

11 April 2023.

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

**Substitutes:** Councillors Jeff Beck, Roger Hunneman, David Marsh, Tony Vickers, 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, **at 7.30 pm on Monday 17 April 2023** and streamed via Zoom. The meeting is open to the press and public.

Yours sincerely,

**Hugh Peacocke**  
**Chief Executive Officer**

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## **AGENDA**

**1. Apologies for absence**

**2. Declarations of interest and dispensations**

**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)**

**To approve** the minutes of a meeting of the Policy & Resources Committee held on Monday 16 January 2022 (previously circulated).

**4. Questions and Petitions from members of the public**

**5. Members’ questions and petitions**

Please note that questions from Councillors or Members of the public must be submitted in writing by 2 pm on Friday 14 April 2023.

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we can all be proud of.

**6. Health and Safety Report (Appendix 2)**

**To receive** the quarterly Health and Safety report and comment as appropriate.  
(Members are requested to raise any questions on this item prior to the meeting)

**7. Interim Internal Audit Report (Appendix 3)**

**7.1 To receive** the interim internal audit report from Auditing Solutions Ltd

**7.2 To Approve** the recommendations arising from the Report

**8. Policy and Resources Projects Fund (Appendix 4)**

**To Approve** 2 projects for expenditure from the Policy and Resources Committee Projects fund

**9. Exit survey of outgoing members of the Council (Appendix 5)**

**9.1 To Receive** the report of the outside consultants and

**9.2 To approve** any recommendations agreed by the Committee

**10. List of Payments (Appendix 6)**

**To note** the payments made during the period 1 January 2023 to 31 March 2023.

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

**11. Budget Monitoring 2022/23 (Appendix 7)**

**11.1 To receive** the Income and Expenditure Account to 31 March 2023.  
(Appendix 7a)

**11.2 To resolve to approve** the expenditure against cost centres that are over the approved budget levels. (Appendix 7b)

**11.3 To resolve to approve** earmarked reserves at the end of the financial year ending 31 March 2023 and 1 April 2023. (Appendix 7c)

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

**12. Finance and Corporate Services Manager (Appendix 8)**

**To Approve** revised terms and conditions for the post.

**13. Exclusion of the Press and Public**

**To Resolve** to exclude the Press and Public as publicity would be prejudicial to the public interest by reason of the confidential financial nature of the business to be transacted.

**14. Victoria Park Bandstand repairs and improvement (Appendix 9)**

**14.1 To Receive** the recommendation from the Community Services Committee

**14.2 To Approve** funding arrangements for the repair and improvement of the bandstand in Victoria Park.

**Minutes of a meeting of the Policy & Resources Committee held on  
Monday 16 January 2023 at 7.30 pm, in The Council Chamber, Town Hall, Newbury.**

**Present**

Councillors: Martin Colston (Chairperson); Jo Day; Sue Farrant, Jon Gage, Stuart Gourley, Roger Hunneman (substitute for Cllr. Nigel Foot) and Sarah Slack.

**In attendance**

Hugh Peacocke, Chief Executive Officer (CEO).

**38. Apologies for absence**

Councillors Nigel Foot and Erik Pattenden  
(Councillor Steven Masters joined the meeting via Zoom link)

**39. Declarations of interest and dispensations**

The Chief Executive Officer declared that Councillor Steve Masters is also a Member of West Berkshire District Council, which is declared as a general interest on his behalf and a dispensation is in place to allow him to partake in discussions relating to West Berkshire Council (WBC) business.

The Chief Executive Officer declared that all members of the Town Council had a general dispensation to discuss matters in relation to the Town Council's budget and precept-setting.

**40. Minutes**

**Proposed:** Councillor Sarah Slack

**Seconded:** Councillor Roger Hunneman

**Resolved:** That the minutes of the meeting of the Policy & Resources Committee held on Monday 10 October be approved as a correct record and signed by the Chairperson.

**41. Questions and petitions from members of the public**

There were no questions or petitions from members of the public.

**42. Members' questions and petitions**

There were no questions or petitions from members of the public.

**43. Review of the Council's Strategy 2019-2024**

The Committee noted the Action Plan report for the Strategy 2019-2024, at 31 December 2022 and the recommendations from the Strategy Working Meeting on 13 December 2022

The Chairman presented a review of the Strategy and highlighted the main changes proposed for the following year.

The Committee was pleased with the progress made and the aims and objectives delivered, except in relation to the Community Café in Victoria Park.

The Committee noted the minor amendments regarding updates and deadlines, as well as the following additions:

- **1. Help make Newbury a unique, welcoming, safe and well cared for town**
  - A. Provide outstanding parks, playgrounds and public spaces  
*Add: 10. Carry out our responsibilities as riparian owners of any relevant lands in our ownership*
- C. Run thriving allotments  
*Add 2: Request new developments to include allotment provision where appropriate*
- E. Ensure our public and historic buildings are properly cared for and well used  
*Add 2: Begin work in 23/24 on a long-term strategy (20 plus years +) to include plans for the future of our public buildings and other assets, to include the next cyclical survey and forward maintenance plan, including stonework.*
- F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors  
*Add d) Encourage the owners of the Kenneth centre and the planning authority to ensure any redevelopment of the town centre is in keeping with the historic town centre in terms of both appearance and scale.*  
  
*Add h) Provide town centre facilities for cyclists*

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Stuart Gourley

**Resolved:** To Recommend that Full Council on 30 January approves the draft review of the Council Strategy 2019 to 2024, as published.

#### **44. 2023/24 Budget**

The Committee considered the draft budget and noted the main changes included for 2023-24.

The CEO pointed out the main changes, relating to the new Grounds maintenance contract, salaries to provide for pay awards and the staff structure review and provision for the Community café in Victoria Park.

The Chairman told the meeting that this budget was below the current rate of inflation and he was proud that this Council had kept both the precept and Band D payments below the CPI index during the 4 years of its administration.

The meeting thanked the Chairman and the CEO for their work in reviewing the Council's Strategy and preparing/ presenting this budget.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Jon Gage

**Resolved:** To approve the budget for 2023/24 in order that the Council can consider its adoption and formally set its precept when it meets on 30 January 2022.

**45. Health and Safety Report**

The CEO presented the quarterly Health and Safety report.

Members noted HS7, and that the Strategic Risk Register had been updated in October 2022.

It was also noted that some risk management provisions were behind schedule due to staff absences, however, there were no imminent health and safety risks.

**46. Debts over £500 and more than three months old**

The CEO reported that this was only one tenant in the Town Hall who is keeping to the agreement for payment of arrears. The Committee welcomed this news.

**47. List of Payments**

The Committee noted the payments made during the period 1 October and 31 December.

**48. Income and Expenditure Account 2021/22**

The Committee Noted the Income and Expenditure Account for the period ended 31 December 2021.

**49. Grants Subcommittee**

The Committee received a report on the meeting of the Grants Subcommittee on 21 November 2022 (Minutes already circulated)

**50. Internal Audit Reports, Q1 and Q2 2022-23**

The Committee received the internal Audit reports for Quarters 1 and 2 of 2022-23. The reports said that all was satisfactory and there were no issues to be addressed.

The meeting thanked the CEO and the accounts team for this outcome.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Sarah Slack

**Resolved: To approve** the Q1 and Q2, 2022-23 reports received from the Council's internal auditors.

**51. Responsible Financial Officer**

The CEO told the meeting that as RFO is a statutory position, the Council's standing orders provide as follows:

- (a) The Staff Sub-Committee reviews all employment policies for Council Staff and makes appropriate recommendations to the Policy and Resources Committee
- (b) In respect of the Chief Executive Officer & Responsible Finance Officer, to:
  - i. recommend to the Policy and Resources Committee appropriate staffing arrangements for the post and relevant salary scales and conditions;
  - ii. provide the Town Council with related Job Description and Person Specification; and
  - iii. propose to the Town Council such recruitment and selection processes as are required for appointment to the post (Standing Order 31.7)

The Staff Subcommittee met on 5th January 2023 and recommended the terms and conditions, job description and person specification for the role as sent to the Committee.

The CEO told the meeting that the staff budget 2023-24 approved at minute No. 44 included provision for the staff structure review and this post.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Sue Farrant

**Resolved: To approve** the Job Description, Person requirements, terms and conditions for the Council's RFO, as recommended by the Staff Subcommittee.

## **52. Affixing of the Council's seal**

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Jon Gage

**Resolved: To approve** the affixing of the Council's seal to the 99 year lease of Greenham house Gardens from West Berkshire Council.

## **53. Charges at Shaw Cemetery**

The meeting received a report from the Community Services Manager regarding a motion to amend the criteria to be used when applying "out of parish" charges for services at Shaw Cemetery.

The meeting was asked to approve the following definition:

*In-Parish Fees are appropriate when:*

*a) the deceased was a resident of the Parish of Newbury at the time of death;*

*b) the deceased had resided in the Parish of Newbury in any period of one year or more in the 10 years prior to the time of death;*

*c) having been a resident of the Parish of Newbury for a minimum of 5 years, the deceased had been relocated in exceptional circumstances (for example to enable medical care or for military or equivalent service) beyond their reasonable control.*

*Documented proof of residency and reasoning in support of b) or c) above must be provided.*

*The final decision to charge the In-Parish Fee rests with and is at the discretion of the Council.*

The meeting heard that if approved, the amended definition could result in reduced income of £5,000 per annum (approx.) and that the budget approved at minute no. 44 above would have to be amended to include this before being recommended to full Council on 30 January.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Jo Day

**Resolved:**

- 1) **To amend** the out of Parish Definitions as proposed above when determining charges at Shaw Cemetery.
- 2) **To authorise** the approval of minor changes to the definition, subject to no further loss of revenue to the Council.

**54. Forward Work Programme for Policy and Resources Committee meetings 2022/23**

The Committee noted the Forward Work Programme for Policy and Resources Committee meetings 2021/22. It was agreed to add the management of the letting of the Town Hall suites to the programme for the April meeting.

**55. Exclusion of the Press and Public**

**Proposed:** Councillor Jon Gage

**Seconded:** Councillor Jo Day

**Resolved:** That the press and public be excluded from the meeting for item 19 of business because publicity would be prejudicial to the public interest by reason of the confidential personal business to be discussed.

**56. Staff Sub Committee**

The meeting received a report on the staff sub-committee meetings held on 23 November 2022 and 5 January 2023. (minutes already circulated)

The business of the meeting concluded at 8.20 pm.

Signed: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_

Health & Safety Report for P&R Committee - Last Updated 10/04/2023							Appendix 2		
<b>Note:</b> 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. <b>Service plans also contain details such as health and safety inspections where relevant.</b> The Health and Safety officer continues to co-ordinate and provide advice on all services, while the health and safety responsibility for each of those services remains operationally with the principle service manager and ultimately with the Chief Executive Officer.									
Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	ISSUES to ADDRESS	Benefits
HS1	Football changing rooms Domestic Water Services hygiene regimes following LRA - Weekly running of taps - Regular Legionella testing& cleaning heads by specialist	Subcontractor	£1,000.00	On Going	Weekly / Monthly / On going	N/A	Recreation Ground R&M budget	Check that this is being done. Last Report said we need a deep clean here	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	Check last external report re actions	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	Check last external report re actions	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	Officer Time	This needs recording	Improved Town Hall Safety
HS5	Town Hall Fire Alarm Testing	Officers	Included in staff cost	On going	Weekly	N/A	Officer Time	Lost momentum, need action	Compliance with legislation
HS6	Town Hall Disabled Toilet Alarm Testing	Officers	Included in staff cost	On going	Monthly	N/A	Officer Time	Needs action	Improved Town Hall Safety
HS7	Risk Management Strategy and Strategic Risk Register Review	Council	Included in staff cost	Oct 2021	Agreed at P&R 18/10/2021	October 2023	Audit Working Group to consider following Management Team input	Done	Ensured risk strategy is up to date
HS8	Town Hall Safety Inspections (quarterly)	Safety Officer / Caretaker	Included in staff cost	01 May 2022	Weekly Checks on going	Weekly visual Checks on going - Annual due 1/5/23	Officer Time	AS with HS 4- NOTE can we train Brendon to do this for us ?	Improved Town Hall Safety
HS9	Annual Play Area Inspection by ROSPA accredited inspection company	Contractor / Safety Officer / Community Services Manager	Approx. £758	End April 2021	Completed Week Comm. 25/04/2022	End April 2023	Playground R&M budget	Check with James all up to date & annual commissioned ?	Legal requirement Safety for users
HS10	Boiler Servicing & Gas Safety Certificate for Servery	Safety Officer / Subcontractor	£200.00	End Jan 2022	Completed 10/02/2022	Nov 2023	Town Hall Contract	Done	Continued Town Hall Safety / compliance with legislation
HS11	Boiler Servicing & Gas Safety Certificate for Old Court House (Suite 1)	Safety Officer / Subcontractor	£200.00	End Sept 2022	Completed 14/09/2022	End Sept 2023	Town Hall Contract	Done	Continued Town Hall Safety / compliance with legislation
HS12	Town Hall Evacuation Chair Training - 2 yearly	Subcontractor / Safety Officer	£900.00	End July 2021	Completed 08/07/2021	End July 2023	Legal requirement	Done	Improved Town Hall safety / compliance with legislation
HS13	1/4ly Lift Inspection / service	Subcontractor / Safety Officer	£320.00	End August 2022	Completed 14/09/2022	Dec 2023	Legal requirement / R&M Budget	Done	Improved Town Hall safety / compliance with legislation
HS14	Lift Inspection (annually by Insurers) - these are independent of NTC Control, The Insurers carry these out at their own discretions	Subcontractor / Safety Officer	Included in Insurance	End June 2019	Completed 20/06/2019	Outside of NTC Control	Legal requirement	Done	Improved Town Hall safety / compliance with legislation
HS15	Fire Extinguishers Maintenance (annually) for All NTC Sites, requiring extinguishers (Shaw Cemetery, Victoria Park Changing Rooms & Kiosk, Bowling Club, Town Hall, Newtown Road Cemetery)	Safety Officer / Subcontractor	£1,043 Annually	End Aug 2022	Waiting date from Contractors	End Aug 2023	Various Contracts / R&M budgets	Check, is this VFM< should NTC go out for prices ?	Improved safety / compliance with legislation
HS16	5 yearly Periodical Test & Inspections of the Town Hall Electrical System	Safety Officer / Subcontractor	£4,750.00	End April 2020	All Works Completed October 2020	April 2025	Town Hall R&M budget	Done & works completed	Improved safety / compliance with legislation
HS17	Newtown Road Cemetery 5 yearly Electrical installation testing	Safety Officer / Subcontractor	£300.00	End April 2017	Completed 15/06/2022	May 2027	Newtown Road Cemetery R&M Budget	Check for Report	Improved safety / compliance with legislation
HS18	Independent Town Hall Annual Fire Risk Assessment Review (annually)	Safety Officer / Community Services Manager	£250.00	End May 2022	Completed 14/06/2022	End May 2023	Town Hall R&M budget	Done - any actions ?	Improved Town Hall safety / compliance with legislation
HS19	Town Hall (PAT) Portable Electrical Appliance Testing (annually)  Due to infrequent use of Offices, PAT Testing will be VISUAL only check for 2020/21 year wiring test completed, no current appliance issues . New MCB sockets being installed as added safety. Normal PAT testing will resume in June 2022	Safety Officer / Facilities Officer	Included in staff cost	Weekly on Going	Weekly on Going	Visual Oct 2022 next Actual June 2023	Officer Time	Needs actual test 2023 - get prices asap	Improved Town Hall safety / compliance with legislation



# Health & Safety Report for P&R Committee - Last Updated 10/04/2023

## Appendix 2

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

**Service plans also contain details such as health and safety inspections where relevant.** The Health and Safety officer continues to co-ordinate and provide advice on all services, while the health and safety responsibility for each of those services remains operationally with the principle service manager and ultimately with the Chief Executive Officer.

Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	ISSUES TO ADDRESS	Benefits
HS20	Lightning Conductor Maintenance / Inspection (annually) Test Strike UK Limited	Safety Officer / Subcontractor	£110.00	End Nov 2021	Awaiting date from Contractor	End November 2023	Town Hall R&M budget	Done	Improved Town Hall safety / compliance with legislation
HS22	Shaw Cemetery (PAT) Portable Electrical Appliance Testing (annually) Contractors to carry out 2021 test in November 2020 –	Safety Officer / Subcontractor	£130.00	End July 2021	Completed 26/07/2021	End July 2022 Next physical 2023	Shaw Cemetery R&M budget	AS HS19	Improved Shaw Cemetery safety / compliance with legislation
HS23	Town Hall Emergency Light Test (Annually)	Safety Officer / Subcontractor	£580.00	End June 2022	13 June 2022	End Nov 2023	Town Hall R&M budget	Done - annual Contract or can Brendon do this ?	Improved Town Hall safety / compliance with legislation
HS24	Bandstand Electrical Supply Testing (annually)	Safety Officer / Subcontractor	£120.00	End Oct 2022	Order raised - Awaiting Date from Contractor	Nov 2023	Victoria Park R&M budget	Check done 2022 - any issues ?	Improved Bandstand safety / compliance with legislation
HS25	Town Hall Fire Alarm Maintenance (half yearly)	Safety Officer / Subcontractor	Included in contract	End June 2022	Completed 22/06/2022	End Jan 2023	Town Hall Contract	Why 1/2 yearly ?	Information for Emergency Services and Town Hall occupants
HS26	Town Hall Emergency Evacuation Drills	Community Services Manager / Safety Officer / Fire Marshals	Included in staff cost	Minimum of 2 per annum	Completed Not a Drill 27/08/2019	Minimum of 2 per annum - delayed due to lockdown	N/A	OUTSTANDING< need doing Q1 2023	Improved Town Hall safety / compliance with legislation
HS27	Independent Commercial EPC Survey	Community Services Manager / Contractor	£375.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Only when reletting	Compliance with legislation
HS28	Independent DEC Survey	Community Services Manager / Contractor	£475.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Needs updating 2024/25	Compliance with legislation
HS29	Independent Asbestos management Survey	Community Services Manager / Contractor	£595.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Needs updating 2024/25	Compliance with legislation
HS30	Independent Marketing style floor plan Survey	Community Services Manager / Contractor	£445.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Done	Compliance with legislation
HS31	Independent 5 year Structural & Aerial Drone Surveys - All NTC Premises	Community Services Manager / Contractor	£8,606.00	End June 2019	Completed 30/06/2019	End June 2024	Town Hall R&M budget	Budget 2024/25	Compliance with legislation
HS32	Independent Tree Condition Survey & Mapping - All NTC Land	Community Services Manager / Contractor	£15,700.00	End Jan 2020	Completed End January 2020	End January 2025	Town Hall R&M budget	Budget 2024/25	Compliance with legislation
HS33	Shaw & Newtown Road Cemeteries Memorial survey (subject to available funding)	Community Services Manager / Contractor	£1,875.00	End March 2022	Completed 28/07/2022	March 2025	Shaw Cemetery R&M budget	Budget 2024/25	Compliance with legislation
HS34	Town Hall Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Town Hall R&M budget	Revisit all on an annual basis	Compliance with legislation
HS35	Market Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 28/05/2020	As required by Legislation	Market R&M budget	Revisit all on an annual basis	Compliance with legislation
HS36	Play Area Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Play Area R&M budget	Revisit all on an annual basis	Compliance with legislation
HS37	Cemeteries Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Shaw & Newtown Road R&M budget	Revisit all on an annual basis	Compliance with legislation
HS38	Review of Town Hall Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End May 2023	Officer Time	Revisit all on an annual basis & record date	Improved information on Risks for NTC own / managed assets
HS39	Review of Victoria Park Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Revisit all on an annual basis - also question about fencing children's area	Improved information on Risks for NTC own / managed assets

# Health & Safety Report for P&R Committee - Last Updated 10/04/2023

## Appendix 2

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

**Service plans also contain details such as health and safety inspections where relevant.** The Health and Safety officer continues to co-ordinate and provide advice on all services, while the health and safety responsibility for each of those services remains operationally with the principle service manager and ultimately with the Chief Executive Officer.

Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	ISSUES to ADDRESS	Benefits
HS40	Review of Newtown Road Cemetery Service Risk Assessments (annually)- see also Headstones above	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Revisit all on an annual basis & record date	Improved information on Risks for NTC own / managed assets
HS41	Review of Shaw Cemetery Service Risk Assessments (annually) - see also Headstones above	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Revisit all on an annual basis & record date	Improved information on Risks for NTC own / managed assets
HS42	Review of Market Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Revisit all on an annual basis & record date	Improved information on Risks for NTC own / managed assets
HS43	Review of Recreation Grounds Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Revisit all on an annual basis & record date	Improved information on Risks for NTC own / managed assets
HS44	Review of Playground Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	March 2023	Officer Time	Revisit all on an annual basis & record date	Improved information on Risks for NTC own / managed assets
HS45	Review of Allotments Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Revisit all on an annual basis & record date	Improved information on Risks for NTC own / managed assets
HS46	Review of Bus Shelter Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Revisit all on an annual basis & record date	Improved information on Risks for NTC own / managed assets
HS47	Review of Clocks Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Revisit all on an annual basis & record date	Improved information on Risks for NTC own / managed assets
HS48	Review of Public Seating (Benches) Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Revisit all on an annual basis & record date	Improved information on Risks for NTC own / managed assets
HS49	Review of Skatepark Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	October 2023	Officer Time	Revisit all on an annual basis & record date	Improved information on Risks for NTC own / managed assets
HS50	Review of Footway Lighting Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Revisit all on an annual basis & record date	Improved information on Risks for NTC own / managed assets
HS51	Review of War Memorial Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	October 2023	Officer Time	Revisit all on an annual basis & record date	Improved information on Risks for NTC own / managed assets

**Newbury Town Council**

**Public Report**

**To:** Policy and Resources Committee

**Date of meeting:** 17 April 2023.

**Agenda item No. 7:** Interim Internal Audit Report

**7.1 Decision Required:** **To receive** the interim internal audit report from Auditing Solutions Ltd and,

**7.2 To Approve** the recommendations arising from this Report

**Background/ Introduction**

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

The Council has appointed Auditing Solutions Ltd. To carry out this role. The attached report sets out the work undertaken to date in relation to the 2022-23 financial year, during the interim review of the Council's records for the year, which was undertaken by them at the Council offices on 28th March 2023.

**1. A Good outcome:**

Having regard to the staffing issues which the Council is experiencing over the past 6 months, the Report is welcome confirmation that the Council's officers "*... continue to maintain generally adequate and effective internal control arrangements.*"

As Responsible Financial Officer and CEO for the Council, I wish to record my appreciation for the great teamwork of all our officers in achieving this result, but especially Margaret Gore, our Senior Accounts Officer and Caroline Edmunds, the Community Services Officer who is looking after all of our allotments and cemeteries at the moment.

**2. Matters covered by the Interim report:**

**A. Review of Accounting Arrangements & Bank Reconciliations**

*Conclusions: We are pleased to note that no issues have been identified in this area currently warranting formal comment or recommendation.*

**B. Review of Corporate Governance**

While the overall conclusion from the internal auditors is that no issues arise in this area currently warranting formal comment or recommendation, some items have been raised for consideration:

1. *The first regards NALC model Regulation 12, Payments under contracts for building or other construction works. The Council should consider whether this section should be reinstated at the next review of the Financial Regulations, in particular to provide clarity in regard to high value construction works.*

These provisions are included in the Council's Standing Orders, as required by legislation. They may be repeated as part of the Financial Regulations- care will be needed to ensure that any future amendments are covered in both sets of rules.

2. *The other concerns Regulation 17.1 of the Council's Financial Regulations, which states 'it shall be the duty of the Policy and Resources committee to review the Financial Regulations of the Council from time to time.' This differs to the NALC Model Regulations which makes this the duty of the Council. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council and as such it is best practice for them to be adopted annually.*

This is not required by legislation. The Council has delegated to the Policy and Resources Committee the responsibility for the financial, human and property resources of the Council and given to the Committee the authority to " ... approve and amend where appropriate, the Council's Financial Regulations, having first consulted the Audit Working Group."

Having regard to the roles and responsibilities of the Policy and Resources Committee, this seems the appropriate forum to deal with the Council's Financial Regulations and no issues have arisen regarding this delegation. However, if the Council wishes, the delegation can be repealed and the review of the Financial Regulations made a function of full Council ( The P & R Committee might make recommendations to full Council in the matter?)

3. *Finally in this area, we note that the 2021-22 AGAR has been signed off by the external auditors with the following comment: 'The AGAR was not accurately completed before submission for review. Information received from the smaller authority indicates that a £75,000 design and consultancy fee has been included in Section 2, Box 9. The Practitioners' Guide states this cell shows the value of all the fixed assets and long-term investments owned by the smaller authority.' Care will be required to ensure a similar issue does not arise in the completion of the 2022-2023 AGAR return and we will check this as part of our year-end review.*

This item has been addressed, as required by the external auditor and the amended balance shown in the register of fixed Assets at 31 March 2023.

## **C. Review of Expenditure and VAT**

*We are pleased to record that no issues arise in this area currently to warrant formal comment or recommendation.*

#### **D. Assessment and Management of Risk**

*We are pleased to note that the Council has reviewed and re-adopted its Strategic Risk Register at the Policy and Resources Committee meeting in October 2022. We have reviewed the document and consider it to be appropriate for the Council's present requirements.*

*The Council's insurance cover is provided by Zurich: we have examined the insurance schedule running to August 2023 noting that the Council's has revalued its buildings for insurance re-instatement purposes, and that its' street furniture and other equipment are appropriately insured together with Public and Employer's Liability set at £12 million and £10 million respectively, Fidelity Guarantee cover at £2 million and "Business Interruption - Loss of Revenue" cover in place at almost £400,000 all of which we consider appropriate for the Council's present requirements.*

#### **E. Precept Determination and Budgetary Control**

*We are pleased to record that, at this stage of our review process, no issues arise warranting formal comment or further enquiry.*

#### **F. Review of Income**

*We are pleased to record that, at this stage of our review process, no issues arise warranting formal comment or further enquiry.*

#### **G. Petty Cash Account**

*The Council no longer operates a Petty Cash Account, officers have debit cards for expenditure.*

#### **H. Review of Staff Salaries**

*We have, acquired detail of salaries paid to staff in post in August 2022; their salary points on the national spinal scale and their basic weekly hours where not employed full time: we have also examined the August payslips, undertaking the following specific work: -*

- We have agreed the salary rate paid to each employee in August for each employee to the approved salary scales;*
- We have verified the accuracy of tax and NI deductions in that month based on the gross salaries payable to each employee by reference to the relevant HMRC tables; and*
- Finally, we have checked to ensure that the correct LG Pension Scheme percentage deductions rates have been applied.*

*Conclusion*

*We are pleased to report that no issues have arisen in this review area this year warranting comment or recommendation.*

## **I. Fixed Asset Registers**

*... an appropriate formal fixed asset register continues to be in place: we have reviewed its content and consider that it generally meets the needs of a Council the size of Newbury. Again as previously reported the details of assets with registration or serial numbers, should ideally also be recorded in the register.*

*Several of our clients have also developed photographic records of their stock of assets, which may be liable to theft or wilful / accidental damage: such a record has been of assistance in pursuing insurance reclaims or assisting the police in the event of a theft of Council equipment*

This matter will be discussed following the appointment of the Council's Services Delivery Manager.

## **J. Investments and Loans**

*No issues arise in this area currently to warrant formal comment or recommendation. As above, we shall monitor progress on the Victoria Park café development and receipt of the approved £300,00 loan from the UK Debt Agency (formerly PWLB).*

## **Conclusions/ Recommendation**

The Internal audit report is good news for the Council and our staff. It is very encouraging that despite the various staffing problems challenging the Council at the moment, that we “... continue to maintain generally adequate and effective internal control arrangements.”

Regarding the issues flagged in the Internal Auditor's report, the recommendations/ conclusions are as follows:

1. To amend Standing Orders so that the Council's Financial regulations are subject to annual review at Full council, having regard to the recommendations from the Policy and Resources Committee
2. To restate in the Council's Financial Regulations the provisions regarding contracts contained in the Council's Standing orders.
3. To amend the Register of Fixed Assets as required following the external audit report 2021-22.
4. When appointed, to ask the Council's Services Delivery manager to explore the development of photographic records of the Council's stock of assets, which may be liable to theft or wilful / accidental damage.

**Report Author:** Hugh Peacocke, (CEO)

**Date:** 3 April 2023



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## **Newbury Town Council**

*Internal Audit Report 2022-23 (Interim)*

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*Susan Cook*

*For and on behalf of  
Auditing Solutions Ltd*



## **Background**

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

This report sets out the work undertaken to date in relation to the 2022-23 financial year, during our interim review of the Council's records for the year, which was undertaken at the Council offices on 28<sup>th</sup> March 2023. We wish to thank the CEO and his staff for assisting the process, providing all necessary documentation in either hard copy or electronic format to facilitate commencement of our review for the year.

## **Internal Audit Approach**

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

## **Overall Conclusions**

We are pleased to advise that, based on the work undertaken to date, officers continue to maintain generally adequate and effective internal control arrangements.

We ask that the report be presented to members and a formal response be provided in advance of our next review.

This report will be updated following our final review on Wednesday 10<sup>th</sup> May 2023.

## A. Review of Accounting Arrangements & Bank Reconciliations

The Council maintains its accounting systems using the RBS Rialtas Omega software with one bank account in place, the Officers account having been closed. A cashbook is in place in the Omega accounts. Surplus funds are also on deposit with CCLA in the Public Sector Deposit Fund (PSDF).

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

- Verified the accurate carry forward of the 2021-22 closing balances in Omega to the current year opening Trial Balance;
- Ensured that an appropriate Cost and Nominal Account coding structure remains in place;
- Reviewed three sample months transactions (June, August and October 2022) on the cashbook agreeing detail to supporting bank statements;
- Verified the PSDF transactions by reference to the underlying monthly advice notices of interest earned to 31<sup>st</sup> August 2022; and
- Checked and agreed the software-based bank reconciliations as at 30<sup>th</sup> June, 31<sup>st</sup> August, and 31<sup>st</sup> October 2022 to ensure that there are no long-standing, uncleared items or other anomalous entries arising.

### Conclusions

*We are pleased to note that no issues have been identified in this area currently warranting formal comment or recommendation. We will undertake further work at future reviews checking a further two months' transactions along with transactions for the year on the PSDF accounts and year-end bank reconciliations on each. We will also ensure the accurate disclosure of the combined year end bank balances in the AGAR at section 2, Box 8.*

## B. Review of Corporate Governance

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

We have examined the minutes of Full Council and its extant Committee meetings (with the exception of Planning & Highways) for the year to date with no issues identified.

We have noted previously that the Council's extant SOs and Financial Regulations (FRs) are subject to periodic review and re-adoption: from our examination of the current financial year's minutes, we note that the SOs were revised and re-adopted in June 2021.

We note that the Financial Regulations were adopted by the Policy and Resources Committee meeting on 25<sup>th</sup> April 2022, and whilst these are broadly in line with the NALC model regulations, we noted two areas that Councillors should consider at the next review of the Financial Regulations.

The first regards NALC model Regulation 12, Payments under contracts for building or other construction works. The Council should consider whether this section should be reinstated at the next review of the Financial Regulations, in particular to provide clarity in regard to high value construction works.

The other concerns Regulation 17.1 of the Council's Financial Regulations, which states 'it shall be the duty of the Policy and Resources committee to review the Financial Regulations of the Council from time to time.' This differs to the NALC Model Regulations which makes this the duty of the Council. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council and as such it is best practice for them to be adopted annually as detailed in Standing Order 5.j.ix.

Finally in this area, we note that the 2021-22 AGAR has been signed off by the external auditors with the following comment; 'The AGAR was not accurately completed before submission for review. Information received from the smaller authority indicates that a £75,000 design and consultancy fee has been included in Section 2, Box 9. The Practitioners' Guide states this cell shows the value of all the fixed assets and long-term investments owned by the smaller authority.' Care will be required to ensure a similar issue does not arise in the completion of the 2022-2023 AGAR return and we will check this as part of our year-end review.

### **Conclusion**

*We are pleased to record that no issues arise in this area currently warranting formal comment or recommendation: we shall continue to monitor the Council's approach to governance at future reviews.*

## **C. Review of Expenditure and VAT**

Our aim here is to ensure that: -

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

We have selected a sample of payments processed in the year to 7<sup>th</sup> March 2023 to ensure compliance with the above criteria including all payments individually in excess of £3,500, together with a more random selection of every 40<sup>th</sup> cashbook transaction (irrespective of value). Our test sample includes 75 individual payments totalling £861,349 and equating to

72% by value of all non-pay expenditure for the year to the above date and are pleased to report that no issues have been identified in this respect with all payments meeting the above criteria.

We note that VAT returns continue to be submitted electronically on a regular quarterly basis and have verified that the first two quarterly reclaims for 2022-23 have been submitted and repaid by HMRC with the totals agreeing to the relevant Omega nominal control account, and that the VAT previously erroneously claimed for insurance has been reversed.

### **Conclusions**

*We are pleased to record that no issues arise in this area currently to warrant formal comment or recommendation: we will extend our test sample to cover the remainder of the year at our future visits. As above, we will also ensure the accuracy of the year-end VAT reclaim ensuring its consistency with the Omega control account detail.*

## **D. Assessment and Management of Risk**

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

We are pleased to note that the Council has reviewed and re-adopted its Strategic Risk Register at the Policy and Resources Committee meeting in October 2022. We have reviewed the document and consider it to be appropriate for the Council's present requirements.

The Council's insurance cover is provided by Zurich: we have examined the insurance schedule running to August 2023 noting that the Council's has revalued its buildings for insurance re-instatement purposes, and that its' street furniture and other equipment are appropriately insured together with Public and Employer's Liability set at £12 million and £10 million respectively, Fidelity Guarantee cover at £2 million and "Business Interruption - Loss of Revenue" cover in place at almost £400,000 all of which we consider appropriate for the Council's present requirements.

### **Conclusion**

*No issues arise in this area currently to warrant formal comment or recommendation. We will continue to monitor the Council's approach to the management of risk at future reviews.*

## **E. Precept Determination and Budgetary Control**

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

We note that after due deliberation on its budgetary and precept requirements for 2023-24 the Council formally approved both at the January 2023 full Council meeting, the latter being adopted at £1,272,879.

We note that members continue to be provided with periodic and comprehensive management accounting information based on the Omega accounts detail to provide an appropriate means for monitoring budgetary performance during the current year.

We have reviewed the latest available Omega budget report (to February 2023) and, note the current overspend of some £33,481, which was discussed with the CEO, who advised that the final deficit (expected to be in the region of £100,00) will be comfortably met from reserves.

### **Conclusions**

*We are pleased to record that, at this stage of our review process, no issues arise warranting formal comment or further enquiry.*

*We shall undertake further work in this area at our final review, examining the year-end budget outturn and considering the ongoing appropriateness of retained reserves to meet the Council's ongoing revenue spending plans and development aspirations.*

## **F. Review of Income**

The Council receives income from a variety of sources in addition to the annual precept: We note that Suite leases are now dealt with by Hennick Properties, who have responsibility for collection of rents due. The remaining rent arrears for one lease is now repaid.

We note that fees for amendments for the allotments for 2023-24 have been agreed, and that Cemetery Fees have also now been amended.

**Cemetery:** Due to the current shortage of staff we were unable to complete a review of this area at our last visit, and we note the hard work of staff which enabled us to undertake a partial review at our visit. The bespoke software package has been brought up to date, and work to the handwritten ledger is underway.

We have reviewed detail of burials as recorded in the formal Burial register maintained by the Community Services Officer (CSO) selecting a sample of 8 interments occurring in the year to 17<sup>th</sup> March 2023 as recorded in the bespoke burial's software in use at the Council. We have with the CSO's assistance, ensured that six of the selected sample were supported by a relevant interment application, together with the supporting legally required Burial / Cremation certificates. We were also able to ensure, by reference to the fee invoices raised or other supporting documentation, that the appropriate fees were charged and recovered in a timely manner with no issues arising for the six sample items.

We understand that the bespoke burial's software currently in use by the Council will be changed to Omega, in due course.

We will undertake further work in this area at our next visit to ensure that, by reference to the fee invoices raised or other supporting documentation, that the appropriate fees have been charged and recovered in a timely manner with no issues arising.

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

Whilst the rental year runs from 1st April, invoices are generally issued in advance of that date with significant income also generally received well in advance of 1st April. In line with the recommendation made last year, allotment income received in advance for the financial year 2022-23 was placed in control account (Code 562) as “Receipts in Advance” and then “reversed” at the start of the 2022-23 financial year to show the allotment income appropriately in the relevant financial year’s accounts. Examination of the Allotment Rental Income Code reveals that allotment income has been credited to this code and so we remind that this income will at year require transfer to the Receipts in advance code .

As part of our review we completed an ad hoc check of 18 allotment fees to the bank statements. There are a few unpaid items and we will check the status of these at our final review.

### **Town Hall Hire**

In addition to leasing rooms at the Town Hall to local businesses, various rooms are available for casual hire. Bookings are recorded on an “Outlook” style monthly calendar with invoices raised covering each month’s hires at the end of the month. We will undertake a review of this area at our next visit.

### **Sales Ledger – “Unpaid debts by date”**

We have examined the titled report as at 15<sup>th</sup> March 2023 and the outstanding debts are currently no more than 30 days old.

### **Conclusions**

*We are pleased to record that, at this stage of our review process, no issues arise warranting formal comment or further enquiry.*

*We shall undertake further work in this area at our next visit, particularly for Town Hall hire.*

## **G. Petty Cash Account**

*The Council no longer operates a Petty Cash Account, officers have debit cards for expenditure.*

## **H. Review of Staff Salaries**

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

We have again examined the operative payroll procedures and consider them sound with payroll production outsourced to DCK Accounting using bespoke IRIS payroll software.

We note that the Staff sub-committee approved the 2022-23 national pay award at its meeting in November 2022, it also resolved that Time off in lieu could be paid as overtime, where contracts allowed and if preferred by staff members.

We have, acquired detail of salaries paid to staff in post in August 2022; their salary points on the national spinal scale and their basic weekly hours where not employed full time: we have also examined the August payslips, undertaking the following specific work: -

- We have agreed the salary rate paid to each employee in August for each employee to the approved salary scales;
- We have verified the accuracy of tax and NI deductions in that month based on the gross salaries payable to each employee by reference to the relevant HMRC tables; and
- Finally, we have checked to ensure that the correct LG Pension Scheme percentage deductions rates have been applied.

