

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**

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## AGENDA

- 1. Apologies for absence**  
*Chairperson*
- 2. Declarations of interest and dispensations**  
*Chairperson*  
**To receive** any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes (Appendix 1)**  
*Chairperson*  
**To approve** the minutes of a meeting of the Policy & Resources Committee held on Monday 22 July 2019 (previously circulated).
- 4. Questions and Petitions from members of the public**  
*Chairperson*

Town Hall, Market Place, Newbury, RG14 5AA

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

**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 8<sup>th</sup> 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 Office  | Included in staff cost        | On Going          | Weekly / Monthly / On going                     | N/A                 | Staff costs budget  | To minimise risk of legionella / compliance with legislation |
| HS3   | Shaw Cemetery Domestic Water Services hygiene regimes following LRA - weekly purging, monthly temp reading.  | Subcontractor  | Included in contract          | On Going          | Weekly / Monthly / On going                     | N/A                 | Shaw Cemetery R&M budget  | To minimise risk of legionella / compliance with legislation |
| HS4   | Town Hall Inspections (offices and communal areas). Including Quarterly Workplace Inspections by Safety Officer  | Officers   | Included in staff cost        | On going / ad hoc | Daily / Weekly / Monthly / Quarterly / On going | N/A                 | N/A   | Improved Town Hall Safety                                    |
| HS5   | Town Hall Fire Alarm Testing   | Officers   | Included in staff cost        | On going          | Weekly  | N/A                 | N/A   | Compliance with legislation                                  |
| HS6   | Town Hall Disabled Toilet Alarm Testing  | Officers   | Included in staff cost        | On going          | Monthly   | N/A                 | N/A   | Improved Town Hall Safety                                    |
| HS7   | Risk Management Strategy and Strategic Risk Register Review  | Council  | Included in staff cost        | 15/10/2018        | Agreed at P&R 15.10.18                          | October 2019        | Audit Working Group to consider following Management Team input | Ensured risk strategy is still correct                       |
| HS8   | Town Hall Safety Inspections (quarterly)   | Safety Officer / Caretaker                               | Included in staff cost        | End June 2019     | Completed 26/06/2019                            | End Sept 2019       | N/A   | Improved Town Hall Safety                                    |
| HS9   | Annual Play Area Inspection by ROSPA accredited inspection company   | Contractor / Safety Officer / Community Services Manager | Approx. £700                  | End March 2018    | Completed 13, 14, & 15 February 2019            | February 2020       | Playground R&M budget   | Legal requirement Safety for users                           |
| HS10  | Boiler Servicing & Gas Safety Certificate for Old Court House (Suite 1)  | Safety Officer / Subcontractor                           | £200.00                       | End June 2019     | Engineer appointment Booked 23/07/2019          | End June 2020       | Town Hall Contract  | Continued Town Hall Safety / compliance with legislation     |
| HS11  | Lift Inspection (annually)   | Subcontractor / Safety Officer                           | Included in Insurance         | End June 2019     | Completed 20/06/2019                            | June 2020           | Legal requirement   | Improved Town Hall safety / compliance with legislation      |
| HS12  | Fire Extinguishers Maintenance (annually) for All NTC Sites, requiring extinguishers (Shaw Cemetery, Victoria Park Changing Rooms & Kiosk, Bowling Club, Town Hall, Newtown Road Cemetery) | Safety Officer / Subcontractor                           | £1043 Annually                | End April 2019    | Completed April 2019                            | End April 2020      | Various Contracts / R&M budgets                                 | Improved safety / compliance with legislation                |
| HS13  | 5 yearly Periodical Test & Inspections of the Town Hall Electrical System  | Safety Officer / Subcontractor                           | £3,000.00                     | End April 2015    | Completed 27/04/2015                            | April 2020          | Town Hall R&M budget  | Improved safety / compliance with legislation                |
| HS14  | Newtown Road Cemetery 5 yearly Electrical installation testing   | Safety Officer / Subcontractor                           | £300.00                       | End April 2017    | Completed 17/05/2017                            | May 2022            | Newtown Road Cemetery R&M Budget                                | Improved safety / compliance with legislation                |
| HS15  | Lift Service (6 monthly)<br>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

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| 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

| <u>Date Paid</u> | <u>Payee Name</u>            | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u>  | <u>Transaction Detail</u>                   |
|------------------|------------------------------|------------------|--------------------|------------------------|---|
| 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<br>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<br>Shaw Cemetery Rates |

Continued on Page 2

## Current 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>      |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 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

| <u>Date Paid</u>      | <u>Payee Name</u>            | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|-----------------------|------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 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                 |
| <b>Total Payments</b> |                              |                  | <b>331,705.73</b>  |                       |                                |

## 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  |
| <b>Total Payments</b> |                   |                  | <b>3,577.04</b>    |                       |                                |

10/07/2019

## Newbury Town Council 19-20

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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 |
|---|--------------|------------|--------|------------|-------------|-----------------|---------|
| <b>A13 Acclaim Fabrications</b>                           |              |            |        |            |             |                 |         |
| <i>PA068/11005/1235/Acclaim Fabri</i>                     | 09/07/2019   | PA068      | 1      | 1,970.00   | 0.00        | 1,970.00        | 0.00    |
| <i>PA079/11006/1355/Acclaim Fabri</i>                     | 09/07/2019   | PA079      | 1      | 870.00     | 0.00        | 870.00          | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>2,840.00</b> |         |
| Above paid on 10/07/2019 by Online Payment Ref A13        |              |            |        |            |             |                 |         |
| <b>A15 HawkEye Pest Control Ltd</b>                       |              |            |        |            |             |                 |         |
| <i>Victoria Park Pest Control</i>                         | 02/07/2019   | 9770SM52   | 1      | 151.20     | 0.00        | 151.20          | 0.00    |
| <i>Bowling Green Pest Management</i>                      | 02/07/2019   | 9770SM54   | 1      | 90.00      | 0.00        | 90.00           | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>241.20</b>   |         |
| Above paid on 10/07/2019 by Online Payment Ref A15        |              |            |        |            |             |                 |         |
| <b>A20 A &amp; S Meats</b>                                |              |            |        |            |             |                 |         |
| <i>Market management July 2019</i>                        | 04/07/2019   | 33         | 1      | 1,320.00   | 0.00        | 1,320.00        | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>1,320.00</b> |         |
| Above paid on 10/07/2019 by Online Payment Ref A20        |              |            |        |            |             |                 |         |
| <b>A46 Aprimatic Automation Ltd</b>                       |              |            |        |            |             |                 |         |
| <i>THall ManStr Doors Protects</i>                        | 04/07/2019   | 914689     | 1      | 1,920.19   | 0.00        | 1,920.19        | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>1,920.19</b> |         |
| Above paid on 10/07/2019 by Online Payment Ref A46        |              |            |        |            |             |                 |         |
| <b>A7 Hughes &amp; Salvidge t/a Aasvogel Skip Hire</b>    |              |            |        |            |             |                 |         |
| <i>WestMills 6Yd Skip (mixed)</i>                         | 30/06/2019   | 243205     | 1      | 281.35     | 0.00        | 281.35          | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>281.35</b>   |         |
| Above paid on 10/07/2019 by Online Payment Ref A7         |              |            |        |            |             |                 |         |
| <b>C10 Crescent Signs Ltd</b>                             |              |            |        |            |             |                 |         |
| <i>18344/10995/Crescent Signs Ltd</i>                     | 04/07/2019   | 18344      | 1      | 218.40     | 0.00        | 218.40          | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>218.40</b>   |         |
| Above paid on 10/07/2019 by Online Payment Ref 17108/1710 |              |            |        |            |             |                 |         |

Continued over page

## 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 |
|--|--------------|----------------|--------|------------|----------|-------------|---------|
| <b>C2</b> <b>Citizens Advice Bureau</b>                |              |                |        |            |          |             |         |
| <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      |              |                |        |            |          |             |         |
| <b>D2</b> <b>Mr B Digby</b>                            |              |                |        |            |          |             |         |
| <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      |              |                |        |            |          |             |         |
| <b>E12</b> <b>elliswhittam</b>                         |              |                |        |            |          |             |         |
| <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     |              |                |        |            |          |             |         |
| <b>G22</b> <b>The Good Exchange Ltd</b>                |              |                |        |            |          |             |         |
| <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     |              |                |        |            |          |             |         |
| <b>G27</b> <b>Greengage Environmental Ltd</b>          |              |                |        |            |          |             |         |
| <i>Bat emergence &amp; re-entry srvs</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     |              |                |        |            |          |             |         |
| <b>H11</b> <b>Healthmatic Ltd</b>                      |              |                |        |            |          |             |         |
| <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 |              |                |        |            |          |             |         |
| <b>I15</b> <b>In Balance Energy Ltd</b>                |              |                |        |            |          |             |         |
| <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 |
|--|--------------|------------|--------|------------|-------------|-----------------|---------|
| <b>J15 Jenks Oxford Ltd</b>                              |              |            |        |            |             |                 |         |
| 6454/11007/1262/Jenks Group Lt                           | 09/07/2019   | 6454       | 1      | 2,286.00   | 0.00        | 2,286.00        | 0.00    |
|  |              |            |        |            | <b>0.00</b> | <b>2,286.00</b> |         |
| Above paid on 10/07/2019 by Online Payment Ref J15       |              |            |        |            |             |                 |         |
| <b>J2 JS Maintenance Services</b>                        |              |            |        |            |             |                 |         |
| A5143/10998/JS Maintenance Ser                           | 01/07/2019   | A5143      | 1      | 52.00      | 0.00        | 52.00           | 0.00    |
|  |              |            |        |            | <b>0.00</b> | <b>52.00</b>    |         |
| Above paid on 10/07/2019 by Online Payment Ref J2        |              |            |        |            |             |                 |         |
| <b>L13 Link Up</b>                                       |              |            |        |            |             |                 |         |
| 6/19/3638/10999/West Berkshire                           | 30/06/2019   | 6/19/3638  | 1      | 50.00      | 0.00        | 50.00           | 0.00    |
|  |              |            |        |            | <b>0.00</b> | <b>50.00</b>    |         |
| Above paid on 10/07/2019 by Online Payment Ref L13       |              |            |        |            |             |                 |         |
| <b>L19 Laura L Line</b>                                  |              |            |        |            |             |                 |         |
| Refund allot rent/key WM78                               | 08/07/2019   | REFUND     | 1      | 42.63      | 0.00        | 42.63           | 0.00    |
|  |              |            |        |            | <b>0.00</b> | <b>42.63</b>    |         |
| Above paid on 10/07/2019 by Online Payment Ref L19       |              |            |        |            |             |                 |         |
| <b>M28 Minster Cleaning Services</b>                     |              |            |        |            |             |                 |         |
| 4912/10989/Minster Cleaning Se                           | 01/07/2019   | 4912       | 1      | 1,377.53   | 0.00        | 1,377.53        | 0.00    |
|  |              |            |        |            | <b>0.00</b> | <b>1,377.53</b> |         |
| Above paid on 10/07/2019 by Online Payment Ref INV29354  |              |            |        |            |             |                 |         |
| <b>N16 Newbury Tools Ltd</b>                             |              |            |        |            |             |                 |         |
| NRC Bowser   | 04/07/2019   | 1147970    | 1      | 110.40     | 0.00        | 110.40          | 0.00    |
|  |              |            |        |            | <b>0.00</b> | <b>110.40</b>   |         |
| Above paid on 10/07/2019 by Online Payment Ref N16       |              |            |        |            |             |                 |         |
| <b>N7 Newbury News Ltd</b>                               |              |            |        |            |             |                 |         |
| SIN666393/10996/Newbury News L                           | 02/07/2019   | SIN666393  | 1      | 612.00     | 0.00        | 612.00          | 0.00    |
|  |              |            |        |            | <b>0.00</b> | <b>612.00</b>   |         |
| 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 |
|--|--|--------------|--------|------------|-------------|------------------|---------|
| <b>P45</b>   | <b>Polaris Medical Services Ltd</b>    |              |        |            |             |                  |         |
| <i>Medical support services</i>                    | 04/07/2019                             | 3155         | 1      | 450.00     | 0.00        | 450.00           | 0.00    |
|  |  |              |        |            | <b>0.00</b> | <b>450.00</b>    |         |
| Above paid on 10/07/2019 by Online Payment Ref P45 |  |              |        |            |             |                  |         |
| <b>S11</b>   | <b>South West Hygiene</b>              |              |        |            |             |                  |         |
| <i>212816/10997/South West Hygien</i>              | 14/07/2019                             | 212816       | 1      | 172.22     | 0.00        | 172.22           | 0.00    |
|  |  |              |        |            | <b>0.00</b> | <b>172.22</b>    |         |
| Above paid on 10/07/2019 by Online Payment Ref S11 |  |              |        |            |             |                  |         |
| <b>T38</b>   | <b>The Play Inspection Company Ltd</b> |              |        |            |             |                  |         |
| <i>Operationalnsp training Jo L.</i>               | 28/06/2019                             | 36685        | 1      | 660.00     | 0.00        | 660.00           | 0.00    |
|  |  |              |        |            | <b>0.00</b> | <b>660.00</b>    |         |
| Above paid on 10/07/2019 by Online Payment Ref T38 |  |              |        |            |             |                  |         |
| <b>V2</b>  | <b>Volunteer Centre West Berkshire</b> |              |        |            |             |                  |         |
| <i>Grant 2019-20</i>                               | 04/07/2019                             | GRANT2019/20 | 1      | 500.00     | 0.00        | 500.00           | 0.00    |
|  |  |              |        |            | <b>0.00</b> | <b>500.00</b>    |         |
| Above paid on 10/07/2019 by Online Payment Ref V2  |  |              |        |            |             |                  |         |
| <b>W24</b>   | <b>Wiltshire Countryside Services</b>  |              |        |            |             |                  |         |
| <i>GlenAve Chip and Grind Stump</i>                | 04/07/2019                             | 752          | 1      | 1,080.00   | 0.00        | 1,080.00         | 0.00    |
|  |  |              |        |            | <b>0.00</b> | <b>1,080.00</b>  |         |
| Above paid on 10/07/2019 by Online Payment Ref W24 |  |              |        |            |             |                  |         |
| <b>Total Purchase Ledger Payments</b>              |  |              |        |            | <b>0.00</b> | <b>42,793.20</b> |         |

