledger Payments					0.00	6,969.41	

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User: MGG

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Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A11 All Plumbing Services Ltd							
4089/11136/1410/All Plumbing S	28/08/2019	4089	1	204.00	0.00	204.00	0.00
					0.00	204.00	
Above paid on 05/09/2019 by Online Payment Ref A11							
A15 HawkEye Pest Control Ltd							
Routine inspection - Southbys	01/09/2019	9925SM34	1	126.00	0.00	126.00	0.00
Routine inspection - W/Mills A	01/09/2019	9952SM33	1	114.00	0.00	114.00	0.00
Routine inspection - DF Allot	01/09/2019	9952SM35	1	108.00	0.00	108.00	0.00
Routine inspection WC Allot	01/09/2019	9952SM36	1	84.00	0.00	84.00	0.00
Routine inspection - OTP Allot	01/09/2019	9952SM37	1	96.00	0.00	96.00	0.00
Routine inspection -Parsons	01/09/2019	9952SM38	1	84.00	0.00	84.00	0.00
					0.00	612.00	
Above paid on 05/09/2019 by Online Payment Ref A15							
A20 A & S Meats							
Market management - September	04/09/2019	35	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	
Above paid on 05/09/2019 by Online Payment Ref A20							
A4 Ab-Fab Loos Limited							
Q39288/11157/1271/Ab-Fab Loos	21/08/2019	Q39288	1	159.22	0.00	159.22	0.00
Q39323/11158/1334/Ab-Fab Loos	21/08/2019	Q39323	1	244.40	0.00	244.40	0.00
					0.00	403.62	
Above paid on 05/09/2019 by Online Payment Ref A4							
C10 Crescent Signs Ltd							
Nby Library Info stickers	13/09/2019	18422	1	78.00	0.00	78.00	0.00
					0.00	78.00	
Above paid on 05/09/2019 by Online Payment Ref 17108/1710							
C5 Cold Ash Brass							
Music in the Bandstand 16.06.1	20/08/2019	CAB147	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 05/09/2019 by Online Payment Ref C5							

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Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C59 Canal & River Trust							
Access-Towpath, Bridge 62 Wm's	14/08/2019	120546	1	92.99	0.00	92.99	0.00
Lease - lock island	14/08/2019	120556	1	116.50	0.00	116.50	0.00
					0.00	209.49	

Above paid on 05/09/2019 by Online Payment Ref 8083919

D12 DCK Accounting Solutions Ltd							
Payroll - August 2019	28/08/2019	P1505	1	138.00	0.00	138.00	0.00
					0.00	138.00	

Above paid on 05/09/2019 by Online Payment Ref P1104

E14 Environmental Solutions Ltd							
Secure shredding	09/08/2019	12367	1	63.04	0.00	63.04	0.00
					0.00	63.04	

Above paid on 05/09/2019 by Online Payment Ref E14

I1 Her Majesty's Revenue and Customs							
Payroll - August 2019	30/08/2019	PR0819	1	7,880.38	0.00	7,880.38	0.00
					0.00	7,880.38	

Above paid on 05/09/2019 by Online Payment Ref 120PW00124

J2 JS Maintenance Services							
A5154/11160/1430/JS Maintenanc	19/08/2019	A5154	1	65.98	0.00	65.98	0.00
A5155/11159/1429/JS Maintenanc	19/08/2019	A5155	1	39.99	0.00	39.99	0.00
A51578/11161/1428/JS Maintenanc	20/08/2019	A51578	1	36.00	0.00	36.00	0.00
					0.00	141.97	

Above paid on 05/09/2019 by Online Payment Ref J2

L3 G & P Lilleystone							
L9827/11167/G & P Lilleystone	29/08/2019	L9827	1	954.70	0.00	954.70	0.00
					0.00	954.70	

Above paid on 05/09/2019 by Online Payment Ref L3

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List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M28	Minster Cleaning Services						
Office cleaning - September 19	01/09/2019	5309	1	1,377.53	0.00	1,377.53	0.00
					0.00	1,377.53	
Above paid on 05/09/2019 by Online Payment Ref INV29354							
M5	Market Trade News						
Market advert - MTNews	22/08/2019	1169135	1	120.00	0.00	120.00	0.00
					0.00	120.00	
Above paid on 05/09/2019 by Online Payment Ref M5							
M6	Fiona Moore						
Allotment refund - S92a - F Mo	05/09/2019	REFUND	1	40.50	0.00	40.50	0.00
					0.00	40.50	
Above paid on 05/09/2019 by Online Payment Ref M6							
P18	Prudential						
Payroll - August 19	30/08/2019	PR0819	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 05/09/2019 by Online Payment Ref L643-24897							
R16	Reynolds Blinds (Newbury) Ltd						
149519/11145/1411/Reynolds Bli	28/08/2019	149519	1	283.20	0.00	283.20	0.00
					0.00	283.20	
Above paid on 05/09/2019 by Online Payment Ref R16							
R5	Berkshire Pension Fund						
Payroll - August 2019	30/08/2019	PR0819	1	8,054.97	0.00	8,054.97	0.00
					0.00	8,054.97	
Above paid on 05/09/2019 by Online Payment Ref QL66							
S27	The Society of Local Council Clerks						
SLCC Full membership- Hugh	01/09/2019	MEM225147	1	386.00	0.00	386.00	0.00
					0.00	386.00	
Above paid on 05/09/2019 by Online Payment Ref S27							

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List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T30							
Technique Limited							
Office 365	27/08/2019	47832	1	7,418.92	0.00	7,418.92	0.00
					0.00	7,418.92	
Above paid on 05/09/2019 by Online Payment Ref T30							
W10							
Wantage Silver Band							
Music in the bandstand-30.06.1	30/08/2019	NTC0630-1	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 05/09/2019 by Online Payment Ref W10							
W2							
The World's Fair Ltd							
Qtr page advert - MTNews	30/08/2019	1336234	1	210.00	0.00	210.00	0.00
					0.00	210.00	
Above paid on 05/09/2019 by Online Payment Ref 1332833							
W8							
Watership Brass							
Music in the bandstand - 01.09	13/08/2019	219	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 05/09/2019 by Online Payment Ref W8							
Total Purchase Ledger Payments					0.00	30,546.32	

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List of Purchase Ledger Payments

User: MGG

Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
PA101/11198/1436/Acclaim Fabri	10/09/2019	PA101	1	795.00	0.00	795.00	0.00
					0.00	795.00	
Above paid on 20/09/2019 by Online Payment Ref A13							
C10 Crescent Signs Ltd							
18476/11207/1405/Crescent Sign	05/09/2019	18476	1	450.00	0.00	450.00	0.00
18494/11208/1445/Crescent Sign	16/09/2019	18494	1	86.40	0.00	86.40	0.00
18506/11205/1406/Crescent Sign	18/09/2019	18506	1	315.60	0.00	315.60	0.00
					0.00	852.00	
Above paid on 20/09/2019 by Online Payment Ref 17108/1710							
C16 CT Electrical Newbury Ltd							
CT7182/11209/CT Electrical New	11/09/2019	CT7182	1	108.00	0.00	108.00	0.00
					0.00	108.00	
Above paid on 20/09/2019 by Online Payment Ref C16							
C36 Corn Exchange							
942/11197/1446/Corn Exchange	09/09/2019	942	1	618.00	0.00	618.00	0.00
					0.00	618.00	
Above paid on 20/09/2019 by Online Payment Ref C36							
D12 DCK Accounting Solutions Ltd							
Payroll September 19	19/09/2019	P1541	1	108.00	0.00	108.00	0.00
					0.00	108.00	
Above paid on 20/09/2019 by Online Payment Ref P1104							
D17 Gert Macky Books / DRU Pictures							
190911/11216/1451/Gert Macky B	11/09/2019	190911	1	500.00	0.00	500.00	0.00
					0.00	500.00	
Above paid on 20/09/2019 by Online Payment Ref D17							

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List of Purchase Ledger Payments

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Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
E14	Environmental Solutions Ltd						
Secure Shredding & glass rec	06/09/2019	12574	1	63.04	0.00	63.04	0.00
					0.00	63.04	
Above paid on 20/09/2019 by Online Payment Ref E14							
F5	Foxes Tree Services & Son Ltd						
2872/11199/1419/Foxes Tree Ser	17/09/2019	2872	1	1,224.00	0.00	1,224.00	0.00
					0.00	1,224.00	
Above paid on 20/09/2019 by Online Payment Ref F5							
H14	Huck Nets (UK) Ltd						
250585/11202/1454/Huck Nets (U	13/09/2019	250585	1	6.96	0.00	6.96	0.00
253729/11203/1450/Huck Nets (U	13/09/2019	253729	1	101.99	0.00	101.99	0.00
					0.00	108.95	
Above paid on 20/09/2019 by Online Payment Ref H14							
I1	Her Majesty's Revenue and Customs						
Payroll - September 19	19/09/2019	PRSEPT19	1	8,273.17	0.00	8,273.17	0.00
					0.00	8,273.17	
Above paid on 20/09/2019 by Online Payment Ref 120PW00124							
I5	Insideout Site Services						
T/Hall - window cleaning	17/09/2019	VR09734	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 20/09/2019 by Online Payment Ref I5							
J2	JS Maintenance Services						
WC Change Rm-Leak toilet	12/09/2019	A5161	1	64.00	0.00	64.00	0.00
WC Chang Rm - leak-toilets	18/09/2019	A5163	1	88.18	0.00	88.18	0.00
					0.00	152.18	
Above paid on 20/09/2019 by Online Payment Ref J2							

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Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M2	Miss Margaret Gore						
<i>Contribution to eye test etc</i>	11/09/2019	REFUND110919	1	91.50	0.00	91.50	0.00
					0.00	91.50	
Above paid on 20/09/2019 by Online Payment Ref M2							
N7	Newbury News Ltd						
<i>Wedding advert Out&about</i>	05/09/2019	SIN667693	1	120.00	0.00	120.00	0.00
					0.00	120.00	
Above paid on 20/09/2019 by Online Payment Ref SIN654247							
P15	David Pawley Clock & Sundial maker						
<i>Clock House-maintenance</i>	15/09/2019	96627	1	270.00	0.00	270.00	0.00
<i>T/Hall clock maintenance</i>	15/09/2019	96628	1	270.00	0.00	270.00	0.00
					0.00	540.00	
Above paid on 20/09/2019 by Online Payment Ref P15							
P16	PKF Littlejohn LLP						
<i>Annual return 31.03.19</i>	09/09/2019	SB20191792	1	2,400.00	0.00	2,400.00	0.00
					0.00	2,400.00	
Above paid on 20/09/2019 by Online Payment Ref BE0057							
P18	Prudential						
<i>Payroll - September 19</i>	19/09/2019	PRSEPT19	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 20/09/2019 by Online Payment Ref L643-24897							
P6	Pangbourne and District Silver Band						
<i>Musib ib Bandstand-08.09.19</i>	15/09/2019	08/09/19/PSB	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 20/09/2019 by Online Payment Ref P6							
R17	ROSPA						
<i>1058329/11212/1443/ROSPA</i>	05/09/2019	1058329	1	174.00	0.00	174.00	0.00
<i>1058330/11211/1442/ROSPA</i>	05/09/2019	1058330	1	174.00	0.00	174.00	0.00

Continued over page

Linked to Cashbook 1**Entered Month 6
by user MGG**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
1057177/11213/1417/ROSPA	13/09/2019	1057177	1	336.00	0.00	336.00	0.00
					0.00	684.00	

Above paid on 20/09/2019 by Online Payment Ref R17

R5 Berkshire Pension Fund

payroll - September 2019	19/09/2019	PRSEPT19	1	8,171.05	0.00	8,171.05	0.00
					0.00	8,171.05	

Above paid on 20/09/2019 by Online Payment Ref QL66

S13 Mole Country Stores

57432342/11210/Mole Country St	20/08/2019	57432342	1	4.75	0.00	4.75	0.00
					0.00	4.75	

Above paid on 20/09/2019 by Online Payment Ref New068

S21 Trade UK - 6331640070618731

1006157921/11200/1441/Trade UK	03/09/2019	1006157921	1	111.98	0.00	111.98	0.00
1006535071/11201/1444/Trade UK	04/09/2019	1006535071	1	48.99	0.00	48.99	0.00
					0.00	160.97	

Above paid on 20/09/2019 by Online Payment Ref 6331640070

S4 Mr B Sylvester

Cover for Weddings	01/09/2019	N822	1	125.00	0.00	125.00	0.00
					0.00	125.00	

Above paid on 20/09/2019 by Online Payment Ref S4

T18 Kym Heasman

contribution - eye test etc	13/09/2019	REFUND130919	1	65.00	0.00	65.00	0.00
					0.00	65.00	

Above paid on 20/09/2019 by Online Payment Ref T18

W24 Wiltshire Countryside Services

776/11196/1420/Wiltshire Count	30/08/2019	776	1	2,070.00	0.00	2,070.00	0.00
					0.00	2,070.00	

Above paid on 20/09/2019 by Online Payment Ref W24

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Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
W29							
Waterplay Solutions Ltd							
0382/11206/1457/Waterplay Solu	17/09/2019	0382	1	225.00	0.00	225.00	0.00
					0.00	225.00	
Above paid on 20/09/2019 by Online Payment Ref W29							
Total Purchase Ledger Payments					0.00	27,989.61	

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List of Purchase Ledger Payments

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A4	Ab-Fab Loos Limited						
Q39684/11222/1334/Ab-Fab Loos	24/09/2019	Q39684	1	244.40	0.00	244.40	0.00
Q39749/11223/1271/Ab-Fab Loos	24/09/2019	Q39749	1	154.08	0.00	154.08	0.00
					0.00	398.48	
Above paid on 30/09/2019 by Online Payment Ref A4							
A7	Hughes & Salvidge t/a Aasvogel Skip Hire						
246653/11245/1456/Hughes & Sal	30/09/2019	246653	1	689.16	0.00	689.16	0.00
					0.00	689.16	
Above paid on 30/09/2019 by Online Payment Ref A7							
B29	Broxap Ltd						
254187/11247/1433/Broxap Ltd	27/09/2019	254187	1	1,104.00	0.00	1,104.00	0.00
					0.00	1,104.00	
Above paid on 30/09/2019 by Online Payment Ref B29							
C16	CT Electrical Newbury Ltd						
CT7186/11237/1473/CT Electrica	11/09/2019	CT7186	1	218.34	0.00	218.34	0.00
					0.00	218.34	
Above paid on 30/09/2019 by Online Payment Ref C16							
C3	Chubb Fire and Security Ltd						
Annual contract to 31.01.20	17/09/2019	7804233	1	307.33	0.00	307.33	0.00
					0.00	307.33	
Above paid on 30/09/2019 by Online Payment Ref C3							
C36	Corn Exchange						
948/11238/1472/Corn Exchange	26/09/2019	948	1	229.20	0.00	229.20	0.00
					0.00	229.20	
Above paid on 30/09/2019 by Online Payment Ref C36							
C65	Carbon Footprint Ltd						
T/HallCarbon F/print Appraisal	30/09/2019	5022	1	1,140.00	0.00	1,140.00	0.00
					0.00	1,140.00	
Above paid on 30/09/2019 by Online Payment Ref C65							

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List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
D11	Digital Post Solutions Ltd						
<i>Franking Machine maintenance</i>	30/09/2019	66427	1	156.00	0.00	156.00	0.00
					0.00	156.00	
Above paid on 30/09/2019 by Online Payment Ref D11							
G7	Get Licensed Ltd						
<i>Door training Richie Sharp</i>	30/09/2019	209725	1	209.98	0.00	209.98	0.00
					0.00	209.98	
Above paid on 30/09/2019 by Online Payment Ref G7							
H11	Healthmatic Ltd						
<i>9453/11230/Healthmatic Ltd</i>	26/09/2019	9453	1	3,444.00	0.00	3,444.00	0.00
					0.00	3,444.00	
Above paid on 30/09/2019 by Online Payment Ref INV7984							
H20	The Cheese Agent						
<i>Cheese for NIB presentation</i>	25/09/2019	44	1	38.70	0.00	38.70	0.00
					0.00	38.70	
Above paid on 30/09/2019 by Online Payment Ref H20							
J2	JS Maintenance Services						
<i>A5165/11218/1462/JS Maintenanc</i>	20/09/2019	A5165	1	65.00	0.00	65.00	0.00
<i>A5166/11217/1463/JS Maintenanc</i>	24/09/2019	A5166	1	259.98	0.00	259.98	0.00
<i>Blossoms Fd-repair gate</i>	25/09/2019	A5168	1	36.00	0.00	36.00	0.00
<i>A5169/11235/1470/JS Maintenanc</i>	26/09/2019	A5169	1	214.96	0.00	214.96	0.00
<i>A5170/11236/1469/JS Maintenanc</i>	26/09/2019	A5170	1	84.92	0.00	84.92	0.00
					0.00	660.86	
Above paid on 30/09/2019 by Online Payment Ref J2							
L23	Lyreco UK Ltd						
<i>6520199107/11246/1458/Lyreco U</i>	30/09/2019	6520199107	1	121.51	0.00	121.51	0.00
					0.00	121.51	
Above paid on 30/09/2019 by Online Payment Ref L23							