### **Conclusion**

***We are pleased to report that no issues have arisen in this review area this year warranting comment or recommendation and will undertake a further review at our final visit.***

## **I. Fixed Asset Registers**

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

As mentioned in the year-end report for 2021-22 an appropriate formal fixed asset register continues to be in place: we have reviewed its content and consider that it generally meets the needs of a Council the size of Newbury. Again as previously reported the details of assets with registration or serial numbers, should ideally also be recorded in the register.

Several of our clients have also developed photographic records of their stock of assets, which may be liable to theft or wilful / accidental damage: such a record has been of assistance in pursuing insurance reclaims or assisting the police in the event of a theft of Council equipment.

### **Conclusions**

***As this is an item that remains from last year's report, we discussed with the CEO who advised that lack of staff has meant this is currently a low priority for the Council. We will therefore review this again at a later date.***

## **J. Investments and Loans**

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

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

The Council Treasury Policy was updated in October 2022, £250,000 remains invested in the CCLA PSDF which earns interest monthly, which is added to the account balance: as indicated in the first section of this report, we have verified detail of the monthly interest earned to the CCLA advice notes ensuring the accurate recording of the year-to-date interest received in the relevant Omega cashbook.

We note the submission and approval of a new loan of £300,000 for development of a new café in Victoria Park which has yet to be drawn down. We will, check progress on this development and the status of the loan if drawn down at future reviews.

### ***Conclusions***

***No issues arise in this area currently to warrant formal comment or recommendation. As above, we shall monitor progress on the Victoria Park café development and receipt of the approved £300,00 loan from the UK Debt Agency (formerly PWLB).***



## **Newbury Town Council**

### **Public Report**

**To:** Policy and Resources Committee

**Date of meeting:** 17 April 2023.

### **Agenda item No. 8: Policy and Resources Projects Fund**

**To Approve** 2 projects for expenditure from the Policy and Resources Committee Projects fund

### **Background/ Introduction**

The Council allowed a sum of £3,000 in the budget 2022-23 for Policy and Resources Committee projects. None of the funding was spent during the year. The Committee is asked to approve earmarking this funding towards 2 projects, both being undertaken by consultants from The Society of Local Council Clerks (SLCC Consultancy).

The projects are as follows:

1. The Council's Finance and Corporate Services Manager:  
To review the Job Description, the Person specification, the terms and conditions and the recruitment campaign for this post. (Cost £1,185)
2. To collect the responses from the members' "Exit survey" and present a report to the Council, including any future actions recommended. (Cost £790)

### **Issues arising/ Options considered.**

#### **1. The Council's Finance and Corporate Services Manager:**

This post includes the role of the Council's Responsible Financial Officer.

As RFO is a statutory position, the Council's standing orders provide that the Policy and Resources Committee approves matters in relation to this post.

The last meeting of the committee approved a Job Description, the Person specification and the terms and conditions for this post. The Council undertook a recruitment campaign which attracted only 4 applications. One of these was called for interview and subsequently withdrew their application.

(The recruitment campaign used the same channels as those used for recruiting our Services Delivery Manager, which attracted 21 applicants, 5 of which were shortlisted for interview and all attended and completed their interviews.)

This project seeks to review the essential elements of the post, following which a recruitment campaign will again be undertaken to fill the post. The details of the project and the costs for same are attached (Appendix 4.1).

(Approval of the terms, etc. is Agenda item no. 13 for this meeting)

## **2. An “Exit Survey” of members of Newbury Town Council, 2019-2023.**

It was felt that it would be valuable information for the Council to survey members before the upcoming Town Council elections to collect their views and experiences over the past 4 years of serving on the Council. It was also felt that it would be better to have the responses sent to an independent outside body who would in turn analyse the responses and prepare a report with recommendations for the Council to consider.

(The SLCC quote for this project is attached, appendix 4.2)

### **Considerations:**

#### **1. Reference to Council Strategy 2019-2024**

The Council’s Strategy provides that:

*We will exercise best practice as an employer, promoting fairness and equality for our employees and volunteers.*

The proposals attached for Project No. 1 will help us to achieve this objective.

Project No. 2 will help us to deliver the following Strategy aims:

- *We will continually review our Committee structures and Working Groups and implement any improvements identified.*
- *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.*

**2. Legal:** The Council has legal authority to employ such officers as it considers necessary in order to deliver the services and functions it provides. It can/ should also implement best practice in running its democratic services and support to members.

**3. Financial:** There was provision of £3,000 in budget 2022-23 and the Committee is asked to earmark some of those funds towards these projects.

#### **4. Climate/ Environmental issues**

None

#### **5. Crime and Disorder**

No issues arise.

#### **6. Risk assessment**

The Staff Structure review recommended that the Council recruits an RFO with appropriate accountancy qualifications.

**7. Equality and Diversity**

The recruitment process will have full regard to the Council's duties under the Equalities Act.

**8. Consultation**

Members and the SLCC were consulted regarding these projects.

**Conclusion/ Recommendation**

Members are asked to approve the expenditure on both of these projects out of the funds provided in budget 2022-23, earmarking the unspent funds towards these costs (Total costs £1,975).

**Report Author: Hugh Peacocke, (CEO)**

**Report Author: Hugh Peacocke, (CEO)**

**Date: 31 March 2023**



## Quote for Newbury Town Council – Ref: LCC 23-016

### Finance & Corporate Services Manager Recruitment

Task Reference	Task Description	Associate days Required and Rate	Costs (exc VAT)
Stage 1	<p>Create the Job Description, evaluate the proposed pay grade for the Finance &amp; Corporate Services Manager role and develop a comprehensive Recruitment Information Pack to include:</p> <ul style="list-style-type: none"> <li>• Introduction;</li> <li>• Role of Finance &amp; Corporate Services Manager;</li> <li>• Background to Council (to include information about the creation of the council, power and functions, proposed council structure, staffing information etc);</li> <li>• Job advertisement;</li> <li>• Job description;</li> <li>• Person specification;</li> <li>• Key terms and conditions of employment;</li> <li>• Application and selection process;</li> <li>• Application Form.</li> </ul>	1 day @ £395	£395
Stage 2	<p>Draw up advertisement for post, arrange adverts to be placed via SLCC jobs page, NALC website and jobsgopublic website.</p> <p>Create a scoring matrix for applications.</p> <p>Agree interview panel members.</p>	1 day @ £395	£395
Stage 3	<p>Respond to enquiries and send out information. Collate applications, assess against scoring matrix and short-list applicants to interview.</p> <p>Liaise with interview panel and manage handover to Newbury Town Council who will complete recruitment process.</p>	1 day @ £395	£395
<b>Associate Costs</b>		<b>3 days @ £395</b>	<b>£1185.00</b>
Expenses	Travel expenses @ £0.45 per mile.	TBC	TBC
Advertising	SLCC website, NALC website, jobsgopublic website	Costs to be met directly by Newbury Town Council	N/A

*This quote is valid for 60 days from the date of the covering letter.*

#### Conduct of the Consultant and the Supplier

The Associate will abide by the SLCC Code of Conduct. The customer agrees to offer the necessary assistance and support to the Associate in the completion of their work and that their Officers and Members will abide by their own Codes of Conduct. The Head of LCC should be contacted in the event of any issues which cannot be resolved by the Customer and the Associate.

#### Acceptance of Quote

The Customer accepts the quote and the Terms Conditions set out above and the Supplier undertakes to deliver the services herein described. Please quote reference LCC 23-016 in all correspondence.

<p>Signed for Local Council Consultancy</p>  <p>Name: Angela Meek Date: 9 March 2023</p>	<p>Signed for Newbury Town Council</p>  <p>Name: Hattie Pearce Date: 15/3/2023</p>
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**Terms and Conditions for the Provision of Consultancy Services – LCC ref 23-017**

Customer: Newbury Town Council

Supplier: Local Council Consultancy

**Description of Services**

To provide support for carrying out a Members' Exit Survey at Newbury Town Council as follows:

Newbury Town Council is due to hold elections in May 2023 and the Council has agreed that it would be useful to undertake a survey of all outgoing Councillors in order to gain Members' views with a view to improving processes. Accordingly, a questionnaire has been devised and agreed by Councillors (see Appendix A).

In order to provide added value and avoid restricted replies, the Council wishes to arrange for the survey responses to be returned to an independent reviewer, who would then analyse the findings and provide recommendations to the Council.

Our Associate would:

- Collate all survey responses, due to be returned by 24 March 2023;
- Develop an evaluation matrix and analyse the responses;
- Draft and submit to the Clerk a report and recommendations on the findings by 3 April 2023;
- Obtain feedback from the Clerk on the content for inclusion in the final report;
- Submit the final report to the Council by 7 April 2023.

All work would be carried out remotely.

The Associate providing the support will be Janine Gardner. The rate applied will be £395.00 per day excluding VAT and expenses. The project will commence as soon as the proposal is agreed, with 2 days allocated to the work.

**Terms of the Service**

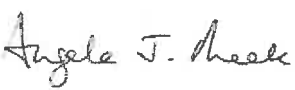

The Supplier will indemnify the Customer for the service provided and will deliver the support set out in the description of services. The total costs of the service are not to exceed £790.00 excluding VAT and expenses unless mutually agreed in writing in the event that the requirement changes or additional days are required. Mileage will be charged at £0.45 per mile.

**Conduct of the Consultant and the Supplier**

The Associate will abide by the SLCC Code of Conduct. The customer agrees to offer the necessary assistance and support to the Associate in the completion of their work and that their Officers and Members will abide by their own Codes of Conduct. The Head of LCC should be contacted in the event of any issues which cannot be resolved by the Customer and the Associate.

### Acceptance of Quote

The Customer accepts the quote and the Terms Conditions set out above and the Supplier undertakes to deliver the services herein described. Please quote reference LCC ref 23-017 in all correspondence.

<p>Signed for Local Council Consultancy</p> <p></p> <p>Name: Angela Meek Date: 14 March 2023</p>	<p>Signed for Newbury Town Council</p> <p></p> <p>Name: Date: 15/3/2023</p>
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**Newbury Town Council**

**Public Report**

**To:** Policy and Resources Committee

**Date of meeting:** 17 April 2023.

**1. Agenda item No. 9: Exit survey of outgoing members of the Council**

**9.1 To Receive** the report of the outside consultants and

**9.2 To approve** any recommendations agreed by the Committee

**Background/ Introduction**

As the Council approaches the end of its four year term, it was felt that would be useful to survey members regarding their experiences operating as a Councillor and the support they have received from officers over the past 4 years.

The survey focuses on governance and structural questions and asked for comments/ ideas for improvement, if needed. A copy of the questionnaire is attached ( Appendix 5a.)

It was further felt that members might be more forthright in their views if the responses were confidential and dealt with by an outside person.

With this in mind, the Council engaged Local Council Consultancy to receive the responses and prepare a report based on these.

The response rate to the survey was not as good as the Council would have wished. Nonetheless, a report has been prepared based on the responses received and is attached as Appendix 5b.

**Issues arising/ Options considered**

( The extracts from the consultant's report are in italics. My responses are in [ ...] )

**Section 1: Your information and communication needs**

*Those councillors who responded to the survey generally agreed that:*

- *the information and communications provided by Council officers had been adequate to their needs,*
- *any requests from councillors to officers for information or help and support were satisfied,*
- *councillors received clear and concise responses when contacting officers,*
- *any queries were quickly answered.*

*Councillors commented that the officers managed well during a period of staffing problems.*

[Officers welcome these findings.]



## **Section 2: Democratic involvement and decision making**

*The Council's Saturday Surgeries attracted a range of comments from those councillors who responded to the survey, including that:*

- *the surgeries were valuable in making councillors accessible to residents and probably had some impact.*
- *the current format perhaps did not work as well as it could.*
- *the surgeries could be improved by e.g.*
  - i. broaching a specific theme, issue or question at the surgeries each week or publicising a particular Council initiative*
  - ii. trying to start discussions with passers-by if individual councillors feel able and willing to trial this approach*
  - iii. holding street surgeries near local shopping parades in wards by rota which the councillors can agree*
  - iv. trialling changing the surgeries to a once per month with a coffee morning*
  - v. using surveys occasionally*

The consultant remarked:

*N.B. Available officer resources might prove a limiting factor and any changes to the current format of the surgeries will need to be carefully considered in light of this.*

- *The success of the surgeries depended on the councillors on duty and councillors needed to acknowledge that they all need to help carry out the surgeries. One comment was made regarding the less physically able councillors not being able to carry out some of the physical tasks.*
- *More proactive engagement with the public would be beneficial.*

[The consultant has rightly identified that the above suggestions would need to be resourced. It could make the present relatively informal, easy to run events into something far more complicated]

The survey also asked about Full Council, Committees and Working groups and the comments/ responses received can be seen in the attached report.

This section concludes as follows:

*The author of this report would support a review of the Council's governance structure and combining, as much as possible, the various functions, e.g.*

- *Community Services and Civic Pride, Arts and Culture could potentially be combined;*

[The Community Services Committee workload is already at maximum levels. Indeed, one of the other remarks is that the committee might need to meet more often to discharge its functions.

Also, the Committee structure largely reflects the Council's Management structure and this proposal would confuse those lines of responsibility.]

- *some the working groups could be combined into an amenities (or similar) committee, i.e. canal corridor, town centre, green spaces;*

[There is some merit in this proposal. Working groups are often "Task and Finish" groups, or just for one particular topic. The Green Spaces Working Group evolved from the In Bloom Working group and often overlaps with the work of the Community Services Committee. Also, Working Groups have no decision-making powers; rather they can only make recommendations to the relevant committee.]

- *the Policy and Resources Committee could look after staffing matters, grants, local democracy, strategy and audit.*

*Reviewing/streamlining the Council's governance structure may present an opportunity to save officer resources.*

[See above, the current committee structure complements the Council's management structure.]

### **Section 3: Training and Development**

*Those councillors who responded to the survey generally agreed that good training opportunities had been offered ...*

[The Council will endeavour to continue this practice. There will be an induction programme for all new councillors after the upcoming elections ( more experienced councillors will also be invited to attend. This can serve as a refresher and they can also add value to the training from the experience and knowledge that they have already gained from serving on the Council.]

### **Section 4: Overall**

*The following suggestions were made:*

- *upgrade to the Owl sound system because of the poor acoustics in the chamber*

[We can enquire if this is available and worthwhile.]

- *installation of a microphone system in the chamber*

[This would be worthwhile and will be explored]

- *installation of a proper clock in chamber*

[Not a priority]

- *installation of a big display screen in the chamber for using Zoom instead of the existing projector and screen (N.B. This may not be physically possible due to the configuration of the walls in the chamber)*

[The consultant mentioned this and we have advised that there is no suitable wall space in the Chamber for a wall-mounted screen and the ceiling is too high for a drop-down option]

*Comments were made that staff should always represent and promote the views of the Council, regardless of their own personal views.*

[I am not aware of this happening. There was an issue regarding the Market, where some officers promoted the views of the traders, despite the decision of the Council. Once recognised, officers worked to deliver the council's wishes. However, I am not aware of any instance where officers pursued their own personal views or ends. If councillors are aware of this, it should be brought to my attention immediately.]

*The Mayor Making ceremony could be shortened which would result in more people meeting the new Mayor informally after the event as at present people tended to disperse straight afterwards.*

[The Mayor-making ceremony is reviewed annually by the Civic Pride, Arts and leisure Committee, where these concerns should be raised.]

*A suggestion was made for arrangements with West Berkshire Council to enable free car parking for town councillors when attending meetings at the Town Hall.*

[This can be explored with WBC]

*One councillor reflected that they had not been supporting officers as well as they could have done, and another commented that the officers had been offering excellent support to the councillors in a friendly and hard-working team and often in difficult circumstances.*

[I believe that there has been very good team working between the Councillors and the Officer team. Thanks to this, we have met the challenges of the past 4 years, including the pandemic, the death of the Monarch and more recently, the staff shortages confronting the Council. Despite this, the Council has achieved some very notable successes over the past 4 years:

- The Declaration of a Climate Emergency
- Our Carbon reduction programme, which is well ahead of our carbon-neutral target for 2030
- Our new grounds Maintenance Contract
- The Planning Appeal at Sandleford
- Winning and retaining the Green Flag award for Victoria Park, and
- Our In Bloom campaigns and winning the Silver Gilt Award

## **Considerations:**

### **1. Reference to Council Strategy 2019-2024**

The Strategy sets out “ Our Approach: Part 2: Exercise Good Governance and best practice to ensure that we are open, transparent and accountable: Newbury Town Council, its Members and its Officers will ...

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.

2. **Legal:** The Council has the authority to implement processes and procedures for the effective delivery of its business. Any governance changes required can be addressed in the review of Standing Orders.
3. **Financial:** see above. No major outlay proposed.
4. **Climate/ Environmental issues:** None
5. **Crime and Disorder:** Not applicable
6. **Risk assessment:** The Council needs to have effective and professional ways to work. Otherwise there is a risk that valuable talent may be discouraged or even lost ( both councillors and officers)
7. **Equality and Diversity:** Not applicable
8. **Consultation:** members consulted, and the responses processed by an outside consultant.

### **Conclusion/ Recommendation**

The low response rate to the survey was disappointing, although it could be argued, giving the findings above, that it indicates that members did not have any major concerns in these matters?

There are some matters raised above which officers will progress, where indicated, and where the budget permits.

**Recommendation:** that the next Council, at the meeting of full council scheduled for 26 June, appoints a Working Group (Task and Finish) to review the report and make any relevant recommendations to the following Council meeting on 23 October 2023.

**Report Author:** Hugh Peacocke, (CEO)

**Date:** 5 April 2023



# NEWBURY TOWN COUNCIL

## Survey of Outgoing Councillors Summary of Responses

5 April 2023

Report to the Policy and Resources Committee on

17 April 2023 by

Janine Gardner, LCC Associate

## Introduction

Newbury Town Council is due to hold elections on 4 May 2023 and the Council agreed to undertake a survey of all outgoing councillors in order to gain their opinions with a view to improving processes. Accordingly, a questionnaire was devised, and sent to all councillors on 15 March 2023. The survey is appended to this report for ease of reference.

In March 2023, the Society of Local Council Clerks' Local Council Consultancy was commissioned to collate and analyse the consultation responses and to provide recommendations to the Council. An external provider was appointed to receive councillors' responses in confidence in order to ensure anonymity and to avoid restricted replies. The consultant will also send us a report, with any suitable/relevant recommendations.

Only two councillors had responded by the original deadline of 24 March 2023. During an extended period for responses until 29 March 2023, seven additional responses were received. One councillor confirmed that they would not complete a survey. Another councillor had been unable to tick the boxes which reduced the sample for the calculation of percentages in relation to the quantitative questions to eight councillors but not all councillors had completed all the questions. One councillor responded after both deadlines. Based on this non-representative sample, a decision was made between the LCC Associate and the Clerk to not proceed with the calculation of percentages and only provide a qualitative summary of the responses received.