03/10/2019

## Newbury Town Council 19-20

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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 |
|---|--------------|------------|--------|------------|-------------|---------------|---------|
| <b>A15 HawkEye Pest Control Ltd</b>                       |              |            |        |            |             |               |         |
| 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    |
|   |              |            |        |            | <b>0.00</b> | <b>156.00</b> |         |
| Above paid on 25/07/2019 by Online Payment Ref A15        |              |            |        |            |             |               |         |
| <b>A4 Ab-Fab Loos Limited</b>                             |              |            |        |            |             |               |         |
| Q388880/11054/1271/Ab-Fab Loos                            | 24/07/2019   | Q388880    | 1      | 154.08     | 0.00        | 154.08        | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>154.08</b> |         |
| Above paid on 25/07/2019 by Online Payment Ref A4         |              |            |        |            |             |               |         |
| <b>B55 British Red Cross</b>                              |              |            |        |            |             |               |         |
| N1289217/11049/1350/British Re                            | 12/07/2019   | N1289217   | 1      | 834.00     | 0.00        | 834.00        | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>834.00</b> |         |
| Above paid on 25/07/2019 by Online Payment Ref B55        |              |            |        |            |             |               |         |
| <b>C10 Crescent Signs Ltd</b>                             |              |            |        |            |             |               |         |
| TwiningDocCerts   | 12/07/2019   | 18353      | 1      | 237.60     | 0.00        | 237.60        | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>237.60</b> |         |
| Above paid on 25/07/2019 by Online Payment Ref 17108/1710 |              |            |        |            |             |               |         |
| <b>C20 Co-Operative Group Plc - AP</b>                    |              |            |        |            |             |               |         |
| 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    |
|   |              |            |        |            | <b>0.00</b> | <b>59.28</b>  |         |
| Above paid on 25/07/2019 by Online Payment Ref C20        |              |            |        |            |             |               |         |
| <b>D12 DCK Accounting Solutions Ltd</b>                   |              |            |        |            |             |               |         |
| P1467/11039/DCK Accounting Sol                            | 18/07/2019   | P1467      | 1      | 92.40      | 0.00        | 92.40         | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>92.40</b>  |         |
| Above paid on 25/07/2019 by Online Payment Ref P1104      |              |            |        |            |             |               |         |

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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 |
|---|--------------|---------------------|--------|------------|-------------|-----------------|---------|
| <b>D14 Amber Draper</b>                             |              |                     |        |            |             |                 |         |
| <i>Allotrent refund?P11a/12b-Drap</i>               | 18/07/2019   | REFUND              | 1      | 58.48      | 0.00        | 58.48           | 0.00    |
|   |              |                     |        |            | <b>0.00</b> | <b>58.48</b>    |         |
| Above paid on 25/07/2019 by Online Payment Ref D14  |              |                     |        |            |             |                 |         |
| <b>D15 DWF LLP</b>                                  |              |                     |        |            |             |                 |         |
| <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    |
|   |              |                     |        |            | <b>0.00</b> | <b>4,989.98</b> |         |
| Above paid on 25/07/2019 by Online Payment Ref D15  |              |                     |        |            |             |                 |         |
| <b>D2 Mr B Digby</b>                                |              |                     |        |            |             |                 |         |
| <i>Wedding - 20.07.19</i>                           | 20/07/2019   | 190720              | 1      | 30.00      | 0.00        | 30.00           | 0.00    |
|   |              |                     |        |            | <b>0.00</b> | <b>30.00</b>    |         |
| Above paid on 25/07/2019 by Online Payment Ref D2   |              |                     |        |            |             |                 |         |
| <b>E14 Environmental Solutions Ltd</b>              |              |                     |        |            |             |                 |         |
| <i>Secure shredding</i>                             | 12/07/2019   | 12167               | 1      | 63.04      | 0.00        | 63.04           | 0.00    |
|   |              |                     |        |            | <b>0.00</b> | <b>63.04</b>    |         |
| Above paid on 25/07/2019 by Online Payment Ref E14  |              |                     |        |            |             |                 |         |
| <b>G5 Global Drone Surveys Limited</b>              |              |                     |        |            |             |                 |         |
| <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    |
|   |              |                     |        |            | <b>0.00</b> | <b>2,085.90</b> |         |
| Above paid on 25/07/2019 by Online Payment Ref G5   |              |                     |        |            |             |                 |         |
| <b>H18 Hare &amp; Hounds Hotel &amp; Restaurant</b> |              |                     |        |            |             |                 |         |
| <i>Carcaixent Twinning Dinner</i>                   | 12/07/2019   | 60149               | 1      | 364.00     | 0.00        | 364.00          | 0.00    |
|   |              |                     |        |            | <b>0.00</b> | <b>364.00</b>   |         |
| Above paid on 25/07/2019 by Online Payment Ref H18  |              |                     |        |            |             |                 |         |
| <b>H2 Hungerford Town Band</b>                      |              |                     |        |            |             |                 |         |
| <i>Music in bandstand 07.07.2019</i>                | 17/07/2019   | VP070719            | 1      | 150.00     | 0.00        | 150.00          | 0.00    |
|   |              |                     |        |            | <b>0.00</b> | <b>150.00</b>   |         |
| Above paid on 25/07/2019 by Online Payment Ref H2   |              |                     |        |            |             |                 |         |

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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 |
|---|--|--------------|--------|------------|-------------|-----------------|---------|
| <b>I1</b>   | <b>Her Majesty's Revenue and Customs</b> |              |        |            |             |                 |         |
| <i>Payroll - July 2019</i>                                | 23/07/2019                               | PRJULY19     | 1      | 8,130.99   | 0.00        | 8,130.99        | 0.00    |
|   |  |              |        |            | <b>0.00</b> | <b>8,130.99</b> |         |
| Above paid on 25/07/2019 by Online Payment Ref 120PW00124 |  |              |        |            |             |                 |         |
| <b>J2</b>   | <b>JS Maintenance Services</b>           |              |        |            |             |                 |         |
| <i>A5146/11024/1398/JS Maintenanc</i>                     | 16/07/2019                               | A5146        | 1      | 63.60      | 0.00        | 63.60           | 0.00    |
|   |  |              |        |            | <b>0.00</b> | <b>63.60</b>    |         |
| Above paid on 25/07/2019 by Online Payment Ref J2         |  |              |        |            |             |                 |         |
| <b>L17</b>  | <b>Lizard Racing Ltd</b>                 |              |        |            |             |                 |         |
| <i>Chamber Speaker Battery Upgrde</i>                     | 08/07/2019                               | 664          | 1      | 375.00     | 0.00        | 375.00          | 0.00    |
|   |  |              |        |            | <b>0.00</b> | <b>375.00</b>   |         |
| Above paid on 25/07/2019 by Online Payment Ref L17        |  |              |        |            |             |                 |         |
| <b>L3</b>   | <b>G &amp; P Lilleystone</b>             |              |        |            |             |                 |         |
| <i>PF 4 Master keys</i>                                   | 16/07/2019                               | L9820        | 1      | 20.00      | 0.00        | 20.00           | 0.00    |
|   |  |              |        |            | <b>0.00</b> | <b>20.00</b>    |         |
| Above paid on 25/07/2019 by Online Payment Ref L3         |  |              |        |            |             |                 |         |
| <b>N9</b>   | <b>Kim Newbrook</b>                      |              |        |            |             |                 |         |
| <i>Allotrent refund-WC43-Newbrook</i>                     | 16/07/2019                               | REFUND       | 1      | 40.53      | 0.00        | 40.53           | 0.00    |
|   |  |              |        |            | <b>0.00</b> | <b>40.53</b>    |         |
| Above paid on 25/07/2019 by Online Payment Ref N9         |  |              |        |            |             |                 |         |
| <b>O3</b>   | <b>Elizabeth O'Keeffe</b>                |              |        |            |             |                 |         |
| <i>Refund - Mayors Meal</i>                               | 15/07/2019                               | REFUND150719 | 1      | 161.50     | 0.00        | 161.50          | 0.00    |
|   |  |              |        |            | <b>0.00</b> | <b>161.50</b>   |         |
| Above paid on 25/07/2019 by Online Payment Ref O3         |  |              |        |            |             |                 |         |
| <b>P17</b>  | <b>Caroline Edmunds</b>                  |              |        |            |             |                 |         |
| <i>Refund-Market promotion FBook</i>                      | 16/07/2019                               | REFUND160719 | 1      | 27.19      | 0.00        | 27.19           | 0.00    |
|   |  |              |        |            | <b>0.00</b> | <b>27.19</b>    |         |
| Above paid on 25/07/2019 by Online Payment Ref P17        |  |              |        |            |             |                 |         |

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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 |
|---|--------------|------------|--------|------------|-------------|-----------------|---------|
| <b>P18 Prudential</b>                                     |              |            |        |            |             |                 |         |
| <i>Payroll - July 2019</i>                                | 23/07/2019   | PRJULY19   | 1      | 200.00     | 0.00        | 200.00          | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>200.00</b>   |         |
| Above paid on 25/07/2019 by Online Payment Ref L643-24897 |              |            |        |            |             |                 |         |
| <b>P28 Paulette McAllister</b>                            |              |            |        |            |             |                 |         |
| <i>VP Proj Stage 3 (20%)</i>                              | 12/07/2019   | PM IN 202  | 1      | 1,390.00   | 0.00        | 1,390.00        | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>1,390.00</b> |         |
| Above paid on 25/07/2019 by Online Payment Ref P28        |              |            |        |            |             |                 |         |
| <b>P44 Penny Post Ltd</b>                                 |              |            |        |            |             |                 |         |
| <i>Recruitment advert</i>                                 | 16/07/2019   | 15491      | 1      | 25.00      | 0.00        | 25.00           | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>25.00</b>    |         |
| Above paid on 25/07/2019 by Online Payment Ref P44        |              |            |        |            |             |                 |         |
| <b>R14 Round &amp; About</b>                              |              |            |        |            |             |                 |         |
| <i>Christmas advert - T/hall hire</i>                     | 25/07/2019   | 119953     | 1      | 192.00     | 0.00        | 192.00          | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>192.00</b>   |         |
| Above paid on 25/07/2019 by Online Payment Ref R14        |              |            |        |            |             |                 |         |
| <b>R5 Berkshire Pension Fund</b>                          |              |            |        |            |             |                 |         |
| <i>Payroll - July 2019</i>                                | 23/07/2019   | PRJULY19   | 1      | 8,151.81   | 0.00        | 8,151.81        | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>8,151.81</b> |         |
| Above paid on 25/07/2019 by Online Payment Ref QL66       |              |            |        |            |             |                 |         |
| <b>S4 Mr B Sylvester</b>                                  |              |            |        |            |             |                 |         |
| <i>Wedding - 20.07.19</i>                                 | 20/07/2019   | N821       | 1      | 52.25      | 0.00        | 52.25           | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>52.25</b>    |         |
| Above paid on 25/07/2019 by Online Payment Ref S4         |              |            |        |            |             |                 |         |
| <b>S6 Southern Remedial Services Limited</b>              |              |            |        |            |             |                 |         |
| <i>9562/11026/Southern Remedial S</i>                     | 15/07/2019   | 9562       | 1      | 2,559.66   | 0.00        | 2,559.66        | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>2,559.66</b> |         |
| Above paid on 25/07/2019 by Online Payment Ref S6         |              |            |        |            |             |                 |         |

Continued over page

## 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 |
|--|--------------|--|--------|------------|-------------|------------------|---------|
| <b>S75</b>   |              | <b>Stuart Michael Associates Ltd</b>   |        |            |             |                  |         |
| 2031NTC/11034/Stuart Michael A                     | 28/06/2019   | 2031NTC                                | 1      | 3,684.00   | 0.00        | 3,684.00         | 0.00    |
|  |              |  |        |            | <b>0.00</b> | <b>3,684.00</b>  |         |
| Above paid on 25/07/2019 by Online Payment Ref S75 |              |  |        |            |             |                  |         |
| <b>T30</b>   |              | <b>Technique Limited</b>               |        |            |             |                  |         |
| 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    |
|  |              |  |        |            | <b>0.00</b> | <b>546.00</b>    |         |
| Above paid on 25/07/2019 by Online Payment Ref T30 |              |  |        |            |             |                  |         |
| <b>T45</b>   |              | <b>A K Moir</b>                        |        |            |             |                  |         |
| TRS-19-024/11048/A K Moir                          | 16/07/2019   | TRS-19-024                             | 1      | 640.00     | 0.00        | 640.00           | 0.00    |
|  |              |  |        |            | <b>0.00</b> | <b>640.00</b>    |         |
| Above paid on 25/07/2019 by Online Payment Ref T45 |              |  |        |            |             |                  |         |
| <b>W1</b>  |              | <b>West Berkshire District Council</b> |        |            |             |                  |         |
| 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    |
|  |              |  |        |            | <b>0.00</b> | <b>63,361.00</b> |         |
| Above paid on 25/07/2019 by Online Payment Ref W1  |              |  |        |            |             |                  |         |
| <b>W25</b>   |              | <b>Empire Cafe Newbury Ltd</b>         |        |            |             |                  |         |
| Cake for Twinning event                            | 12/07/2019   | 34                                     | 1      | 70.00      | 0.00        | 70.00            | 0.00    |
|  |              |  |        |            | <b>0.00</b> | <b>70.00</b>     |         |
| Above paid on 25/07/2019 by Online Payment Ref W25 |              |  |        |            |             |                  |         |
| <b>W8</b>  |              | <b>Watership Brass</b>                 |        |            |             |                  |         |
| Twin Town Ceremony                                 | 13/07/2019   | 217                                    | 1      | 200.00     | 0.00        | 200.00           | 0.00    |
|  |              |  |        |            | <b>0.00</b> | <b>200.00</b>    |         |
| Above paid on 25/07/2019 by Online Payment Ref W8  |              |  |        |            |             |                  |         |
| <b>Total Purchase Ledger Payments</b>              |              |  |        |            | <b>0.00</b> | <b>99,165.29</b> |         |