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List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
L8 Mrs Joanne Lempriere							
<i>Contribution to eyetest</i>	23/09/2019	REFUND250919	1	35.00	0.00	35.00	0.00
					0.00	35.00	
Above paid on 30/09/2019 by Online Payment Ref L8							
M7 Michaels Civic Robes							
<i>73736/11224/1366/Michaels Civi</i>	10/09/2019	73736	1	1,713.18	0.00	1,713.18	0.00
					0.00	1,713.18	
Above paid on 30/09/2019 by Online Payment Ref M7							
P9 Poppy Appeal							
<i>4 x Poppy Wreaths for Mayor</i>	26/09/2019	190830	1	80.00	0.00	80.00	0.00
					0.00	80.00	
Above paid on 30/09/2019 by Online Payment Ref SAB26							
R12 Ramsbury Silver Band							
<i>Music in B/stand 21.07.19</i>	23/09/2019	19/003	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 30/09/2019 by Online Payment Ref R12							
S2 SSE Contracting Ltd							
<i>Street Light Maintenance</i>	27/09/2019	892104	1	1,237.01	0.00	1,237.01	0.00
					0.00	1,237.01	
Above paid on 30/09/2019 by Online Payment Ref S2							
S72 S Montague							
<i>5-2019/11227/1459/S Montague</i>	19/09/2019	5-2019	1	105.00	0.00	105.00	0.00
					0.00	105.00	
Above paid on 30/09/2019 by Online Payment Ref S72							
T19 Time4u Environmental Sservices Ltd							
<i>100041/11244/1452/Time4u Envir</i>	30/09/2019	100041	1	1,337.00	0.00	1,337.00	0.00
					0.00	1,337.00	
Above paid on 30/09/2019 by Online Payment Ref T19							
Total Purchase Ledger Payments					0.00	13,374.75	

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Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Staff							
Miscellaneous Income	180	0	(180)			0.0%	
Staff :- Income	180	0	(180)				0
Salaries/NI/PAYE	217,408	431,000	213,592		213,592	50.4%	
Misc Staff Expenses	1,057	2,500	1,443		1,443	42.3%	
Salary Reallocation	(217,345)	(428,403)	(211,058)		(211,058)	50.7%	
Staff :- Indirect Expenditure	1,121	5,097	3,976	0	3,976	22.0%	0
Movement to/(from) Gen Reserve	(941)						
Central Services							
Precept Received	512,492	1,024,983	512,492			50.0%	
Interest Received	2,667	3,200	533			83.3%	
Miscellaneous Income	5	0	(5)			0.0%	
Central Services :- Income	515,164	1,028,183	513,019			50.1%	0
Salary Reallocation	13,156	25,931	12,775		12,775	50.7%	
Bank Charges	1,155	2,000	845		845	57.7%	
Election Expenses	0	5,000	5,000		5,000	0.0%	
NYC	9	300	291		291	3.0%	
Local Democracy Week	0	300	300	295	5	98.3%	
Central Services :- Indirect Expenditure	14,319	33,531	19,212	295	18,917	43.6%	0
Movement to/(from) Gen Reserve	500,845						
P&R General							
Salary Reallocation	20,811	41,020	20,209		20,209	50.7%	
Members Allowances	54	390	336		336	14.0%	
Members' travel & subsistence	0	360	360		360	0.0%	
Marketing	116	800	684		684	14.5%	
Newsletter	0	1,000	1,000		1,000	0.0%	
P&R Projects Fund	2,411	9,000	6,589		6,589	26.8%	
P&R General :- Indirect Expenditure	23,392	52,570	29,178	0	29,178	44.5%	0
Movement to/(from) Gen Reserve	(23,392)						
Grants & Contributions							
Miscellaneous Income	2,000	0	(2,000)			0.0%	
Grants & Contributions :- Income	2,000	0	(2,000)				0
Contribution to BID Xmas light	0	12,000	12,000		12,000	0.0%	
Volunteer Centre	500	500	0		0	100.0%	

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Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Newbury Carnival	0	2,000	2,000		2,000	0.0%	
Grant Sub Committee	11,350	20,000	8,650		8,650	56.8%	
CAB Grant	10,000	20,000	10,000		10,000	50.0%	
CCTV	0	12,000	12,000		12,000	0.0%	
WBC - contribution to library	7,819	31,275	23,456		23,456	25.0%	
Grants & Contributions :- Indirect Expenditure	29,669	97,775	68,106	0	68,106	30.3%	0
Movement to/(from) Gen Reserve	(27,669)						
<u>Corporate Services</u>							
Miscellaneous Income	2,670	25	(2,645)			10681.7	
Corporate Services :- Income	2,670	25	(2,645)			10681.7	0
Visitor Information Centre	577	500	(77)		(77)	115.4%	452
Training and Development	4,398	5,000	602	338	265	94.7%	
Advertising Recruitment	535	1,500	965		965	35.7%	
Telephone	2,825	5,550	2,725		2,725	50.9%	
Postage	878	2,900	2,022		2,022	30.3%	
Printing/Stationery	1,443	3,200	1,757		1,757	45.1%	
Office Equipment	1,734	2,000	266		266	86.7%	
IT	7,829	8,600	771	935	(164)	101.9%	
Professional Fees	3,910	8,000	4,090		4,090	48.9%	
Audit	0	3,800	3,800		3,800	0.0%	
Subscriptions	4,202	4,300	98		98	97.7%	
Photocopier Charges	2,884	5,300	2,416		2,416	54.4%	
Advertising General	320	1,200	880	185	695	42.0%	
Recycling Costs	330	1,100	770		770	30.0%	
GM contract admin fee (WBC)	0	2,700	2,700		2,700	0.0%	
Capital exp computers etc	2,990	4,000	1,010		1,010	74.7%	
Insurance	7,088	14,500	7,413		7,413	48.9%	
Corporate Services :- Indirect Expenditure	41,942	74,150	32,208	1,458	30,750	58.5%	452
Net Income over Expenditure	(39,272)	(74,125)	(34,853)				
plus Transfer from EMR	452						
Movement to/(from) Gen Reserve	(38,820)						
<u>Town Hall</u>							
Suite Lease Income	18,125	38,000	19,875			47.7%	
Solar Panel Income	0	400	400			0.0%	
Chamber Hire	2,396	7,000	4,604			34.2%	
Projector Hire	0	50	50			0.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Miscellaneous Income	46	10	(36)			458.0%	
Town Hall :- Income	20,568	45,460	24,892			45.2%	0
Salary Reallocation	29,978	59,089	29,111		29,111	50.7%	
Town Hall Survey	4,600	4,780	180		180	96.2%	
Town Hall Refurb	0	5,000	5,000		5,000	0.0%	
PWLB Loan Interest	69	69	0		0	99.6%	
PWLB capital repayment	2,500	2,500	0		0	100.0%	
Rates	6,443	10,510	4,067		4,067	61.3%	
Water	218	500	282		282	43.5%	
Energy Supplies	(2,730)	10,800	13,530		13,530	(25.3%)	
Repairs and Maintenance	8,401	22,500	14,099	4,218	9,881	56.1%	
Maint. Contracts	6,888	13,750	6,862		6,862	50.1%	
Fire Extinguishers	837	733	(104)		(104)	114.2%	
Security	0	800	800		800	0.0%	
Town Hall :- Indirect Expenditure	57,203	131,031	73,828	4,218	69,610	46.9%	0
Movement to/(from) Gen Reserve	(36,635)						
<u>Weddings</u>							
Chamber Hire	2,131	2,000	(131)			106.5%	
Weddings :- Income	2,131	2,000	(131)			106.5%	0
Salary Reallocation	841	1,658	817		817	50.7%	
Weddings expenditure	911	1,000	89		89	91.1%	
Weddings :- Indirect Expenditure	1,752	2,658	906	0	906	65.9%	0
Movement to/(from) Gen Reserve	378						
<u>Newtown Road Cemetery</u>							
Cemetery Income	40	10	(30)			400.0%	
Miscellaneous Income	0	100	100			0.0%	
Newtown Road Cemetery :- Income	40	110	70			36.4%	0
Salary Reallocation	1,188	2,342	1,154		1,154	50.7%	
Toilet Hire NRC	522	1,300	778	373	405	68.8%	
Rates	323	294	(29)		(29)	109.8%	
Energy Supplies	152	800	648		648	19.0%	
Repairs and Maintenance	3,772	6,330	2,558		2,558	59.6%	
Maint. Contracts	2,680	10,825	8,145		8,145	24.8%	
Maint. Contracts Unscheduled	0	1,200	1,200		1,200	0.0%	
Fire Extinguishers	48	100	52		52	48.4%	
Tree Surveys & Works	0	466	466		466	0.0%	
Newtown Road Cemetery :- Indirect Expenditure	8,685	23,657	14,972	373	14,599	38.3%	0
Movement to/(from) Gen Reserve	(8,645)						

Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Shaw Cemetery</u>							
Cemetery Income	14,415	45,000	30,585			32.0%	
Miscellaneous Income	40	0	(40)			0.0%	
Shaw Cemetery :- Income	14,455	45,000	30,545			32.1%	0
Salary Reallocation	10,694	21,079	10,385		10,385	50.7%	
IT	544	1,160	617		617	46.9%	
Rent Payable	0	1,000	1,000		1,000	0.0%	
Rates	630	955	325		325	65.9%	
Water	1,992	400	(1,592)		(1,592)	498.1%	
Energy Supplies	192	1,550	1,358		1,358	12.4%	
Repairs and Maintenance	1,163	13,000	11,837	120	11,717	9.9%	
Maint. Contracts	14,534	58,710	44,177		44,177	24.8%	
Maint. Contracts Unscheduled	0	2,000	2,000		2,000	0.0%	
Fire Extinguishers	121	250	129		129	48.4%	
Tree Surveys & Works	0	2,528	2,528		2,528	0.0%	
Shaw Cemetery :- Indirect Expenditure	29,869	102,632	72,763	120	72,643	29.2%	0
Movement to/(from) Gen Reserve	(15,414)						
<u>Markets</u>							
Market Income	15,786	40,000	24,214			39.5%	
Miscellaneous Income	0	20	20			0.0%	
Markets :- Income	15,786	40,020	24,234			39.4%	0
Salary Reallocation	12,141	23,931	11,790		11,790	50.7%	
Subscriptions	358	325	(33)		(33)	110.2%	
Advertising General	901	2,500	1,599	1,020	579	76.8%	
Market Management	6,600	13,500	6,900		6,900	48.9%	
Rates	5,031	8,100	3,070		3,070	62.1%	
Energy Supplies	379	1,000	621		621	37.9%	
Repairs and Maintenance	238	3,000	2,762		2,762	7.9%	
Security	0	260	260		260	0.0%	
Markets :- Indirect Expenditure	25,648	52,616	26,968	1,020	25,948	50.7%	0
Movement to/(from) Gen Reserve	(9,861)						
<u>War Memorial</u>							
Salary Reallocation	1,751	3,451	1,700		1,700	50.7%	
Repairs and Maintenance	12	1,000	988		988	1.2%	
War Memorial :- Indirect Expenditure	1,763	4,451	2,688	0	2,688	39.6%	0
Movement to/(from) Gen Reserve	(1,763)						

Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Footway Lighting							
Salary Reallocation	1,751	3,452	1,701		1,701	50.7%	
Energy Supplies	2,165	6,400	4,235		4,235	33.8%	
Repairs and Maintenance	4,074	9,000	4,926	907	4,019	55.3%	
Footway Lighting :- Indirect Expenditure	7,990	18,852	10,862	907	9,955	47.2%	0
Movement to/(from) Gen Reserve	(7,990)						
Clock House							
Salary Reallocation	1,751	3,452	1,701		1,701	50.7%	
Energy Supplies	289	580	291		291	49.8%	
Repairs and Maintenance	918	1,200	283		283	76.5%	
Clock House :- Indirect Expenditure	2,958	5,232	2,274	0	2,274	56.5%	0
Movement to/(from) Gen Reserve	(2,958)						
Street Furniture							
Salary Reallocation	1,751	3,451	1,700		1,700	50.7%	
Repairs and Maintenance	1,235	3,000	1,765		1,765	41.2%	
Grit Bins	0	7,500	7,500		7,500	0.0%	
Street Furniture :- Indirect Expenditure	2,986	13,951	10,965	0	10,965	21.4%	0
Movement to/(from) Gen Reserve	(2,986)						
Recreation Grounds							
Income - Pitches	486	632	146			76.9%	
Other open spaces income	15,000	0	(15,000)			0.0%	
Miscellaneous Income	10	0	(10)			0.0%	
Recreation Grounds :- Income	15,496	632	(14,864)			2451.9%	0
Salary Reallocation	6,440	12,694	6,254		6,254	50.7%	
Water	465	510	45		45	91.3%	
Energy Supplies	583	2,000	1,417		1,417	29.2%	
Repairs and Maintenance	1,093	4,500	3,407	30	3,377	24.9%	
Maint. Contracts	6,502	26,265	19,763		19,763	24.8%	
Maint. Contracts Unscheduled	0	2,500	2,500		2,500	0.0%	
Tree Surveys & Works	0	1,131	1,131		1,131	0.0%	
Recreation Grounds :- Indirect Expenditure	15,083	49,600	34,517	30	34,487	30.5%	0
Movement to/(from) Gen Reserve	413						

Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Play Areas							
Salary Reallocation	9,014	17,767	8,753		8,753	50.7%	
Repairs and Maintenance	6,307	8,000	1,693	2,519	(826)	110.3%	
Maint. Contracts	5,129	20,721	15,592		15,592	24.8%	
Maint. Contracts Unscheduled	0	1,000	1,000		1,000	0.0%	
Replacement Play Equipment	0	20,000	20,000		20,000	0.0%	
Play Areas :- Indirect Expenditure	20,450	67,488	47,038	2,519	44,519	34.0%	0
Movement to/(from) Gen Reserve	(20,450)						
Victoria Park							
Income - Tennis Courts	6,454	10,000	3,546			64.5%	
Income - Bowling Club	450	900	450			50.0%	
Income - Kiosk/Cafe	2,600	8,000	5,400			32.5%	
Other open spaces income	2,350	200	(2,150)			1175.0%	
Sponsorship	0	1,000	1,000			0.0%	
CIL income applied	0	14,000	14,000			0.0%	
Miscellaneous Income	1,357	907	(450)			149.6%	
Victoria Park :- Income	13,210	35,007	21,797			37.7%	0
Salary Reallocation	19,040	37,529	18,489		18,489	50.7%	
PWLB Loan Interest	0	14,000	14,000		14,000	0.0%	
Toilet Hire NRC	0	700	700		700	0.0%	
Water	1,402	3,500	2,098		2,098	40.1%	
Energy Supplies	616	1,500	884		884	41.0%	
Repairs and Maintenance	6,959	17,700	10,741	2,333	8,408	52.5%	
Maint. Contracts	14,152	59,520	45,368		45,368	23.8%	
Maint. Contracts Unscheduled	(180)	2,500	2,680		2,680	(7.2%)	
Fire Extinguishers	97	200	103		103	48.4%	
Security	0	500	500		500	0.0%	
Tennis Courts Maintenance Fund	0	3,600	3,600		3,600	0.0%	
VP LTA Registration Fee	0	330	330		330	0.0%	
Music at the Bandstand	2,100	2,550	450		450	82.4%	
VP Fun Day	2,207	2,500	293		293	88.3%	
Tree Surveys & Works	0	2,563	2,563		2,563	0.0%	
Victoria Park :- Indirect Expenditure	46,393	149,192	102,799	2,333	100,467	32.7%	0
Movement to/(from) Gen Reserve	(33,182)						
Open Spaces							
Wayleave Income	0	25	25			0.0%	
Other open spaces income	0	15,000	15,000			0.0%	
Open Spaces :- Income	0	15,025	15,025			0.0%	0

Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Salary Reallocation	6,440	12,693	6,253		6,253	50.7%	
Rent Payable	175	170	(5)		(5)	102.7%	
Water	66	80	14		14	82.4%	
Repairs and Maintenance	890	4,000	3,110	375	2,735	31.6%	
Maint. Contracts	17,041	68,804	51,763		51,763	24.8%	
Maint. Contracts Unscheduled	0	3,000	3,000		3,000	0.0%	
Tree Surveys & Works	0	2,962	2,962		2,962	0.0%	
Open Spaces :- Indirect Expenditure	24,611	91,709	67,098	375	66,723	27.2%	0
Movement to/(from) Gen Reserve	(24,611)						
<u>Floral Displays</u>							
Miscellaneous Income	1,570	1,800	230			87.2%	
Floral Displays :- Income	1,570	1,800	230			87.2%	0
Salary Reallocation	3,243	6,393	3,150		3,150	50.7%	
Repairs and Maintenance	190	400	210		210	47.5%	
Maint. Contracts	5,109	20,639	15,530		15,530	24.8%	
Tree planting	0	2,000	2,000		2,000	0.0%	
Edible Crops	173	300	127		127	57.7%	
Additional Floral Displays NIB	0	1,500	1,500		1,500	0.0%	
Floral Displays :- Indirect Expenditure	8,716	31,232	22,516	0	22,516	27.9%	0
Movement to/(from) Gen Reserve	(7,146)						
<u>Britain & Newbury In Bloom</u>							
Sponsorship	500	500	0			100.0%	
Britain & Newbury In Bloom :- Income	500	500	0			100.0%	0
Salary Reallocation	4,706	9,276	4,570		4,570	50.7%	
Newbury In Bloom	2,130	7,000	4,870		4,870	30.4%	
Britain & Newbury In Bloom :- Indirect Expenditure	6,836	16,276	9,440	0	9,440	42.0%	0
Movement to/(from) Gen Reserve	(6,336)						
<u>Wash Common Allotment</u>							
Allotment Income	3,107	3,000	(107)			103.6%	
Wash Common Allotment :- Income	3,107	3,000	(107)			103.6%	0
Salary Reallocation	2,807	5,533	2,726		2,726	50.7%	
Water	537	485	(52)		(52)	110.8%	
Repairs and Maintenance	380	1,600	1,220		1,220	23.8%	
Maint. Contracts	336	1,357	1,021		1,021	24.7%	

Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Maint. Contracts Unscheduled	0	280	280		280	0.0%	
Extra security measures	0	500	500		500	0.0%	
Tree Surveys & Works	0	58	58		58	0.0%	
Wash Common Allotment :- Indirect Expenditure	4,060	9,813	5,753	0	5,753	41.4%	0
Movement to/(from) Gen Reserve	(954)						
<u>Allotments (except Wash Common</u>							
Allotment Income	18,596	18,000	(596)			103.3%	
Miscellaneous Income	75	40	(35)			187.5%	
Allotments (except Wash Common :- Income	18,671	18,040	(631)			103.5%	0
Salary Reallocation	14,035	27,665	13,630		13,630	50.7%	
Rent Payable	425	850	425		425	50.0%	
Water	3,447	3,000	(447)		(447)	114.9%	
Repairs and Maintenance	3,581	9,400	5,819	539	5,280	43.8%	
Maint. Contracts	1,679	6,780	5,101		5,101	24.8%	
Maint. Contracts Unscheduled	(365)	1,730	2,095	365	1,730	0.0%	
Extra security measures	(421)	3,000	3,421	421	3,000	0.0%	
Tree Surveys & Works	0	292	292		292	0.0%	
Allotments (except Wash Common :- Indirect Expenditure	22,382	52,717	30,335	1,325	29,010	45.0%	0
Movement to/(from) Gen Reserve	(3,711)						
<u>Wharf Toilets</u>							
Salary Reallocation	3,376	6,655	3,279		3,279	50.7%	
Wharf Toilets Contract	5,740	11,500	5,760		5,760	49.9%	
Rates	7,084	7,000	(84)		(84)	101.2%	
Energy Supplies	567	0	(567)		(567)	0.0%	
Repairs and Maintenance	2,112	2,000	(112)	0	(112)	105.6%	1,250
Wharf Toilets :- Indirect Expenditure	18,879	27,155	8,276	0	8,276	69.5%	1,250
plus Transfer from EMR	1,250						
Movement to/(from) Gen Reserve	(17,629)						
<u>S106 & CIL Unspent</u>							
S.106 income applied	0	51,000	51,000			0.0%	
CIL income applied	14,549	49,300	34,751			29.5%	
S106 & CIL Unspent :- Income	14,549	100,300	85,751			14.5%	0
Movement to/(from) Gen Reserve	14,549						

Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
CP,A&L General							
Salary Reallocation	14,484	28,549	14,065		14,065	50.7%	
CPA&L Committee Fund	0	1,500	1,500		1,500	0.0%	
Environmental Improvement Sche	0	1,000	1,000		1,000	0.0%	
Art Trail	0	1,000	1,000		1,000	0.0%	
CP,A&L General :- Indirect Expenditure	14,484	32,049	17,565	0	17,565	45.2%	0
Movement to/(from) Gen Reserve	(14,484)						
Civic Responsibility							
Sponsorship	190	0	(190)			0.0%	
Miscellaneous Income	1,225	0	(1,225)			0.0%	
Civic Responsibility :- Income	1,415	0	(1,415)				0
Salary Reallocation	17,444	34,383	16,939		16,939	50.7%	
Mayors Allowance 2019-20	0	2,500	2,500		2,500	0.0%	
Honorarium	1,800	3,375	1,575		1,575	53.3%	
Mayor Making	1,774	2,500	726		726	71.0%	
Remembrance	80	1,400	1,320		1,320	5.7%	
Regalia and Robes	1,428	0	(1,428)		(1,428)	0.0%	
Civic Hospitality & Events	759	1,500	741		741	50.6%	
Twin Towns	1,724	250	(1,474)		(1,474)	689.8%	1,594
Civic Award Scheme	0	500	500		500	0.0%	
Watership Brass	650	650	0		0	100.0%	
Civic Responsibility :- Indirect Expenditure	25,659	47,058	21,399	0	21,399	54.5%	1,594
Net Income over Expenditure	(24,244)	(47,058)	(22,814)				
plus Transfer from EMR	1,594						
Movement to/(from) Gen Reserve	(22,650)						
Planning & Highways							
Grants & Donations Received	220	100	(120)			220.0%	
Planning & Highways :- Income	220	100	(120)			220.0%	0
Salary Reallocation	20,502	40,410	19,908		19,908	50.7%	
P & H Committee Fund	642	2,000	1,358		1,358	32.1%	
Heritage Working Group	1,278	0	(1,278)		(1,278)	0.0%	1,278
Planning & Highways :- Indirect Expenditure	22,421	42,410	19,989	0	19,989	52.9%	1,278
Net Income over Expenditure	(22,201)	(42,310)	(20,109)				
plus Transfer from EMR	1,278						
Movement to/(from) Gen Reserve	(20,923)						

Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Capital & Projects							
Grants & Donations Received	0	80,000	80,000			0.0%	
Loan Proceeds	0	200,000	200,000			0.0%	
Capital & Projects :- Income	0	280,000	280,000			0.0%	0
CIL Expenditure	0	24,300	24,300		24,300	0.0%	
CAPEX VP Cafe	20,815	349,099	328,284	3,228	325,056	6.9%	
CAPEX VP changing Rooms	0	199,000	199,000		199,000	0.0%	
CAPEX Tree Maintenance Reserve	3,995	5,000	1,005	450	555	88.9%	
Capital & Projects :- Indirect Expenditure	24,810	577,399	552,589	3,678	548,911	4.9%	0
Movement to/(from) Gen Reserve	(24,810)						
Grand Totals:- Income	641,733	1,615,202	973,469			39.7%	
Expenditure	504,082	1,812,301	1,308,219	18,650	1,289,569	28.8%	
Net Income over Expenditure	137,651	(197,099)	(334,750)				
plus Transfer from EMR	4,574						
Movement to/(from) Gen Reserve	142,224						

Newbury Town Council

Policy and Resources Committee 3 October 2019

Item 9: In Year Budget Monitoring 2019/20

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

Overspent budget lines

Cost Centre	Code	Description	Reason
305	4410	Shaw Cemetery Water	There was a leak at one of the standpipes, which has now been fixed. We are awaiting a refund of some of this money.
340	4425	Play areas Repairs and Maintenance	The overspend will be transferred to the other budget heading for replacing playground equipment, once expenditure is invoiced
430	4415	Wharf Toilet Energy Supplies	This relates to an electricity bill dating from before the contractor took over. The bill was contested, and reduced by nearly half, but then no invoice was issued for nearly two years! There was an accrual for this in last year's accounts, but as the invoice had not been issued, the accrual was not carried forward into this year, hence the overspend.
505	4670	Regalia and Robes New Mayor's Robe	The money for this was received by donation and appears elsewhere in an income code

Strategic Risk Register

	Risk or Trigger Event	Impact	Probability	Inherent Risk Score *	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk **
R.01	Contractors not supplying agreed services	8	4	32	All tasks are controlled by defined contracts and/or service level agreements. All contracts/agreements are monitored with corrective action taken and reported as required. Written procurement procedures are used and credit checks made on all potential suppliers.	List of preferred suppliers created. To be used to find alternatives quickly.	5	4	20
R.02	Council action(s) having unintended negative impact on other parties	8	5	40	Transparent procedures and processes in place to minimise risk in day-to-day service operations. Effective project management, action-planning and risk management procedures for all defined projects, events and services. Regular inspections of all assets and facilities to which the public have access. Insurance in place. Councillors available to discuss any issues at any time. Expert advice sought when appropriate.	Incidents discussed and analysed at Leader/Chief Exec. Meetings and at management team meetings. Any recommendations tabled at appropriate Council Committee.	8	2	16
R.03	Malicious misrepresentation and Media Misreporting	5	4	20	Relevant senior Councillors made available to issue statements and meet journalists. Use of the procedure for dealing with persistent and abusive complainers. Press Releases issued whenever possible to announce projects/events. Relevant Councillors made available to issue statements, meet journalists. Better reports presented to decision-making meetings and available to the public and the media	Make "Handling the press" training available to relevant Councillors and staff. Record instances of media misreporting in a log. Review and assess significance of this risk.	4	4	16
	Risk or Trigger Event	Impact	Probability	Inherent Risk	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk **

				Score *					
R.04	Significant change in funding, sudden large unexpected expenditure	5	4	20	Reserves policy in place. Insurance to cover major identifiable risks. Reserves position frequently monitored. Four-year budget planning in place.	Use of Public Works Loan Board and other sources to obtain funds. Use reserves. Increase precept. Increase income from services	2	4	8
R.05	Disaster impacting on the town	8	1	8	Emergency contact list and list of resources maintained by the Community Services Team. Key individuals will make themselves available. Active monitoring of information sources. Accept instructions from Category 1 responders, i.e. emergency services, West Berkshire Council.	Take part in consultations and exercises run by Category 1 responders. Initiate and/or take part in post-incident reviews. Undertake Counter-terrorism training.	7	1	7
R.06	Sudden loss of key staff	8	1	8	Use of agencies, locums etc	Train up other members of staff to do part of role and identify possible alternatives.	7	1	7
R.07	Fraud, misconduct, gross underperformance	6	2	12	Preventative measures in place, including payments authorisation, quarterly internal audits, spot checks. Audit reports reviewed. Insurance cover for identifiable risks. Performance management procedures in place, including monthly reviews and annual appraisals. List of payments and Income and Expenditure presented quarterly to P & R.	Review of recruitment process effectiveness. Consider obtaining news management service if an incident occurs.	6	1	6
R.08	Sudden loss of staff	5	3	15	Flexible allocation of tasks to create ease of workload sharing. Succession planning in place. Annual review/updating of job descriptions. Updating of succession plans. Staff development to increase resilience.	Continue preparing/ reviewing manuals for each service function. Cross training of staff	2	3	6
R.09	One off activities - experiencing problematic delivery or unexpected consequences	6	2	12	One-off activities given individual risk assessment, risk management plans, discussed with WBC Safety Advisory Group. Expert/professional advice sought when appropriate.	Ensure post-event reviews are always undertaken and, where appropriate, measures introduced to prevent recurrence.	6	1	6

	Risk or Trigger Event	Impact	Probability	Inherent Risk Score *	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk **
R.10	Confidential or sensitive information being disclosed	5	2	10	Councillor and staff induction and training in place. Security measures in place, e.g. use of safe(s), shredder. (Very little confidential information is held).	Regular review of training to ensure it is up-to-date with latest advice. Regular review of the impact on processes arising from changes in procedures, e.g. credit card payments, on-line banking. Councillor training needed for new Data Protection Regs.	5	1	5
R.11	Loss of I.T. facilities	5	1	5	Disaster recovery service in place. Daily data back-up in place. Hardware replacement service in place. All documents and emails in 'the Cloud'	Regular testing of disaster recovery service.	5	1	5
R.12	Loss of Town Hall due to fire, flood or similar major event	6	1	6	Management Team called together to agree priorities. Set up short term recovery in an alternative location. Establish medium/long term plan to return to Town Hall. Insurance in place to cover costs. 'the Cloud' in use so staff can work remotely.	WBC have agreed they will provide emergency office accommodation for NTC staff.	4	1	4
R.13	Loss of Town Hall contents including civic regalia	5	2	10	All contents including regalia insured. Most valuable regalia kept in alarmed Town Hall safe. Attendant with Mayor at all times when full chain is worn. All regalia and contents insured with up to date valuations. All important paperwork scanned and in cloud.	Explore back up into the Cloud, and cloud-based cemetery and accounts software	4	1	4
R.14	Loss of rental income for Victoria Park Cafe	2	4	8	Risk is not current	CIL money to be ring-fenced to cover the PWLB loan repayments, to avoid affecting the precept	1	4	4

*Inherent Risk is the product of Impact multiplied by Probability. Both Impact and Probability are assessed on a scale of 1 to 10, where 1 is a low score and 10 the highest. Therefore the higher the Inherent Risk Score, the more significant it is thought to be. Inherent Risk Score provides a means of prioritising management time and effort by highlighting areas of concern on a numerical scale. Subsequent experience and changes in circumstances over time can result in the need to re-value the scores for Impact and Probability.

**Residual Risk is the perceived risk remaining after planned actions have been taken. While good controls and mitigating plans are essential in managing strategic risks, some risks cannot be completely eliminated or may take some time to control following an incident.