The Associate:

- Had developed an evaluation matrix in anticipation of being able to analyse the responses;
- Collated all survey responses which were due to be returned by 29 March 2023;
- Drafted and submitted to the Clerk a report and recommendations on the findings by 3 April 2023;
- Obtain feedback from the Clerk on the content for inclusion in the final report;
- Submit the final report to the Council by 7 April 2023.

This report will be considered by the Policy and Resources Committee on 17 April 2023 to give the outgoing Council an opportunity to approve any recommendations in time for the new Council being formed after the election on 4 May 2023.

## Findings

This section summarises the responses received in the four sections on the questionnaire.

### Section 1: Your information and communication needs

Those councillors who responded to the survey generally agreed that:

- the information and communications provided by Council officers had been adequate to their needs,
- any requests from councillors to officers for information or help and support were satisfied,
- councillors received clear and concise responses when contacting officers,
- any queries were quickly answered.

One councillor highlighted that they had received inaccurate information from an officer which they had relayed to a resident which then put them in a difficult situation.

Another councillor suggested the development of a members' area on the website with various documents in it, including policies for ease of availability.

Several respondents commented on a lack of information about/from West Berkshire Council and a lack of clarity of details in certain planning application documents which the Town Council receives from West Berkshire Council. They suggested that relevant resources could be included in training for new councillors. In response to those comments West Berkshire Council could perhaps be invited to deliver part of the induction training for councillors following the elections in May 2023.

Councillors commented that the officers managed well during a period of staffing problems.

## Section 2: Democratic involvement and decision making

The Council's Saturday Surgeries attracted a range of comments from those councillors who responded to the survey, including that:

- the surgeries were valuable in making councillors accessible to residents and probably had some impact.
- the current format perhaps did not work as well as it could.
- the surgeries could be improved by e.g.
  - i. broaching a specific theme, issue or question at the surgeries each week or publicising a particular Council initiative
  - ii. trying to start discussions with passers-by if individual councillors feel able and willing to trial this approach
  - iii. holding street surgeries near local shopping parades in wards by rota which the councillors can agree
  - iv. trialling changing the surgeries to a once per month with a coffee morning
  - v. using surveys occasionally

N.B. Available officer resources might prove a limiting factor and any changes to the current format of the surgeries will need to be carefully considered in light of this.

- The success of the surgeries depended on the councillors on duty and councillors needed to acknowledge that they all need to help carry out the surgeries. One comment was made regarding the less physically able councillors not being able to carry out some of the physical tasks.
- More proactive engagement with the public would be beneficial.

The following comments were made in relation to full Council and specific committees and working groups:

**Full Council** was considered to be rather “ceremonial” and some of the formalities e.g. standing when speaking were thought unnecessary. Perhaps the Council could review its practices as part of the annual review of its Council’s Standing Orders at the first annual meeting of the Council following the elections in May 2023.

The proposed increase in time interval between meetings of the **Planning and Highways Committee** was thought to be a good idea. Those councillors who responded to the survey expressed the view that the Committee’s recommendations did not get progressed by West Berkshire Council and the perception was that the Town Council’s views were overlooked by West Berkshire Council.

Councillors repeatedly commented across various sections of the questionnaire that West Berkshire Council’s responses to the Town Council required improvement. It is suggested that an internal workshop is held following the elections in May 2023 in which the town councillors can agree any areas for improvement with a view to seeking a dialogue with West Berkshire Council to implement any improvements.

**Community Services Committee:** Those councillors who responded to the survey expressed the view that this was an important Committee, the work of which had resulted in great achievements for the community. Councillors commented that lessons had been learned from the tree planting at Wash Common in relation to clarity of recommendations and how to carry out consultations. Some councillors thought the Committee would benefit from more meetings over the calendar year, resulting in more manageable agendas and important issues could then be covered and addressed more rapidly.

Those councillors who responded to the survey expressed the view that the work of the **Civic Pride, Arts and Culture Committee** had resulted in good achievements for Newbury.

In relation to the **Victoria Park Subcommittee**, councillors commented that their purpose was to support and give direction to officers throughout the design, tendering and, hopefully one day, construction and operation of the Victoria Park Cafe. Apparently, councillor involvement had become limited unfortunately because of the delays to the project.

Councillors commented that the local heritage was vulnerable and that the **Heritage Working Group** was effective in advising its parent Committee on important decisions made by the local planning authority regarding Newbury. Councillors commented on good levels of involvement from the community.



Councillors also commented that the **Canal Corridor Working Group** could benefit from a refresh and that more involvement from councillors was required as well as better attendance from invitees.

Councillors found it disappointing that the **Town Centre Working Group** had not met for some time as a result of no communication with West Berkshire Council. Consequently, members felt that the Town Council had been excluded from decision-making in relation to items such as the regeneration of the Wharf and they felt that the Town Council provided a great resource of expertise which had been ignored by West Berkshire Council. Despite the existence of a West Berkshire Masterplan for Newbury Town, town councillors appeared to be unaware about the discussions and to whom West Berkshire Council is accountable to regarding the Masterplan.

Councillors commented on the good involvement from the community on the **NDP Steering Group** and its “very important role” for Newbury Town Council in the future.

Councillors thought that the **Sandleford Joint Working Group** was very effective in providing high-quality evidence to the local planning authority and latterly to the Appeal to the Planning Inspectorate. One respondent highlighted how they had valued collaborating with colleagues from Greenham and West Berkshire councillors.

One respondent shared their perception that the work of the **Green Spaces Working Group** had pursued interests in horticulture and an opportunity for officers to informally consult councillors regarding grounds maintenance issues. Both aspects were reported as helpful and splitting the two was not considered desirable for resource reasons. The respondent suggested encouraging the formation of a community-led Newbury in Bloom, thus relieving the Council of the primary responsibility for organising it. That respondent suggested that the next Council may wish to reconfigure the working groups again to address this. The final comments at the end of this section refer.

Councillors felt that the **Climate Change Working Group** was very effective and had achieved “a great deal” with very effective ‘can do’ attitude by the supporting officer. Two respondents thought that the Group would benefit from more community involvement.

The **Local Democracy Working Group** (and the Council as a whole) could benefit from more involvement from older children, young adults and the wider public. It already benefited from a good selection of group members, and a good survey had been undertaken. This working group was thought to have been well received by the primary schools which the Council had targeted.

Regarding increased public engagement and community involvement, the following suggestions were made:

- the installation of a better noticeboard, especially for visitors to the town seeking information,
- increasing resident participation at meetings,
- improving and increasing engagement with secondary schools, seeking the schools’ feedback regarding what type of engagement they would prefer, and perhaps a more formal engagement with Years 12 and 13 with teaching staff adding ‘local government’ on the curriculum,

- More councillors should be involved if they wish as it was thought not sustainable to depend on one person.

The **Strategy Working Group** was thought to be working well with great strategy and delivery thereof. One respondent remarked on the potential value of forming a long-term strategy beyond the four-year council cycle, and formalising some of the Council's biodiversity work into a fuller and more ambitious strategy in this area.

One respondent highlighted that they would welcome a more standardised approach to working groups' meeting schedules, agendas and minutes as the approach to working groups was perceived as less consistent than the approach to committee work.

Councillors commented that they sometimes found it difficult to keep abreast with the sub-committees and working groups, especially those they did not directly serve on but commented that the working groups represented great value in relation to the detailed work and the public and partner engagement which they facilitated.

One respondent commented on the Council's governance structure with its many different committees and working groups. The author of this report would support a review of the Council's governance structure and combining, as much as possible, the various functions, e.g.

- Community Services and Civic Pride, Arts and Culture could potentially be combined;
- some of the working groups could be combined into an amenities (or similar) committee, i.e. canal corridor, town centre, green spaces;
- the Policy and Resources Committee could look after staffing matters, grants, local democracy, strategy and audit.

Reviewing/streamlining the Council's governance structure may present an opportunity to save officer resources.

### Section 3: Training and Development

Those councillors who responded to the survey generally agreed that good training opportunities had been offered and thought the following training needs should be met in the future – particularly for new councillors during an induction:

- introduction to key standing orders, code of conduct, strategy, financial regulations and budget
- chairing meetings
- governance structure and the roles of the committees, sub-committees and working groups
- public speaking
- interacting with the public about council business
- asking questions
- writing reports
- writing motions
- legal responsibilities

- roles of councillors and officers (N.B. As part of the Civility and Respect project, the National Association of Local Councils launched a model councillor-officer protocol in November 2022)
- interactions with West Berkshire Council
- roles, responsibilities and boundaries (N.B. There appeared to be a lack of clarity whether requests to West Berkshire Council could/should be made individually or channelled through the Council/committee or the Clerk and whether emails/calls should be referred to managers rather than individual officers with questions or requests)
- knowing the officers and their roles
- handling of complaints and persistent complainers, improved communication skills with the public because the public complain to the councillors at the Saturday Surgeries and via email
- media training, including how to answer national media, public relations, press releases and what councillors can and can't do
- IT
- proactive identification of any knowledge /communication weaknesses and offer appropriate training to those who require it

One councillor suggested visiting other town councils to observe them in operation – and offering reciprocal visits perhaps.

#### Section 4: Overall

The following suggestions were made:

- upgrade to the Owl sound system because of the poor acoustics in the chamber
- installation of a microphone system in the chamber
- installation of a proper clock in chamber
- installation of a big display screen in the chamber for using Zoom instead of the existing projector and screen (N.B. This may not be physically possible due to the configuration of the walls in the chamber)

Comments were made that staff should always represent and promote the views of the Council, regardless of their own personal views.

The Mayor Making ceremony could be shortened which would result in more people meeting the new Mayor informally after the event as at present people tended to disperse straight afterwards.

A suggestion was made for arrangements with West Berkshire Council to enable free car parking for town councillors when attending meetings at the Town Hall.

One councillor reflected that they had not been supporting officers as well as they could have done, and another commented that the officers had been offering excellent support to the councillors in a friendly and hard-working team and often in difficult circumstances.

## Linked to Cashbook 1

Entered Month 10  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>A13 Acclaim Fabrications</b>							
New fencing & gates Fifth Road	12/12/2022	PM 137	1	3,000.00	0.00	3,000.00	0.00
Make, supply & fit Steel doors at cemetery	05/01/2023	039	1	1,675.00	0.00	1,675.00	0.00
					<b>0.00</b>	<b>4,675.00</b>	
Above paid on 13/01/2023 by Online Payment Ref A13							
<b>A15 HawkEye Pest Control Ltd</b>							
Pest control - VP Bowling Green	02/01/2023	12639SM62	1	99.00	0.00	99.00	0.00
Pest control - Victoria Park	03/01/2023	12639SM61	1	166.32	0.00	166.32	0.00
					<b>0.00</b>	<b>265.32</b>	
Above paid on 13/01/2023 by Online Payment Ref A15							
<b>A20 A &amp; S Meats</b>							
Market Management - Jan 2023	05/01/2023	93	1	1,479.99	0.00	1,479.99	0.00
					<b>0.00</b>	<b>1,479.99</b>	
Above paid on 13/01/2023 by Online Payment Ref A20							
<b>A22 Active Heating Services Ltd</b>							
Service Worcester boiler T/hall	12/12/2022	20410	1	225.60	0.00	225.60	0.00
					<b>0.00</b>	<b>225.60</b>	
Above paid on 13/01/2023 by Online Payment Ref 13872/1385							
<b>A29 Appcentric</b>							
NTC Support & Retainer Cost	03/01/2023	1484	1	522.50	0.00	522.50	0.00
					<b>0.00</b>	<b>522.50</b>	
Above paid on 13/01/2023 by Online Payment Ref A29							
<b>A4 Ab-Fab Loos Limited</b>							
Disabled Toilet Hire NTR Cemetery	16/12/2022	39882	1	153.60	0.00	153.60	0.00
					<b>0.00</b>	<b>153.60</b>	
Above paid on 13/01/2023 by Online Payment Ref A4							

Continued over page

## Linked to Cashbook 1

Entered Month 10  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>A41 Auditing Solutions Ltd</b>							
2nd Interim - Internal Audit	19/12/2022	A7816	1	576.00	0.00	576.00	0.00
					<b>0.00</b>	<b>576.00</b>	
Above paid on 13/01/2023 by Online Payment Ref A41							
<b>A50 Aero Property Consultants</b>							
VP Cafe - Quantity Surveying and contract admin	20/12/2022	22/104	1	3,000.00	0.00	3,000.00	0.00
					<b>0.00</b>	<b>3,000.00</b>	
Above paid on 13/01/2023 by Online Payment Ref A50							
<b>B39 Mr D Barker</b>							
Key refund S39a - D Barker	31/12/2022	REFUNDS39A	1	10.00	0.00	10.00	0.00
					<b>0.00</b>	<b>10.00</b>	
Above paid on 13/01/2023 by Online Payment Ref B39							
<b>B42 Bamboo House Publishing</b>							
Newbury Town Guide	07/12/2022	3869	1	240.00	0.00	240.00	0.00
					<b>0.00</b>	<b>240.00</b>	
Above paid on 13/01/2023 by Online Payment Ref B42							
<b>D12 DCK Payroll Solutions</b>							
December 2022 Monthly Payroll	23/12/2022	P3667	1	230.04	0.00	230.04	0.00
					<b>0.00</b>	<b>230.04</b>	
Above paid on 13/01/2023 by Online Payment Ref P1104							
<b>E14 Environmental Solutions Ltd</b>							
Secure shredding - October 22	01/12/2022	20945	1	67.84	0.00	67.84	0.00
Secure Shredding-December 22	23/12/2022	21445	1	67.84	0.00	67.84	0.00
					<b>0.00</b>	<b>135.68</b>	
Above paid on 13/01/2023 by Online Payment Ref E14							
<b>F27 Cllr Mr Nigel Foot</b>							
Refund - Eventbrite Cllr Foot	31/12/2022	5296904249	1	51.71	0.00	51.71	0.00
					<b>0.00</b>	<b>51.71</b>	
Above paid on 13/01/2023 by Online Payment Ref F27							

Continued over page

## Linked to Cashbook 1

Entered Month 10  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>G1</b> <b>Gardner Leader LLP</b>							
<i>Lease suite 9</i>	05/12/2022	74566	1	720.00	0.00	720.00	0.00
					<b>0.00</b>	<b>720.00</b>	
Above paid on 13/01/2023 by Online Payment Ref NEW103/105							
<b>G6</b> <b>Greentips</b>							
<i>Tree works - Various sites</i>	23/12/2022	TW.0105.IN	1	7,140.00	0.00	7,140.00	0.00
					<b>0.00</b>	<b>7,140.00</b>	
Above paid on 13/01/2023 by Online Payment Ref G6							
<b>H11</b> <b>Healthmatic Ltd</b>							
<i>Wharf Toilet Cleaning 3rd Qtr</i>	31/12/2022	12567	1	3,630.00	0.00	3,630.00	0.00
					<b>0.00</b>	<b>3,630.00</b>	
Above paid on 13/01/2023 by Online Payment Ref INV7984							
<b>J25</b> <b>James Hallam</b>							
<i>Cyber Insurance 04.11.22 to 03.11.23</i>	21/12/2022	1521502673	1	2,153.00	0.00	2,153.00	0.00
					<b>0.00</b>	<b>2,153.00</b>	
Above paid on 13/01/2023 by Online Payment Ref J25							
<b>K6</b> <b>Kingfisher Visitor Guides</b>							
<i>Market Advertisement - 1/4 advert</i>	28/11/2022	ON ACC 14697	1	174.00	0.00	174.00	0.00
					<b>0.00</b>	<b>174.00</b>	
Above paid on 13/01/2023 by Online Payment Ref K6							
<b>L13</b> <b>Link Up Local Mencap</b>							
<i>Bus stop posters November 22</i>	30/11/2022	0790/22	1	53.00	0.00	53.00	0.00
					<b>0.00</b>	<b>53.00</b>	
Above paid on 13/01/2023 by Online Payment Ref L13							
<b>L23</b> <b>Lyreco UK Ltd</b>							
<i>3 x Toner Cartridges (Accounts office)</i>	31/12/2022	6520242521	1	582.50	0.00	582.50	0.00
					<b>0.00</b>	<b>582.50</b>	
Above paid on 13/01/2023 by Online Payment Ref L23							

Continued over page

## Linked to Cashbook 1

Entered Month 10

by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>M28</b>	<b>Minster Cleaning Services</b>						
Office clean for January 2023	01/01/2023	12279	1	1,601.46	0.00	1,601.46	0.00
					<b>0.00</b>	<b>1,601.46</b>	
Above paid on 13/01/2023 by Online Payment Ref INV29354							
<b>M61</b>	<b>Microshade Business Consultants Ltd</b>						
Hosting Rialtas Suite Dec 22	19/12/2022	17052	1	318.60	0.00	318.60	0.00
					<b>0.00</b>	<b>318.60</b>	
Above paid on 13/01/2023 by Online Payment Ref M61							
<b>N4</b>	<b>National Association of Memorial Masons</b>						
Corporate membership 01.01.23 to 31.12.23	01/01/2023	1253	1	264.00	0.00	264.00	0.00
					<b>0.00</b>	<b>264.00</b>	
Above paid on 13/01/2023 by Online Payment Ref 4313							
<b>N7</b>	<b>Newbury News Ltd</b>						
Market Advert Xmas Puzzle Guide	18/12/2022	16359	1	118.80	0.00	118.80	0.00
					<b>0.00</b>	<b>118.80</b>	
Above paid on 13/01/2023 by Online Payment Ref SIN654247							
<b>P10</b>	<b>Phoenix Brass</b>						
VP Bandstand 21.08.2022	01/12/2022	21 AUGUST 2022	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 13/01/2023 by Online Payment Ref P10							
<b>P42</b>	<b>PAD Electrics Limited</b>						
Repair Market Place pop-up	16/12/2022	INV-0332	1	138.00	0.00	138.00	0.00
					<b>0.00</b>	<b>138.00</b>	
Above paid on 13/01/2023 by Online Payment Ref P42							
<b>S41</b>	<b>Sundog Grounds Maintenance Ltd</b>						
Wharf Toilet - Tap Repair	24/11/2022	3763	1	576.00	0.00	576.00	0.00
Dig out ditch - southbys allotment	04/01/2023	3812	1	144.00	0.00	144.00	0.00
					<b>0.00</b>	<b>720.00</b>	
Above paid on 13/01/2023 by Online Payment Ref S41							

Continued over page

## Linked to Cashbook 1

Entered Month 10  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>S42</b> <b>SMS Ltd</b>							
<i>Robing Room Intruder Alarm System</i>	05/01/2023	23690	1	517.90	0.00	517.90	0.00
<i>01.01.2023 to 31.01.2024</i>							
					<b>0.00</b>	<b>517.90</b>	
Above paid on 13/01/2023 by Online Payment Ref 11769							
<b>S7</b> <b>Sawscape Play Ltd</b>							
<i>Remove &amp; install play equipment</i>	23/12/2022	1854	1	11,594.40	0.00	11,594.40	0.00
<i>Blossoms Field</i>							
					<b>0.00</b>	<b>11,594.40</b>	
Above paid on 13/01/2023 by Online Payment Ref S7							
<b>W1</b> <b>West Berkshire District Council</b>							
<i>Rent - Shaw Cemtery Lodge</i>	07/12/2022	550883	1	1,000.00	0.00	1,000.00	0.00
					<b>0.00</b>	<b>1,000.00</b>	
Above paid on 13/01/2023 by Online Payment Ref W1							
<b>W10</b> <b>Wantage Silver Band</b>							
<i>VP Bandstand - 09.07.2022</i>	20/12/2022	WSB202276	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 13/01/2023 by Online Payment Ref W10							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>42,591.10</b>	