07/08/2019

## 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 MGG

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

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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 |
|---|--------------|------------|--------|------------|-------------|-----------------|---------|
| <b>D2</b> <b>Mr B Digby</b>                             |              |            |        |            |             |                 |         |
| <i>Civic duties May to August 19</i>                    | 06/08/2019   | HD050819   | 1      | 150.00     | 0.00        | 150.00          | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>150.00</b>   |         |
| Above paid on 07/08/2019 by Online Payment Ref D2       |              |            |        |            |             |                 |         |
| <b>E13</b> <b>Easton Bevins Limited</b>                 |              |            |        |            |             |                 |         |
| <i>Building survey - Clock House</i>                    | 01/08/2019   | L9430      | 1      | 780.00     | 0.00        | 780.00          | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>780.00</b>   |         |
| Above paid on 07/08/2019 by Online Payment Ref E13      |              |            |        |            |             |                 |         |
| <b>E5</b> <b>East Woodhay Silver Band</b>               |              |            |        |            |             |                 |         |
| <i>Music in bandstand 28.07.19</i>                      | 30/07/2019   | 190005     | 1      | 150.00     | 0.00        | 150.00          | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>150.00</b>   |         |
| Above paid on 07/08/2019 by Online Payment Ref E5       |              |            |        |            |             |                 |         |
| <b>J2</b> <b>JS Maintenance Services</b>                |              |            |        |            |             |                 |         |
| <i>T/Hall - repair gents toilet</i>                     | 25/07/2019   | A5149      | 1      | 80.49      | 0.00        | 80.49           | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>80.49</b>    |         |
| Above paid on 07/08/2019 by Online Payment Ref J2       |              |            |        |            |             |                 |         |
| <b>L23</b> <b>Lyreco UK Ltd</b>                         |              |            |        |            |             |                 |         |
| <i>Stationery</i>                                       | 31/07/2019   | 6520196348 | 1      | 265.27     | 0.00        | 265.27          | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>265.27</b>   |         |
| Above paid on 07/08/2019 by Online Payment Ref L23      |              |            |        |            |             |                 |         |
| <b>M28</b> <b>Minster Cleaning Services</b>             |              |            |        |            |             |                 |         |
| <i>Office cleaning - August 19</i>                      | 01/08/2019   | 5109       | 1      | 1,377.53   | 0.00        | 1,377.53        | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>1,377.53</b> |         |
| Above paid on 07/08/2019 by Online Payment Ref INV29354 |              |            |        |            |             |                 |         |
| <b>N8</b> <b>Newbury Office Supplies</b>                |              |            |        |            |             |                 |         |
| <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    |
|   |              |            |        |            | <b>0.00</b> | <b>874.80</b>   |         |
| 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 |
|--|--------------|------------|--------|------------|-------------|-----------------|---------|
| <b>P10</b> <b>Phoenix Brass</b>                            |              |            |        |            |             |                 |         |
| <i>Music in Bandstand 04.08.19</i>                         | 04/08/2019   | 040819     | 1      | 150.00     | 0.00        | 150.00          | 0.00    |
|  |              |            |        |            | <b>0.00</b> | <b>150.00</b>   |         |
| Above paid on 07/08/2019 by Online Payment Ref P10         |              |            |        |            |             |                 |         |
| <b>P23</b> <b>Mr Garry Poulson</b>                         |              |            |        |            |             |                 |         |
| <i>Civic duties May to August 19</i>                       | 06/08/2019   | HD050819   | 1      | 50.00      | 0.00        | 50.00           | 0.00    |
|  |              |            |        |            | <b>0.00</b> | <b>50.00</b>    |         |
| Above paid on 07/08/2019 by Online Payment Ref P23         |              |            |        |            |             |                 |         |
| <b>R20</b> <b>RBS Software Solutions</b>                   |              |            |        |            |             |                 |         |
| <i>Allotment software support</i>                          | 30/07/2019   | SM20605    | 1      | 145.20     | 0.00        | 145.20          | 0.00    |
|  |              |            |        |            | <b>0.00</b> | <b>145.20</b>   |         |
| Above paid on 07/08/2019 by Online Payment Ref R20         |              |            |        |            |             |                 |         |
| <b>S4</b> <b>Mr B Sylvester</b>                            |              |            |        |            |             |                 |         |
| <i>Civic Duties May to August 19</i>                       | 06/08/2019   | HD050819   | 1      | 79.00      | 0.00        | 79.00           | 0.00    |
|  |              |            |        |            | <b>0.00</b> | <b>79.00</b>    |         |
| Above paid on 07/08/2019 by Online Payment Ref S4          |              |            |        |            |             |                 |         |
| <b>S5</b> <b>Mr D Stubbs</b>                               |              |            |        |            |             |                 |         |
| <i>Civic duties may to August 19</i>                       | 06/08/2019   | HD050819   | 1      | 25.00      | 0.00        | 25.00           | 0.00    |
|  |              |            |        |            | <b>0.00</b> | <b>25.00</b>    |         |
| Above paid on 07/08/2019 by Online Payment Ref S5          |              |            |        |            |             |                 |         |
| <b>S58</b> <b>Southern Electric Power Distribution Plc</b> |              |            |        |            |             |                 |         |
| <i>EPL685/1/11092/1413/Southern E</i>                      | 05/08/2019   | EPL685/1   | 1      | 2,225.88   | 0.00        | 2,225.88        | 0.00    |
|  |              |            |        |            | <b>0.00</b> | <b>2,225.88</b> |         |
| Above paid on 07/08/2019 by Online Payment Ref S58         |              |            |        |            |             |                 |         |
| <b>S8</b> <b>Sue Ellis:Information Management Consult</b>  |              |            |        |            |             |                 |         |
| <i>Data protection Consulting</i>                          | 29/07/2019   | 030        | 1      | 25.00      | 0.00        | 25.00           | 0.00    |
|  |              |            |        |            | <b>0.00</b> | <b>25.00</b>    |         |
| Above paid on 07/08/2019 by Online Payment Ref S8          |              |            |        |            |             |                 |         |

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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 |
|--------------------------------------|--------------|------------|--------|------------|-------------|---------------|---------|
| <b>T2</b> <b>Mr R Thomason</b>       |              |            |        |            |             |               |         |
| <i>Civic duties May to August 19</i> | 06/08/2019   | HD050819   | 1      | 150.00     | 0.00        | 150.00        | 0.00    |
|                                      |              |            |        |            | <b>0.00</b> | <b>150.00</b> |         |

Above paid on 07/08/2019 by Online Payment Ref T2

|  |            |               |   |          |             |                 |      |
|--|------------|---------------|---|----------|-------------|-----------------|------|
| <b>W1</b> <b>West Berkshire District Council</b> |            |               |   |          |             |                 |      |
| <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 |
|  |            |               |   |          | <b>0.00</b> | <b>7,888.75</b> |      |

Above paid on 07/08/2019 by Online Payment Ref W1

|                                       |            |         |   |          |             |                 |      |
|---------------------------------------|------------|---------|---|----------|-------------|-----------------|------|
| <b>W26</b> <b>WEL Medical Limited</b> |            |         |   |          |             |                 |      |
| <i>S229448/11090/1412/WEL Medical</i> | 01/08/2019 | S229448 | 1 | 1,500.00 | 0.00        | 1,500.00        | 0.00 |
|                                       |            |         |   |          | <b>0.00</b> | <b>1,500.00</b> |      |

Above paid on 07/08/2019 by Online Payment Ref W26

|                                    |            |     |   |        |             |               |      |
|------------------------------------|------------|-----|---|--------|-------------|---------------|------|
| <b>W8</b> <b>Watership Brass</b>   |            |     |   |        |             |               |      |
| <i>Music in Bandstand 23.06.19</i> | 27/07/2019 | 216 | 1 | 150.00 | 0.00        | 150.00        | 0.00 |
|                                    |            |     |   |        | <b>0.00</b> | <b>150.00</b> |      |

Above paid on 07/08/2019 by Online Payment Ref W8

|                                       |  |  |  |  |             |                  |  |
|---------------------------------------|--|--|--|--|-------------|------------------|--|
| <b>Total Purchase Ledger Payments</b> |  |  |  |  | <b>0.00</b> | <b>20,023.00</b> |  |
|---------------------------------------|--|--|--|--|-------------|------------------|--|

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## Newbury Town Council 19-20

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## List of Purchase Ledger Payments

User: MGG

## Linked to Cashbook 1

Entered Month 5  
by user GD

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

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## List of Purchase Ledger Payments

## 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         |
|---|--------------|----------------|--------|------------|-------------|-----------------|-----------------|
| <b>J2 JS Maintenance Services</b>                 |              |                |        |            |             |                 |                 |
| <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            |
|   |              |                |        |            | <b>0.00</b> | <b>307.02</b>   |                 |
| Above paid on 20/08/2019 by Online Payment Ref J2 |              |                |        |            |             |                 |                 |
| <b>J6 Just Newbury Limited</b>                    |              |                |        |            |             |                 |                 |
| <i>CEO office-secondary glazing</i>               | 07/08/2019   | 7892-2018/2019 | 1      | 780.00     | 0.00        | 780.00          | 0.00            |
|   |              |                |        |            | <b>0.00</b> | <b>780.00</b>   |                 |
| Above paid on 20/08/2019 by Online Payment Ref J6 |              |                |        |            |             |                 |                 |
| <b>S2 SSE Contracting Ltd</b>                     |              |                |        |            |             |                 |                 |
| <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            |
|   |              |                |        |            | <b>0.00</b> | <b>1,410.55</b> |                 |
| Above paid on 20/08/2019 by Online Payment Ref S2 |              |                |        |            |             |                 |                 |
| <b>W1 West Berkshire District Council</b>         |              |                |        |            |             |                 |                 |
| <i>Premise Licence fees - Markets</i>             | 12/08/2019   | 208787-466326  | 1      | 180.00     | 0.00        | 180.00          | 0.00            |
|   |              |                |        |            | <b>0.00</b> | <b>180.00</b>   |                 |
| Above paid on 20/08/2019 by Online Payment Ref W1 |              |                |        |            |             |                 |                 |
| <b>Total Purchase Ledger Payments</b>             |              |                |        |            |             | <b>0.00</b>     | <b>6,969.41</b> |

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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 |
|---|--------------|------------|--------|------------|-------------|-----------------|---------|
| <b>A11 All Plumbing Services Ltd</b>                      |              |            |        |            |             |                 |         |
| 4089/11136/1410/All Plumbing S                            | 28/08/2019   | 4089       | 1      | 204.00     | 0.00        | 204.00          | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>204.00</b>   |         |
| Above paid on 05/09/2019 by Online Payment Ref A11        |              |            |        |            |             |                 |         |
| <b>A15 HawkEye Pest Control Ltd</b>                       |              |            |        |            |             |                 |         |
| 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    |
|   |              |            |        |            | <b>0.00</b> | <b>612.00</b>   |         |
| Above paid on 05/09/2019 by Online Payment Ref A15        |              |            |        |            |             |                 |         |
| <b>A20 A &amp; S Meats</b>                                |              |            |        |            |             |                 |         |
| Market management - September                             | 04/09/2019   | 35         | 1      | 1,320.00   | 0.00        | 1,320.00        | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>1,320.00</b> |         |
| Above paid on 05/09/2019 by Online Payment Ref A20        |              |            |        |            |             |                 |         |
| <b>A4 Ab-Fab Loos Limited</b>                             |              |            |        |            |             |                 |         |
| 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    |
|   |              |            |        |            | <b>0.00</b> | <b>403.62</b>   |         |
| Above paid on 05/09/2019 by Online Payment Ref A4         |              |            |        |            |             |                 |         |
| <b>C10 Crescent Signs Ltd</b>                             |              |            |        |            |             |                 |         |
| Nby Library Info stickers                                 | 13/09/2019   | 18422      | 1      | 78.00      | 0.00        | 78.00           | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>78.00</b>    |         |
| Above paid on 05/09/2019 by Online Payment Ref 17108/1710 |              |            |        |            |             |                 |         |
| <b>C5 Cold Ash Brass</b>                                  |              |            |        |            |             |                 |         |
| Music in the Bandstand 16.06.1                            | 20/08/2019   | CAB147     | 1      | 150.00     | 0.00        | 150.00          | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>150.00</b>   |         |
| Above paid on 05/09/2019 by Online Payment Ref C5         |              |            |        |            |             |                 |         |