Considered by Audit Working Group 30.9.19

Strategic Risk Register

	Risk or Trigger Event	Impact	Probability	Inherent Risk Score *	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk **
R.07	Significant change in funding, sudden large unexpected expenditure	8	4	32	Reserves policy in place. Insurance to cover major identifiable risks. Reserves position frequently monitored. Four year budget planning in place.	Use of Public Works Loan Board and other sources to obtain funds. Use reserves. Increase precept Increase income from services	5	4	20
R.01	Council action(s) having unintended negative impact on other parties	8	5	40	Transparent procedures and processes in place to minimise risk in day-to-day service operations. Effective project management, action-planning and risk management procedures for all defined projects, events and services. Regular inspections of all assets and facilities to which the public have access. Insurance in place. Councillors available to discuss any issues at any time. Expert advice sought when appropriate.	Incidents discussed and analysed at Leader/Chief Exec. Meetings and at management team meetings. Any recommendations tabled at appropriate Council Committee.	8	2	16
R.12	Malicious misrepresentation	5	4	20	Relevant senior Councillors made available to issue statements and meet journalists. Use of the procedure for dealing with persistent and abusive complainers.	Make "Handling the press" training available to relevant Councillors and staff.	4	4	16
R.11	Disaster impacting on the town	8	2	16	Emergency contact list and list of resources maintained by the Community Services Team. Key individuals will make themselves available. Active monitoring of information sources. Accept instructions from Category 1 responders, i.e. emergency services, West Berkshire Council.	Take part in consultations and exercises run by Category 1 responders. Initiate and/or take part in post-incident reviews. Undertake Counter-terrorism training.	7	2	14

	Risk or Trigger Event	Impact	Probability	Inherent Risk Score *	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk **
R.09	Contractors not supplying agreed services	8	2	16	All tasks are controlled by defined contracts and/or service level agreements. All contracts/agreements are monitored with corrective action taken and reported as required. Written procurement procedures are used and credit checks made on all potential suppliers.	List of preferred suppliers being created. ?? To be used to find alternatives quickly.	6	2	12
R.10	Confidential or sensitive information being disclosed	6	3	18	Councillor and staff induction and training in place. Security measures in place, e.g. use of safe(s), shredder. (Very little confidential information is held).	Regular review of training to ensure it is up-to-date with latest advice. Regular review of the impact on processes arising from changes in procedures, e.g. credit card payments, on-line banking. Training needed for new Data Protection Regs.	6	2	12
R.08	Fraud, misconduct, gross underperformance	8	2	16	Preventative measures in place, including payments authorisation, quarterly internal audits, spot checks. Audit reports reviewed. Insurance cover for identifiable risks. Performance management procedures in place, including monthly reviews and annual appraisals. Key performance indicators introduced and presented quarterly to P & R	Review of recruitment process effectiveness. Consider obtaining news management service if an incident occurs.	8	1	8
R.04	Sudden loss of staff	7	3	21	Flexible allocation of tasks to create ease of workload sharing. Succession planning in place. Annual review/updating of job descriptions. Updating of succession plans. Staff development to increase resilience. Use of agencies, locums.	Continue preparing/ reviewing manuals for each service function	4	2	8
R.03	Loss of I.T. facilities	9	2	18	Disaster recovery service in place. Daily data back-up in place. Hardware replacement service in place.	Regular testing of disaster recovery service. Consider using 'the Cloud' in future	8	1	8

	Risk or Trigger Event	Impact	Probability	Inherent Risk Score *	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk **
R.02	Media mis-reporting	3	3	9	Press Releases issued whenever possible to announce projects/events. Relevant Councillors made available to issue statements, meet journalists. Better reports presented to decision-making meetings and available to the public and the media	Record instances in a log. Review and assess significance of this risk.	3	2	6
R.05	Out-of-the-ordinary tasks experiencing problematic delivery or unexpected consequences	6	2	12	One-off activities given individual risk assessment, risk management plans, discussed with WBC Safety Advisory Group. Expert/professional advice sought when appropriate.	Ensure post-event reviews are always undertaken and, where appropriate, measures introduced to prevent recurrence.	6	1	6
R.06	Loss of Town Hall due to fire, flood or similar major event	8	1	8	Management Team called together to agree priorities. Set up short term recovery in an alternative location. Establish medium/long term plan to return to Town Hall. Insurance in place to cover costs.	WBC have agreed they will provide emergency office accommodation for NTC staff. Consider using 'the Cloud' in future so staff can work remotely.	5	1	5
R.13	Loss of Town Hall contents including civic regalia	5	2	10	All contents including regalia insured. Most valuable regalia kept in alarmed Town Hall safe. Attendant with Mayor at all times when full chain is worn. All regalia and contents insured with up to date valuations.		4	1	4
R.14	Loss of rental income for Victoria Park Cafe	2	4	8	Risk is not current	CIL money to be ring-fenced to cover the PWLB loan repayments, to avoid affecting the precept	1	4	4
R.15	Building of café in Victoria Park – construction phase	6	2	12	Project Manager employed. Work to be tendered for.	Robust review of tenders	2	2	4

*Inherent Risk is the product of Impact multiplied by Probability. Both Impact and Probability are assessed on a scale of 1 to 10, where 1 is a low score and 10 the highest. Therefore the higher the Inherent Risk Score, the more significant it is thought to be. Inherent Risk Score provides a means of prioritising management time and effort by highlighting areas of concern on a numerical scale. Subsequent experience and changes in circumstances over time can result in the need to re-value the scores for Impact and Probability.

**Residual Risk is the perceived risk remaining after planned actions have been taken. While good controls and mitigating plans are essential in managing strategic risks, some risks cannot be completely eliminated or may take some time to control following an incident.

Approved by Policy and Resources Committee 15.10.2018

Schedule for 2020/21 Budget

Date	Action
08.10.19	RFO to prepare 6 monthly figures and give to management team
11.10.19	Management team to give their draft budgets to the RFO
15.10.19	Agenda published for full council 21.10, inviting members proposals for Budget, and also Strategy review
17.10.19	RFO to prepare the first draft budget for Management Team
21.10.19	Full Council, inviting members proposals as well as Strategy review.
08.11.19	Closing date for Members' proposals
18.11.19	P&H committee to discuss their draft budget
20.11.19	Management team meet to consider draft budgets, including any Members' proposals and any issues arising from the Strategy review.
02.12.19	CPA&L to discuss their draft budget
Nov/early Dec	Staff Sub to agree budget
5.12.19	Draft to Leader's briefing
16.12.19	Community Services Committee to discuss their draft budget incl. charges for cemetery, allotments, markets etc
19.12.19	RFO to produce a composite budget to include the recommendations of all relevant committees and sub committees
20.12.19	Receive Council Tax Base information from WBDC
23.12.19	Send draft budget to both Group Leaders
08.01.20	Leader's Briefing
14.1.20	Draft budget to go out with P&R agenda for meeting on 20.1.20
20.01.20	P & R Committee considers draft budget and recommends precept to Council
28.1.20	Final budget/precept calculation to go out with Council agenda for meeting on 03.02.20
03.02.20	Council approves budget and Precept
04.02.20	RFO sends precept to WBDC

Newbury Town Council

Public Report to: Policy & Resources Committee, 14 October 2019

Agenda Item No 13:

Climate Change Working Group Report & Recommendations

Background

At the Council Meeting on 10th June 2019, a motion was passed which included

- i) the steps the Council should take to develop a clear evidence-based and **fully costed strategy to ensure the Council's activities are carbon neutral by 2030**
- ii) how best to engage, consult and work with relevant experts, potential partner organisations, outside bodies and community groups in the development of the strategy
- iii) the processes and structures the Council should employ to monitor and evaluate the implementation of the strategy
- iv) Explore how NTC can support and promote a wider program of activities to help Newbury become more sustainable
- v) **Report back to the Policy & Resources Committee on 14th October 2019** to give a status update and likely timescales for the completion of the strategy development, together with outline budget implications. This report and any recommendations would then come before the Full Council on 21st October 2019.

The Climate Change Working Group was set up to deliver the outcome tasked by the Council in reporting back to the 14th October Council meeting.

The Working Group met on 20th June 20th July 14th August 11th September, held a Workshop on 28th September and met again on 1st October 2019, Minutes set out in Appendix 14.1 - 5

Objective

To consider the areas for investigation in line with the motion above, to set objectives & outcomes and Report as directed

Outcomes

Following the initial meeting it was agreed that approval should be sought for Newbury Town Council to instruct an independent assessment of its Carbon Footprint. This work was instructed, and the outcome was published on 27th September 2019, the base line for measuring Newbury Town Council Footprint is agreed at 68.11 tonnes of CO₂e base on scope 1 to 3 emissions generated Appendix 14.6.

Section 5 of the Appraisal Report, Key Recommendations, suggest several actions to be taken to reduce energy consumption with compensating reduction in Carbon emissions

This includes recommended phase 1 actions including reviewing the Street lighting usage, energy controls on heating & lighting, efficient lighting units, draught excluding, triple glazing of windows, accurate use measuring, mileage reduction and educating staff, tenants, visitors, facility users and Members in responsible use of supply.

Financial and Legal implications

Currently there is no budget provision for any of the recommendations. To be able to pursue the desired outcomes, funding will have to be put assist in the forthcoming Budget discussion for next and subsequent years to fulfil the recommended outcomes

For the initial recommendation, Energy consumption reduction by 5%, it is estimated that the cost of Controls & installation to reduce lighting & power / heating initially in the Town Hall & other building would be in the region of £8,000 to £10,000.

This would be used on a rolling basis to replace lighting units, put in standalone controls, lock down heating units and replace life-expired elements across the estate.

The payback can be calculated by the reduction in consumption associated with the installations in specific areas. Carbon reduction follows in that for every KWH reduced an average of 0.367 Tonnes CO₂e is saved (based on average UK electricity generation)

These recommendations have Staff implications, meter readings will take a day per month, a full energy survey of all Newbury Town Council sites will require both Mechanical & Electrical Services input and Staff attendance, the continuation of the Climate Change Working Group will require Staff facilitating & reporting.

Staff deployment must be taken into consideration and balanced against other tasks required by this Council.

Reference to Council Strategy

In accord with the Councils Strategy & Carbon Reduction commitment set out in the Council meeting of 10th June 2010

Equality and Diversity impacts

A wide range of groups and interested parties have been involved in the feedback session with all groups comments & feedback considered in formulating these recommendations

Consultation:

The Climate Change Working Group held a public Worksop on the afternoon of 28th September 2019 with 56 members of the public in attendance during the afternoon. The Climate Change Working Group members outlines current ideas and work in hand as well as obtaining feedback and suggestions for delegates. The outcomes are set out in the attached Appendix.

Other information

The Working Group has consulted widely both as a Group & individually with Public, Professionals and interested Groups. The Recommendations follow a series of Working Group meetings and discussion.

Recommendation(s) :

The following recommendations are from the Working Group:

- 1.1 To agree an annual reduction target, from 2020/21 onward, averaging 7 Tonnes CO2e, to be reviewed in April annually.
- 1.2 To seek opportunities for carbon offset within our own operations first, e.g. by supporting local energy or carbon sequestration projects i.e. trees

Energy Efficiency & Supply

- 2.1 To agree an energy supply reduction for Newbury Town Council of 5 % based on the consumption figures included in the Carbon Footprint Appraisal Report 2018/18, base line, by 31st March 2020
- 2.2 To agree an allocation of funding to Carbon Change Fund, initially £15,000 for 2019/20, thereafter on a rolling basis for energy efficiency initiatives.
- 2.3 To monitor and manage supply consumption on a monthly basis & report consumption to P&R Committee on a bi-annual basis
- 2.4 To provide appropriate information to educate and encourage Staff, Members, Tenants and users of Newbury Town Council facilities in opportunities for energy efficiency and reduction in consumption to support the Climate Change Agenda.
- 2.5 To seek opportunities for further development of renewable energy supply on Newbury Town Council sites and consider support for or participation in community energy projects
- 2.6 To review the Energy supply Contract and seek opportunities to improve / enhance efficiency / reductions in costs and Carbon emissions with the aim of using a totally Green Energy supply as soon as financially viable.
- 2.7 Review control of and provision of street lighting in order to make energy efficiency savings where cost effective and safe to do so.

Communications & Publicity

- 3.1 To organise a bi-annual Climate Change Workshop / Forum to update the Public on progress and solicit feedback & information to inform the Strategy Review process.
- 3.2 Use the Newbury Town Council website & social media to promote community work, schemes, ideas, etc on climate change and associated environmental issues. For information exchange (e.g. through coffee morning type events in coffee morning slot in chamber) Showing leadership in the community.

Procurement and Projects

- 4.1 Procurement items – to consider carbon impact of all procurement (including greenspace, consumables, etc)
- 4.2 To include an environmental impact report on future reports to the council (along with financial impact, etc)
- 4.3 To review all Business Tenancy agreement to ensure Tenants minimise energy usage by monitoring use, efficiency measured & efficient use and support associated Carbon reduction initiatives.

Waste & Recycling

- 5.1 Measures to improve recycling from NTC bins – segregated bin trial on one site and replacement on rolling basis.

Infrastructure & Transport

- 6. 1 To lobby, promote & encourage improvement to transport infrastructure, cycle facilities, interconnect cycle highways, carbon & pollution reduction

Trees and Greenspace Management

- 7.1 Biodiversity – continue to seek opportunities for tree planting and support community involvement and leadership. Estimate potential for carbon sequestration on Newbury Town Council estate over lifetime of plantings as contribution to our carbon offset. Publicise co-benefits of planting ('wild' woodland feel for health, wellbeing, biodiversity etc)

Climate Change Working Group

8.1 To maintain the current Working Group structure to monitor manage and keep reviewing ideas to move this agenda forward.

Signed: David W Ingram
Community Services Manager
7th October 2019

No inputs	Idea Code	Summary	Text	Mechanism	Notes	WG Area
1	I1	Encourage green travel within NTC		Strategy	Virtual meetings where possible ?	I
11	I2	Actions to promote cycle infrastructure	NTC strategy: produce and promote cycle routes into town (2) & provide secure cycle parking (2), showers for cyclists in selecte	Influence	Consult before installing cycle storage, often I	I
2	I5	Actions to promote clean air and reduce car use	Use NTC influence to support clean air zones (no idling zones e.g. school drop off points, traffic lights and level crossings) and s	Influence	Not sure what was envisaged by workshop p	I
7	I6	Lobby for high mandatory environmental standards for development in Newbury	Newbury town plan / town design statement (if developed?) to call for mandatory environmental building standards (2) to includ	Strategy		I
1	I7	Investigate wider use of Vodafone buses	Possible use by NTC Staff / member & others? West Berks?	Strategy	NB benefit in kind implications for Vodafone	I
12	I7	Measures to encourage the use of electric vehicles.	Currently insufficient charging points for visitors and residents and often not accessible (6). More required in major shopping loca	Influence		I
1	IX2	Lobby for removal of barriers to building stock improvement.		Influence	Relax regulations?	I
7	IX3	Measures to reduce vehicle use in Newbury.		Influence	NTC to use Social media to influence	I
2	IX4	Electric shuttle bus looping round Town to reduce parking	These to include promotion of lift sharing (1), encourage car sharing (1) or formal car clubs (1) and transport strategies that are	Transport		I
1	IX5	Shut Northbrook Street & reduce traffic in Town		Influence	Council strategy calls for permanent pedestr	I
3	IX6	Measures to reduce traffic around schools.	Mini parking areas close to schools for park and stride. School buses reinstate central pickups.	Transport	St Bart's real issue cars	I
3	O2	Zero carbon an all activities generated by NTC	Plan to have clear targets with progress publicised (2). Quarterly update? (1) Through regular use of NTC social media.	Strategy		O
1	O5	Future NTC projects to be carbon neutral by design.	To include buildings etc also procurement (1), calculate the lifetime benefit.	Strategy		O
2	OX1	Clear justified strategy on Carbon offset	Determine where the cut off should be when reduction turns to offset and what types of offset are achievable, desirable and lea	Strategy		O
14	C3	Communication and publicity	NTC publicity and media machine to be used to promote green / environmental messages in support of education and commun	Strategy		P
3	CX1	Actions to promote sustainable food.	Encourage sustainable and healthy food options e.g. in tendering for café, local produce use by local businesses, education to re	Influence	Veolia leading on food waste	P
1	CX2	Encourage Environmental labelling	Energy, Transport, Sustain, renew	Influence	Adrian Abbs	P
7	CX3	Actions to incentivise environmentally friendly businesses	These may include linking EPCs to business rates or as credits against NDR (2), a workplace levy (1 - what is this?), incentivis	Influence		P
3	CX4	Cooperate with other levels of government and lobby to be proactive.	May include lobbying MP or WBC. Cooperate & shaer information with other public authorities, especially support other parishes	Influence		P
5	E1,E5,E6	Expand in-house generation of renewable energy within NTC	Consider: further solar installations on town hall, solar or wind installations elsewhere on sites. Currently undergoing survey of at	Strategy		R
4	E12	Consider switching to green energy supplier	Current fixed term with SSE ends 30th November 2023. Will investigate options.	Procurement	Fixed term ends 30/11/23	R
1	E2	Use current NTC buildings as efficiently as possible	E.g. battery technology to use solar more efficiently. Also consider flexible use, use of other meeting spaces off site?	Strategy		R
2	E3	Replace gas for heating in town hall	Investigate using e.g. compost digester & bio boiler, immersion heater powered by solar, air source heat, renewable heat initiativ	Strategy		R
1	E9	Micro hydro power	Consider for example Victoria Sluices in partnership with WBC (feed library and museum?), lock island (as part of a local energ	Influence		R
1	EX1	Use of smart devices		Procurement		R
3	EX2	Shared energy generation	Through e.g. corporate energy groups or local authority energy supply consortium. See e.g. Brighton and Reading energy coops	Procurement	See https://brightonenergy.org.uk/ and also I	R
1	EX3	Solar electric change points	Promote & encourage solar charging starting with Parks	Strategy	Does this mean for vehicles or devices?	R
2	EX4	Improve Energy efficiency of NTC facilities	New low-energy lighting, insulation, efficient appliances in town hall. Double or triple glazing where possible.	Strategy		R
1	EX5	Shorten street light hours		Strategy		R
12	T2	Tree Planting Schemes	Encourage community tree planting on NTC spaces and elsewhere e.g. schools. Make full use of our spaces. Continue to grow	Strategy		T
1	T3	Green spaces management plan	Trees, cutting, planting, wildlife. New greenspace/environment/horticulture working group to take forward. Incorporate 'less mow	Strategy		T
1	T6	Greening walls around Newbury	Support & encourage	Strategy		T
2	TX1	Wildlife corridors e.g. hedgehog highways		Strategy		T
1	TX2	Ensure all peat free supply	Horticulture by or supported by NTC	Nature		T
3	TX3	Sustainable paving that drains well	No more bitumen based products. Use Recycled Plastic tarmac or other green pavings. Sustainable drainage. Also promote in de	Procurement		T
1	TX4	Compost all green waste	Incorporate biodiversity	Strategy		T
1	TX5	Invest in a Peat Bog	Alternative to investing in planting	Strategy		T
1	TX6	Replace fences with Hedges	Biodiversity & wildlife	Strategy	Not sure NTC has many standalone fences I	T
1	TX7	Green spaces to become carbon sinks	Incorporate greenspaces into carbon footprint calculation	Strategy		T
1	TX8	Investigate more community gardens	Provide and support including in areas of the allotments	Strategy		T
1	W2	Support the plastic bag tax		Influence	Already exists - mechanism?	P
1	W3	Free water campaign	Continue to signpost	Strategy	New Planning impose a need for taps / refill	P
1	W4	Engage with BID to encourage & promote into Business	Share good practice	Strategy		P
4	W5	Produce Swap stall on market	Produce swap stall (allotment holders) (1), recycling events e.g. on market (1), encourage refillable options on market and else	Strategy		W
3	W6	Recycling education	Using NTC PR machinery to promote recycling, support existing facilities (1), education on e.g. washing plastics (1), reuse poss	Influence	NTC to use Social media to influence	W
1	WX1	Move from kerbside to central recycling		Influence	Need more detail on this - WBC	W
6	WX2	Sustainable procurement by NTC	Suggestions include all print media at NTC to be 100% recycled (1), reduce or eliminate single use plastics (3), carbon neutral a	Procurement		W
1	WX3	Encourage waste water collection & recycling	Town Design Statement & NTC buildings	Strategy		W
1	WX4	Investigate dog waste as fuel	See Malvern experiment	Strategy		W