Customer: NEWBURY TOWN COUNCIL  
Debit account: 34761954  
Account name: CURRENT ACCOUNT  
Currency: GBP

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Payment date: 16 Jan 2023  
Payment currency: GBP British Pounds  
Pre booked FX deal: No  
Debit amount: 95783.42  
Debit reference: Invoice 3581  
Restricted: No

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Beneficiary  
Beneficiary name: Star Rubber Environmental Ltd  
Address: Belmont House, Aller,  
Langport SO  
Ta10 0QN  
Account number/IBAN: 40863416

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Beneficiary's bank  
Payment type: Faster payment  
Sort code: 209701  
Bank details: BARCLAYS BANK UK PLC, WINCHESTER

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Bank charges: Shared Our charges paid by you, beneficiary charges paid by beneficiary  
Charge details: GBP 1.00 CHGS RE: INVOICE 3581  
Message to the beneficiary: Payment - Star Rubber Invoice 3581

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Created: 16 Jan 2023 09:25 MARGARET GORE  
Authorised: 16 Jan 2023 09:26 MARGARET GORE (B)  
Authorised: 16 Jan 2023 09:37 HUGH PEACOCKE (A)

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Status: Executed

Linked to Cashbook 1

Entered Month 10  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
<i>Wash Common &amp; Shaw Cemetery repairs</i>	01/01/2023	PM 140	1	245.00	0.00	245.00	0.00
					0.00	245.00	
Above paid on 20/01/2023 by Online Payment Ref A13							
A4 Ab-Fab Loos Limited							
<i>Disabled toilet unit 13.12.22 to 09.01.23</i>	16/01/2023	40276	1	121.20	0.00	121.20	0.00
					0.00	121.20	
Above paid on 20/01/2023 by Online Payment Ref A4							
A7 McCarthy Marland (Recycling) Ltd							
<i>Shaw cemetery 6yrd Enclosed Skip</i>	14/01/2023	289241	1	364.19	0.00	364.19	0.00
					0.00	364.19	
Above paid on 20/01/2023 by Online Payment Ref A7							
B33 Business Stream Revenue Account							
<i>Victoria Park 05.09 to 14.11.2022</i>	02/12/2022	15	1	822.29	0.00	822.29	0.00
					0.00	822.29	
Above paid on 20/01/2023 by Online Payment Ref B33							
C10 Crescent Signs Ltd							
5 x <i>Blue Heritage Plaques</i>	13/01/2023	20707	1	450.00	0.00	450.00	0.00
4 x Remembrance signs	18/01/2023	20713	1	417.60	0.00	417.60	0.00
					0.00	867.60	
Above paid on 20/01/2023 by Online Payment Ref 17108/1710							
C3 Chubb Fire and Security Ltd							
<i>Shaw Cemetery to 31.01.2024</i>	12/01/2023	9700859	1	181.44	0.00	181.44	0.00
<i>Victoria Park Kiosk to 31.01.2024</i>	12/01/2023	9700860	1	90.72	0.00	90.72	0.00
<i>VP Bowls Club to 31.01.2024</i>	12/01/2023	9700861	1	83.54	0.00	83.54	0.00
<i>Town Hall to 31.01.2024</i>	12/01/2023	9700862	1	684.00	0.00	684.00	0.00
<i>Newtown Road Cemetery to 31.01.2024</i>	12/01/2023	9700863	1	90.72	0.00	90.72	0.00
					0.00	1,130.42	
Above paid on 20/01/2023 by Online Payment Ref C3							

Continued over page

Linked to Cashbook 1

Entered Month 10  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
I5 Insideout Site Services							
<i>Town Hall Window Cleaning - Dec 22</i>	03/01/2023	VR11424	1	216.00	0.00	216.00	0.00
					0.00	216.00	
Above paid on 20/01/2023 by Online Payment Ref I5							
K9 H R Kavanagh							
Refund december market Rent	13/01/2023	REFUND MARKET	1	120.46	0.00	120.46	0.00
					0.00	120.46	
Above paid on 20/01/2023 by Online Payment Ref K9							
L13 Link Up Local Mencap							
Bus stop posters - Dec 22	01/01/2023	0918/22	1	52.00	0.00	52.00	0.00
					0.00	52.00	
Above paid on 20/01/2023 by Online Payment Ref L13							
L7 Lift & Engineering Services Ltd							
<i>Service Contract Annual Payment</i>	11/01/2023	NV260965	1	435.07	0.00	435.07	0.00
					0.00	435.07	
Above paid on 20/01/2023 by Online Payment Ref L7							
N7 Newbury News Ltd							
<i>Recruitment Advert</i>	15/01/2023	16868	1	720.00	0.00	720.00	0.00
New Year New You- Dec 22	15/01/2023	16869	1	300.00	0.00	300.00	0.00
					0.00	1,020.00	
Above paid on 20/01/2023 by Online Payment Ref SIN654247							
R14 Round & About							
<i>Civic Award Advert</i>	11/01/2023	143556	1	384.00	0.00	384.00	0.00
					0.00	384.00	
Above paid on 20/01/2023 by Online Payment Ref R14							
R20 RBS Software Solutions							
Tax Digital VAT Annual Subs	10/01/2023	SM26976	1	147.12	0.00	147.12	0.00
Ray - 3rd qtr month end	18/01/2023	30264	1	297.00	0.00	297.00	0.00
					0.00	444.12	
Above paid on 20/01/2023 by Online Payment Ref R20							

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Linked to Cashbook 1

Entered Month 10

by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S2	Enerveo Limited. was sse contract						
<b>December</b> qtr maintenance	06/01/2023	900010736	1	1,493.74	0.00	1,493.74	0.00
December qtr repairs	10/01/2023	900010855	1	157.14	0.00	157.14	0.00
Lantern <i>repair - 1 Dormer Close</i>	11/01/2023	900010898	1	461.17	0.00	461.17	0.00
					0.00	2,112.05	
Above paid on 20/01/2023 by Online Payment Ref S2							
S24	Sundog Hire Ltd						
Heras Fencing x 10 panels, fee	09/01/2023	2925	1	1,233.00	0.00	1,233.00	0.00
					0.00	1,233.00	
Above paid on 20/01/2023 by Online Payment Ref S24							
S27	The Society of Local Council Clerks						
Support for Staffing Review	01/01/2023	365	1	3,861.18	0.00	3,861.18	0.00
VAT Webinar - 14.02.2022	16/01/2023	BK209026-2	1	42.00	0.00	42.00	0.00
					0.00	3,903.18	
Above paid on 20/01/2023 by Online Payment Ref S27							
S42	SMS Ltd						
VP <b>Alarm</b> monitoring & <b>Maintenance</b> 01.02.23-31.01.24	05/01/2023	23689	1	183.17	0.00	183.17	0.00
					0.00	183.17	
Above paid on 20/01/2023 by Online Payment Ref 11769							
T30	Cybit South Limited						
Phone Support (1 of 12)	27/11/2022	T2677	1	192.00	0.00	192.00	0.00
Phone Support (3 of 12)	28/12/2022	T3345	1	192.00	0.00	192.00	0.00
					0.00	384.00	
Above paid on 20/01/2023 by Online Payment Ref T30							
W1	West Berkshire District Council						
GM Contract - November 22	29/12/2022	522676	1	29,166.90	0.00	29,166.90	0.00
GM Contract - December 22	29/12/2022	552677	1	29,166.90	0.00	29,166.90	0.00
					0.00	58,333.80	
Above paid on 20/01/2023 by Online Payment Ref W1							
Total Purchase Ledger Payments					0.00	72,371.55	

07/02/2023

Newbury Town Council Current Year

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List of Purchase Ledger Payments

User: MGG

Linked to Cashbook 1

Entered Month 11  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A11 All Plumbing Services Ltd							
T/Hall repair - urinals full of scale	20/01/2023	10573	1	144.00	0.00	144.00	0.00
					0.00	144.00	
Above paid on 07/02/2023 by Online Payment Ref A11							
A29 Appcentric							
NTC Support & Retainer Costs	03/01/2023	1496	1	522.50	0.00	522.50	0.00
					0.00	522.50	
Above paid on 07/02/2023 by Online Payment Ref A29							
A40 Mrs C S Antysz							
Allot keyrefund - WM's	31/01/2023	KEYREFUND	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 07/02/2023 by Online Payment Ref A40							
D12 DCK Payroll Solutions							
Salaries - January 2023	31/01/2023	P3765	1	161.28	0.00	161.28	0.00
					0.00	161.28	
Above paid on 07/02/2023 by Online Payment Ref P1104							
E14 Environmental Solutions Ltd							
Secure shredding & recycling	20/01/2023	21660	1	67.84	0.00	67.84	0.00
					0.00	67.84	
Above paid on 07/02/2023 by Online Payment Ref E14							
E25 Mr John L Evans							
Allot keydeposit WC24b-J Evans	31/01/2023	KEYREFUND	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 07/02/2023 by Online Payment Ref E25							
G2 GoCardless Ltd							
GoCardless - Dec 2022 charges	07/01/2023	GCLTD0001865772Y	1	22.10	0.00	22.10	0.00
					0.00	22.10	
Above paid on 07/02/2023 by Online Payment Ref G2							

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Linked to Cashbook 1

Entered Month 11  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G32 The Greenham and Crookham Common Commiss							
Grant - 2022-23	05/02/2023	GRANT 22-23	1	500.00	0.00	500.00	0.00
					0.00	500.00	
Above paid on 07/02/2023 by Online Payment Ref G32							
H1 Hags/SMP							
Blossoms <i>Field</i> - Rope swing	14/12/2022	086501	1	6,894.99	0.00	6,894.99	0.00
					0.00	6,894.99	
Above paid on 07/02/2023 by Online Payment Ref H1							
J24 Mrs Melissa Jenkins							
Allot keydeposit-WC35 MJenkins	31/01/2023	KEYREFUNDWC35	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 07/02/2023 by Online Payment Ref J24							
M28 Minster Cleaning Services							
Office Cleaning - February 202	01/02/2023	12476	1	1,601.46	0.00	1,601.46	0.00
					0.00	1,601.46	
Above paid on 07/02/2023 by Online Payment Ref INV29354							
M50 H.C. Marsh (Newbury) Ltd							
Gas bottle - Shaw Cemetery	27/01/2023	0000133870	1	109.95	0.00	109.95	0.00
					0.00	109.95	
Above paid on 07/02/2023 by Online Payment Ref NE23							
N7 Newbury News Ltd							
<i>Recruitment</i> Finance and Corporate Services	22/01/2023	17024	1	654.00	0.00	654.00	0.00
<i>Recruitment</i> Services Delivery <i>Manager</i>	22/01/2023	17025	1	240.00	0.00	240.00	0.00
Community Year Book	22/01/2023	17026	1	210.00	0.00	210.00	0.00
<i>Recruitment Finance and Corporate Services</i>	29/01/2023	17185	1	306.00	0.00	306.00	0.00
					0.00	1,410.00	
Above paid on 07/02/2023 by Online Payment Ref SIN654247							

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Linked to Cashbook 1

Entered Month 11  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S18 St Nicolas PCC							
Room booking - NIBloom 2022	01/01/2023	20002083	1	154.00	0.00	154.00	0.00
					0.00	154.00	
Above paid on 07/02/2023 by Online Payment Ref Booking01.							
S24 Sundog Hire Ltd							
Erection of <i>Harris</i> fencing x 10	06/02/2023	2982	1	1,528.80	0.00	1,528.80	0.00
					0.00	1,528.80	
Above paid on 07/02/2023 by Online Payment Ref S24							
S41 Sundog Grounds Maintenance Ltd							
Refill Salt bins 50%	20/01/2023	3814	1	1,620.00	0.00	1,620.00	0.00
Repairs & works to <i>Shaw Cemetery Chapel</i>	27/01/2023	3817	1	15,168.00	0.00	15,168.00	0.00
					0.00	16,788.00	
Above paid on 07/02/2023 by Online Payment Ref S41							
T30 Cybit South Limited							
Telephone Support (4 of 12)	28/01/2023	T3565	1	192.00	0.00	192.00	0.00
					0.00	192.00	
Above paid on 07/02/2023 by Online Payment Ref T30							
W16 Wroughton Silver Band							
VP Bandstand 18 September 2022	06/02/2023	WSB000134	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 07/02/2023 by Online Payment Ref W16							
W29 Waterplay Solutions Ltd							
VP Splash Park Maintenance	06/02/2023	0549	1	354.84	0.00	354.84	0.00
					0.00	354.84	
Above paid on 07/02/2023 by Online Payment Ref W29							
Total Purchase Ledger Payments					0.00	30,651.76	

Linked to Cashbook 1

Entered Month 11  
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A4 Ab-Fab Loos Limited							
<i>NTR Cemetery Toilet Hire</i>	10/02/2023	40645	1	153.60	0.00	153.60	0.00
10/1/2023 - 6/2/2023					0.00	153.60	
A11 All Plumbing Services Ltd							
Repair Fault - Disabled toilet	18/01/2023	10547	1	406.80	0.00	406.80	0.00
					0.00	406.80	
A20 A & S Meats							
<i>Market Management - February 2023</i>	06/02/2023	94	1	1,479.99	0.00	1,479.99	0.00
					0.00	1,479.99	
B56 Berkshire Youth							
<i>Agreed contribution</i>	13/02/2023	3285	1	12,500.00	0.00	12,500.00	0.00
1st February 23 - 31st July 2023					0.00	12,500.00	
B60 Bluestone Planning							
<i>Nby Neighbourhood Development Plan Support</i>	13/02/2023	NV-0957	1	3,823.20	0.00	3,823.20	0.00
					0.00	3,823.20	
C30 Steve Carter Haulage							
<i>Skip - Shaw Cemetery</i>	01/02/2023	2330	1	396.00	0.00	396.00	0.00
					0.00	396.00	
C59 Canal & River Trust							
<i>Lease Nby Island 25.03 to 23.06.2023</i>	15/02/2023	0000182581	1	300.00	0.00	300.00	0.00
					0.00	300.00	
F11 Franking Supplies (UK) Ltd							
Ink for franking machine	15/02/2023	72274	1	196.20	0.00	196.20	0.00
					0.00	196.20	
G2 GoCardless Ltd							
<i>Fees/ charges - January 2023</i>	07/02/2023	GCLTD0001932492Y	1	18.96	0.00	18.96	0.00
					0.00	18.96	

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Linked to Cashbook 1

Entered Month 11

Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
L13 Link Up Local Mencap							
<i>Bus stop poster - January 2023</i>	01/02/2023	1166/22 A	1	52.00	0.00	52.00	0.00
					0.00	52.00	
M61 Microshade Business Consultants Ltd							
Hosted Application Service	19/02/2023	17312	1	318.60	0.00	318.60	0.00
					0.00	318.60	
M62 Ms DP Marland							
JPEG image of Victoria <i>Park Map</i>	15/02/2023	VICTORIA PARK MAP	1	500.00	0.00	500.00	0.00
					0.00	500.00	
P38 Plummer Plumbing and Heating							
<i>Boiler services - Shaw Cemetery</i>	07/02/2023	INVOICE	1	150.00	0.00	150.00	0.00
					0.00	150.00	
R22 Ridge and Partners LLP							
Building Reinstatement - <i>12 properties</i>	01/02/2023	231760	1	5,400.00	0.00	5,400.00	0.00
					0.00	5,400.00	
S52 Sparsholt College Hampshire							
<i>Chainsaw Training - Paul Fairchild</i>	09/02/2023	STUINV/00026081	1	1,287.00	0.00	1,287.00	0.00
					0.00	1,287.00	
T30 Cybit South Limited							
<i>New Laptop 5.6" FHD - Hugh</i>	19/02/2023	T3802	1	1,240.20	0.00	1,240.20	0.00
					0.00	1,240.20	
Proposed Payment Total					0.00	28,222.55	

Linked to Cashbook 1

Entered Month 12  
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>							
Investigate leak Shaw Cemetery	02/03/2023	10880	1	126.00	0.00	126.00	0.00
					0.00	126.00	
Above paid on 07/03/2023 by Online Payment Ref A11							
<b>A13 Acclaim Fabrications</b>							
Supply& Fit mesh fence-Parsons	23/02/2023	PM145	1	925.00	0.00	925.00	0.00
Supply & Fit Mesh fence @ WC	23/02/2023	PM146	1	1,655.00	0.00	1,655.00	0.00
					0.00	2,580.00	
Above paid on 07/03/2023 by Online Payment Ref A13							
<b>A15 HawkEye Pest Control Ltd</b>							
Dairy Farm Allotment	01/02/2023	12668SM33	1	118.80	0.00	118.80	0.00
West Mills <i>Allotment</i>	01/03/2023	12668SM31	1	125.40	0.00	125.40	0.00
Southbys <i>Allotment</i>	01/03/2023	12668SM32	1	138.60	0.00	138.60	0.00
Wash Common <i>Allotment</i>	01/03/2023	12668SM34	1	92.40	0.00	92.40	0.00
One Tree <i>Park</i> Allotment	01/03/2023	12668SM35	1	105.60	0.00	105.60	0.00
<i>Parsons Allotment</i>	01/03/2023	12668SM36	1	92.40	0.00	92.40	0.00
					0.00	673.20	
Above paid on 07/03/2023 by Online Payment Ref A15							
<b>A20 A &amp; S Meats</b>							
Market Management - March 2023	02/03/2023	95	1	1,479.99	0.00	1,479.99	0.00
					0.00	1,479.99	
Above paid on 07/03/2023 by Online Payment Ref A20							
<b>A29 Appcentric</b>							
Monthly NTC Support (March)	03/03/2023	1507	1	522.50	0.00	522.50	0.00
					0.00	522.50	
Above paid on 07/03/2023 by Online Payment Ref A29							
<b>A59 Mr Herbert Allison</b>							
Key refund S010a-B Allison	28/02/2023	KEYREFUND S010A	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 07/03/2023 by Online Payment Ref A59							

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Linked to Cashbook 1

Entered Month 12  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B29 Broxap Ltd							
<b>Dog Waste Bins</b> , Heavy Duty Front	28/02/2023	0000302561	1	564.00	0.00	564.00	0.00
					<u>0.00</u>	<u>564.00</u>	
Above paid on 07/03/2023 by Online Payment Ref B29							
B50 Emily Broun-Turner							
<b>Refund - overpayment Market Rent</b>	28/02/2023	MKT REFUND	1	38.62	0.00	38.62	0.00
					<u>0.00</u>	<u>38.62</u>	
Above paid on 07/03/2023 by Online Payment Ref B50							
C10 Crescent Signs Ltd							
Engrave Blue plaque JN Langley	03/03/2023	20797	1	393.60	0.00	393.60	0.00
					<u>0.00</u>	<u>393.60</u>	
Above paid on 07/03/2023 by Online Payment Ref 17108/1710							
C26 C & D Security							
WC Left Gate lock & Service	28/02/2023	1354 (2)	1	236.40	0.00	236.40	0.00
					<u>0.00</u>	<u>236.40</u>	
Above paid on 07/03/2023 by Online Payment Ref C26							
C36 Corn Exchange							
Auditorium Hire	28/02/2023	1017	1	690.00	0.00	690.00	0.00
					<u>0.00</u>	<u>690.00</u>	
Above paid on 07/03/2023 by Online Payment Ref C36							
D12 DCK Payroll Solutions							
<b>February 2023 - Salaries</b>	24/02/2023	P3816	1	161.28	0.00	161.28	0.00
					<u>0.00</u>	<u>161.28</u>	
Above paid on 07/03/2023 by Online Payment Ref P1104							
E14 Environmental Solutions Ltd							
<b>Secure Shredding</b>	17/02/2023	21927	1	67.84	0.00	67.84	0.00
					<u>0.00</u>	<u>67.84</u>	
Above paid on 07/03/2023 by Online Payment Ref E14							