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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 |
|---|--------------|------------|--------|------------|-------------|-----------------|---------|
| <b>C59 Canal &amp; River Trust</b>                        |              |            |        |            |             |                 |         |
| <i>Access-Towpath, Bridge 62 Wm's</i>                     | 14/08/2019   | 120546     | 1      | 92.99      | 0.00        | 92.99           | 0.00    |
| <i>Lease - lock island</i>                                | 14/08/2019   | 120556     | 1      | 116.50     | 0.00        | 116.50          | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>209.49</b>   |         |
| Above paid on 05/09/2019 by Online Payment Ref 8083919    |              |            |        |            |             |                 |         |
| <b>D12 DCK Accounting Solutions Ltd</b>                   |              |            |        |            |             |                 |         |
| <i>Payroll - August 2019</i>                              | 28/08/2019   | P1505      | 1      | 138.00     | 0.00        | 138.00          | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>138.00</b>   |         |
| Above paid on 05/09/2019 by Online Payment Ref P1104      |              |            |        |            |             |                 |         |
| <b>E14 Environmental Solutions Ltd</b>                    |              |            |        |            |             |                 |         |
| <i>Secure shredding</i>                                   | 09/08/2019   | 12367      | 1      | 63.04      | 0.00        | 63.04           | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>63.04</b>    |         |
| Above paid on 05/09/2019 by Online Payment Ref E14        |              |            |        |            |             |                 |         |
| <b>I1 Her Majesty's Revenue and Customs</b>               |              |            |        |            |             |                 |         |
| <i>Payroll - August 2019</i>                              | 30/08/2019   | PR0819     | 1      | 7,880.38   | 0.00        | 7,880.38        | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>7,880.38</b> |         |
| Above paid on 05/09/2019 by Online Payment Ref 120PW00124 |              |            |        |            |             |                 |         |
| <b>J2 JS Maintenance Services</b>                         |              |            |        |            |             |                 |         |
| <i>A5154/11160/1430/JS Maintenanc</i>                     | 19/08/2019   | A5154      | 1      | 65.98      | 0.00        | 65.98           | 0.00    |
| <i>A5155/11159/1429/JS Maintenanc</i>                     | 19/08/2019   | A5155      | 1      | 39.99      | 0.00        | 39.99           | 0.00    |
| <i>A51578/11161/1428/JS Maintenanc</i>                    | 20/08/2019   | A51578     | 1      | 36.00      | 0.00        | 36.00           | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>141.97</b>   |         |
| Above paid on 05/09/2019 by Online Payment Ref J2         |              |            |        |            |             |                 |         |
| <b>L3 G &amp; P Lilleystone</b>                           |              |            |        |            |             |                 |         |
| <i>L9827/11167/G &amp; P Lilleystone</i>                  | 29/08/2019   | L9827      | 1      | 954.70     | 0.00        | 954.70          | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>954.70</b>   |         |
| 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 |
|---|--------------|------------|--------|------------|-------------|-----------------|---------|
| <b>M28 Minster Cleaning Services</b>                      |              |            |        |            |             |                 |         |
| <i>Office cleaning - September 19</i>                     | 01/09/2019   | 5309       | 1      | 1,377.53   | 0.00        | 1,377.53        | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>1,377.53</b> |         |
| Above paid on 05/09/2019 by Online Payment Ref INV29354   |              |            |        |            |             |                 |         |
| <b>M5 Market Trade News</b>                               |              |            |        |            |             |                 |         |
| <i>Market advert - MTNews</i>                             | 22/08/2019   | 1169135    | 1      | 120.00     | 0.00        | 120.00          | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>120.00</b>   |         |
| Above paid on 05/09/2019 by Online Payment Ref M5         |              |            |        |            |             |                 |         |
| <b>M6 Fiona Moore</b>                                     |              |            |        |            |             |                 |         |
| <i>Allotment refund - S92a - F Mo</i>                     | 05/09/2019   | REFUND     | 1      | 40.50      | 0.00        | 40.50           | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>40.50</b>    |         |
| Above paid on 05/09/2019 by Online Payment Ref M6         |              |            |        |            |             |                 |         |
| <b>P18 Prudential</b>                                     |              |            |        |            |             |                 |         |
| <i>Payroll - August 19</i>                                | 30/08/2019   | PR0819     | 1      | 200.00     | 0.00        | 200.00          | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>200.00</b>   |         |
| Above paid on 05/09/2019 by Online Payment Ref L643-24897 |              |            |        |            |             |                 |         |
| <b>R16 Reynolds Blinds (Newbury) Ltd</b>                  |              |            |        |            |             |                 |         |
| <i>149519/11145/1411/Reynolds Bli</i>                     | 28/08/2019   | 149519     | 1      | 283.20     | 0.00        | 283.20          | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>283.20</b>   |         |
| Above paid on 05/09/2019 by Online Payment Ref R16        |              |            |        |            |             |                 |         |
| <b>R5 Berkshire Pension Fund</b>                          |              |            |        |            |             |                 |         |
| <i>Payroll - August 2019</i>                              | 30/08/2019   | PR0819     | 1      | 8,054.97   | 0.00        | 8,054.97        | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>8,054.97</b> |         |
| Above paid on 05/09/2019 by Online Payment Ref QL66       |              |            |        |            |             |                 |         |
| <b>S27 The Society of Local Council Clerks</b>            |              |            |        |            |             |                 |         |
| <i>SLCC Full membership- Hugh</i>                         | 01/09/2019   | MEM225147  | 1      | 386.00     | 0.00        | 386.00          | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>386.00</b>   |         |
| 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          |
|--|--------------|------------|--------|------------|-------------|-----------------|------------------|
| <b>T30</b>   |              |            |        |            |             |                 |                  |
| <b>Technique Limited</b>                               |              |            |        |            |             |                 |                  |
| <i>Office 365</i>                                      | 27/08/2019   | 47832      | 1      | 7,418.92   | 0.00        | 7,418.92        | 0.00             |
|  |              |            |        |            | <b>0.00</b> | <b>7,418.92</b> |                  |
| Above paid on 05/09/2019 by Online Payment Ref T30     |              |            |        |            |             |                 |                  |
| <b>W10</b>   |              |            |        |            |             |                 |                  |
| <b>Wantage Silver Band</b>                             |              |            |        |            |             |                 |                  |
| <i>Music in the bandstand-30.06.1</i>                  | 30/08/2019   | NTC0630-1  | 1      | 150.00     | 0.00        | 150.00          | 0.00             |
|  |              |            |        |            | <b>0.00</b> | <b>150.00</b>   |                  |
| Above paid on 05/09/2019 by Online Payment Ref W10     |              |            |        |            |             |                 |                  |
| <b>W2</b>  |              |            |        |            |             |                 |                  |
| <b>The World's Fair Ltd</b>                            |              |            |        |            |             |                 |                  |
| <i>Qtr page advert - MTNews</i>                        | 30/08/2019   | 1336234    | 1      | 210.00     | 0.00        | 210.00          | 0.00             |
|  |              |            |        |            | <b>0.00</b> | <b>210.00</b>   |                  |
| Above paid on 05/09/2019 by Online Payment Ref 1332833 |              |            |        |            |             |                 |                  |
| <b>W8</b>  |              |            |        |            |             |                 |                  |
| <b>Watership Brass</b>                                 |              |            |        |            |             |                 |                  |
| <i>Music in the bandstand - 01.09</i>                  | 13/08/2019   | 219        | 1      | 150.00     | 0.00        | 150.00          | 0.00             |
|  |              |            |        |            | <b>0.00</b> | <b>150.00</b>   |                  |
| Above paid on 05/09/2019 by Online Payment Ref W8      |              |            |        |            |             |                 |                  |
| <b>Total Purchase Ledger Payments</b>                  |              |            |        |            |             | <b>0.00</b>     | <b>30,546.32</b> |

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## Newbury Town Council 19-20

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## List of Purchase Ledger Payments

User: MGG

## Linked to Cashbook 1

Entered Month 6  
by user MGG

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

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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 |
|---|--------------|------------|--------|------------|-------------|-----------------|---------|
| <b>E14 Environmental Solutions Ltd</b>                    |              |            |        |            |             |                 |         |
| <i>Secure Shredding &amp; glass rec</i>                   | 06/09/2019   | 12574      | 1      | 63.04      | 0.00        | 63.04           | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>63.04</b>    |         |
| Above paid on 20/09/2019 by Online Payment Ref E14        |              |            |        |            |             |                 |         |
| <b>F5 Foxes Tree Services &amp; Son Ltd</b>               |              |            |        |            |             |                 |         |
| <i>2872/11199/1419/Foxes Tree Ser</i>                     | 17/09/2019   | 2872       | 1      | 1,224.00   | 0.00        | 1,224.00        | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>1,224.00</b> |         |
| Above paid on 20/09/2019 by Online Payment Ref F5         |              |            |        |            |             |                 |         |
| <b>H14 Huck Nets (UK) Ltd</b>                             |              |            |        |            |             |                 |         |
| <i>250585/11202/1454/Huck Nets (U</i>                     | 13/09/2019   | 250585     | 1      | 6.96       | 0.00        | 6.96            | 0.00    |
| <i>253729/11203/1450/Huck Nets (U</i>                     | 13/09/2019   | 253729     | 1      | 101.99     | 0.00        | 101.99          | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>108.95</b>   |         |
| Above paid on 20/09/2019 by Online Payment Ref H14        |              |            |        |            |             |                 |         |
| <b>I1 Her Majesty's Revenue and Customs</b>               |              |            |        |            |             |                 |         |
| <i>Payroll - September 19</i>                             | 19/09/2019   | PRSEPT19   | 1      | 8,273.17   | 0.00        | 8,273.17        | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>8,273.17</b> |         |
| Above paid on 20/09/2019 by Online Payment Ref 120PW00124 |              |            |        |            |             |                 |         |
| <b>I5 Insideout Site Services</b>                         |              |            |        |            |             |                 |         |
| <i>T/Hall - window cleaning</i>                           | 17/09/2019   | VR09734    | 1      | 180.00     | 0.00        | 180.00          | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>180.00</b>   |         |
| Above paid on 20/09/2019 by Online Payment Ref I5         |              |            |        |            |             |                 |         |
| <b>J2 JS Maintenance Services</b>                         |              |            |        |            |             |                 |         |
| <i>WC Change Rm-Leak toilet</i>                           | 12/09/2019   | A5161      | 1      | 64.00      | 0.00        | 64.00           | 0.00    |
| <i>WC Chang Rm - leak-toilets</i>                         | 18/09/2019   | A5163      | 1      | 88.18      | 0.00        | 88.18           | 0.00    |
|   |              |            |        |            | <b>0.00</b> | <b>152.18</b>   |         |
| Above paid on 20/09/2019 by Online Payment Ref J2         |              |            |        |            |             |                 |         |

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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 |
|---|--------------|--------------|--------|------------|-------------|-----------------|---------|
| <b>M2 Miss Margaret Gore</b>                              |              |              |        |            |             |                 |         |
| <i>Contribution to eye test etc</i>                       | 11/09/2019   | REFUND110919 | 1      | 91.50      | 0.00        | 91.50           | 0.00    |
|   |              |              |        |            | <b>0.00</b> | <b>91.50</b>    |         |
| Above paid on 20/09/2019 by Online Payment Ref M2         |              |              |        |            |             |                 |         |
| <b>N7 Newbury News Ltd</b>                                |              |              |        |            |             |                 |         |
| <i>Wedding advert Out&amp;about</i>                       | 05/09/2019   | SIN667693    | 1      | 120.00     | 0.00        | 120.00          | 0.00    |
|   |              |              |        |            | <b>0.00</b> | <b>120.00</b>   |         |
| Above paid on 20/09/2019 by Online Payment Ref SIN654247  |              |              |        |            |             |                 |         |
| <b>P15 David Pawley Clock &amp; Sundial maker</b>         |              |              |        |            |             |                 |         |
| <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    |
|   |              |              |        |            | <b>0.00</b> | <b>540.00</b>   |         |
| Above paid on 20/09/2019 by Online Payment Ref P15        |              |              |        |            |             |                 |         |
| <b>P16 PKF Littlejohn LLP</b>                             |              |              |        |            |             |                 |         |
| <i>Annual return 31.03.19</i>                             | 09/09/2019   | SB20191792   | 1      | 2,400.00   | 0.00        | 2,400.00        | 0.00    |
|   |              |              |        |            | <b>0.00</b> | <b>2,400.00</b> |         |
| Above paid on 20/09/2019 by Online Payment Ref BE0057     |              |              |        |            |             |                 |         |
| <b>P18 Prudential</b>                                     |              |              |        |            |             |                 |         |
| <i>Payroll - September 19</i>                             | 19/09/2019   | PRSEPT19     | 1      | 200.00     | 0.00        | 200.00          | 0.00    |
|   |              |              |        |            | <b>0.00</b> | <b>200.00</b>   |         |
| Above paid on 20/09/2019 by Online Payment Ref L643-24897 |              |              |        |            |             |                 |         |
| <b>P6 Pangbourne and District Silver Band</b>             |              |              |        |            |             |                 |         |
| <i>Musib ib Bandstand-08.09.19</i>                        | 15/09/2019   | 08/09/19/PSB | 1      | 150.00     | 0.00        | 150.00          | 0.00    |
|   |              |              |        |            | <b>0.00</b> | <b>150.00</b>   |         |
| Above paid on 20/09/2019 by Online Payment Ref P6         |              |              |        |            |             |                 |         |
| <b>R17 ROSPA</b>  |              |              |        |            |             |                 |         |
| <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    |

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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 |
|------------------------------|--------------|------------|--------|------------|-------------|---------------|---------|
| 1057177/11213/1417/ROSPA     | 13/09/2019   | 1057177    | 1      | 336.00     | 0.00        | 336.00        | 0.00    |
|                              |              |            |        |            | <b>0.00</b> | <b>684.00</b> |         |

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

**R5 Berkshire Pension Fund**

|                                 |            |          |   |          |             |                 |      |
|---------------------------------|------------|----------|---|----------|-------------|-----------------|------|
| <i>payroll - September 2019</i> | 19/09/2019 | PRSEPT19 | 1 | 8,171.05 | 0.00        | 8,171.05        | 0.00 |
|                                 |            |          |   |          | <b>0.00</b> | <b>8,171.05</b> |      |

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 |
|                                |            |          |   |      | <b>0.00</b> | <b>4.75</b> |      |

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 |
|                                |            |            |   |        | <b>0.00</b> | <b>160.97</b> |      |

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

**S4 Mr B Sylvester**

|                           |            |      |   |        |             |               |      |
|---------------------------|------------|------|---|--------|-------------|---------------|------|
| <i>Cover for Weddings</i> | 01/09/2019 | N822 | 1 | 125.00 | 0.00        | 125.00        | 0.00 |
|                           |            |      |   |        | <b>0.00</b> | <b>125.00</b> |      |