NEWBURY TOWN COUNCIL**Climate Change Working Group**

**Minutes of a meeting of the Climate Change Working Group held in the Council Chamber,
Town Hall, Market Place, Newbury on
Wednesday 26th June 2019**

Present

Councillors; Martin Colston; Olivia Lewis, Nigel Foot; Stephen Master; Roger Hunneman; Sarah Slack; Chris Foster; Martha Vickers; Vaughan Miller.

Also in attendance; David Marsh

Officers present:

David W Ingram, Community Services Manager.

The Leader of the Council, Councillor Martin Colston, presided over the Election of the Chairperson and Vice-Chairperson

1. Election of Chairperson and Vice-Chairperson

Proposed: Councillor Colston

Seconded: Councillor Vickers

Resolved: That Councillor Chris Foster be elected as Chairperson of the Climate Change Working Group for the Municipal Year 2019/2020.

There were no other nominations.

The Chairperson, Councillor Chris Foster presided over the remainder of the meeting.

Election of Vice Chairperson – Steve Master

Proposed: Councillor Chris Foster

Seconded: Councillor Colston

Resolved: That Councillor Steve Masters be elected as Vice-Chairperson of the Climate Change Working Group for the Municipal Year 2019/2020.

2. Elect Standing Members**The following Members were elected as Standing Members: Councillor**

Martin Colston; David Marsh; Chris Foster; Martha Vickers; Vaughan Miller, Steve Master, Olivia Lewis, Nigel Foot, Roger Hunneman; Sarah Slack; Jeff Cant

It was agreed all Members would be invited to all meetings on the Working Group and a quorum would be a min of 3 Members

Apologies for absence

Councillor: Jeff Cant

4. Terms of Reference

The Terms of reference were discussed and agreed as representing the resolution made at Full Council

It was agreed that initially meetings would take place monthly, next meeting confirmed for 23rd July 2019 at 6.30 pm.

Potential for smaller specific project Working Groups were discussed

5. Community Services Managers Report

The information provided in the Reports was acknowledged as a starting point for discussion.

The Carbon Manage process is loosely set out as:

Calculate (the Carbon footprint)

Aim (the target to achieve)

Reduce (the emissions)

Mitigate (offset the remained)

Communicate (what we have done)

Review (the challenging areas)

Members provided feedback from a recent Seminar in London, Ashden.org who are supporting affordable clean energy opportunities

It was agreed that discussion and information swap with other Councils (Thatcham & Greenham) should be pursued and any opportunity for information / work share considered.

Discussion took place about offset, possible Tree planting along A339 Victoria Park, PV solution, poss. in Allotments and other less well used Open spaces, Turbines, reduction in water usage (water recycling exists with Victoria Park Splash park).

Refill.org who have offered support & their App will be advertised on NTC media (a number of Retailer in Newbury already display the logo – Greggs, Costs, Pret)

Resolved: That the Community Services Manager is requested to seek Fee Bids from qualified Consultants to carry out a Carbon Footprint survey & calculation as a single project starting with the Town Hall as Phase 1 – including all activities emanating from this locations,

Phase 2 - all other Council Infrastructure and activities carried out.

6. Structured ideas gathering

The Chair invited members to write down their ideas which were collected on Flipcharts, gathered together and currently being analysed to be presented back to the next meeting for discussion.

There being no further business the Chairperson declared the meeting closed at 7.25pm.

Chairperson

**Minutes of a meeting of the Climate Change Working Group held in the Council Chamber,
Town Hall, Market Place, Newbury on
Wednesday 25th July 2019**

Present

Councillors; Chris Foster, Stephen Masters; Martin Colston; Roger Hunneman; Vaughan Miller; David Marsh

Officers present:

David W Ingram, Community Services Manager.

1. Apologies

Councillors Vickers, Lewis, Foot, Slack

2. Declarations & Dispensations

The Community Services Manager declared that Councillors Stephen Masters is a Members of West Berkshire 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 business.

3. Minutes of meeting 26th June 2019

Resolved: the minutes were approved

Proposed: Councillor Masters

Seconded: Councillor Foster

4. Community Services Managers Report

Resolved that Newbury Town Council should engage with Carbon Footprint Ltd to carry out a Carbon Audit, calculate & verify the current Footprint and offer advice for both Carbon reduction & carbon offset projects.

The expenditure of a sum not exceeding £1,000 was recommended.

Proposed: Councillor Colston

Seconded: Councillor Marsh

5. Questions from Members

Councillor Hunneman: are Members able to access the previous Council papers including Part 2 papers for reference in their current discussion on Newbury Town Council projects?

Councillor Colston: does Newbury Town Council use the current Green Energy tariff for its Services Supply, if not can the costs of switching be brought to this Working Group for discussion

Councillors Colston / Masters: Can Officers arrange for the Chamber to be available for a Climate Change Workshop, 21st September 2019 from 10.00

6. Structured ideas gathering

The Chair opened the discussion on the outcomes from the structured ideas exercise carried out at the previous meeting.

The meeting went on to discuss the opportunities coming from this exercise and allocated specific task to various Council elected Members.

Members went on to discuss the arrangements for the further meetings, the timetable recommended is :

14th August 2019 - 7.30 – EK Room

11th September 2019 - 7.30 – EK Room

21st September 2019 - 10.00 to 14.00 - Climate Change Workshop in Council Chamber (provisional)

Final meeting 2nd October 2019 – 7.30 EK Room.

There being no further business the Chairperson declared the meeting closed at 8.15pm.

Chairperson

**Minutes of a meeting of the Climate Change Working Group held in the Council Chamber,
Town Hall, Market Place, Newbury on
Wednesday 14th August 2019**

Present

Councillors; ; Chris Foster; Stephen Master; Roger Hunneman; Sarah Slack; Jeff Beck; Nigel Foot.

Officers present:

David W Ingram, Community Services Manager.

1 Apologies for absence

Cllrs Colston, Lewis, Miller, M. Vickers & Marsh

2. Minutes of last meeting

Minutes approved, proposed by Cllr Hunneman, seconded by Cllr. Foster.

3. Members questions

None received

4. Community Services Managers Report (verbal)

The Community Services Manager confirmed an instruction had been issued to Carbon Footprint Ltd for services to assist the calculation of the Town Council Footprint and to provide independent validations to this.

The format had been agreed, the Officers were preparing the data in a format that would allow calculation and subsequent monitoring.

This was likely to be completed before the next schedule Working Group meeting with feedback from Carbon Footprint of the outcome.

Points to note, the last years Gas consumption figure was 41,783 KWH's used, the Total Town Council managed Electricity consumption 239,185 KWH, still subject to final validation.

This consumption translates to a Carbon footprint neared 80 Tonnes for the Council, in addition other carbon usage is still being calculated. The total is likely to be around 100 Tonnes of CO2

Of note are the variable consumption trends from the Councils assets, the unmetered supply for street lighting, the Councils Climate Change Levy charge, £609 for last years and its FITS contribution of £85.51.

Members questioned the capacity of the Council to manage a more proactive policy of monitoring and managing energy consumption, looking at reduction, efficiency & costs.

The Community Services Manager advised that this year the Council has undertaken a structural survey of all its major assets, the plan was to budget for the next years to carry out a similar Mechanical & Electrical survey which would include a section on energy efficiency, carbon options and energy efficiency / reduction options.

Cllr Hunneman undertook to assist with an Audit in the interim to see how the Council might best put such a management plan into practice.

5. Structured ideas gathering

The Chair invited members to run through the current ideas sheet and discuss the individual issues & nominations for investigation. The updated ideas sheet would be circulated by the Chair to Members.

Key outcomes:

Green Directory

following the Frome TC principle, the Working Group are minded to recommend a similar Green Directory for Newbury allowing members of the public access to a central directory holding data of Environmentally acceptable services and organisations within Newbury, item 7.

Community Services Manager was asked to seek more information on how this operates in Frome, management input, vetting.

Procurement

It was agreed that a procurement statement in respect of all procurement will be environmentally complaint, ecologically friendly, carbon neutral and meeting the Climate Change Agenda would be included in the recommendations.

Town Hall water fountain

Community Services Manager advised that the initial investigations concluded that the supply pipe was disconnected close to the tap end which was now buried in the false wall behind the CE desk. Decision to be made as to cost / advisability of continuing with the investigation.

Biodiversity, Trees & Wildlife

Discussion about the Newbury Town Council policy to only plant semi mature trees with protection and the declining of the whips offer from Rotary Club.

Agreed that this should be a topic for the Workshop – Item 6.

It was agreed the subject area was too large to pick up in this Working Group, a recommendation to Community Services Committee to set up an Environmental & Ecology Group was supported

Provision of Management Plan for Green spaces was noted as being an opportunity to show what facility the Council has and what its short terms plans are with each (see Frome TC web site)

Renewables & Energy

Cllr Hunneman undertook to lead on this and to support the working group? in audit and evaluations of options to achieve the Carbon Neutral & energy efficiency Agenda of the Council

6. Climate Change Workshop

The purpose for holding a Workshop as agreed as 3-fold

1. To inform the public as to the work in hand by the new Council
2. Invite interested groups to make comment on the plan so far, to offer suggestions in respect of the proposed recommendations the Working Group will make
3. To encourage interaction and dissemination of information by other interested Groups which might assist the Working Group in formulating its recommendations

It was recommended that in view of the 21st September being one of the Newbury Show dates, Newbury Racing and other localised events, the Workshop be re arranged to afternoon of 28th September 2019, 13.00 onward.

It was suggested that interested Groups be given to opportunity to have gazebos in the Market place should they wish to advertise their Environmental credentials

The Community Services Manager was asked to seek confirmation that this date / event could be accommodated in the Chamber / Market Place.

The Deputy Chair would draft a Press release to be sent to the Chief Executive for posting on Social medial & press

The Chairs asked that Members submit suggestions for invitees, Newbury Climate Action Group, Tree Groups, Ecology interests, Green Fest participants, Community & Faith Groups, Rotary Club, Age Concern and others.

Some discussion took place about the need for the Council to publicise the activity taking place and some indication on timetable for the public to see outcomes. Capacity within the Council to extend social media participation was noted.

7. Green Directory

As noted in 5 above, Members were very keen to recommend that Newbury Town Council would establish and manage a Green Directory to support its Climate Change Agenda and assist the public in locating services & organisations who support same.

8. Solar Street

Members agreed to recommend that this scheme be supported by Newbury Town Council.

The endorsement by Frome TC was absolute. This could be used as signposting.

This scheme is already advanced within West Berkshire and the endorsement need as per Frome TC was not essential. The recommendation was that once a Green Directory was established, Solar Streets would be invited to apply for including and they could then be signposted as a Green supplier.

There being no further business the Chairperson declared the meeting closed at 10.05pm.

Chairperson

**Minutes of a meeting of the Climate Change Working Group held in the Council Chamber,
Town Hall, Market Place, Newbury on
Tuesday 1st October 2019**

Present

Councillors; Steve Master, Chris Foster; Roger Hunneman; Jeff Beck; Martin Colston; Olivia Lewis, Nigel Foot, Sarah Slack

Cllr S Master took the Chair.

Officers present:

David W Ingram, Community Services Manager.

1 Apologies for absence

Cllrs Marsh, M. Vickers, Vaughn

2. Minutes of last meeting

Minutes approved, proposed by Cllr Hunneman, seconded by Cllr. Beck

3. Members questions

None received

4. Carbon Footprint Report

The Community Services Manager tabled the Carbon Footprint Ltd Appraisal Report issued on 26th September 2019. The outcome is that the calculated CO₂e for the activities directly controlled by Newbury Town Council, Scope 1 to 3, is 68.11 Tonnes. This calculation is in respect of the period 1st April 2018 to 31st March 2019.

Discussion took place on the content of the Report and in particular Section 5, Key Recommendations.

The initial target for reduction is directed at Energy supply, this being 86.1 % of the total CO₂e generated by the Council.

Decision centred around the need for energy efficiency, energy reduction, looking at lighting equipment & use, controls for both heating units & lighting, secondary glazing for EK Room, Chamber and other areas, insulation, draught proofing.

For monitoring monthly supply meter reading should be taken, the Supply Contracts should be reviewed to see if there is an opportunity for increased efficiency, a medium-term plan for unit replacement alongside asset life use should be prepared for heating units & lighting for the Newbury Town Council assets.

The ability to reduce supply use on Street lighting should be investigated.

There is a need to communicate & educate Staff, Tenants, visitors & facility users in managing energy supply more efficiently.

Verification of the data is nearing completion and a Value is due to be published in the next week, in time for the Climate Change Workshop.

5. Outcomes of Climate Change Workshop

It was agreed that the Workshop was a great success, a total of 56 members of the Public came to the event with significant participation by all.

The feedback notes are currently being processed by the Working Group Chair and will be circulated soonest. The Attendee list will be held pending a formal thank you response following the full Council Meeting on 21st October giving feedback on the agreed steps to be taken by the Council post the Workshop.

It was agreed those issued which the Workshop raised not in the Control of Newbury Town Council would be passed on to West Berkshire Council in time for their Climate Conference to be held at Newbury College 28th October 2019

It was agreed a further update / Workshop would be held in April 2020, target date 25th April 2020.

6. Report to P&R Committee

It was agreed that the matters to be included in the Report were:

1. The Carbon Footprint Appraisal
2. The Matrix, being refined by the Chair
3. KPIs
4. Recommendation to Report April to March annually
5. New KPIs to include a 10-year reduction strategy (7 Tonnes per annum) 5% Energy supply reduction in period to 31st March 2020
6. Monthly energy monitoring & bi yearly reporting to Council
7. Funding to support quick wins energy efficiency to 2020 with rolling budget thereafter
8. Update Workshop April 2020, suggest 25th April 2020 and bi yearly thereafter

Chairperson

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The Green Directory was discussed WBCAN should be encouraged to manage the Directory supported & signposted by Newbury Town Council.

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8. Update Workshop April 2020, suggest 25th April 2020 and bi yearly thereafter

There being no further business, the meeting closed at 19.55

Chairperson

Newbury Town Council

Public Report to Policy and resources Committee, 14 October 2019

Agenda Item No 14: The Council Strategy 2020 to 2023

To consider the draft Council Strategy 2020-2023 and make recommendations to Full Council on 21 October 2019.