Continued over page

Linked to Cashbook 1

Entered Month 12  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
F28 Thomas Fattorini Ltd							
<i>Officer Name Badges</i>	27/02/2023	1274283	1	175.75	0.00	175.75	0.00
					0.00	175.75	
Above paid on 07/03/2023 by Online Payment Ref F28							
F29 Mr Justin Fearnly							
Key refund - WM066 Fearnley	27/02/2023	KEY REFUND WM066	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 07/03/2023 by Online Payment Ref F29							
H35 Hartwood Oak Buildings Ltd							
Oak sections-bench repairs	06/03/2023	3880	1	360.00	0.00	360.00	0.00
					0.00	360.00	
Above paid on 07/03/2023 by Online Payment Ref H35							
J21 John O'Conner GM Ltd							
GM Contract - January 23	27/02/2023	95558	1	37,611.55	0.00	37,611.55	0.00
50% inspection /training & TUPE	27/02/2023	95591	1	21,861.00	0.00	21,861.00	0.00
					0.00	59,472.55	
Above paid on 07/03/2023 by Online Payment Ref J21							
M28 Minster Cleaning Services							
<i>Office Cleaning - March 2023</i>	01/03/2023	12657	1	1,601.46	0.00	1,601.46	0.00
					0.00	1,601.46	
Above paid on 07/03/2023 by Online Payment Ref INV29354							
M50 H.C. Marsh (Newbury) Ltd							
<i>Gas bottle - Shaw Cemetery</i>	20/02/2023	134350	1	109.95	0.00	109.95	0.00
					0.00	109.95	
Above paid on 07/03/2023 by Online Payment Ref NE23							
N14 National Society of Allotment & Leisure							
Annual membership 23/24	24/02/2023	FEES 23-24	1	66.00	0.00	66.00	0.00
					0.00	66.00	
Above paid on 07/03/2023 by Online Payment Ref N14							

Continued over page

Linked to Cashbook 1

Entered Month 12  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P41 Mrs Justina Penhaligan							
Allotkey refund-S016 Penhaliga	28/02/2023	KEY REFUND	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 07/03/2023 by Online Payment Ref P41							
P42 PAD Electrics Limited							
Portable Appliance Testing	22/02/2023	INV-0436	1	454.50	0.00	454.50	0.00
					0.00	454.50	
Above paid on 07/03/2023 by Online Payment Ref P42							
R2 Rivar Sand & Gravel Ltd							
Scalplings Bulk Bag	23/02/2023	-IN107791	1	137.88	0.00	137.88	0.00
					0.00	137.88	
Above paid on 07/03/2023 by Online Payment Ref R2							
S2 Enerveo Limited. was sse contract							
<i>New Lantern - Madeira Place</i>	24/02/2023	900013562	1	944.58	0.00	944.58	0.00
<i>Diamond Lantern - Eight Bells, Nby</i>	24/02/2023	900013564	1	1,314.54	0.00	1,314.54	0.00
<i>Remove 5 Lanterns - Greenham Road and Courtlands Road</i>	24/02/2023	900013570	1	2,717.22	0.00	2,717.22	0.00
					0.00	4,976.34	
Above paid on 07/03/2023 by Online Payment Ref S2							
S41 Sundog Grounds Maintenance Ltd							
<i>Roof repairs Town Hall</i>	01/02/2023	3813	1	1,032.00	0.00	1,032.00	0.00
					0.00	1,032.00	
Above paid on 07/03/2023 by Online Payment Ref S41							
W44 Andrew Watts							
Allot key refund - S025a	28/02/2023	KEYREFUND	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 07/03/2023 by Online Payment Ref W44							
Total Purchase Ledger Payments					0.00	75,969.86	

Linked to Cashbook 1

Entered Month 12  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
E14 Environmental Solutions Ltd							
Secure Shredding & glass March	17/03/2023	22173	1	67.84	0.00	67.84	0.00
					0.00	67.84	
Above paid on 24/03/2023 by Online Payment Ref E14							
F30 Terezia Forsgren							
Allot key refund - S046a	17/03/2023	KEY REFUND S46A	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 24/03/2023 by Online Payment Ref F30							
I2 IAM Consulting Services							
Cas Cemetery system renewal	20/03/2023	1363	1	1,440.00	0.00	1,440.00	0.00
					0.00	1,440.00	
Above paid on 24/03/2023 by Online Payment Ref I2							
J21 John O'Conner GM Ltd							
GM Contract - March 2023	16/03/2023	96157	1	37,611.55	0.00	37,611.55	0.00
					0.00	37,611.55	
Above paid on 24/03/2023 by Online Payment Ref J21							
P24 Proelectric							
2 x Solar Bollards	21/03/2023	INV-6530	1	1,590.00	0.00	1,590.00	0.00
					0.00	1,590.00	
Above paid on 24/03/2023 by Online Payment Ref P24							
P42 PAD Electrics Limited							
Repairs WC Changing room	20/03/2023	INV-0478	1	174.00	0.00	174.00	0.00
					0.00	174.00	
Above paid on 24/03/2023 by Online Payment Ref P42							
R20 Rialtas Business Solutions Ltd							
<b>Renewal 10 User 01.04.23 to 31.03.2024</b>	01/03/2023	M27301	1	1,787.50	0.00	1,787.50	0.00
					0.00	1,787.50	
Above paid on 24/03/2023 by Online Payment Ref R20							

Continued over page

Linked to Cashbook 1

Entered Month 12  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
W41 Washware Essentials Ltd							
Wall mounted bottle <i>filler</i>	20/03/2023	INV-41838	1	703.20	0.00	703.20	0.00
					<u>0.00</u>	<u>703.20</u>	
Above paid on 24/03/2023 by Online Payment Ref W41							
Total Purchase Ledger Payments					<u>0.00</u>	<u>43,384.09</u>	

**Newbury Town Council****Public Report**

**To:** Policy and Resources Committee

**Date of meeting:** 17 April 2023.

**Agenda item No. 11: Budget Monitoring 2022/23**

**11.1 To receive** the Income and Expenditure Account to 31 March 2023. (App. 7a)

**11.2 To resolve to approve** over expenditure against cost centres, in accordance with the Council's Financial Regulations (Appendix 7b)

**11.3 To resolve to approve** earmarked reserves at the end of the financial year ending 31 March 2023/ 1 April 2023. (Appendix 7c)

**Background/ Introduction**

The Council is required by statute to prepare an income and expenditure account and to make accounts to 31<sup>st</sup> March each year. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

In addition to the statutory requirements, the Council has adopted Financial Regulations to control income and expenditure and give clear guidance to members and officers how the Council's finances are managed and controlled.

**Considerations**

The Council's Financial regulations include the following provisions:

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

4.2 Any expenditure exceeding the authorised amount provided in the revenue budget for that class of expenditure must be approved by resolution of the Council, or the Policy and Resources committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless by resolution of the P & R Committee or the Council to an earmarked reserve.

4.8 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of



material variances. For this purpose “material” shall be in excess of £1,000 or 15% of the budget line.

4.9 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

## 16. RESERVES POLICY

16.1. The Council will normally maintain the following specific named earmarked reserves funded from revenue:

- a) Earmarked Reserves (comprising budget allocations for specific projects – agreed at April Policy and Resources committee meeting)
- b) Election Administration Fund (based on projected elections)

16.2 The sum total of the above-named reserves plus the general reserves must always be a minimum of three months’ annual net revenue expenditure.

### Issues/ Options arising

#### 1. Budget Monitoring 2022-23

Financial regulation 4.8: *The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget.*

Appendix 7a gives the full income and expenditure report required for above.

#### 2. Material variances

Financial regulation 4.8: *These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £1,000 or 15% of the budget line.*

Appendix 7b lists all of the material variances with explanations for same. There were considerable inflationary pressures this year, arising from rising costs for labour and materials, reflected in increased staff costs for the council, increased travel expenses and increased in the costs of the Council’s grounds maintenance contract.

Higher than normal levels of vandalism and graffiti also resulted in some over expenditures. The drought of last summer led to higher water consumption on the allotments and at Victoria Park.

Appendix 7b also lists some areas where the Council’s income performed better than budget (cemeteries and then Town Hall lettings and hires) and also where the Council successfully achieved external funding for projects in Victoria Park.

### 3. Overall Financial Performance 2022-23

The Council has performed well, financially, for 2022-23. Some of the major capital projects which were included in the budget did not happen (The Community Café, The Wharf toilets upgrade and the Victoria Park bandstand), however, the expenditure for the year included spending reserves on the following projects:

- a. the Upgrade to the Fifth Road playground ( in excess of £120,000),
- b. the provision of the composting toilet at Newtown Road Cemetery (£5,500)
- c. A contribution of £5,000 to the Cricket club refurbishment to house Loose Ends drop-in centre
- d. £4,870 for the Splashpark
- e. £4,000 for civic events, and
- f. £5,000 towards the Neighbourhood Development Plan

The above expenditure totalled almost £150,000; however, due to savings and increased income in some other areas, the Council's balance sheet for 2022-23 shows reserves dropping by £91,710 (See appendix 7.d for provisional balance sheet)

### 4. Earmarked Reserves

The Council's Financial Regulations provide that *Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.* (Reg 4.9).

The Council's Reserves Policy requires that:

*16.1. The Council will normally maintain the following specific named earmarked reserves funded from revenue:*

- a) Earmarked Reserves (comprising budget allocations for specific projects – agreed at April Policy and Resources committee meeting)*
- b) Election Administration Fund (based on projected elections)*

*16.2 The sum total of the above-named reserves plus the general reserves must always be a minimum of three months' annual net revenue expenditure.*

#### Background

Reserves are recorded in the Council's financial balances and arise where the Council has generated more income than expenditure. The Council is required to hold a minimum level of reserves to ensure that it can always meet any potential future debts, should the Council suddenly cease to exist or be dissolved for any reason. This gives confidence to suppliers and staff that the Council can meet its obligations. The recommended minimum level of reserves is 3 to 6 months of annual revenue expenditure. As the precept is almost guaranteed income, a higher level of reserves is required where the parish Council is least dependent on the precept. This is where Councils are generating higher levels of income through facilities such as car parks, community centres, leisure centres, etc.

In the case of Newbury Town Council, the precept accounts for 81% of our revenue expenditure and given the high proportion, the Council has fixed the minimum level of reserves at 3 months' revenue expenditure, that is, £356,000 this year.

### Issues

The Council should review the reserves position at least once a year to approve the allocation of reserves towards particular purposes. The attached table shows the following:

**Column A – 'Earmarked Reserves'** lists the reserves held by the Council, which have been classified as follows:

- i) The Earmarked Reserves (Rows 1 to 67); these are amounts which the Council has allocated towards particular projects/services. This can arise from future projects on which the Council approves expenditure from reserves, or where monies have been provided in the past but the project has yet to be carried out.
- ii) The Section 106 monies (Row 70); these are payments received from developers towards particular community facilities. Section 106 has been largely replaced by CIL and the Council rarely receives these payments now. As can be seen from the table, all of these monies have been spent.
- iii) Community Infrastructure Levies (CIL) (Rows 72 to 82); Newbury Town Council receives 15% of the CIL collected by the District Council on developments within the Town Council boundary. The District Council has approved the expenditure towards capital projects in the Council Strategy. The Town Council must report annually to the District Council on how these funds are spent and may have to repay any funds not spent within 5 years. The CIL monies are split into those which have been allocated for spending and those which remain unallocated. All of the available CIL is allocated towards the proposed Community Café in Victoria Park ( £15,000 towards possible loan charges arising this year).
- iv) The remainder of the Council's balances and reserves are classed as general reserves.

**Column B – 'Position at 31 March 2022'** shows the total for each of the reserves listed at 31 March 2022, and equals the amount shown in the Council's annual return for the financial year 2021-22.

**Column C – 'Reserves allocated in Budget 2022/23'** shows the amount of reserves allocated in last year's budget (2022-23)

**Column D – 'Transfers to General'** lists transfers of earmarked reserves to general, as approved by the Council in June 2022.

**Column E – 'Reserves Position at 1 April 2022'** lists the amount against each of the earmarked reserves at 1 April 2022, having regard to the amounts allocated in last year's budget and the approvals in Column D.

**Column F- Additions/ Virements 2022-23:** these are amendments approved by the Council during the financial year 2022-23.

**Column G- Spent 2022-23:** the earmarked reserves which were spent during the year.

**Column H: Position at 31 March 2023:** Records the amount of each EMR at the end of the financial year, after the additions, less the expenditure.

**Column I: Unspent funds 2022-23:** this is a list of amounts which were provided in the budget 2022-23 but were not spent for various reasons, and which officers are recommending are carried forward as EMR's for 2023-24.

**Column J: Allocated Budget 2023-24:** Approved by the Council in January 2023, as part of the budget provision for 2023-24.

**Column K: Total at 01/01/2023:** The total of proposed EMR's and General Reserves proposed for the financial year 2023-24.

#### **Issues arising/ Options considered**

At 1 April 2022, the Council held total reserves of £1,241,380 (see line 79). (This figure corresponds to Box 7, Section 3 of the Council's Annual Governance and Audit Report - see item 10 on the agenda.)

#### **Conclusion/ Recommendation**

**Report Author: Hugh Peacocke, (CEO)**

**Date:** 5 April 2023

06/04/2023

Newbury Town Council Current Year

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Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<b>100 Staff</b>							
4000 Salaries/NI/PAYE	40,000	488,756	468,323	(20,433)		(20,433)	104.4%
4010 Misc Staff Expenses	980	6,570	4,000	(2,570)		(2,570)	164.3%
4045 Salary Reallocation	(40,000)	(488,756)	(468,323)	20,433		20,433	104.4%
Staff :- Indirect Expenditure	980	6,570	4,000	(2,570)	0	(2,570)	164.3%
Net Expenditure	(980)	(6,570)	(4,000)	2,570			
<b>110 Central Services</b>							
1076 Precept Received	0	1,180,623	1,180,623	0			100.0%
1090 Interest Received	1,317	10,424	1,000	(9,424)			1042.4%
1091 Shares/Dividend Income	0	4	0	(4)			0.0%
1905 CIL income received	0	29,539	0	(29,539)			0.0%
Central Services :- Income	1,317	1,220,590	1,181,623	(38,967)			103.3%
4045 Salary Reallocation	8,680	101,308	101,982	674		674	99.3%
4050 Bank Charges	321	2,464	2,100	(364)		(364)	117.3%
Central Services :- Indirect Expenditure	9,001	103,772	104,082	310	0	310	99.7%
Net Income over Expenditure	(7,685)	1,116,818	1,077,541	(39,277)			
6001 less Transfer to EMR	0	29,539					
Movement to/(from) Gen Reserve	(7,685)	1,087,279					
<b>200 P&amp;R General</b>							
4045 Salary Reallocation	1,280	14,939	15,679	740		740	95.3%
4105 Members' travel & subsistence	0	0	800	800		800	0.0%
4120 Precept Leaflet	766	766	1,300	534		534	58.9%
4125 P&R Projects Fund	0	0	3,000	3,000		3,000	0.0%
P&R General :- Indirect Expenditure	2,046	15,705	20,779	5,074	0	5,074	75.6%
Net Expenditure	(2,046)	(15,705)	(20,779)	(5,074)			
<b>210 Grants &amp; Contributions</b>							
4150 Grants for Climate Change Proj	10,000	10,000	10,000	0		0	100.0%
4155 Berkshire Youth; Youth Worker	0	25,000	25,000	0		0	100.0%
4160 Contribution to BID Xmas light	0	12,000	12,000	0		0	100.0%
4165 Greenham Community Youth	0	2,500	2,500	0		0	100.0%
4170 Volunteer Centre	500	500	500	0		0	100.0%
4180 Grant Sub Committee	4,500	25,000	24,500	(500)		(500)	102.0%
4185 CAB Grant	0	20,000	20,000	0		0	100.0%

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
4210 Defibs	0	1,070	2,500	1,430		1,430	42.8%
4211 Riverside Centre	0	0	2,500	2,500		2,500	0.0%
4212 Greenham & Crookham Common	0	500	500	0		0	100.0%
4213 Diversity & Inclusivity	0	2,500	3,000	500		500	83.3%
4214 Cicket Club contribution	0	0	5,000	5,000		5,000	0.0%
Grants & Contributions :- Indirect Expenditure	15,000	99,070	108,000	8,930	0	8,930	91.7%
Net Expenditure	(15,000)	(99,070)	(108,000)	(8,930)			
<u>220 Corporate Services</u>							
1990 Miscellaneous Income	0	0	100	100			0.0%
Corporate Services :- Income	0	0	100	100			0.0%
4200 Visitor Information Centre	0	0	500	500		500	0.0%
4220 Training and Development	33	3,294	8,000	4,706		4,706	41.2%
4225 Advertising Recruitment	449	4,718	1,000	(3,718)		(3,718)	471.8%
4230 Telephone	726	7,590	7,000	(590)		(590)	108.4%
4235 Postage	251	2,522	1,800	(722)		(722)	140.1%
4240 Printing/Stationery	100	2,114	1,000	(1,114)		(1,114)	211.4%
4245 Office Equipment	12	129	1,500	1,371		1,371	8.6%
4250 IT	915	24,174	20,000	(4,174)		(4,174)	120.9%
4255 Professional Fees	290	16,159	12,500	(3,659)		(3,659)	129.3%
4260 Audit	480	1,440	4,500	3,060		3,060	32.0%
4265 Subscriptions	265	4,685	4,800	115		115	97.6%
4270 Photocopier Charges	489	1,966	1,300	(666)		(666)	151.3%
4275 Advertising General	52	1,284	1,300	16		16	98.8%
4280 Recycling Costs	57	909	1,100	191		191	82.6%
4285 GM contract admin fee (WBC)	0	0	2,800	2,800		2,800	0.0%
4290 Capital exp computers etc	507	1,612	2,000	388		388	80.6%
4420 Insurance	0	13,492	11,500	(1,992)		(1,992)	117.3%
Corporate Services :- Indirect Expenditure	4,625	86,088	82,600	(3,488)	0	(3,488)	104.2%
Net Income over Expenditure	(4,625)	(86,088)	(82,500)	3,588			
<u>290 Town Hall</u>							
1270 Suite Lease Income	1,921	35,642	32,000	(3,642)			111.4%
1275 Solar Panel Income	0	0	500	500			0.0%
1280 Chamber Hire	1,160	10,053	7,000	(3,053)			143.6%
1285 Projector Hire	0	184	50	(134)			368.0%
Town Hall :- Income	3,081	45,879	39,550	(6,329)			116.0%