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

**T18 Kym Heasman**

|                                    |            |              |   |       |             |              |      |
|------------------------------------|------------|--------------|---|-------|-------------|--------------|------|
| <i>contribution - eye test etc</i> | 13/09/2019 | REFUND130919 | 1 | 65.00 | 0.00        | 65.00        | 0.00 |
|                                    |            |              |   |       | <b>0.00</b> | <b>65.00</b> |      |

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 |
|                                |            |     |   |          | <b>0.00</b> | <b>2,070.00</b> |      |

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

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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          |  |
|--|--------------|------------|--------|------------|-------------|---------------|------------------|--|
| <b>W29</b>   |              |            |        |            |             |               |                  |  |
| <b>Waterplay Solutions Ltd</b>                     |              |            |        |            |             |               |                  |  |
| 0382/11206/1457/Waterplay Solu                     | 17/09/2019   | 0382       | 1      | 225.00     | 0.00        | 225.00        | 0.00             |  |
|  |              |            |        |            | <b>0.00</b> | <b>225.00</b> |                  |  |
| Above paid on 20/09/2019 by Online Payment Ref W29 |              |            |        |            |             |               |                  |  |
| <b>Total Purchase Ledger Payments</b>              |              |            |        |            |             | <b>0.00</b>   | <b>27,989.61</b> |  |

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## Newbury Town Council 19-20

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## List of Purchase Ledger Payments

User: MGG

## Linked to Cashbook 1

Entered Month 6  
by user MGG

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

Continued over page

## 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 |
|--|--------------|------------|--------|------------|-------------|-----------------|---------|
| <b>D11 Digital Post Solutions Ltd</b>                  |              |            |        |            |             |                 |         |
| <i>Franking Machine maintenance</i>                    | 30/09/2019   | 66427      | 1      | 156.00     | 0.00        | 156.00          | 0.00    |
|  |              |            |        |            | <b>0.00</b> | <b>156.00</b>   |         |
| Above paid on 30/09/2019 by Online Payment Ref D11     |              |            |        |            |             |                 |         |
| <b>G7 Get Licensed Ltd</b>                             |              |            |        |            |             |                 |         |
| <i>Door training Richie Sharp</i>                      | 30/09/2019   | 209725     | 1      | 209.98     | 0.00        | 209.98          | 0.00    |
|  |              |            |        |            | <b>0.00</b> | <b>209.98</b>   |         |
| Above paid on 30/09/2019 by Online Payment Ref G7      |              |            |        |            |             |                 |         |
| <b>H11 Healthmatic Ltd</b>                             |              |            |        |            |             |                 |         |
| <i>9453/11230/Healthmatic Ltd</i>                      | 26/09/2019   | 9453       | 1      | 3,444.00   | 0.00        | 3,444.00        | 0.00    |
|  |              |            |        |            | <b>0.00</b> | <b>3,444.00</b> |         |
| Above paid on 30/09/2019 by Online Payment Ref INV7984 |              |            |        |            |             |                 |         |
| <b>H20 The Cheese Agent</b>                            |              |            |        |            |             |                 |         |
| <i>Cheese for NIB presentation</i>                     | 25/09/2019   | 44         | 1      | 38.70      | 0.00        | 38.70           | 0.00    |
|  |              |            |        |            | <b>0.00</b> | <b>38.70</b>    |         |
| Above paid on 30/09/2019 by Online Payment Ref H20     |              |            |        |            |             |                 |         |
| <b>J2 JS Maintenance Services</b>                      |              |            |        |            |             |                 |         |
| <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    |
|  |              |            |        |            | <b>0.00</b> | <b>660.86</b>   |         |
| Above paid on 30/09/2019 by Online Payment Ref J2      |              |            |        |            |             |                 |         |
| <b>L23 Lyreco UK Ltd</b>                               |              |            |        |            |             |                 |         |
| <i>6520199107/11246/1458/Lyreco U</i>                  | 30/09/2019   | 6520199107 | 1      | 121.51     | 0.00        | 121.51          | 0.00    |
|  |              |            |        |            | <b>0.00</b> | <b>121.51</b>   |         |
| Above paid on 30/09/2019 by Online Payment Ref L23     |              |            |        |            |             |                 |         |

Continued over page

## 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          |
|--|--------------|--------------|--------|------------|-------------|-----------------|------------------|
| <b>L8 Mrs Joanne Lempriere</b>                       |              |              |        |            |             |                 |                  |
| <i>Contribution to eyetest</i>                       | 23/09/2019   | REFUND250919 | 1      | 35.00      | 0.00        | 35.00           | 0.00             |
|  |              |              |        |            | <b>0.00</b> | <b>35.00</b>    |                  |
| Above paid on 30/09/2019 by Online Payment Ref L8    |              |              |        |            |             |                 |                  |
| <b>M7 Michaels Civic Robes</b>                       |              |              |        |            |             |                 |                  |
| <i>73736/11224/1366/Michaels Civi</i>                | 10/09/2019   | 73736        | 1      | 1,713.18   | 0.00        | 1,713.18        | 0.00             |
|  |              |              |        |            | <b>0.00</b> | <b>1,713.18</b> |                  |
| Above paid on 30/09/2019 by Online Payment Ref M7    |              |              |        |            |             |                 |                  |
| <b>P9 Poppy Appeal</b>                               |              |              |        |            |             |                 |                  |
| <i>4 x Poppy Wreaths for Mayor</i>                   | 26/09/2019   | 190830       | 1      | 80.00      | 0.00        | 80.00           | 0.00             |
|  |              |              |        |            | <b>0.00</b> | <b>80.00</b>    |                  |
| Above paid on 30/09/2019 by Online Payment Ref SAB26 |              |              |        |            |             |                 |                  |
| <b>R12 Ramsbury Silver Band</b>                      |              |              |        |            |             |                 |                  |
| <i>Music in B/stand 21.07.19</i>                     | 23/09/2019   | 19/003       | 1      | 150.00     | 0.00        | 150.00          | 0.00             |
|  |              |              |        |            | <b>0.00</b> | <b>150.00</b>   |                  |
| Above paid on 30/09/2019 by Online Payment Ref R12   |              |              |        |            |             |                 |                  |
| <b>S2 SSE Contracting Ltd</b>                        |              |              |        |            |             |                 |                  |
| <i>Street Light Maintenance</i>                      | 27/09/2019   | 892104       | 1      | 1,237.01   | 0.00        | 1,237.01        | 0.00             |
|  |              |              |        |            | <b>0.00</b> | <b>1,237.01</b> |                  |
| Above paid on 30/09/2019 by Online Payment Ref S2    |              |              |        |            |             |                 |                  |
| <b>S72 S Montague</b>                                |              |              |        |            |             |                 |                  |
| <i>5-2019/11227/1459/S Montague</i>                  | 19/09/2019   | 5-2019       | 1      | 105.00     | 0.00        | 105.00          | 0.00             |
|  |              |              |        |            | <b>0.00</b> | <b>105.00</b>   |                  |
| Above paid on 30/09/2019 by Online Payment Ref S72   |              |              |        |            |             |                 |                  |
| <b>T19 Time4u Environmental Sservices Ltd</b>        |              |              |        |            |             |                 |                  |
| <i>100041/11244/1452/Time4u Envir</i>                | 30/09/2019   | 100041       | 1      | 1,337.00   | 0.00        | 1,337.00        | 0.00             |
|  |              |              |        |            | <b>0.00</b> | <b>1,337.00</b> |                  |
| Above paid on 30/09/2019 by Online Payment Ref T19   |              |              |        |            |             |                 |                  |
| <b>Total Purchase Ledger Payments</b>                |              |              |        |            |             | <b>0.00</b>     | <b>13,374.75</b> |

02/10/2019

## Newbury Town Council 19-20

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2019

Month No: 6

## Cost Centre Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>Staff</u>                             |                        |                       |                          |                          |                    |              |                         |
| Miscellaneous Income                     | 180                    | 0                     | (180)                    |                          |                    | 0.0%         |                         |
| Staff :- Income                          | <b>180</b>             | <b>0</b>              | <b>(180)</b>             |                          |                    |              | <b>0</b>                |
| 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            | <b>1,121</b>           | <b>5,097</b>          | <b>3,976</b>             | <b>0</b>                 | <b>3,976</b>       | <b>22.0%</b> | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b>    | <b>(941)</b>           |                       |                          |                          |                    |              |                         |
| <u>Central Services</u>                  |                        |                       |                          |                          |                    |              |                         |
| 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               | <b>515,164</b>         | <b>1,028,183</b>      | <b>513,019</b>           |                          |                    | <b>50.1%</b> | <b>0</b>                |
| 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 | <b>14,319</b>          | <b>33,531</b>         | <b>19,212</b>            | <b>295</b>               | <b>18,917</b>      | <b>43.6%</b> | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b>    | <b>500,845</b>         |                       |                          |                          |                    |              |                         |
| <u>P&amp;R General</u>                   |                        |                       |                          |                          |                    |              |                         |
| 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      | <b>23,392</b>          | <b>52,570</b>         | <b>29,178</b>            | <b>0</b>                 | <b>29,178</b>      | <b>44.5%</b> | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b>    | <b>(23,392)</b>        |                       |                          |                          |                    |              |                         |
| <u>Grants &amp; Contributions</u>        |                        |                       |                          |                          |                    |              |                         |
| Miscellaneous Income                     | 2,000                  | 0                     | (2,000)                  |                          |                    | 0.0%         |                         |
| Grants & Contributions :- Income         | <b>2,000</b>           | <b>0</b>              | <b>(2,000)</b>           |                          |                    |              | <b>0</b>                |
| Contribution to BID Xmas light           | 0                      | 12,000                | 12,000                   |                          | 12,000             | 0.0%         |                         |
| Volunteer Centre                         | 500                    | 500                   | 0                        |                          | 0                  | 100.0%       |                         |

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2019

Month No: 6

## Cost Centre Report

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent        | Transfer<br>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%          |                         |
| <b>Grants &amp; Contributions :- Indirect Expenditure</b> | <b>29,669</b>          | <b>97,775</b>         | <b>68,106</b>            | <b>0</b>                 | <b>68,106</b>      | <b>30.3%</b>   | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b>                     | <b>(27,669)</b>        |                       |                          |                          |                    |                |                         |
| <u>Corporate Services</u>                                 |                        |                       |                          |                          |                    |                |                         |
| Miscellaneous Income                                      | 2,670                  | 25                    | (2,645)                  |                          |                    | 10681.7        |                         |
| <b>Corporate Services :- Income</b>                       | <b>2,670</b>           | <b>25</b>             | <b>(2,645)</b>           |                          |                    | <b>10681.7</b> | <b>0</b>                |
| 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%          |                         |
| <b>Corporate Services :- Indirect Expenditure</b>         | <b>41,942</b>          | <b>74,150</b>         | <b>32,208</b>            | <b>1,458</b>             | <b>30,750</b>      | <b>58.5%</b>   | <b>452</b>              |
| <b>Net Income over Expenditure</b>                        | <b>(39,272)</b>        | <b>(74,125)</b>       | <b>(34,853)</b>          |                          |                    |                |                         |
| plus Transfer from EMR                                    | 452                    |                       |                          |                          |                    |                |                         |
| <b>Movement to/(from) Gen Reserve</b>                     | <b>(38,820)</b>        |                       |                          |                          |                    |                |                         |
| <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 &amp; Expenditure by Budget Heading 30/09/2019

Month No: 6

## Cost Centre Report

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| Miscellaneous Income                          | 46                     | 10                    | (36)                     |                          |                    | 458.0%        |                         |
| Town Hall :- Income                           | <b>20,568</b>          | <b>45,460</b>         | <b>24,892</b>            |                          |                    | <b>45.2%</b>  | <b>0</b>                |
| 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             | <b>57,203</b>          | <b>131,031</b>        | <b>73,828</b>            | <b>4,218</b>             | <b>69,610</b>      | <b>46.9%</b>  | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b>         | <b>(36,635)</b>        |                       |                          |                          |                    |               |                         |
| <u>Weddings</u>                               |                        |                       |                          |                          |                    |               |                         |
| Chamber Hire                                  | 2,131                  | 2,000                 | (131)                    |                          |                    | 106.5%        |                         |
| Weddings :- Income                            | <b>2,131</b>           | <b>2,000</b>          | <b>(131)</b>             |                          |                    | <b>106.5%</b> | <b>0</b>                |
| Salary Reallocation                           | 841                    | 1,658                 | 817                      |                          | 817                | 50.7%         |                         |
| Weddings expenditure                          | 911                    | 1,000                 | 89                       |                          | 89                 | 91.1%         |                         |
| Weddings :- Indirect Expenditure              | <b>1,752</b>           | <b>2,658</b>          | <b>906</b>               | <b>0</b>                 | <b>906</b>         | <b>65.9%</b>  | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b>         | <b>378</b>             |                       |                          |                          |                    |               |                         |
| <u>Newtown Road Cemetery</u>                  |                        |                       |                          |                          |                    |               |                         |
| Cemetery Income                               | 40                     | 10                    | (30)                     |                          |                    | 400.0%        |                         |
| Miscellaneous Income                          | 0                      | 100                   | 100                      |                          |                    | 0.0%          |                         |
| Newtown Road Cemetery :- Income               | <b>40</b>              | <b>110</b>            | <b>70</b>                |                          |                    | <b>36.4%</b>  | <b>0</b>                |
| 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 | <b>8,685</b>           | <b>23,657</b>         | <b>14,972</b>            | <b>373</b>               | <b>14,599</b>      | <b>38.3%</b>  | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b>         | <b>(8,645)</b>         |                       |                          |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2019