Background

Following the Town Council elections in May 2019 the new Council administration is making a new Strategy for the remainder of its term in office. The Council's Strategy sets out our aims and objectives over the period 2020 to 2023. It provides the policy framework within which the elected Members make decisions and the Officers (staff) conduct their day-to-day work. It includes the ongoing services of the Council and any additional services which the Council might consider delivering in the future, as well as any related projects that the Council wishes to undertake.

It has been developed in order to drive our short, medium and long-term goals and to inform our budget-setting and expenditure. It also forms the framework for expenditure of Community Infrastructure Levies (CIL) as agreed by this Committee.

Objective

In June 2019 the Council declared a Climate Emergency and the new Strategy sets out our aims and objectives to tackle this critical matter. A Climate Change Working Group was established and it has worked closely with the Strategy Working Group to produce a draft Strategy to deal with this. The draft Strategy also addresses the other objectives of the Council, including:

- A greener West Berkshire,
- Protecting the most vulnerable,
- Investing in you and your families, and
- Supporting our communities

The draft Strategy also confirms the Council's priority to deliver a first class Community café in Victoria Park, in accordance with the best sustainable development design and operation.

Options

Rather than a simple review of the current Strategy, The Working Group has produced a new draft Strategy to reflect the changing agenda of the new Council. The Council will continue to maintain and improve its current services and facilities, including:

- Victoria Park and other parks, playgrounds and open spaces
- The Town Hall, the public toilets at the Wharf and other public buildings,

- Markets, allotments and cemeteries
- A range of other community/ environmental facilities, such as bins, street furniture and street lighting and
- Working with The District Council, the Business Improvement District, Thames Valley Police and other partners to make Newbury a better place to live, work and play.

Financial and Legal implications

The Council has the General Power of Competence and therefore the legal authority to carry out all of the objectives listed in the draft Strategy.

There are a number of objectives in the Strategy which will have financial implications, both capital and revenue. If approved, funding will have to be provided in order to deliver these objectives.

Equality and Diversity impacts

The draft Strategy aims to improve opportunity for all our communities.

Consultation

The Committee recommends to full Council that the public should be consulted on the draft Strategy before its final consideration and confirmation. The Working Group should consider the responses to the consultation and make any appropriate recommendations to the Policy and Resources Committee meeting on 20 January 2020.

The new Strategy should be ratified by Full Council on 3 February 2020

Other information

The Strategy will form an action plan for the delivery of the Council's services. A report on the effectiveness and implementation of the Strategy will be presented at each meeting of the policy and resources Committee.

It is a live document and will be reviewed on an annual basis.

Recommendation

That the Policy and Resources Committee recommends to full Council to consult the public on the attached draft Strategy.

Signed: Hugh Peacocke
 Chief Executive Officer

Date 8 October 2019



Strategy 2019-2023

Version 1 for P&R Committee on 14.10.19

9th October 2019

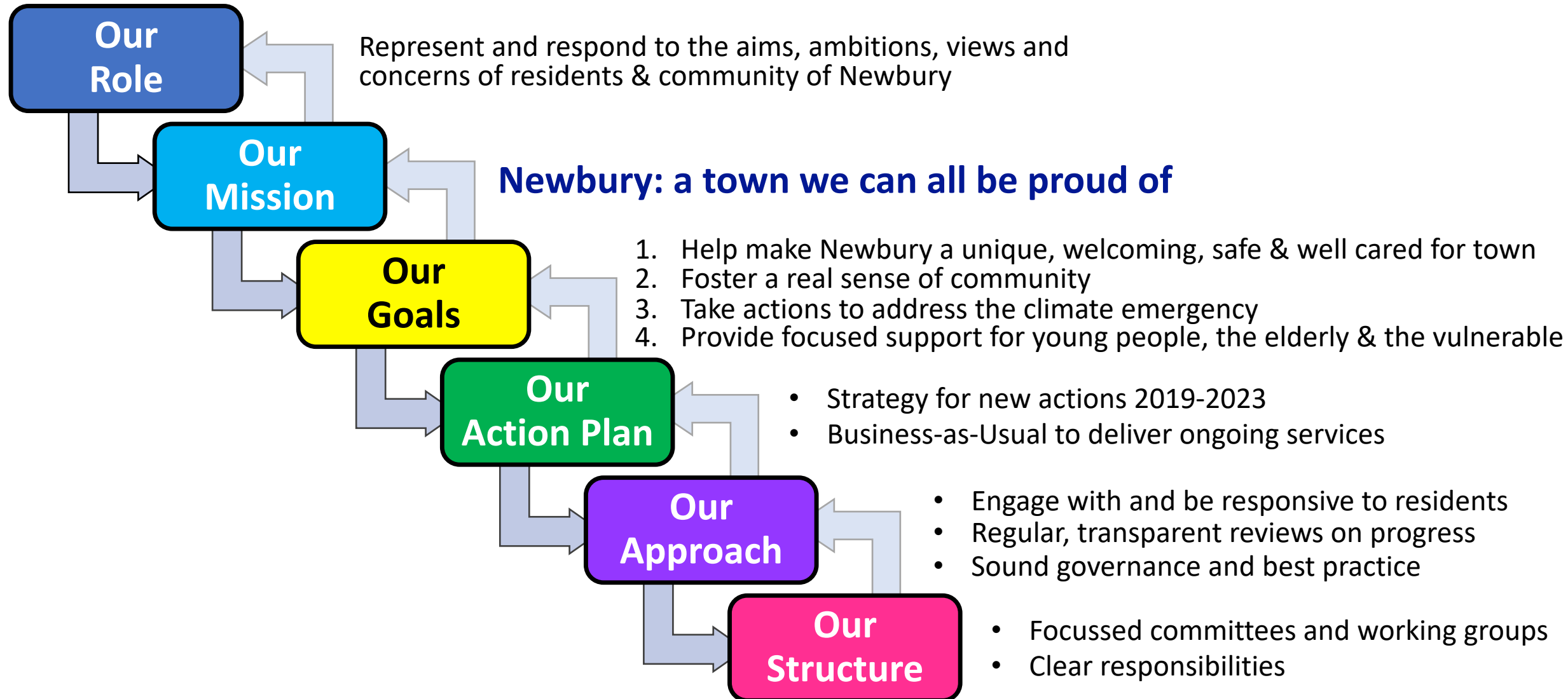
Newbury: a town we can all be proud of



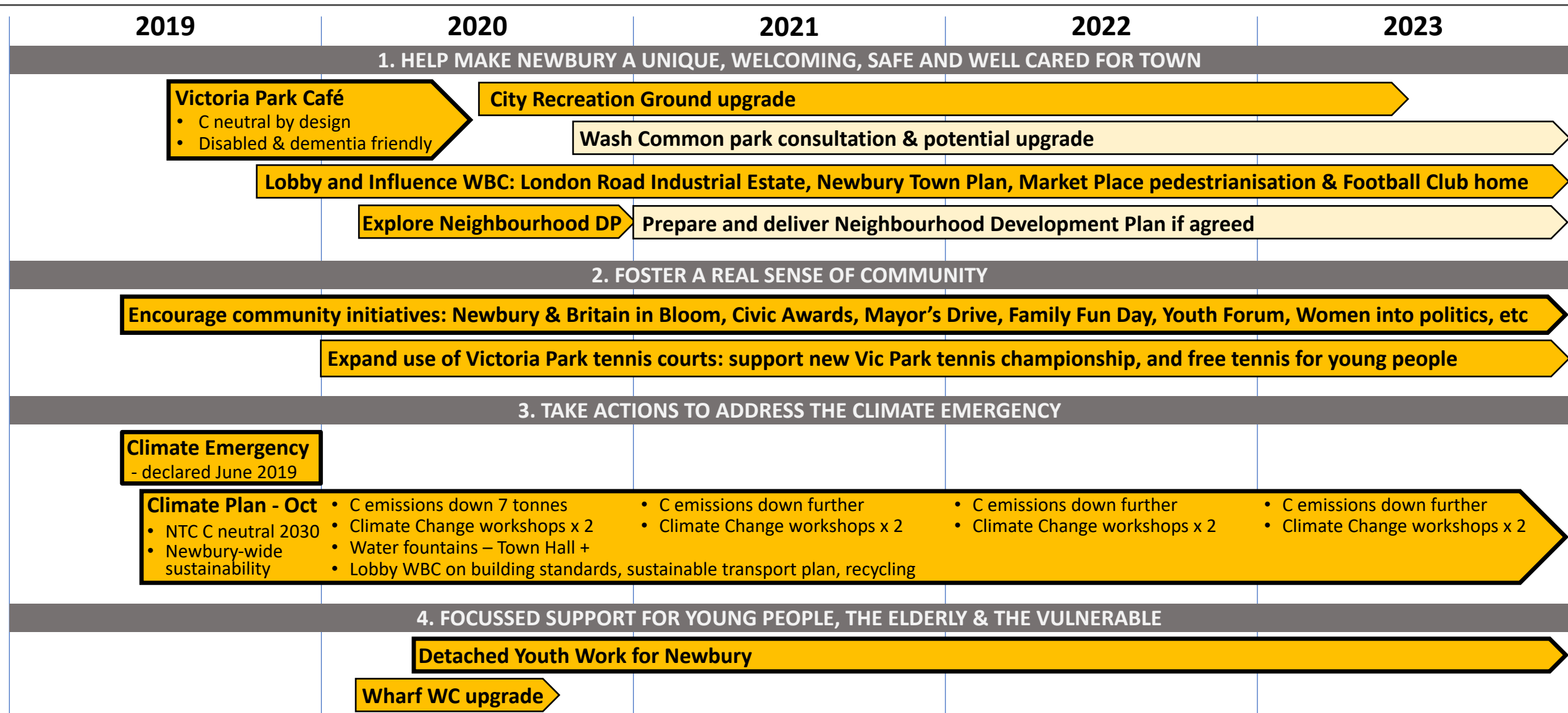
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Summary for our new strategy



Summary of Key Strategic Actions 2019-2023



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



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

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

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

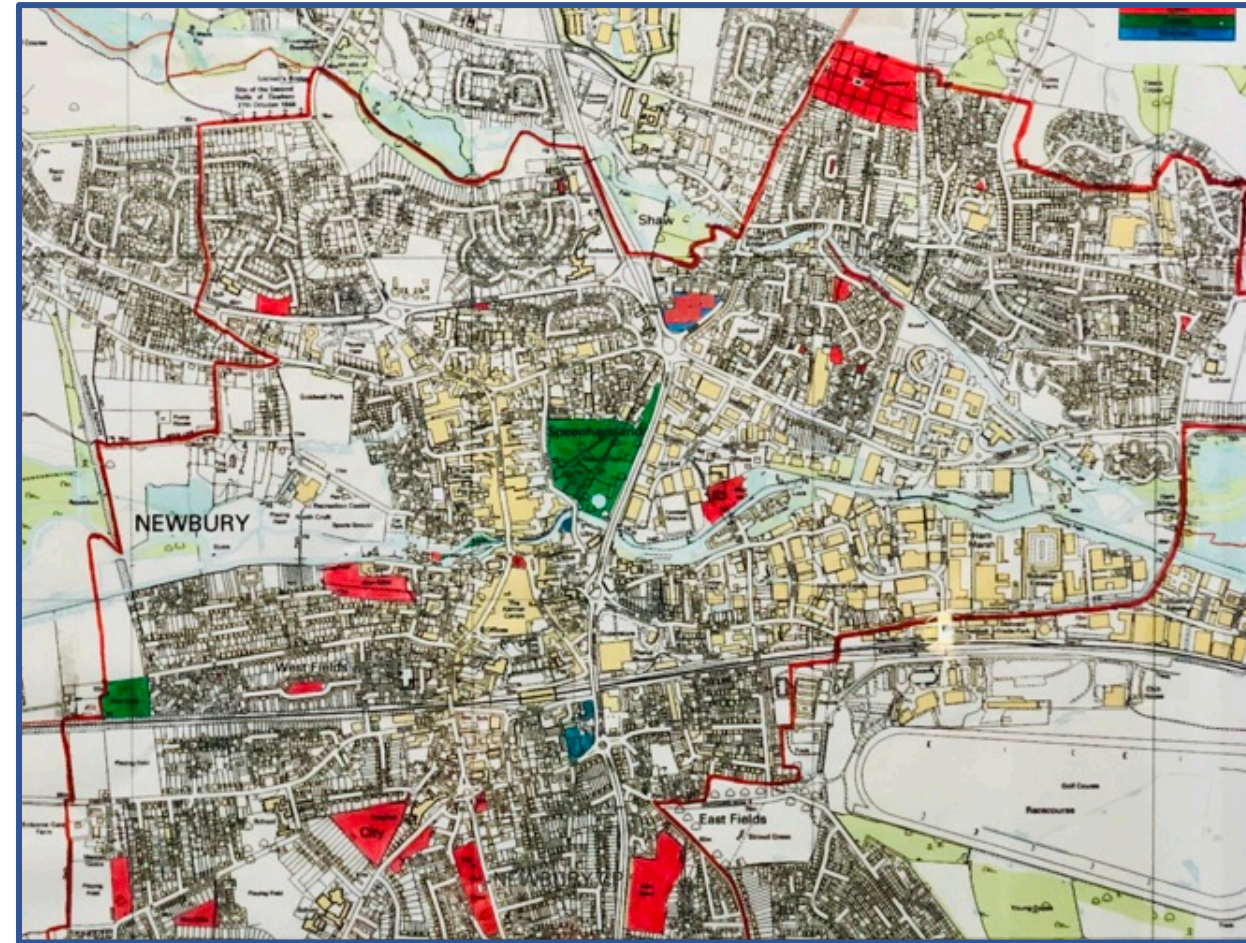
- Funded by annual Precept (80%), & other income (20%)

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

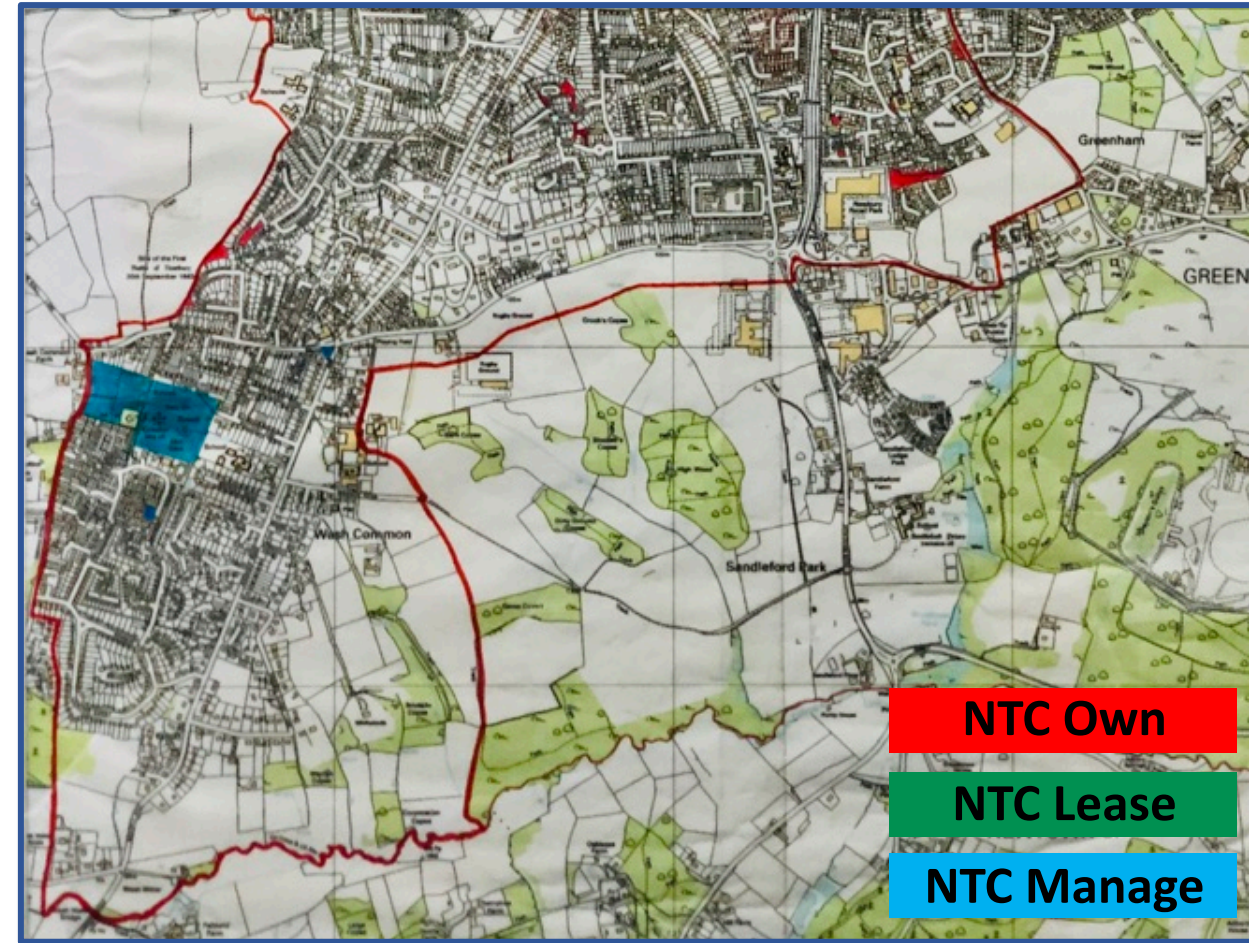
- Funded by government, council tax, business rates & other income streams