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
4045 Salary Reallocation	2,840	35,147	33,656	(1,491)		(1,491)	104.4%
4255 Professional Fees	0	5,100	12,350	7,250		7,250	41.3%
4310 Reconnect Drinking Fountain	0	0	2,760	2,760		2,760	0.0%
4345 Replacement Solar Panel Invert	0	0	1,870	1,870		1,870	0.0%
4405 Rates	0	10,785	11,500	715		715	93.8%
4410 Water	0	481	500	19		19	96.2%
4415 Energy Supplies	1,444	10,731	11,000	269		269	97.6%
4416 Energy Conservation Projects	0	3,945	4,000	55		55	98.6%
4425 Repairs and Maintenance	7	15,825	22,500	6,675		6,675	70.3%
4430 Maint. Contracts	1,335	16,195	15,900	(295)		(295)	101.9%
4440 Fire Extinguishers	0	595	1,950	1,355		1,355	30.5%
4445 Security	0	534	1,600	1,066		1,066	33.4%
Town Hall :- Indirect Expenditure	5,625	99,339	119,586	20,247	0	20,247	83.1%
Net Income over Expenditure	(2,545)	(53,460)	(80,036)	(26,576)			
<u>295 Weddings</u>							
1280 Chamber Hire	0	402	2,500	2,098			16.1%
Weddings :- Income	0	402	2,500	2,098			16.1%
4045 Salary Reallocation	840	9,804	9,923	119		119	98.8%
4275 Advertising General	275	275	0	(275)		(275)	0.0%
4340 Weddings expenditure	0	2,609	2,000	(609)		(609)	130.4%
Weddings :- Indirect Expenditure	1,115	12,688	11,923	(765)	0	(765)	106.4%
Net Income over Expenditure	(1,115)	(12,286)	(9,423)	2,863			
<u>300 Newtown Road Cemetery</u>							
1300 Cemetery Income	0	240	1,000	760			24.0%
Newtown Road Cemetery :- Income	0	240	1,000	760			24.0%
4045 Salary Reallocation	600	7,003	6,857	(146)		(146)	102.1%
4355 Toilet Hire	175	1,428	1,250	(178)		(178)	114.2%
4405 Rates	0	886	650	(236)		(236)	136.3%
4410 Water	0	(0)	0	0		0	0.0%
4415 Energy Supplies	0	255	600	345		345	42.5%
4425 Repairs and Maintenance	20	11,215	15,670	4,455		4,455	71.6%
4430 Maint. Contracts	2,821	11,938	8,650	(3,288)		(3,288)	138.0%
4435 Maint. Contracts Unscheduled	0	1,450	1,560	110		110	92.9%
4436 Headstone Survey	0	1,875	2,240	365		365	83.7%
4440 Fire Extinguishers	0	75	225	150		150	33.5%

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
4515 Tree Surveys & Works	0	1,800	1,850	50		50	97.3%
4540 NRC Composting Toilet (25%)	5,309	5,309	14,000	8,691		8,691	37.9%
Newtown Road Cemetery :- Indirect Expenditure	8,925	43,234	53,552	10,318	0	10,318	80.7%
Net Income over Expenditure	(8,925)	(42,994)	(52,552)	(9,558)			
<u>305 Shaw Cemetery</u>							
1300 Cemetery Income	2,538	53,498	40,000	(13,498)			133.7%
Shaw Cemetery :- Income	2,538	53,498	40,000	(13,498)			133.7%
4045 Salary Reallocation	1,240	15,873	14,443	(1,430)		(1,430)	109.9%
4250 IT	1,200	1,200	1,180	(20)		(20)	101.7%
4265 Subscriptions	0	480	95	(385)		(385)	505.3%
4400 Rent Payable	0	1,000	1,000	0		0	100.0%
4405 Rates	0	8,982	1,500	(7,482)		(7,482)	598.8%
4410 Water	0	1,266	750	(516)		(516)	168.9%
4415 Energy Supplies	117	1,000	1,200	200		200	83.3%
4425 Repairs and Maintenance	105	16,500	5,540	(10,960)		(10,960)	297.8%
4430 Maint. Contracts	20,686	70,861	67,500	(3,361)		(3,361)	105.0%
4435 Maint. Contracts Unscheduled	0	330	2,860	2,530	650	1,880	34.3%
4440 Fire Extinguishers	0	151	860	709		709	17.6%
4515 Tree Surveys & Works	0	0	3,420	3,420		3,420	0.0%
Shaw Cemetery :- Indirect Expenditure	23,349	117,644	100,348	(17,296)	650	(17,946)	117.9%
Net Income over Expenditure	(20,810)	(64,145)	(60,348)	3,797			
<u>310 Markets</u>							
1320 Market Income	3,245	43,645	50,000	6,355			87.3%
Markets :- Income	3,245	43,645	50,000	6,355			87.3%
4045 Salary Reallocation	1,120	13,572	12,939	(633)		(633)	104.9%
4265 Subscriptions	0	384	450	66		66	85.3%
4275 Advertising General	85	1,075	1,500	426	204	222	85.2%
4360 Market Management	1,233	13,747	14,800	1,053		1,053	92.9%
4405 Rates	0	5,783	6,000	218		218	96.4%
4415 Energy Supplies	0	736	1,200	464		464	61.4%
4425 Repairs and Maintenance	0	158	2,000	1,842		1,842	7.9%
Markets :- Indirect Expenditure	2,438	35,454	38,889	3,435	204	3,231	91.7%
Net Income over Expenditure	806	8,192	11,111	2,919			



	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>315 War Memorial</u>							
4045 Salary Reallocation	120	1,901	1,577	(324)		(324)	120.5%
4425 Repairs and Maintenance	0	360	2,500	2,140		2,140	14.4%
4850 Sinking Fund	0	0	2,000	2,000		2,000	0.0%
War Memorial :- Indirect Expenditure	120	2,261	6,077	3,816	0	3,816	37.2%
Net Expenditure	(120)	(2,261)	(6,077)	(3,816)			
<u>320 Footway Lighting</u>							
4045 Salary Reallocation	360	4,202	4,094	(108)		(108)	102.6%
4415 Energy Supplies	1,186	6,008	9,000	2,992		2,992	66.8%
4425 Repairs and Maintenance	0	9,618	21,900	12,282	7,855	4,427	79.8%
4855 Street Lighting Upgrade	0	2,537	10,000	7,463	5,326	2,137	78.6%
Footway Lighting :- Indirect Expenditure	1,546	22,365	44,994	22,629	13,180	9,448	79.0%
Net Expenditure	(1,546)	(22,365)	(44,994)	(22,629)			
<u>325 Clock House</u>							
4045 Salary Reallocation	120	1,401	1,577	176		176	88.8%
4415 Energy Supplies	57	688	850	162		162	81.0%
4425 Repairs and Maintenance	0	2,610	3,000	390		390	87.0%
Clock House :- Indirect Expenditure	177	4,699	5,427	728	0	728	86.6%
Net Expenditure	(177)	(4,699)	(5,427)	(728)			
<u>330 Street Furniture</u>							
1605 Clear Channel (INC)	0	55,000	48,000	(7,000)			114.6%
Street Furniture :- Income	0	55,000	48,000	(7,000)			114.6%
4045 Salary Reallocation	480	5,602	5,397	(205)		(205)	103.8%
4111 Bus Shelter Provision & Maint	0	55,000	48,000	(7,000)		(7,000)	114.6%
4415 Energy Supplies	0	584	300	(284)		(284)	194.6%
4425 Repairs and Maintenance	220	6,129	7,000	871		871	87.6%
4435 Maint. Contracts Unscheduled	0	470	500	30		30	94.0%
4460 Grit Bins	1,350	2,700	2,000	(700)		(700)	135.0%
Street Furniture :- Indirect Expenditure	2,050	70,485	63,197	(7,288)	0	(7,288)	111.5%
Net Income over Expenditure	(2,050)	(15,485)	(15,197)	288			
6000 plus Transfer from EMR	0	5,650					
Movement to/(from) Gen Reserve	(2,050)	(9,835)					

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<b>335 Recreation Grounds</b>							
1355 Income - Pitches	0	1,252	3,000	1,748			41.7%
1395 Wayleave Income	25	25	25	0			100.0%
Recreation Grounds :- Income	25	1,277	3,025	1,748			42.2%
4861 football pitch management	0	0	9,870	9,870		9,870	0.0%
Recreation Grounds :- Direct Expenditure	0	0	9,870	9,870	0	9,870	0.0%
335 Wash Common Upgrade- Phase 1	13,140	13,140	18,600	5,460		5,460	70.6%
4045 Salary Reallocation	2,160	28,210	25,182	(3,028)		(3,028)	112.0%
4410 Water	0	768	650	(118)		(118)	118.1%
4415 Energy Supplies	0	1,855	2,300	445		445	80.6%
4423 Upgrading	0	0	3,000	3,000		3,000	0.0%
4425 Repairs and Maintenance	2,829	4,685	7,000	2,315	726	1,589	77.3%
4430 Maint. Contracts	9,403	31,899	32,200	301		301	99.1%
4435 Maint. Contracts Unscheduled	0	0	2,000	2,000		2,000	0.0%
4515 Tree Surveys & Works	0	1,800	6,780	4,980		4,980	26.5%
4580 PPE	0	134	1,000	866	434	433	56.7%
4585 Drinking Water Tap	0	2,637	2,760	123		123	95.5%
4590 Consultation	0	0	1,250	1,250		1,250	0.0%
Recreation Grounds :- Indirect Expenditure	27,532	85,128	102,722	17,594	1,160	16,435	84.0%
Net Income over Expenditure	(27,507)	(83,851)	(109,567)	(25,716)			
<b>336 City Recreation Ground</b>							
4585 Drinking Water Tap	0	0	1,800	1,800		1,800	0.0%
City Recreation Ground :- Indirect Expenditure	0	0	1,800	1,800	0	1,800	0.0%
Net Expenditure	0	0	(1,800)	(1,800)			
<b>340 Play Areas</b>							
4045 Salary Reallocation	3,120	37,415	36,449	(966)		(966)	102.6%
4423 Upgrading	0	120,650	115,000	(5,650)		(5,650)	104.9%
4425 Repairs and Maintenance	34	31,151	21,000	(10,151)	758	(10,909)	151.9%
4430 Maint. Contracts	8,463	29,605	25,400	(4,205)		(4,205)	116.6%
4435 Maint. Contracts Unscheduled	0	1,274	2,000	726		726	63.7%
Play Areas :- Indirect Expenditure	11,616	220,095	199,849	(20,246)	758	(21,004)	110.5%
Net Expenditure	(11,616)	(220,095)	(199,849)	20,246			

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<b>345 Victoria Park</b>							
1120 Grants & Donations Received	0	10,000	0	(10,000)			0.0%
1360 Income - Tennis Courts	1,650	7,597	20,000	12,403			38.0%
1380 Income - Bowling Club	0	900	950	50			94.7%
1385 Income - Kiosk/Cafe	0	4,037	3,000	(1,037)			134.6%
1390 Income - Victoria Park Hire	2,350	2,350	0	(2,350)			0.0%
1391 Income - Mini Golf	0	5,500	5,000	(500)			110.0%
1500 Other open spaces income	0	3,250	4,000	750			81.3%
1990 Miscellaneous Income	0	21,669	500	(21,169)			4333.8%
<b>Victoria Park :- Income</b>	<b>4,000</b>	<b>55,302</b>	<b>33,450</b>	<b>(21,852)</b>			<b>165.3%</b>
4537 Upgrade VP Bandstand	0	0	51,000	51,000		51,000	0.0%
4538 Pond liner	0	0	19,000	19,000		19,000	0.0%
4539 Replace disability swing	0	15,439	25,000	9,561		9,561	61.8%
4541 Repairs to Victoria and Lions	0	0	5,000	5,000		5,000	0.0%
4543 Splashpark	0	4,284	4,870	586		586	88.0%
<b>Victoria Park :- Direct Expenditure</b>	<b>0</b>	<b>19,723</b>	<b>104,870</b>	<b>85,147</b>	<b>0</b>	<b>85,147</b>	<b>18.8%</b>
4045 Salary Reallocation	4,000	49,186	47,023	(2,163)		(2,163)	104.6%
4325 PWLB Loan Interest	0	0	10,000	10,000		10,000	0.0%
4355 Toilet Hire	0	735	700	(35)		(35)	105.0%
4410 Water	0	8,386	3,000	(5,386)		(5,386)	279.5%
4415 Energy Supplies	24	2,614	4,500	1,886		1,886	58.1%
4425 Repairs and Maintenance	627	12,947	20,000	7,053	1,902	5,151	74.2%
4430 Maint. Contracts	20,686	70,856	71,000	144		144	99.8%
4435 Maint. Contracts Unscheduled	0	1,460	2,000	540		540	73.0%
4440 Fire Extinguishers	0	140	650	510		510	21.6%
4445 Security	0	153	500	347		347	30.5%
4465 Tennis Courts Maintenance Fund	0	0	3,600	3,600		3,600	0.0%
4475 VP LTA Registration Fee	0	0	380	380		380	0.0%
4480 Music at the Bandstand	0	2,950	3,000	50		50	98.3%
4485 VP tennis court promotion	0	1,200	1,500	300		300	80.0%
4490 VP Fun Day	0	2,583	2,500	(83)		(83)	103.3%
4515 Tree Surveys & Works	0	500	4,530	4,030		4,030	11.0%
4530 Community Cafe	850	25,488	364,500	339,012		339,012	7.0%
<b>Victoria Park :- Indirect Expenditure</b>	<b>26,188</b>	<b>179,198</b>	<b>539,383</b>	<b>360,185</b>	<b>1,902</b>	<b>358,284</b>	<b>33.6%</b>
<b>Net Income over Expenditure</b>	<b>(22,188)</b>	<b>(143,619)</b>	<b>(610,803)</b>	<b>(467,184)</b>			
6001 less Transfer to EMR	0	19,159					
<b>Movement to/(from) Gen Reserve</b>	<b>(22,188)</b>	<b>(162,778)</b>					

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<b>350 Open Spaces</b>							
4771 Hutton Close Upgrade	0	2,091	35,000	32,909		32,909	6.0%
Open Spaces :- Direct Expenditure	0	2,091	35,000	32,909	0	32,909	6.0%
4045 Salary Reallocation	1,320	16,906	15,674	(1,232)		(1,232)	107.9%
4400 Rent Payable	0	979	180	(799)		(799)	543.8%
4410 Water	0	8	110	102		102	7.1%
4425 Repairs and Maintenance	267	2,070	4,000	1,930	480	1,450	63.7%
4430 Maint. Contracts	21,627	80,377	76,240	(4,137)		(4,137)	105.4%
4435 Maint. Contracts Unscheduled	0	315	3,000	2,685		2,685	10.5%
4515 Tree Surveys & Works	0	3,352	4,530	1,178		1,178	74.0%
4750 Greenham House Gdns	0	0	10,500	10,500		10,500	0.0%
4760 Litter Picking Equipment	0	0	500	500		500	0.0%
4765 Speen Moor Friends Group	0	0	500	500		500	0.0%
4770 Biodiversity Survey	700	700	1,500	800		800	46.7%
Open Spaces :- Indirect Expenditure	23,914	104,706	116,734	12,028	480	11,548	90.1%
Net Expenditure	(23,914)	(106,797)	(151,734)	(44,937)			
<b>355 Floral Displays and Trees</b>							
1990 Miscellaneous Income	0	1,597	1,500	(97)			106.5%
Floral Displays and Trees :- Income	0	1,597	1,500	(97)			106.5%
4045 Salary Reallocation	560	9,036	6,514	(2,522)		(2,522)	138.7%
4425 Repairs and Maintenance	0	65	500	435		435	13.1%
4430 Maint. Contracts	6,582	24,153	23,890	(263)		(263)	101.1%
4435 Maint. Contracts Unscheduled	0	800	1,435	635		635	55.7%
4470 Tree Maintenance	0	850	7,680	6,830		6,830	11.1%
4500 Tree planting	312	312	6,750	6,438		6,438	4.6%
4505 Edible Crops	0	0	450	450		450	0.0%
4510 Additional Floral Displays NIB	0	690	1,800	1,110		1,110	38.3%
Floral Displays and Trees :- Indirect Expenditure	7,454	35,906	49,019	13,113	0	13,113	73.2%
Net Income over Expenditure	(7,454)	(34,309)	(47,519)	(13,210)			
<b>360 Britain &amp; Newbury In Bloom</b>							
1600 Sponsorship	0	400	500	100			80.0%
Britain & Newbury In Bloom :- Income	0	400	500	100			80.0%
4712 Lock Island Upgrade	0	5,661	5,460	(201)		(201)	103.7%
Britain & Newbury In Bloom :- Direct Expenditure	0	5,661	5,460	(201)	0	(201)	103.7%

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
4045 Salary Reallocation	800	10,837	9,571	(1,266)		(1,266)	113.2%
4710 Newbury In Bloom	0	3,336	7,000	3,664		3,664	47.7%
Britain & Newbury In Bloom :- Indirect Expenditure	800	14,173	16,571	2,398	0	2,398	85.5%
Net Income over Expenditure	(800)	(19,434)	(21,531)	(2,097)			
<u>420 Wash Common Allotment</u>							
1400 Allotment Income	0	3,702	3,700	(2)			100.0%
Wash Common Allotment :- Income	0	3,702	3,700	(2)			100.0%
4451 Notice Boards	0	1,848	1,850	3		3	99.9%
Wash Common Allotment :- Direct Expenditure	0	1,848	1,850	3	0	3	99.9%
4045 Salary Reallocation	200	2,834	4,775	1,941		1,941	59.4%
4410 Water	0	1,033	600	(433)		(433)	172.1%
4425 Repairs and Maintenance	157	2,197	3,400	1,203	50	1,153	66.1%
4430 Maint. Contracts	940	2,241	2,300	59		59	97.4%
4435 Maint. Contracts Unscheduled	2,695	2,695	3,720	1,025		1,025	72.4%
4450 Extra security measures	1,500	1,500	1,500	0		0	100.0%
4515 Tree Surveys & Works	0	500	2,100	1,600		1,600	23.8%
Wash Common Allotment :- Indirect Expenditure	5,492	13,000	18,395	5,395	50	5,345	70.9%
Net Income over Expenditure	(5,492)	(11,146)	(16,545)	(5,399)			
<u>421 Allotments (except Wash Common</u>							
1400 Allotment Income	0	20,394	20,500	106			99.5%
Allotments (except Wash Common :- Income	0	20,394	20,500	106			99.5%
4451 Notice Boards	0	5,853	5,850	(3)		(3)	100.0%
Allotments (except Wash Common :- Direct Expenditure	0	5,853	5,850	(3)	0	(3)	100.0%
4045 Salary Reallocation	2,000	26,343	19,100	(7,243)		(7,243)	137.9%
4400 Rent Payable	213	850	900	50		50	94.4%
4410 Water	0	2,702	1,100	(1,602)		(1,602)	245.6%
4425 Repairs and Maintenance	632	3,910	3,400	(510)	100	(610)	117.9%
4430 Maint. Contracts	2,821	8,743	9,870	1,127		1,127	88.6%
4435 Maint. Contracts Unscheduled	680	1,760	11,760	10,000	260	9,740	17.2%
4450 Extra security measures	925	925	3,000	2,075		2,075	30.8%
4515 Tree Surveys & Works	0	1,900	2,800	900		900	67.9%
Allotments (except Wash Common :- Indirect Expenditure	7,270	47,132	51,930	4,798	360	4,438	91.5%
Net Income over Expenditure	(7,270)	(32,591)	(37,280)	(4,689)			