Month No: 6

## Cost Centre Report

|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>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               | <b>14,455</b>          | <b>45,000</b>         | <b>30,545</b>            |                          |                    | <b>32.1%</b>  | <b>0</b>                |
| 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%         |                         |
| <b>Water</b>                          | <b>1,992</b>           | <b>400</b>            | <b>(1,592)</b>           |                          | <b>(1,592)</b>     | <b>498.1%</b> |                         |
| 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 | <b>29,869</b>          | <b>102,632</b>        | <b>72,763</b>            | <b>120</b>               | <b>72,643</b>      | <b>29.2%</b>  | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b> | <b>(15,414)</b>        |                       |                          |                          |                    |               |                         |
| <u>Markets</u>                        |                        |                       |                          |                          |                    |               |                         |
| Market Income                         | 15,786                 | 40,000                | 24,214                   |                          |                    | 39.5%         |                         |
| Miscellaneous Income                  | 0                      | 20                    | 20                       |                          |                    | 0.0%          |                         |
| Markets :- Income                     | <b>15,786</b>          | <b>40,020</b>         | <b>24,234</b>            |                          |                    | <b>39.4%</b>  | <b>0</b>                |
| 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       | <b>25,648</b>          | <b>52,616</b>         | <b>26,968</b>            | <b>1,020</b>             | <b>25,948</b>      | <b>50.7%</b>  | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b> | <b>(9,861)</b>         |                       |                          |                          |                    |               |                         |
| <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  | <b>1,763</b>           | <b>4,451</b>          | <b>2,688</b>             | <b>0</b>                 | <b>2,688</b>       | <b>39.6%</b>  | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b> | <b>(1,763)</b>         |                       |                          |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2019

Month No: 6

## Cost Centre Report

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent        | Transfer<br>to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| <u>Footway Lighting</u>                           |                        |                       |                          |                          |                    |                |                         |
| 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%          |                         |
| <b>Footway Lighting :- Indirect Expenditure</b>   | <b>7,990</b>           | <b>18,852</b>         | <b>10,862</b>            | <b>907</b>               | <b>9,955</b>       | <b>47.2%</b>   | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b>             | <b>(7,990)</b>         |                       |                          |                          |                    |                |                         |
| <u>Clock House</u>                                |                        |                       |                          |                          |                    |                |                         |
| 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%          |                         |
| <b>Clock House :- Indirect Expenditure</b>        | <b>2,958</b>           | <b>5,232</b>          | <b>2,274</b>             | <b>0</b>                 | <b>2,274</b>       | <b>56.5%</b>   | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b>             | <b>(2,958)</b>         |                       |                          |                          |                    |                |                         |
| <u>Street Furniture</u>                           |                        |                       |                          |                          |                    |                |                         |
| 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%           |                         |
| <b>Street Furniture :- Indirect Expenditure</b>   | <b>2,986</b>           | <b>13,951</b>         | <b>10,965</b>            | <b>0</b>                 | <b>10,965</b>      | <b>21.4%</b>   | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b>             | <b>(2,986)</b>         |                       |                          |                          |                    |                |                         |
| <u>Recreation Grounds</u>                         |                        |                       |                          |                          |                    |                |                         |
| 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%           |                         |
| <b>Recreation Grounds :- Income</b>               | <b>15,496</b>          | <b>632</b>            | <b>(14,864)</b>          |                          |                    | <b>2451.9%</b> | <b>0</b>                |
| 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%           |                         |
| <b>Recreation Grounds :- Indirect Expenditure</b> | <b>15,083</b>          | <b>49,600</b>         | <b>34,517</b>            | <b>30</b>                | <b>34,487</b>      | <b>30.5%</b>   | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b>             | <b>413</b>             |                       |                          |                          |                    |                |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2019

Month No: 6

## Cost Centre Report

|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>Play Areas</u>                     |                        |                       |                          |                          |                    |              |                         |
| 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    | <b>20,450</b>          | <b>67,488</b>         | <b>47,038</b>            | <b>2,519</b>             | <b>44,519</b>      | <b>34.0%</b> | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b> | <b>(20,450)</b>        |                       |                          |                          |                    |              |                         |
| <u>Victoria Park</u>                  |                        |                       |                          |                          |                    |              |                         |
| 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               | <b>13,210</b>          | <b>35,007</b>         | <b>21,797</b>            |                          |                    | <b>37.7%</b> | <b>0</b>                |
| 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 | <b>46,393</b>          | <b>149,192</b>        | <b>102,799</b>           | <b>2,333</b>             | <b>100,467</b>     | <b>32.7%</b> | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b> | <b>(33,182)</b>        |                       |                          |                          |                    |              |                         |
| <u>Open Spaces</u>                    |                        |                       |                          |                          |                    |              |                         |
| Wayleave Income                       | 0                      | 25                    | 25                       |                          |                    | 0.0%         |                         |
| Other open spaces income              | 0                      | 15,000                | 15,000                   |                          |                    | 0.0%         |                         |
| Open Spaces :- Income                 | <b>0</b>               | <b>15,025</b>         | <b>15,025</b>            |                          |                    | <b>0.0%</b>  | <b>0</b>                |

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2019

Month No: 6

## Cost Centre Report

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>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%          |                         |
| <b>Open Spaces :- Indirect Expenditure</b>                    | <b>24,611</b>          | <b>91,709</b>         | <b>67,098</b>            | <b>375</b>               | <b>66,723</b>      | <b>27.2%</b>  | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b>                         | <b>(24,611)</b>        |                       |                          |                          |                    |               |                         |
| <u>Floral Displays</u>  |                        |                       |                          |                          |                    |               |                         |
| Miscellaneous Income  | 1,570                  | 1,800                 | 230                      |                          |                    | 87.2%         |                         |
| <b>Floral Displays :- Income</b>                              | <b>1,570</b>           | <b>1,800</b>          | <b>230</b>               |                          |                    | <b>87.2%</b>  | <b>0</b>                |
| 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%          |                         |
| <b>Floral Displays :- Indirect Expenditure</b>                | <b>8,716</b>           | <b>31,232</b>         | <b>22,516</b>            | <b>0</b>                 | <b>22,516</b>      | <b>27.9%</b>  | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b>                         | <b>(7,146)</b>         |                       |                          |                          |                    |               |                         |
| <u>Britain &amp; Newbury In Bloom</u>                         |                        |                       |                          |                          |                    |               |                         |
| Sponsorship   | 500                    | 500                   | 0                        |                          |                    | 100.0%        |                         |
| <b>Britain &amp; Newbury In Bloom :- Income</b>               | <b>500</b>             | <b>500</b>            | <b>0</b>                 |                          |                    | <b>100.0%</b> | <b>0</b>                |
| 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%         |                         |
| <b>Britain &amp; Newbury In Bloom :- Indirect Expenditure</b> | <b>6,836</b>           | <b>16,276</b>         | <b>9,440</b>             | <b>0</b>                 | <b>9,440</b>       | <b>42.0%</b>  | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b>                         | <b>(6,336)</b>         |                       |                          |                          |                    |               |                         |
| <u>Wash Common Allotment</u>                                  |                        |                       |                          |                          |                    |               |                         |
| Allotment Income  | 3,107                  | 3,000                 | (107)                    |                          |                    | 103.6%        |                         |
| <b>Wash Common Allotment :- Income</b>                        | <b>3,107</b>           | <b>3,000</b>          | <b>(107)</b>             |                          |                    | <b>103.6%</b> | <b>0</b>                |
| 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 &amp; Expenditure by Budget Heading 30/09/2019

Month No: 6

## Cost Centre Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>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          | <b>4,060</b>           | <b>9,813</b>          | <b>5,753</b>             | <b>0</b>                 | <b>5,753</b>       | <b>41.4%</b>  | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b>                  | <b>(954)</b>           |                       |                          |                          |                    |               |                         |
| <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               | <b>18,671</b>          | <b>18,040</b>         | <b>(631)</b>             |                          |                    | <b>103.5%</b> | <b>0</b>                |
| 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 | <b>22,382</b>          | <b>52,717</b>         | <b>30,335</b>            | <b>1,325</b>             | <b>29,010</b>      | <b>45.0%</b>  | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b>                  | <b>(3,711)</b>         |                       |                          |                          |                    |               |                         |
| <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                  | <b>18,879</b>          | <b>27,155</b>         | <b>8,276</b>             | <b>0</b>                 | <b>8,276</b>       | <b>69.5%</b>  | <b>1,250</b>            |
| plus Transfer from EMR                                 | 1,250                  |                       |                          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>                  | <b>(17,629)</b>        |                       |                          |                          |                    |               |                         |
| <u>S106 &amp; 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                           | <b>14,549</b>          | <b>100,300</b>        | <b>85,751</b>            |                          |                    | <b>14.5%</b>  | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b>                  | <b>14,549</b>          |                       |                          |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2019

Month No: 6

## Cost Centre Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>CP,A&amp;L General</u>                    |                        |                       |                          |                          |                    |               |                         |
| 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       | <b>14,484</b>          | <b>32,049</b>         | <b>17,565</b>            | <b>0</b>                 | <b>17,565</b>      | <b>45.2%</b>  | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b>        | <b>(14,484)</b>        |                       |                          |                          |                    |               |                         |
| <u>Civic Responsibility</u>                  |                        |                       |                          |                          |                    |               |                         |
| Sponsorship                                  | 190                    | 0                     | (190)                    |                          |                    | 0.0%          |                         |
| Miscellaneous Income                         | 1,225                  | 0                     | (1,225)                  |                          |                    | 0.0%          |                         |
| Civic Responsibility :- Income               | <b>1,415</b>           | <b>0</b>              | <b>(1,415)</b>           |                          |                    |               | <b>0</b>                |
| 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 | <b>25,659</b>          | <b>47,058</b>         | <b>21,399</b>            | <b>0</b>                 | <b>21,399</b>      | <b>54.5%</b>  | <b>1,594</b>            |
| <b>Net Income over Expenditure</b>           | <b>(24,244)</b>        | <b>(47,058)</b>       | <b>(22,814)</b>          |                          |                    |               |                         |
| plus Transfer from EMR                       | 1,594                  |                       |                          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>        | <b>(22,650)</b>        |                       |                          |                          |                    |               |                         |
| <u>Planning &amp; Highways</u>               |                        |                       |                          |                          |                    |               |                         |
| Grants & Donations Received                  | 220                    | 100                   | (120)                    |                          |                    | 220.0%        |                         |
| Planning & Highways :- Income                | <b>220</b>             | <b>100</b>            | <b>(120)</b>             |                          |                    | <b>220.0%</b> | <b>0</b>                |
| 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  | <b>22,421</b>          | <b>42,410</b>         | <b>19,989</b>            | <b>0</b>                 | <b>19,989</b>      | <b>52.9%</b>  | <b>1,278</b>            |
| <b>Net Income over Expenditure</b>           | <b>(22,201)</b>        | <b>(42,310)</b>       | <b>(20,109)</b>          |                          |                    |               |                         |
| plus Transfer from EMR                       | 1,278                  |                       |                          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>        | <b>(20,923)</b>        |                       |                          |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2019

Month No: 6

## Cost Centre Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>Capital &amp; Projects</b>              |                        |                       |                          |                          |                    |              |                         |
| Grants & Donations Received                | 0                      | 80,000                | 80,000                   |                          |                    | 0.0%         |                         |
| Loan Proceeds                              | 0                      | 200,000               | 200,000                  |                          |                    | 0.0%         |                         |
| Capital & Projects :- Income               | <b>0</b>               | <b>280,000</b>        | <b>280,000</b>           |                          |                    | <b>0.0%</b>  | <b>0</b>                |
| 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 | <b>24,810</b>          | <b>577,399</b>        | <b>552,589</b>           | <b>3,678</b>             | <b>548,911</b>     | <b>4.9%</b>  | <b>0</b>                |
| <b>Movement to/(from) Gen Reserve</b>      | <b>(24,810)</b>        |                       |                          |                          |                    |              |                         |
| Grand Totals:- Income                      | <b>641,733</b>         | <b>1,615,202</b>      | <b>973,469</b>           |                          |                    | <b>39.7%</b> |                         |
| Expenditure                                | <b>504,082</b>         | <b>1,812,301</b>      | <b>1,308,219</b>         | <b>18,650</b>            | <b>1,289,569</b>   | <b>28.8%</b> |                         |
| <b>Net Income over Expenditure</b>         | <b>137,651</b>         | <b>(197,099)</b>      | <b>(334,750)</b>         |                          |                    |              |                         |
| plus Transfer from EMR                     | <b>4,574</b>           |                       |                          |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>      | <b>142,224</b>         |                       |                          |                          |                    |              |                         |