Newbury parish boundary and land we own, lease and manage

Newbury Parish – northern half



Newbury Parish – southern half

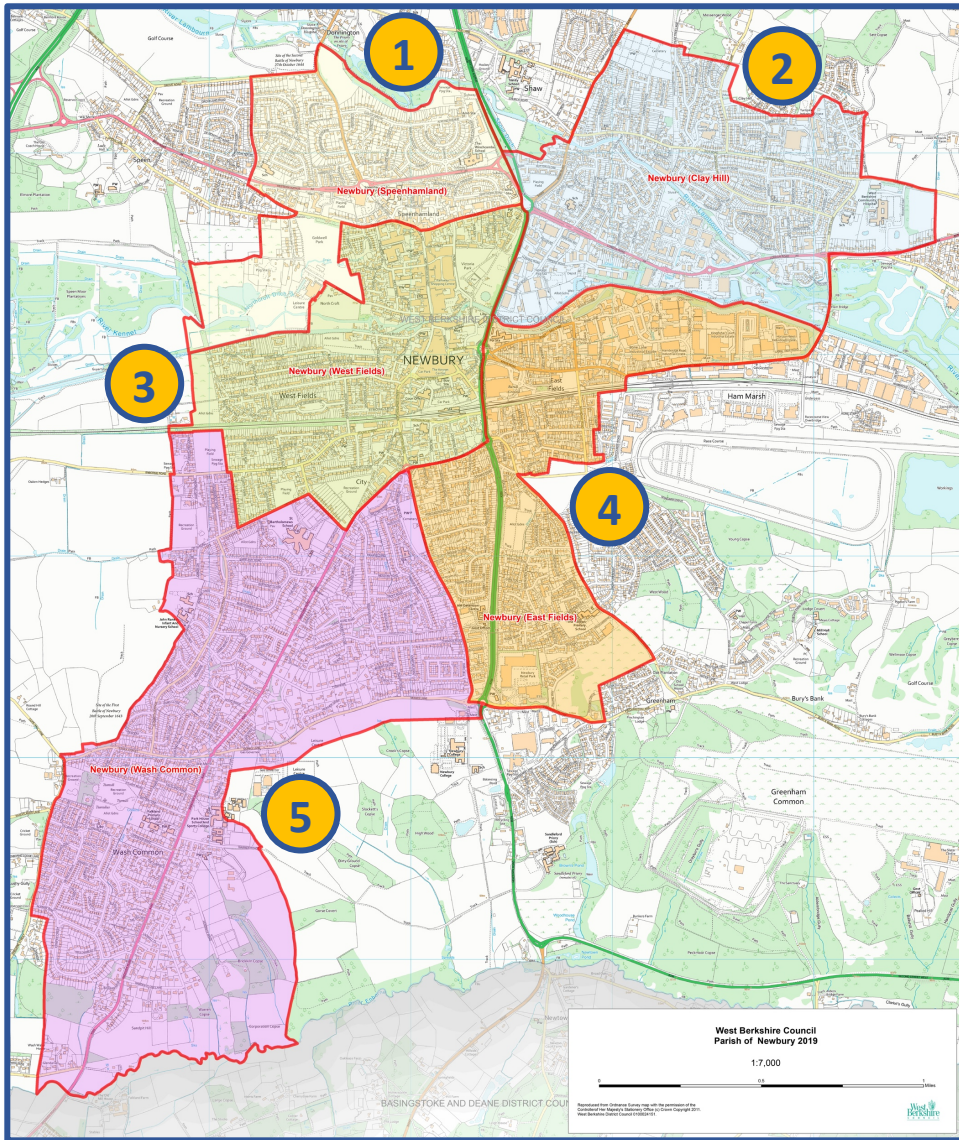




Newbury: a town we can all be proud of

**Our
Role**

Newbury parish wards and Councillors



1. Speenhamland

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

2. Clay Hill

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

3. West Fields

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

4. East Fields

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

5. Wash Common

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

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

Our Goals – *Where are we heading?*

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

- A. Provide outstanding parks, playgrounds and public spaces
- B. Run vibrant charter and farmers' markets
- C. Run thriving allotments
- D. Provide well-kept and peaceful cemeteries
- E. Ensure our public and historic buildings are properly cared for and well-used
- F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors
- G. Provide a strong voice for Newbury to push the following with WBC, Newbury BID, and others:
 - i. Encourage diverse shopping and eating out options with a significant number of independents
 - ii. Prioritise and improve the facilities for walking, cycling and public transport
 - iii. Deliver permanent pedestrianisation in the Market Place and within major new developments
 - iv. Ensure regular reviews on the LRIE redevelopment so that it meets the needs of the town and community
 - v. Maintain pressure for significant provision of social housing, including houses for social rent
 - vi. Improve environmental standards and reduce carbon footprint of building and infrastructure projects
 - vii. Explore delivering a Neighbourhood Development Plan to give added weight to (i) to (vi) above

2. Foster a real sense of community

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

3. Take actions to address the climate emergency

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

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

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

Colour-coding to understand type and sources of strategy points

1. **New action items – dark blue, Roman, bold**
2. *New business as usual items – black, italic*
3. **Actions items from previous strategy – grey, bold, with reference code**
4. *Business as usual items from previous strategy – grey, italic, with reference code*

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

A. Provide outstanding parks, playgrounds and public spaces

1. New: **In summer 2020, open a new café in Victoria Park that we can all be proud of – O1.STP1, revised on environmental sustainability**
 - a) We will target BREEAM Excellent for the building design and construction
 - b) Café will be designed to enable carbon neutral operation with PV panels for electricity generation and air source heat pumps for heating
 - c) Café will have a toilet with baby changing facilities and disabled access; & the building will also house male, female and disabled toilets for users of the park
 - d) The building will have changing facilities for tennis coaches and other users of the tennis courts
 - e) The building will be the CCTV hub for the park
2. New: **Finalise plans for upgrades to the City Recreation Ground by January 2020**
3. New: **Upgrade City Recreation Ground according to agreed plans, including achieving Green Flag status, and as funding allows – 2020 to 2023**
4. New: **Consider requirements and costs for targeting Green Flag for Wash Common park. Decision and plan by end 2020, target start 2021**
5. New: **From April 2020, to ensure safety and quality, start implementation of long term rolling plan for:**
 - a) the refurbishment / replacement of playground and other park equipment when it reaches the end of its life
 - b) our trees and other planting to ensure they are properly cared for and replaced or extended when necessary
6. New: **Explore taking ownership of Greenham House Gardens from WBC – decision by April 2021**
7. New: **Explore options for better utilization of our land at Hutton Close – recommendation by end 2020**
8. **Consider proposals for a sensory garden in Victoria Park – O1.STP6**
9. *New - Maintain Green Flag Status for Victoria Park*
10. *New – implement our rolling maintenance plans for equipment and planting, and review and update annually*
11. *Provide and maintain trees, flower beds, hanging baskets and other plantings in appropriate locations – O1.11*

B. Run vibrant charter and farmers' markets

1. New: **By March 2020, develop a new, coherent strategy for town's Charter, Farmers' and Artisan markets with Newbury BID and other invited bodies**
2. New: **Together with the market traders and WBC, investigate options and costs of free parking to increase market footfall:**
 - A. Finish investigation by end March 2020
 - B. In Q2 2020, consider a trial of free parking in order to assess its effectiveness
3. *New - Run an annual meeting with all market traders to gather their views and agree joint action plan to enhance our market*

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

C. Run thriving Allotments

- 1. Maintain and run high quality allotments, and promote allotments to new tenants targeting > 97% occupancy – O1.4*
- 2. Encourage and support competitions within and between allotments*
- 3. Organise an annual meeting with allotment holders to agree action plan for the following year*

D. Provide well-kept and peaceful Cemeteries

- 1. Maintain and run cemeteries to a high standard – O1.5*

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

- 1. New: From April 2020, to ensure safety and quality, start implementation of long term rolling plan for the upkeep and refurbishment of the public buildings in our care**
- 2. New – implement our rolling upkeep and refurbishment plans for buildings, and review and update annually**
- 3. Promote the use and enjoyment of the Town Hall for all the people of Newbury, including as a venue for meetings, conferences, receptions, the celebration of weddings, etc – O1.2*
 - a) Continue to offer discounted rates for local community groups that are engaged in activities that further the aims of the NTC strategy*
- 4. Work with *the Newbury Society and other relevant outside bodies to:***
 - 1. Support the heritage and conservation of Newbury and promote events and activities that recognise, highlight and protect the town's traditions, heritage and history and **help engage the public interest and involvement in Newbury's heritage** – O2.20 revised.*
 - 2. Support the protection of important and historical / character buildings through Local Listing **and, when agreed, by liaising with Historic England for national listing** – O2.17 revised.*

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

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

1. Well-presented town:

- a) New: Work with Newbury BID, WBC and other interested parties to ensure town is kept clean and tidy** (while being mindful of any environmental impacts)
- b) Monitor the implementation of the Newbury Town Plan, and report twice yearly to the Planning & Highways Committee – O2.STP2*
- c) Continue to pressure BT to improve the appearance of the BT tower, and work with any interested parties who can make this happen – O2.21*

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

- a) Public toilets – O1.8.*
 - i. New: By end Q1 2020, investigate provision of a changing area in the Wharf toilets with a disabled hoist that would enable the changing of older disabled children / young people on the changing table rather than on the floor. Aim to install when funding is provided.**
- b) Bus shelters - O1.7*
- c) Benches and other street furniture – O1.10*
- d) Roadside salt bins – O1.9*
- e) Footway lighting - O1.1*
- f) Bins for litter / dog waste – O1.1*
- g) New: Provide limited support for library services in Newbury, with clearly defined benefits for residents and / or NTC. To be reviewed annually in October to determine whether to continue support for the following budget year.**

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

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

3. Well-being:

- a) New: **By end 2020, work with West Berkshire District Council to identify what additional signage and footpaths are required for walking and cycling routes to and from the Town Centre and local schools, and agree a programme for their delivery**
- b) New: **Work with local community groups like the Newbury Society and City Arts to promote and extend the Town Trail and other visual arts initiatives.**

4. Safety:

- a) New: **Changing facilities for disabled:**
 - i. Repeat 1.F.2.a.i: New: **By end Q1 2020, investigate provision of a changing area in the Wharf toilets with a disabled hoist that would enable carers to change older children / young people on the changing table rather than on the floor. Aim to install when funding is provided.**
 - ii. **Explore options for one of the disabled access toilets in the new café in Victoria Park to include a hoist to enable carers to change older children / young people on the changing table rather than on the floor.**

b) Support community safety, working with partners as appropriate, including Town Centre CCTV, footway lighting etc as required – O1.13

5. Support Visitors:

- a) New: **By end 2020, agree a co-operation plan with coach operators who bring visitors to the town to make them feel welcome and encourage them to continue to stop off in Newbury – O2.MTP2 (revised)**
- b) *Provide brochures, maps, signage and other information for the benefit of visitors to Newbury – O1.12*
- c) *Work with partners to ensure Newbury “arrival points” (Tesco roundabout, train stations, car parks etc) give visitors a good impression - O2.22*

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

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

1. Lobby West Berkshire Council to adopt the following into their new Local Plan, expected in Q1/Q2 2020

- a) New: the relevant parts of the Newbury Town Plan 2019-2036
- b) New: An environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport – O2.19 revised
- c) Opposition to the use of Permitted Development Rights for change of use to residential in established employment areas, and request the planning authority to seek article 4 directions in this matter – O2.MTP4

2. New: London Road Industrial Estate redevelopment

- a) Institute regular meetings with West Berkshire Council following each meeting of the LRIE Project Board to ensure prompt updates and opportunity for NTC to provide input – Q4 2019
- b) Ensure full participation and input into any consultation on the redevelopment of the LRIE – timing dependent on WBC

3. New: Lobby WBC to:

- a) New: provide a suitable permanent home for a level 5 FA football facility:
 - i. The pitch should be 3G to allow all weather matches and training for men's, ladies' and youth football
 - ii. The ground should have good walking and cycling access to the town centre, good public transport links, and adequate parking
- b) New: devolve to NTC powers under S215 of the Planning Act to enable us to take action against owners of lands or buildings which detract from the amenity of the area (See also 1.G.11.e)
- c) Complete a Conservation Area Appraisal for the town – O2.MTP5.

4. New: Work with Newbury BID and other relevant organisations to lobby WBC for the permanent pedestrianisation of the Market Place, excluding Mansion House and Wharf Streets. Aim for decision by end Q3 2020 - 01.MPT1, revised.

5. New: Neighbourhood Development Plan

- a) By end 2020, explore the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions
- b) By end Q1 2021: decide whether to move forward with a Neighbourhood Development Plan based on both the cost benefit investigation and the success or otherwise of G1-G4 above

6. Complete work on the additional chapter for the Town Design Statement dealing with the Canal Corridor, and, by end 2019, send to WBC for approval as a planning policy document – 02.STP3 (revised).

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

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

7. *New: Promote and encourage investment in the Town Centre, especially south of the Canal Bridge, including a coherent plan for the Kennet Centre – O2.14*
8. *Work closely with WBC, the BID, Thames Valley Police and other organisations that are important to the success and wellbeing of the town and its residents – O2.3 – very similar to 12.11 / G1f*
9. *Work with partners to grow Newbury's reputation as a centre of high tech excellence - O2.23*
10. *Support and encourage the devolution of decision making and service delivery to the most appropriate level – O2.4*
11. *Use our role as statutory consultee for Planning to:*
 - a) *New: Encourage diverse shopping and eating out options with a significant number of independents*
 - b) *New: Encourage a modal shift in transport by prioritising walking, cycling and public transport*
 - c) *New: Maintain pressure for significant provision of social housing, including houses for social rent – (similar to O2.18)*
 - d) *New: Improve environmental standards and reduce carbon footprint of new building and infrastructure projects*
 - e) *New: Lobby, encourage and assist WBC in enforcing S215 repairs to land and buildings that diminish the town's appearance (see also G3b)*
 - f) *New: Continue to pressure WBC to maintain, respect and protect our Conservation Area (see also 1.G.3.c)*
 - g) *Lobby the Local Planning Authority as appropriate on issues of importance for the wellbeing and prosperity of the people of Newbury - O2.11*
 - h) *Comment on all planning and licensing applications in, near, or affecting the town and continue to provide a service to residents of Newbury who wish to comment on them further and seek to influence West Berkshire Council on all planning applications of significance - O2.12*
 - i) *Comment and respond to the Highways Authority (West Berkshire District Council) on consultations and proposals for highways, traffic and parking schemes in Newbury - O2.13*

2. Foster a real sense of community

A. Arrange and Manage Inspiring Civic events and Mayoral calendar

- 1. Co-ordinate the annual Remembrance Day ceremony in Newbury – O2.5*
- 2. Deliver the annual Mayor Making ceremony – O2.5*
- 3. Uphold and promote the role of Mayor as Civic Head and First Citizen of Newbury*
- 4. Encourage bookings, and manage the calendar of events for the Mayor and Deputy Mayor*

B. Stage and support enjoyable and inclusive community events

- 1. New: Work with and support the tennis coaches to stage a Victoria Park tennis championship. Target first championship in 2020.**
- 2. New: By end Q2 2020, explore options for utilising downtime on the Victoria Park tennis courts to offer free tennis to young people**
- 3. New: Support the re-establishment of Art in the Park and other public arts events**
- 4. Hold an Annual Family Day in early summer in Victoria Park for the enjoyment of our residents and to promote the park and its facilities – O1.17*
- 5. Organise and support the annual Mayor's Drive in July to give the over 75s an enjoyable day out*
- 6. Support and promote selected community events through financial assistance and / or provision of venues and facilities – O1.14.*
- 7. Support Newbury in Bloom and participation in Britain in Bloom to raise Civic Pride and encourage and acknowledge efforts by the community, businesses, residents and other organisations of Newbury – O2.15*
- 8. Encourage and facilitate residents' participation in social, recreational and sporting activities by providing suitable facilities in appropriate places – O1.16 revised*
- 9. New: Where it fits with other Council initiatives, encourage and support community involvement as appropriate – e.g. community litter picks, community planting / clearing for biodiversity etc**