## 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 ** |
|-------------|--|--------|-------------|-----------------------|---|--|----------------|---------------------|------------------|
| <b>R.01</b> | Contractors not supplying agreed services                            | 8      | 4           | 32                    | All tasks are controlled by defined contracts and/or service level agreements.<br>All contracts/agreements are monitored with corrective action taken and reported as required.<br>Written procurement procedures are used and credit checks made on all potential suppliers.   | List of preferred suppliers created.<br>To be used to find alternatives quickly.   | 5              | 4                   | 20               |
| <b>R.02</b> | 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.<br>Effective project management, action-planning and risk management procedures for all defined projects, events and services.<br>Regular inspections of all assets and facilities to which the public have access.<br>Insurance in place.<br>Councillors available to discuss any issues at any time.<br>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               |
| <b>R.03</b> | Malicious misrepresentation and Media Misreporting                   | 5      | 4           | 20                    | Relevant senior Councillors made available to issue statements and meet journalists.<br>Use of the procedure for dealing with persistent and abusive complainers.<br>Press Releases issued whenever possible to announce projects/events.<br>Relevant Councillors made available to issue statements, meet journalists.<br>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.<br><br>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 * |  |  |   |   |   |
|-------------|---|---|---|---------|--|--|---|---|---|
| <b>R.04</b> | Significant change in funding, sudden large unexpected expenditure                | 5 | 4 | 20      | Reserves policy in place.<br>Insurance to cover major identifiable risks.<br>Reserves position frequently monitored.<br>Four-year budget planning in place.  | Use of Public Works Loan Board and other sources to obtain funds.<br>Use reserves. Increase precept.<br>Increase income from services                                  | 2 | 4 | 8 |
| <b>R.05</b> | 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.<br>Initiate and/or take part in post-incident reviews.<br>Undertake Counter-terrorism training. | 7 | 1 | 7 |
| <b>R.06</b> | 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 |
| <b>R.07</b> | Fraud, misconduct, gross underperformance   | 6 | 2 | 12      | Preventative measures in place, including payments authorisation, quarterly internal audits, spot checks. Audit reports reviewed.<br>Insurance cover for identifiable risks.<br>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.<br>Consider obtaining news management service if an incident occurs.  | 6 | 1 | 6 |
| <b>R.08</b> | Sudden loss of staff  | 5 | 3 | 15      | Flexible allocation of tasks to create ease of workload sharing.<br>Succession planning in place. Annual review/updating of job descriptions.<br>Updating of succession plans. Staff development to increase resilience.   | Continue preparing/ reviewing manuals for each service function.<br>Cross training of staff  | 2 | 3 | 6 |
| <b>R.09</b> | 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.<br>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.<br>Security measures in place, e.g. use of safe(s), shredder.<br>(Very little confidential information is held).  | Regular review of training to ensure it is up-to-date with latest advice.<br>Regular review of the impact on processes arising from changes in procedures, e.g. credit card payments, on-line banking.<br>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.<br>Daily data back-up in place.<br>Hardware replacement service in place.<br>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.<br>Set up short term recovery in an alternative location.<br>Establish medium/long term plan to return to Town Hall.<br>Insurance in place to cover costs.<br>'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 ** |
|-------------|--|--------|-------------|-----------------------|--|--|----------------|---------------------|------------------|
| <b>R.07</b> | Significant change in funding, sudden large unexpected expenditure   | 8      | 4           | 32                    | Reserves policy in place.<br>Insurance to cover major identifiable risks.<br>Reserves position frequently monitored.<br>Four year budget planning in place.  | Use of Public Works Loan Board and other sources to obtain funds.<br>Use reserves.<br>Increase precept<br>Increase income from services                                | 5              | 4                   | 20               |
| <b>R.01</b> | 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.<br>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.<br>Insurance in place.<br>Councillors available to discuss any issues at any time.<br>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               |
| <b>R.12</b> | 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               |
| <b>R.11</b> | Disaster impacting on the town                                       | 8      | 2           | 16                    | Emergency contact list and list of resources maintained by the Community Services Team.<br>Key individuals will make themselves available.<br>Active monitoring of information sources.<br>Accept instructions from Category 1 responders, i.e. emergency services, West Berkshire Council.  | Take part in consultations and exercises run by Category 1 responders.<br>Initiate and/or take part in post-incident reviews.<br>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 ** |
|-------------|---|--------|-------------|-----------------------|---|---|----------------|---------------------|------------------|
| <b>R.09</b> | 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.<br>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               |
| <b>R.10</b> | Confidential or sensitive information being disclosed | 6      | 3           | 18                    | Councillor and staff induction and training in place.<br>Security measures in place, e.g. use of safe(s), shredder.<br>(Very little confidential information is held).  | Regular review of training to ensure it is up-to-date with latest advice.<br>Regular review of the impact on processes arising from changes in procedures, e.g. credit card payments, on-line banking.<br>Training needed for new Data Protection Regs. | 6              | 2                   | 12               |
| <b>R.08</b> | Fraud, misconduct, gross underperformance             | 8      | 2           | 16                    | Preventative measures in place, including payments authorisation, quarterly internal audits, spot checks. Audit reports reviewed.<br>Insurance cover for identifiable risks.<br>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.<br>Consider obtaining news management service if an incident occurs.   | 8              | 1                   | 8                |
| <b>R.04</b> | Sudden loss of staff                                  | 7      | 3           | 21                    | Flexible allocation of tasks to create ease of workload sharing.<br>Succession planning in place. Annual review/updating of job descriptions.<br>Updating of succession plans. Staff development to increase resilience.<br>Use of agencies, locums.  | Continue preparing/ reviewing manuals for each service function   | 4              | 2                   | 8                |
| <b>R.03</b> | Loss of I.T. facilities                               | 9      | 2           | 18                    | Disaster recovery service in place.<br>Daily data back-up in place.<br>Hardware replacement service in place.   | Regular testing of disaster recovery service.<br>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                |

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\*\*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 10<sup>th</sup> 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 14<sup>th</sup> October Council meeting.

The Working Group met on 20<sup>th</sup> June 20<sup>th</sup> July 14<sup>th</sup> August 11<sup>th</sup> September, held a Workshop on 28<sup>th</sup> September and met again on 1<sup>st</sup> 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 27<sup>th</sup> September 2019, the base line for measuring Newbury Town Council Footprint is agreed at 68.11 tonnes of CO<sub>2</sub>e 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 CO<sub>2</sub>e 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 10<sup>th</sup> 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 28<sup>th</sup> 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 31<sup>st</sup> 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  
7<sup>th</sup> 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        | IX1       | 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.                                  | These to include promotion of lift sharing (1), encourage car sharing (1) or formal car clubs (1) and transport strategies that are  | Influence   | NTC to use Social media to influence             | I       |
| 2         | IX4       | Electric shuttle bus looping round Town to reduce parking                   |  | 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 reinstated 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 leadi    | 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?), incentivisin   | Influence   |  | P       |
| 3         | CX4       | Cooperate with other levels of government and lobby to be proactive.        | May include lobbying MP or WBC, Cooperate & share 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 as | 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  | Procurement |  | 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       |

**Minutes of a meeting of the Climate Change Working Group held in the Council Chamber,  
Town Hall, Market Place, Newbury on  
Wednesday 26<sup>th</sup> 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 23<sup>rd</sup> 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 25<sup>th</sup> 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 26<sup>th</sup> 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, 21<sup>st</sup> 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 :

14<sup>th</sup> August 2019 - 7.30 – EK Room

11<sup>th</sup> September 2019 - 7.30 – EK Room

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

Final meeting 2<sup>nd</sup> 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 14<sup>th</sup> 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 21<sup>st</sup> September being one of the Newbury Show dates, Newbury Racing and other localised events, the Workshop be re arranged to afternoon of 28<sup>th</sup> 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 1<sup>st</sup> 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 26<sup>th</sup> September 2019. The outcome is that the calculated CO<sub>2</sub>e 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 1<sup>st</sup> April 2018 to 31<sup>st</sup> 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 CO<sub>2</sub>e 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 as 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 21<sup>st</sup> October giving feedback on the agreed steps to be taken by the Council post the Workshop.

It was agreed those issues 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 28<sup>th</sup> October 2019

It was agreed a further update / Workshop would be held in April 2020, target date 25<sup>th</sup> 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 31<sup>st</sup> 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 25<sup>th</sup> April 2020 and bi yearly thereafter

**Chairperson**

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

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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 CO<sub>2</sub>e 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.

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

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

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2. The Matrix, being refined by the Chair
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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 31<sup>st</sup> 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 25<sup>th</sup> 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

9<sup>th</sup> October 2019

*Newbury: a town we can all be proud of*

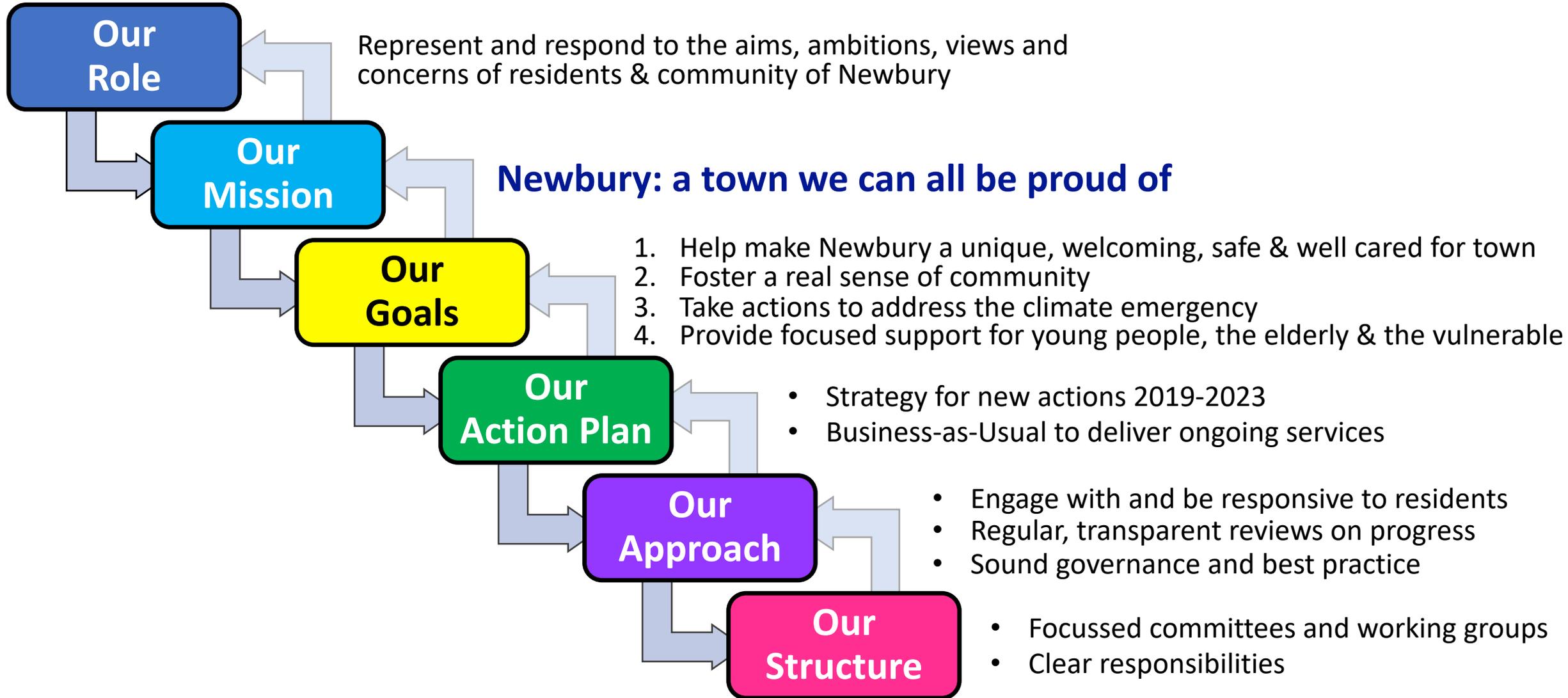


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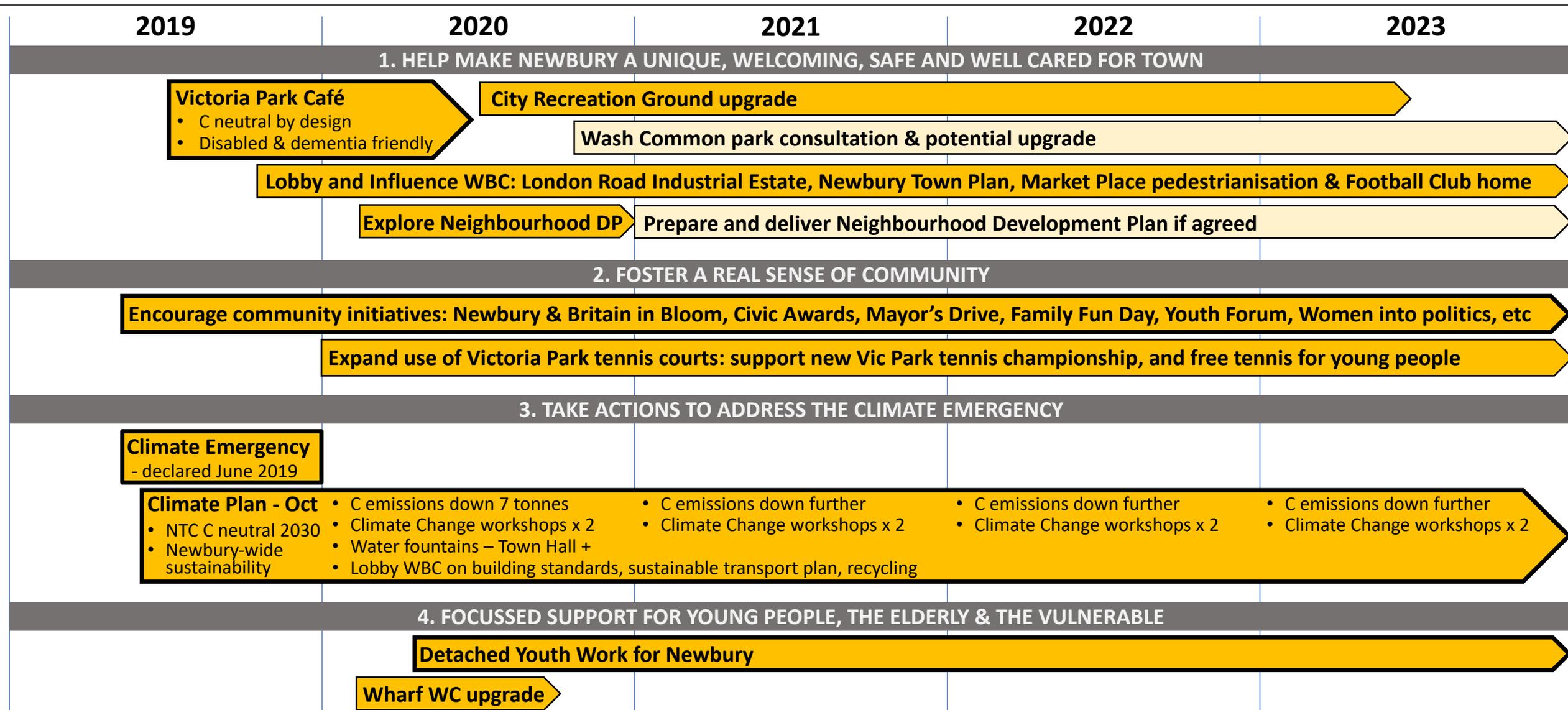
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# Summary for our new strategy



## 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



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

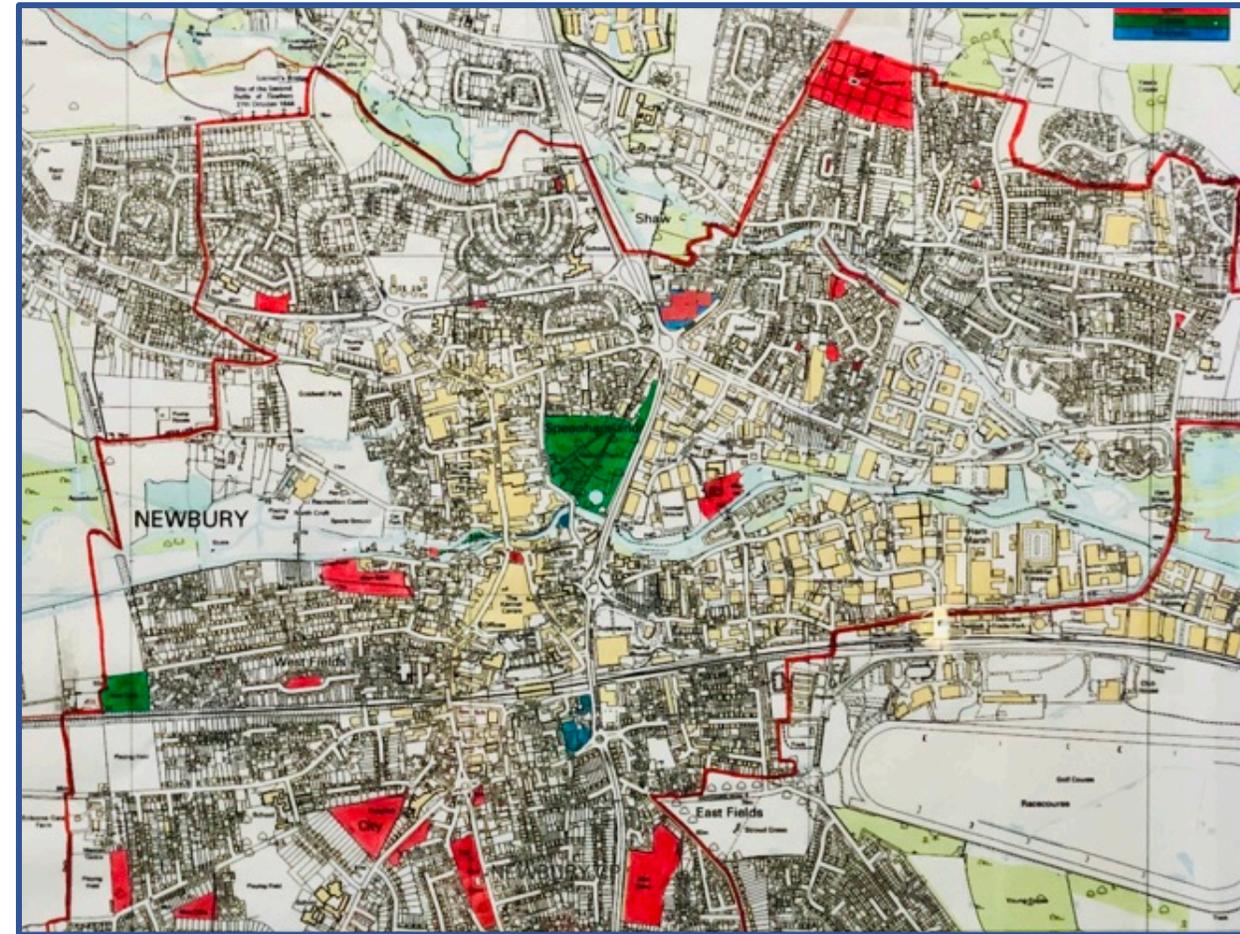
- Lobby and work with other bodies to further the interests of the people of Newbury, especially Newbury BID, West Berkshire Council & Thames Valley Police

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

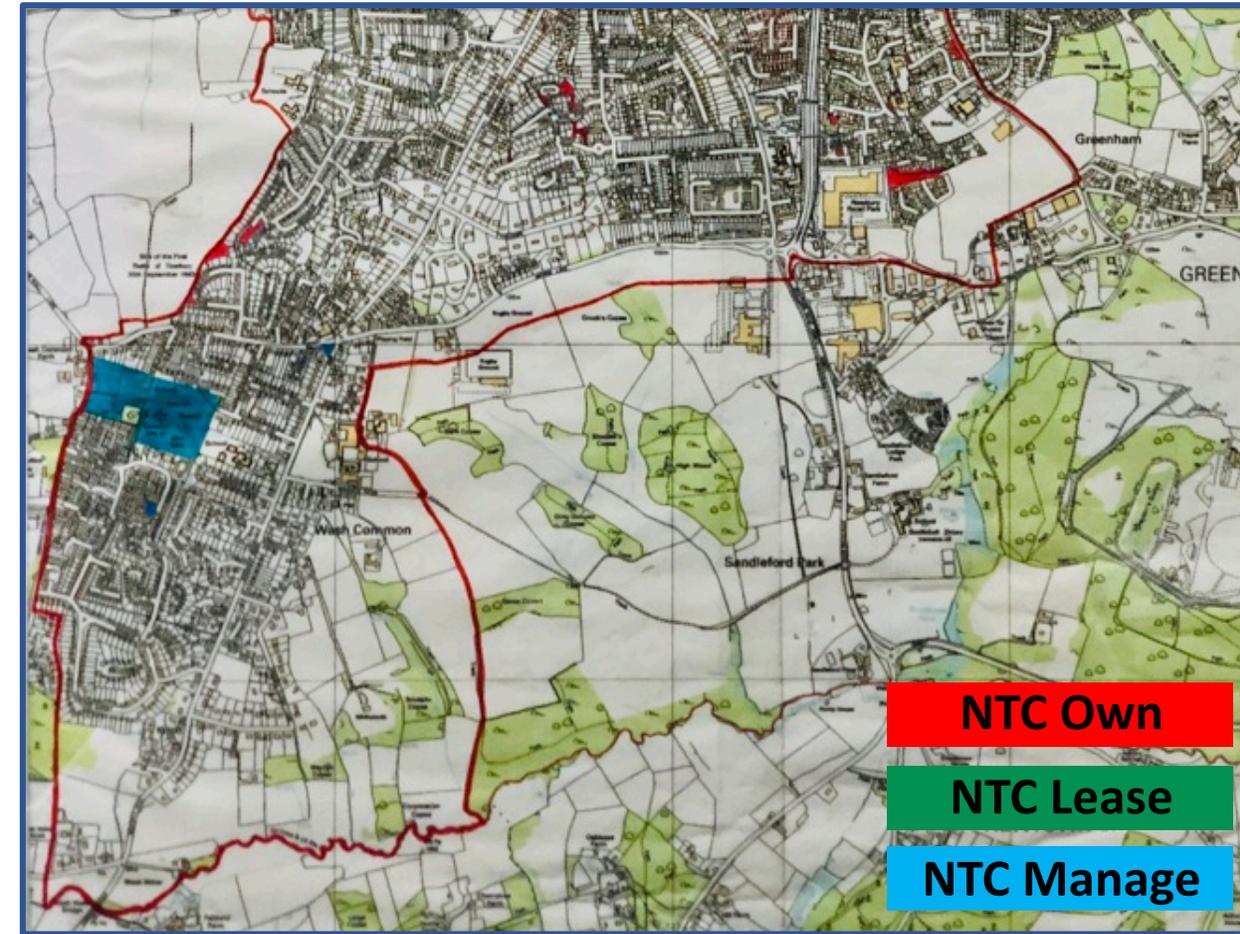
- Funded by government, council tax, business rates & other income streams

## Newbury parish boundary and land we own, lease and manage

Newbury Parish – northern half



Newbury Parish – southern half

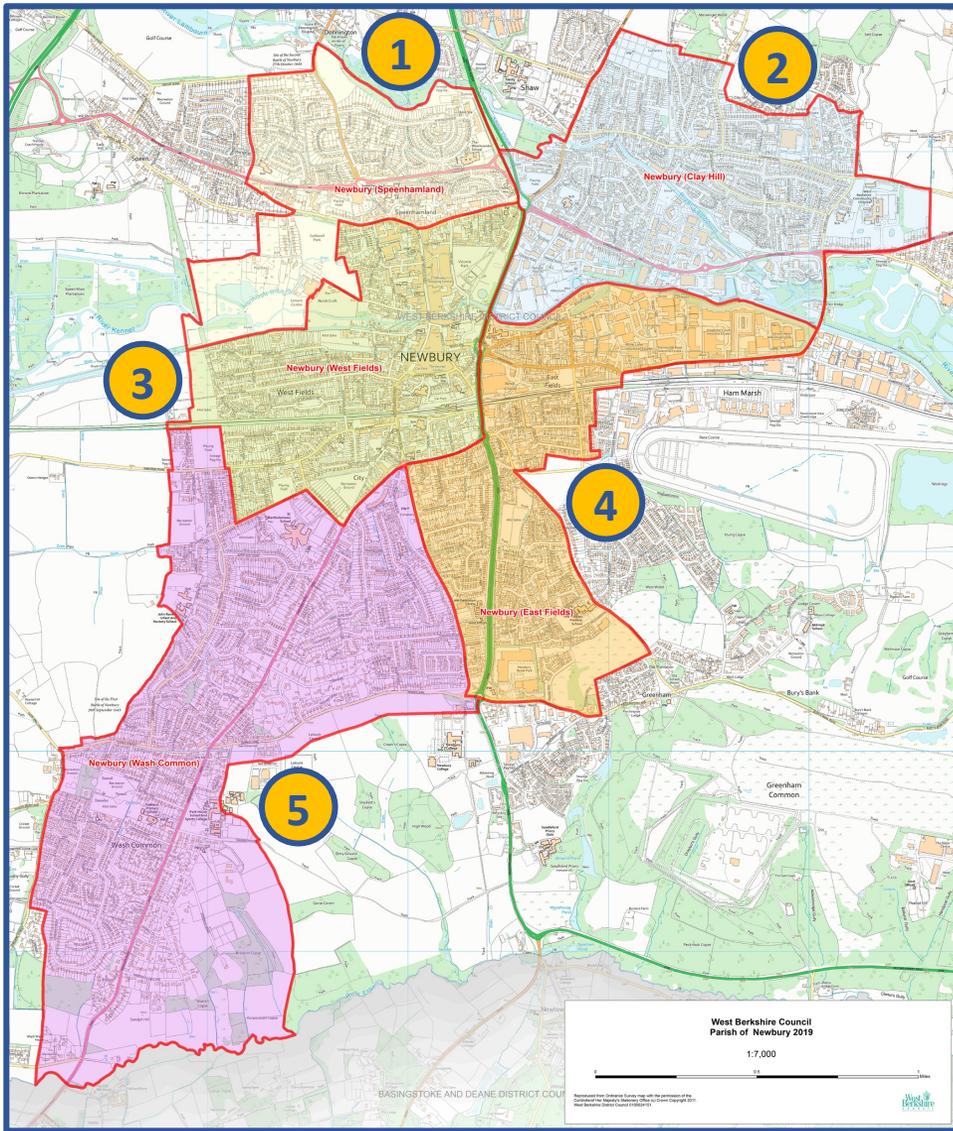




*Newbury: a town we can all be proud of*

**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



*Newbury: a town we can all be proud of*

## 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*

- **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 75<sup>th</sup> Anniversary WG

Newbury Town Council Key Performance Indicators 2019-20

| Indicator  | Frequency                 |                      |                                  |                               |                         |               |     |     |     |     |     |     |
|--|---------------------------|----------------------|----------------------------------|-------------------------------|-------------------------|---------------|-----|-----|-----|-----|-----|-----|
|  | APR                       | MAY                  | JUN                              | JUL                           | AUG                     | SEP           | OCT | NOV | DEC | JAN | FEB | MAR |
| <b>Accounts</b>  |                           |                      |                                  |                               |                         |               |     |     |     |     |     |     |
| 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  |                           |                      |                                  |                               |                         |               |     |     |     |     |     |     |
| <b>Website/social media</b>  |                           |                      |                                  |                               |                         |               |     |     |     |     |     |     |
| 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   |                           |                      |                                  |                               |                         |               |     |     |     |     |     |     |
| <b>Communication with Public</b>   |                           |                      |                                  |                               |                         |               |     |     |     |     |     |     |
| 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 |               |     |     |     |     |     |     |
| <b>Community Services</b>  |                           |                      |                                  |                               |                         |               |     |     |     |     |     |     |
| 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             |     |     |     |     |     |     |
| <b>Planning and Highways</b>   |                           |                      |                                  |                               |                         |               |     |     |     |     |     |     |
| 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                |                         |               |     |     |     |     |     |     |
| <b>Staff</b>   |                           |                      |                                  |                               |                         |               |     |     |     |     |     |     |
| 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  
7<sup>th</sup> 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  |
|------------------|---|
| <b>October</b>   | Prep for Budget   |
|                  | Risk management strategy and Strategic risk register  |
|                  | Investments   |
|                  | Review of Contributions for Newbury Library   |
|                  | Recommendations to Full Council re Council Strategy   |
|                  | Receive report from Climate Emergency Working Group   |
| <b>January</b>   | To receive a report from the Staff sub-Committee  |
|                  | Budget  |
|                  | Review of Contributions for Newbury Library   |
|                  | Review of S.106 and CIL moneys  |
|                  | Recommendations to Full Council re Council Strategy   |
|                  | Report from Grants subcommittee   |
| <b>April</b>     | Reserves and deferred grants To resolve to earmark ...                                      |
|                  | Financial Regulations Review. It is good practice to review Financial Regulations annually. |
|                  | Standing Orders/ scheme of delegations –to Full Council                                     |
|                  | Review of Contributions for Newbury Library   |
|                  | Write off bad debts   |
| <b>July 2019</b> | 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   |