2. Foster a real sense of community

C. Celebrate and recognise individual and community achievements

1. *Run and sponsor Newbury's annual Civic Award scheme to recognise the contributions of our residents to the town – O2.6*
 1. *New: Add an award for best environmental contribution, with categories for adults, young people and schools*
 2. *New: display full list of all those who have been congratulated by the Mayor during the preceding year*
2. *Congratulate residents and members of the community whenever significant achievements are brought to our attention, and keep a list on the website – O2.25 revised*

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

1. **To work with partners and stakeholders to establish a Newbury Sports Council by end Q2 2020, to support and encourage co-ordination and co-operation between the many different bodies promoting sports in Newbury – O2.MTP3**
2. *Hold an Annual Town Meeting for Town Council electors and use it to encourage participation in and feedback on key elements of the Council strategy – O2.28 revised*
3. *Run an annual 'Spotlight on the Town Council' week (instead of local democracy week) with particular focus on :– O2.10 revised*
 - a) *New: encouraging women into local politics*
 - b) *Introducing young people to local democracy and NTC, and encouraging a Youth Forum / Youth Council– O2.8 revised*
4. *Run a community grants scheme which prioritises the award of financial or other support to organisations and causes which serve wholly or mainly the residents of Newbury and have outcomes that support the delivery of our Strategy – O2.7*
5. *Continue to support the principle of Newbury Town Twinning and explore how to make it more inclusive – O2.9 revised*
6. *Provide support, advice and publicity for self-funding groups (eg Friends of Victoria Park, Friends of Newtown Road Cemetery) – O2.30 revised*

3: Take actions to address the climate emergency

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

- Becoming carbon neutral will be a core ongoing priority for NTC, and will result in clear targets and potentially new ways of working across the organisation
- NTC direct carbon footprint has been independently measured and certified at 68.11 tonnes per year. Therefore, to become carbon neutral by 2030, NTC will need to reduce its annual carbon footprint by an average of at least 7 tonnes every year, although the reduction is unlikely to be linear

1. New: The Climate Emergency Working Group will continue to develop our plans and recommendations to deliver net zero carbon
 - a) In December 2019, agree a clear carbon reduction plan for 2020 with aspiration to deliver a full year equivalent reduction of at least 7 tonnes
 - b) In December every year, starting in 2020, agree the detailed carbon reduction plan and budget for the following year, and an outline plan for the remaining years to 2030
2. New: For existing operations we will:
 - a) Prioritise real reductions in our energy usage by cutting out waste and by investing in more efficient systems and ways of working. For example in the Town Hall we will invest in insulation, efficient heating, low energy bulbs, systems to automatically turn off the lights, etc.
 - b) We will also look to offset where this makes sense, but will not simply buy offsets as an easy way to reduce our carbon footprint. Instead we will prioritise by offsetting through primarily local means and opportunities within our operations. For example solar electricity generation, additional tree and shrub planting, grants to local organisations supporting our carbon-neutral / Climate Emergency principles, etc.
3. New: For all new projects, activities and procurement decisions we will:
 - a) Ensure carbon impact is a core decision making criteria when making recommendations about new projects, activities and procurement decisions. We will always aim to minimise the carbon impact, and target net zero where practical and cost effective. To this end, from November 2019, environmental impact considerations will become part of the NTC standard report template.
 - b) By end October 2019, redesign the new café in Victoria Park to enable carbon neutral operation, and target BREEAM Excellent for its construction
4. New: Ensure that management of our green spaces and support for nature and horticulture projects more widely across Newbury is designed, where feasible and cost effective, to maximise environmental benefits and biodiversity.
5. New: Once our current contract ends, we will move to green tariffs (certified 100% matched by renewable sources) for our energy supply. In the meantime we will explore options within our current contract.
6. New: From March 2020, our carbon footprint will be publicly reported quarterly as a new KPI.

3: Take actions to address the climate emergency

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

1. New: Starting in October 2019, NTC will hold a Climate Change Community Workshop twice per year on average to:
 - a) Update local residents & environmental groups on progress towards making the activities of NTC carbon neutral, and gather feedback & suggestions
 - b) Encourage & support actions to help make Newbury as a whole more environmentally sustainable, & gather suggestions on how NTC can best help
2. New: Use our influence and network where appropriate and cost effective to:
 - a) Support local community organisations to promote their 'green initiatives' and lobby on their behalf
 - b) Support a local 'Green Directory' to ensure residents know what resources, offers and support they can access
 - c) Help engage the wider community in the drive towards a zero carbon economy by communicating the shared benefits of environmentally sustainable practices and initiatives. For example, in schools through our link Councillors, with local businesses in tandem with Newbury BID, etc
3. New: By end 2019, agree a prioritised and fully costed plan to provide drinking water fountains in suitable locations
 - a) Agree and implement the priority locations by end 2020, including re-opening the drinking fountain on the Town Hall
4. New: During 2020, investigate cost effective ways of increasing the current recycling rate from waste collected from our parks. Decide in October 2020 whether to implement new arrangements
5. New: Lobby WBC to:
 - a) Update their planning guidelines to require key environmental features in order to receive planning support, e.g. solar panels for electricity and hot water, electricity storage batteries, ground / air source heat pumps, electric car changing point, etc. This should also be added to their Local Plan review
 - b) (Repeat of 1.G.4): Work with Newbury BID and other relevant organisations to lobby WBC for the permanent pedestrianisation of the Market Place, excluding Mansion House and Wharf Streets. Aim for decision by end 2020 - 01.MPT1, revised.
 - c) (Repeat of 1.G.1.b): Develop an environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport. This should also be added to their Local Plan review – 02.19 revised
 - d) Support the wider use of electric vehicles (cars and bikes), and to install an adequate number charge points in suitable, secure parking spaces that are reserved for those vehicles - 01.19 revised
 - e) Radically expand the range of materials and product types that are collected kerb-side for recycling
6. New: Encourage local community groups to set up market stalls at no / heavily reduced fees to promote green initiatives e.g. refillables



4: Focused support for young people, the elderly and the vulnerable

1. Support detached youth work for the Newbury

1. New: **Provide funding to support detached youth worker(s) for Newbury, from April 2020 to December 2023**
 - a) The youth worker(s) will be employed by Berkshire Youth, and form part of the team they are building
 - b) Twice per year, Berkshire Youth will report the results and impact of these sessions to the NCT Policy & Resources Committee

2. Support initiatives to make Newbury a more inclusive town

1. New: **Organise dementia-friendly training for all members and officers by end 2019, and then display accreditation on NTC website**
2. New: **Ensure the design of the new café in Victoria Park considers the needs of those with dementia, and encourage the café operator to embrace dementia-friendly training and practices**
3. New: **Changing facilities for disabled:**
 - a) Repeat 1.F.2.a.i: New: **By end Q1 2020, investigate provision of a changing area in the Wharf toilets with a disabled hoist that would enable carers to change older children / young people on the changing table rather than on the floor. Aim to install when funding is provided.**
 - b) Repeat 1.F.4.a.ii: **Explore options for one of the disabled access toilets in the new café in Victoria Park to include a hoist to enable carers to change older children / young people on the changing table rather than on the floor**
4. *New: Dementia-friendly training planned for first quarter following successive elections*
5. *We will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town*

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

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

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

1. Encourage public attendance and questions at Council meetings – O2.2

2. Be visible, relevant responsive and accountable to our residents:

- 1. Make ourselves available to the public by holding regular surgeries - street / ward / Town Hall steps / other locations – O2.1 (revised)*
- 2. Actively seek to hear the needs, desires and ambitions of the people in Newbury, and respond as quickly and as comprehensively as possible within the limits of our resources and other constraints.*
- 3. We will represent the views of the people of Newbury when working with other partners and stakeholders or other bodies, both local and national, who can improve the quality of life for our citizens.*
- 4. Continually improve and upgrade our website and social media in order to engage and consult the people of Newbury – O2.16*
- 5. Publish a monthly digital newsletter covering important events and achievements of the Town Council – O2.26*

3. Promote cultural identity and equality of opportunity

- 1. We will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town. (See also Our Action Plan 4.2.5).*

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

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

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

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

Our Structure

Our Structure

- **People**

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

- **Decision Making**

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

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

- **Full Council** – 23 Members, 4 scheduled meetings / year
 - Local democracy week working group
- **Policy & Resources** – 10 Members, 5 Subs, 4/yr.
 - Staff Sub-Committee – 6 members, 4 subs, 4/yr
 - Grants Sub-Committee – 6 members, 4 subs, 2/yr
 - Strategy working group
 - Audit working group
- **Planning & Highways** – 10 Members, 5 Subs, every 3 weeks
 - Canal Corridor working group
 - Heritage working group
 - Joint Sandleford working group
- **Community Services** – 10 Members, 5 Subs, 4/yr
 - Victoria Park Sub-Committee
 - Climate Emergency working group
 - Newbury in Bloom working group
- **Civic Pride, Arts & Leisure** – 10 Members, 5 Subs, 4/yr
 - VE Day 75th Anniversary WG

Newbury Town Council Key Performance Indicators 2019-20

Indicator	Frequency											
Accounts	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Percentage of invoices paid within 30 days of receipt by Corporate Services Team (excluding disputed invoices)				all but one invoice								
Council expenditure to be within 5% budget												
Amount of bad debt over £500 and more than 3 months old (aim to reduce this over the year)	£2,737.50											
Achieving budgeted income from chamber lettings (£7,000)	£0	£505 - 7%	£795-11%	£1,101-16%	£1,853-27%	£2396-34%						
Achieving budgeted income from Suite Lettings (£38,000)	£2,610 - 7%	£4,715 - 12%	£9025-24%	£11,448-30%	£13943-37%	£18,125-48%						
Unqualified financial audit												
Website/social media												
Number of Facebook followers (aim for 10 new p.m. 120 pa)	1954	1981	2086	2147	2158							
Number of Twitter followers (aim for 10 new pm, 120 pa)	4078	4131	4153	4183	4210							
Number of hits on website (sessions) to increase in year	2492	3507	2587	2963	2905							
All agendas published within 3 clear days prior to the meeting												
Communication with Public												
Publish minutes of meetings within 2 working days of Corporate Services being advised they are approved by the chairperson						within 5 days						
Produce draft minutes of all Council and Committee meetings within 3 working days of committee meeting												
Complaints dealt with within 5 working days												
Produce 4 press releases each month	3 - purdah	4	4	4	5	7						
Produce a newsletter every month	purdah	purdah			prepared, not published							
Community Services												
Undertake monthly detailed play area inspections												
Market income in line with budget (£40,000)	£2364 -6%	£4835-12%	£7274-18%	£9,972-25%	£13,168-33%	£15,786-40%						
Allotment income in line with budget (£21,000 - due 1.4.18)	£20528-98%	£20,964-99%										
Shaw Cemetery income in line with budget (£45,000)	£0	£4,818-11%	£8757-20%	£10,169-23%	£12,367-28%	£14,415-32%						
Shrub and flower beds weeded as per contract	2 weeks behind	90% completed	1 week behind		50% done							
pond cleaned 6 times pa or more if needed												
Contractors quote for Unscheduled Works within a week	2 weeks	3 weeks		3 weeks	2 weeks	2 weeks						
Frequency of grass cutting – based on length of grass	20% of sites unacceptable	smaller areas missed	apart from allotments	bar 1 site	strimming not done	some missed						
Frequent litter picking, based on times per site per contract		2 misses										
Contractors inspecting playgrounds weekly & competently			last month's report not yet recd	last 2 mnths reports not seen	? Sheets not received	not known						
Number of vacant allotment plots below 17	14	12	7	13	14	0						
Planning and Highways												
Planning comments made at meetings of the committee should be submitted to WBC within 2 working days of the meeting being held		3 working days	3 working days	4 working days								
Staff												
Total staff Time Off In Lieu (TOIL) carried forward	121.38	165.72	145.27	217.75	136.55	139.4						
Each staff member to undertake 6 hours training per quarter (pro-rata)				10/11								
number of staff working days lost to sickness - target no more than 4 per month	7	3	6	0	1	3						

Explanation of colours in chart

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

Newbury Town Council

Public Report to:

Policy & Resources Committee, 14 October 2019.

Agenda Item No 16: The urgent removal of diseased trees

Background

As part of the Newbury Town Council management protocol, the Council is required under legislation to regularly inspect its tree stock and take any such remedial action as may be required to protect the public. Recent Court cases have reinforced the need for Councils to take swift action to protect the public or risk prosecution by the Health & safety Executive.

Newbury Town Council have recently instructed John Handy, a locally well respected & qualified Tree Surgeon to carry a detailed inspection of its tree stock. During these inspections, those trees which are in need of urgent attention are immediately flagged to the Grounds Maintenance Officer. In the process to date, a number of trees have been shown to be diseased or badly damaged and in need of urgent removal.

This year has been particularly damaging to the tree population with an excess of fungal fruiting bodies attacking mature trees.

Objective

To ensure public safety by speedy action and or removal of damaged or diseased trees.

Outcomes

The current budget for tree removal assumed the normal rate of disposal due to wind & weather damage. The current inspection routine has highlighted a number of mature trees which are in need of urgent removal, the tendered costs vary from £2,200 to 3,100 each tree, well outside the maintenance budget provision.

Financial and Legal implications

The current allocation for trees & tree works has been committed both in terms of the instruction for the Survey works and general tree management & maintenance. To deal with the additional tree issues highlighted by the Survey works, additional funding is sought.

In particular 2 mature ash trees adjacent to the canal are in urgent need for removal.

They are considered unstable following a close inspection.

Consultation:

The removal of the diseased trees has been discussed with the Tree Officers at West Berkshire Council. Any action to remove and/or replace these trees is taking place in full consultation with them.

Recommendation(s)

To resolve to allocate a sum not to exceed £12,500 for the urgent removal of diseased trees as a result of the Newbury Town Council Tree Inspection programme (ongoing) which has and will identify trees which are a risk and/or danger to the public.

Signed: David W Ingram
Community Services Manager
7th October 2019

Newbury Town Council

Public Report to Policy and Resources Committee 14 October 2019

Agenda Item No 17:

Background

The Town Council's current website was designed in house about three years ago. There was a considerable cost saving by doing this, but the disadvantage is that only one member of staff can update and change the website, with the exception of adding agendas and minutes of meetings, which can be done by another staff member, using Dreamweaver software. A new website, that can be updated by a larger number of staff, without bespoke software that requires an ongoing monthly subscription for each member of staff that uses it, would enable the Council to keep the website up to date all year round, avoiding delays caused by staff absences.

Objective

To create a new website, that can be updated by a number of different staff members, to spread the workload, and be more responsive. This would also enable the Council to refresh the look of the website; improve the search functionality, particularly from mobile phones; and to be compliant with new accessibility legislation for websites that comes in next September. The amount of information on our website continues to grow year on year.

Financial and Legal implications

I have received a number of quotes for new websites, ranging in price from £3,000 for a basic, off the peg design, to over £20,000 for a bespoke design. A neighbouring Town Council has recently commissioned a new website for approximately £8,000. We have sufficient money in general reserves to enable the council to go ahead with a new website now.

Equality and Diversity impacts

There are none

Consultation:

Following a consultation with all councillors about the website, a meeting with the CEO, myself and three councillors was held in September, where the possibility of a new website was discussed, and it was agreed that the cost would be considered for the 2020/2021 budget. However, we feel that this matter should be progressed sooner, to enable the Council officers to update the website and keep up with the ever-growing amount of information that we wish to post.

Recommendation

That members authorise an amount of up to £12,000 to be spent from General Reserves on a new website, to enable us to commission a company to start work on a new website this Autumn, rather than wait until next April.

Signed: Gillian Durrant, Finance and Corporate Services manager
8 October 2019

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
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
April	Reserves and deferred grants To resolve to earmark ...
	Financial Regulations Review. It is good practice to review Financial Regulations annually.
	Standing Orders/ scheme of delegations –to Full Council
	Review of Contributions for Newbury Library
	Write off bad debts
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