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<b>430 Wharf Toilets</b>							
4417 Refurbishment	0	5,575	150,000	144,425	2,750	141,675	5.5%
Wharf Toilets :- Direct Expenditure	0	5,575	150,000	144,425	2,750	141,675	5.6%
4045 Salary Reallocation	240	3,301	2,914	(387)		(387)	113.3%
4195 Wharf Toilets Contract	3,025	12,100	12,450	350		350	97.2%
4425 Repairs and Maintenance	0	838	1,800	962		962	46.5%
Wharf Toilets :- Indirect Expenditure	3,265	16,239	17,164	925	0	925	94.6%
Net Expenditure	(3,265)	(21,814)	(167,164)	(145,350)			
<b>500 CP,A&amp;L General</b>							
4640 Queens Platinum Jubilee	0	1,499	1,500	1		1	100.0%
4641 NTC 25th Anniversary	0	1,238	2,500	1,262		1,262	49.5%
CP,A&L General :- Direct Expenditure	0	2,738	4,000	1,262	0	1,262	68.4%
4045 Salary Reallocation	2,400	28,011	28,083	72		72	99.7%
4600 CPA&L Committee Fund	0	400	500	100		100	80.0%
4625 Art Trail	0	725	1,000	275		275	72.5%
4637 Local Democracy WG	0	43	600	557		557	7.1%
4638 Youth Voice Event	0	0	5,000	5,000		5,000	0.0%
4639 Art on the Park	0	500	500	0		0	100.0%
CP,A&L General :- Indirect Expenditure	2,400	29,679	35,683	6,004	0	6,004	83.2%
Net Expenditure	(2,400)	(32,417)	(39,683)	(7,266)			
<b>505 Civic Responsibility</b>							
4045 Salary Reallocation	1,960	22,876	23,139	263		263	98.9%
4650 Mayors Allowance	0	567	1,000	433		433	56.7%
4655 Honorarium	640	3,055	4,000	945		945	76.4%
4660 Mayor Making	0	2,422	2,500	78		78	96.9%
4665 Remembrance	0	2,192	4,000	1,808		1,808	54.8%
4670 Regalia and Robes	0	353	3,000	2,647		2,647	11.8%
4680 Civic Hospitality & Events	279	1,443	1,500	57		57	96.2%
4690 Twin Towns	0	(176)	250	426		426	(70.4%)
4700 Civic Award Scheme	414	734	1,000	266		266	73.4%
4705 Watership Brass	0	650	650	0		0	100.0%
Civic Responsibility :- Indirect Expenditure	3,293	34,115	41,039	6,924	0	6,924	83.1%
Net Expenditure	(3,293)	(34,115)	(41,039)	(6,924)			

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>600 Planning &amp; Highways</u>							
1990 Miscellaneous Income	0	312	0	(312)			0.0%
Planning & Highways :- Income	<u>0</u>	<u>312</u>	<u>0</u>	<u>(312)</u>			
4045 Salary Reallocation	3,560	43,050	41,775	(1,275)		(1,275)	103.1%
4800 P & H Committee Fund	0	0	1,000	1,000		1,000	0.0%
4805 Heritage Working Group	328	1,104	3,000	1,896		1,896	36.8%
4810 Town Design St. & Town Plan	1,872	7,561	5,000	(2,561)		(2,561)	151.2%
4820 Canal Corridor	0	0	5,000	5,000		5,000	0.0%
Planning & Highways :- Indirect Expenditure	<u>5,760</u>	<u>51,715</u>	<u>55,775</u>	<u>4,060</u>	<u>0</u>	<u>4,060</u>	<u>92.7%</u>
Net Income over Expenditure	<u>(5,760)</u>	<u>(51,403)</u>	<u>(55,775)</u>	<u>(4,372)</u>			
Grand Totals:- Income	14,205	1,502,238	1,425,448	(76,790)			105.4%
Expenditure	201,980	1,593,947	2,326,418	732,471	21,493	710,978	69.4%
Net Income over Expenditure	<u>(187,775)</u>	<u>(91,710)</u>	<u>(900,970)</u>	<u>(809,260)</u>			
plus Transfer from EMR	0	5,650					
less Transfer to EMR	0	48,698					
Movement to/(from) Gen Reserve	<u>(187,775)</u>	<u>(134,757)</u>					

# Newbury Town Council

Policy and Resources Committee

17 April 2023

## Item 11: Budget Monitoring 2022/23

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

Cost Centre	Code	Description	Spent	Amount of overspend	Reason
100 (Staff)	4000	Salaries/ NI/ Pensions	£488,756	20,433(4%)	The National Pay Award from 1 April 2022 was higher than the budget provision. Also costs arising from maternity leave and other absences.  (Salaries are reallocated across other cost centres, this overspend appears there also.)
	4010	Staff Expenses	£4,000	£2,750	Largely arising from increased mileage for new post of Facilities Officer.
220 (Corporate Services)	4225	Advertising recruitment	£1,000	£3,718	Staff vacancies
	4240	Printing and stationery	£2,114	£1,114	Insufficient budget
	4250	IT	£24,174	£4,174	Extra staff and increased cyber security
	4255	Professional Fees	£16,159	£3,659	Staff structure review costs
	4420	Insurance	£13,492	£1,992	Cyber insurance costs
		Total for cost Centre	£89,066	£3,368	4% overspend on cost centre



Cost Centre	Code	Description	Spent	Amount of overspend	Reason
300 (N R Cemetery)	4430	Maintenance contract	£11,938	£3,288	Increased costs
305 (Shaw Cemetery)	4405	Shaw Cemetery rates*	£8,982	£7,482	The Cemetery was re-valued in 2017. Since then the Council has benefitted from “Transitional Relief”. This relief no longer applies.
	4425	Repairs and Maintenance	£16,500	£10,960	Criminal damage and water burst ( seeking insurance payments)
	4430	Maintenance contract	£70,861	£3,361	Increased costs
		Total for Cost Centre	£118,294	£17,496	17% overspend on cost centre
330 (Street Furniture)	4111	Bus shelters	£55,000	£7,000	Corresponding receipt from Clear Channel
340 (Play Areas)	4423	Upgrading*	£120,650	£5,650	Fifth Road upgrades. Over expenditure approved previously.
	4425	Repairs and maintenance*	£31,909	£21,000	High levels of damage to equipment
	4430	Maintenance contracts	£29,605	£4,205	Increased costs
		Total for cost Centre	£220,853	£21,004	10% overspend on Cost Centre

Cost Centre	Code	Description	Spent	Amount of overspend	Reason
345 (VP)	4410	Water	£8,386	£3,000	Summer drought. Insufficient budget.
421 (Allotments excl. Wash Common)	4410	Water	£2,702	£1,602	Summer drought
	4425	Repairs and maintenance	£4,010	£3,400	Insufficient budget
600 (Planning and Highways)	4810	NDP	£7,561	£2,561	Steering Group consultancy costs.

\*Approved at previous meetings

Receipts for some cost Centres were in excess of budget

Cost Centre	Code	Description	Budget	Received	Reason
110	1090	Interest received	£1,000	£9,545	Rising interest rates
290 (Town Hall)	1270	Suite lease rents	£32,000	£35,642	New leases and management arrangements
	1280	Chamber hire	£7,000	£10,053	Competitive rates
305 (Shaw Cemetery)	1300	Income	£40,000	£53,498	Competitive rates
345 (Victoria Park)	1120	Grant for Inclusive Seesaw	0	£10,000	Received from the Lottery
	1990	Misc. income	£500	£21,169	Includes £19, 469 for the Bandstand, received via The Good Exchange.

2 Cost Centres did not achieve the forecast income:

Cost Centre	Code	Description	Budget	Received	Reason
295 (Weddings)	1280	Chamber Hire	£2,500	£402	Too Small? No parking? Social trends?
310	1320	Market income	£50,000	£4,3645	Cost of living crisis? (Especially Thursday market)

Column A	B	C	D	E	F	G	H			
	Position at 31 March 2022	Reserves allocated in Budget 2022-23	Transfer to General	Reserves Position at 1 April 2022	Additions/ Virements 2022-23	Spent 2022-23	Position at 31 March 2023	Unspent funds 22-23	Allocated budget 23-24	total at 01/04/2023
<b>Earmarked Reserves</b>										
Capital equipment	5,000		5000	0			0			0
Tennis Court maintenance fund	10,800			10,800	3,600	0	14,400			14,400
Trees	7,427	18,640	7,427	18,640		7,050	11,590	24,430		36,020
<b>Elections</b>	31,255			31,255		0	31,255		18,000	13,255
VP Bandstand survey	5,000		5,000	0	18,969	0	18,969	8,250		27,219
New Community Café VP (1)	99,711	81,865		181,576			181,576		269,661	181,576
Town Hall survey	11,650	12,350	11,650	12,350		5,100	7,250	-7,250		0
Town hall maintenance/refurb	50,500			50,500		0	50,500	7,250		57,250
Capital receipts	23,152		23,152	0		0	0			0
Twin Towns	3,005			3,005		0	3,005			3,005
Lock Island signage	1,954		1,954	0		0	0			0
NYC	5,054		5054	0		0	0			0
HWG	759			759		0	759			759
Civic robes and regalia	251			251		0	251	2,647		2,898
Allotment Security ( Excl Wash Common)	4,169			4,169		925	3,244	0		0
Allotment security Wash Common)	2,300	1,500	2,300	1,500		0	1,500	0		0
Visitor information	1,000		1,000	0		0	0			0
NDP	6,722	5,000		11,722		5,689	6,033	0		0
Newbury in Bloom	2,198		2,198	0		0	0			0
Tennis Court Promotion	785		785	0		0	0			0
<b>Move of bus stop</b>	5,800			5,800		5,800	0			0
Town Hall Energy Cons	0	4,000		4,000		3,945	55	0		0
Town Hall Solar panel	1,500	1,870	1,500	1,870		0	1,870			1,870
NRC Survey	3,500	2,240		5,740		0	5,740			0
NRC Chapel	5,400		5,400	0		0	0			0
Shaw Cemetery Survey	3,450			3,450		0	3,450			3,450
Headstone surveys	5,560			5,560		0	5,560			0
Blossom Fields trees	3,500		3,500	0		0	0			0
IT (flexi working)	0	5,670		5,670		5,670	0			0
drinking fountain, Town Hall	1,850	2,760	1,850	2,760		0	2,760	0		0
Headstone survey NRC	2,000			2,000		1,875	125	0		0
NRC Composting Toilet ( 25%)	2,563	10,000	2,563	10,000		5,510	4,490	0		0
Redec NRC Chapel	1,200		1,200	0		0	0			0
Energy conservation NRC Cemetery	1,000		1,000	0		0	0			0
Energy conservation Shaw Cemetery	1,860		1,860	0		0	0			0
R & M Shaw Cemetery (HS survey)	2,860			2,860		2,860	0			0
Upgrading recreation grounds	2,250		2,250	0		0	0			0
drinking water tap Wash Common	1,220	1,380	1,220	1,380		1,318	62	0		0
drinking water Tap at City Rec	1,220	1,380	1,220	1,380		1,319	61	0		0
wild flower meadow VP	4,000		4,000	0		0	0			0
VP Tree survey works	2,300			2,300		500	1,800	1,800		0
Greenham House Gardens prep work	9,450	10,500	9,450	10,500		0	10,500			10,500
Investigate additional allotment sites	2,500		2,500	0		0	0			0
Youth Voice event	4,765		4,765	0		0	0			0
War Memorial Sinking fund	2,000			2,000	2,000	0	4,000			4,000
Playground repairs	17,000		0	17,000	-17,000	0	0			0
Play ground upgrading	0	115,000		115,000	17,000	120,650	11,350		10,000	21,350
Defibs	0	2,500		2,500		1,070	1,430	0		1,430
Street furniture R & M		3,000		3,000		3,000	0			0
Recreation grounds R & M		5,000		5,000		5,000	0			0
Wash Common Upgrade- Phase 1		18,600		18,600		13,140	5,460			5,460
Playground equipment at Wash Common					15,408	15,408	0			0
VP Splash Park		4,870		4,870		4,284	586	0		0
<b>Hutton Close upgrades</b>		35,000		35,000		2,091	32,909		20,000	20,000
Lock Island upgrade		5,460		5,460		5,460	0			0
Wharf toilets refurbishment		38,000		38,000	-32,425	5,575	0			0
Queen's Jubilee		1,500		1,500		1,499	1	0		0
NTC 25 years		2,500		2,500		1,238	1,262	0		0
Canal Corridor		5,000		5,000		0	5,000			5,000
Market repairs (electric pop-up)								1,842		1,842
Repairs to Victoria and her Lions								5,000		5,000
grant to Riverside Centre									2,500	2,500
Watercourse responsibilities									10,000	10,000
P & R Committee fund 22-23										2,500
<b>Total EMR</b>	<b>361,440</b>	<b>395,585</b>	<b>109,798</b>	<b>647,227</b>	<b>7,552</b>	<b>225,976</b>	<b>428,803</b>			<b>431,284</b>
	<b>Position at 31 March 2022</b>	<b>CIL allocated in Budget 20223</b>	<b>Transfer to/ from unallocated</b>	<b>CIL Position at 1 April 2022</b>	<b>Additions/ Virements 2022-23</b>	<b>Spent 2022-23</b>	<b>Position at 31 March 2023</b>			
<b>Section 106</b>	<b>0</b>			<b>0</b>						
<b>CIL Allocated</b>				<b>0</b>						
Café	9,373	82,635		82,635	32,000	24,638	119,536		60,339	179,875
Café Loan Charges	10,000	10,000		10,000	-10,000	0	0		15,000	15,000
Wharf toilets refurbishment	12,000	12,000		12,000	-12,000	0	0			0
Signage	10,000					0				0
Canal Corridor	10,000					0				0
Defibs	279					0				0
City Rec	14,000					0				0
Street lights upgrade	953	10,000		10,000	-10,000	0	0			0
<b>Total allocated</b>	<b>66,605</b>	<b>114,635</b>		<b>114,635</b>		<b>0</b>				<b>194,875</b>
<b>Unallocated</b>	<b>29,195</b>		<b>-18,835</b>	<b>-18,835</b>	<b>29,539</b>	<b>0</b>	<b>10,704</b>			<b>0</b>
<b>Total CIL</b>	<b>95,800</b>	<b>114,635</b>	<b>0</b>	<b>95,800</b>						<b>194,875</b>
<b>Total EMR +CIL+S106</b>	<b>457,240</b>	<b>510,220</b>	<b>109,798</b>	<b>743,027</b>			<b>559,043</b>			<b>626,159</b>
<b>Total general Reserves</b>	<b>784,140</b>	<b>731,160</b>		<b>498,353</b>					405,500	<b>523,511</b>
<b>Total</b>	<b>1,241,380</b>	<b>1,241,380</b>		<b>1,241,380</b>						<b>1,149,670</b>

Reserves Policy: keep 3 mths revenue exp: £394,000

06/04/2023

Newbury Town Council Current Year

15:45

**Provisional** Balance Sheet as at 31 March 2023

31st March 2022			31 March 2023
	Current Assets		
19,193	Debtors	4,030	
37,300	VAT Control	43,838	
14,669	Prepayments	16,254	
300	Refundable franking deposit FP	300	
975,850	Current Account	889,493	
255,105	CCLA Account	260,014	
1,674	Officers Account	0	
200	Petty Cash	0	
0	Allotments Receipts in Adv	45	
<u>1,304,290</u>		<u></u>	1,213,973
<u>1,304,290</u>	Total Assets		<u>1,213,973</u>
	Current Liabilities		
22,775	Creditors	23,817	
8,015	Allotment Key Deposit	8,355	
6,375	Rent Deposits	6,375	
83	Wedding holding deposits	250	
3,576	Accruals	0	
0	HMRC/Pension Liability	40	
80	Changing Room Key Deposits	90	
0	Receipts in Advance	25,375	
3,369	Allotment WC Receipts in Adv	0	
18,638	Allotments Receipts in Adv	0	
<u>62,911</u>		<u></u>	64,303
<u>1,241,380</u>	Total Assets Less Current Liabilities		<u>1,149,670</u>
	Represented By		
784,140	General Reserves		381,502
457,240	Earmarked Reserves		768,168
<u>1,241,380</u>			<u>1,149,670</u>

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06/04/2023

Newbury Town Council Current Year

15:45

Balance Sheet as at 31 March 2023

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31st March 2022

31 March 2023

The above statement represents fairly the financial position of the authority as at 31 March 2023 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

\_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

\_\_\_\_\_ Date : \_\_\_\_\_



**APPOINTMENT OF:**

**FINANCE & CORPORATE SERVICES MANAGER**

**TO**

**NEWBURY TOWN COUNCIL**

**RECRUITMENT INFORMATION PACK**

**APRIL 2023**

## INTRODUCTION

Thank you for responding to the Town Council's recent advertisement for this post. We trust that you will find this Recruitment Information Pack, together with the Job Description and Person Specification enclosed of assistance in deciding to apply.

The information is arranged as follows:

1. Role of the Finance & Corporate Services Manager
2. Background to the Council
  - 2.1. History
  - 2.2. Powers and Functions
  - 2.3. Council Structure
  - 2.4. Staffing Information
3. Job Advertisement
4. Job Description
5. Person Specification
6. Key Terms and Conditions of Employment
7. Application and Selection Process.
8. Application Form (pages 19 to 26)

If you would like to apply, complete the attached application form (CVs alone will not be acceptable) and submit it by email or print and post by no later than **Sunday 7<sup>th</sup> May 2023** to the email / postal address at the bottom of this page. Please note that the recruitment process at this stage is being managed by a third party and **all** queries should be directed to the contact details below.

This Recruitment Information Pack will not form part of any subsequent contract of employment.

If you have any questions on the Recruitment Information Pack or the recruitment and selection process, require any further information on the Council or the post, or you would like an informal discussion on the role, please contact Reg Williams via the details below.

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application, or attending for interview, please let us know.

\*\*\*\*\*

Contact: Reg Williams – LCC Associate

c/o 1 Osmund Walk, Old Sarum, Salisbury, Wiltshire, SP4 6NE

Email: [Reg.williams@localconsultancy.co.uk](mailto:Reg.williams@localconsultancy.co.uk).

Telephone: 01722 413825 or 07494 760535



## **THE ROLE OF THE FINANCE & CORPORATE SERVICES MANAGER TO NEWBURY TOWN COUNCIL.**

### **Why become a Finance & Corporate Services Manager?**

Becoming the Finance & Corporate Services Manager to the Town Council will be an extremely important, high profile role within an established, well resourced, and well regarded Town Council in a beautiful area of the country. Competent financial management is an absolutely key component in underpinning a successful and forward thinking Town Council.

The role of the Responsible Finance Officer (RFO) is to ensure that the Council conducts its financial business properly and in accordance with legal requirements, as well as providing independent, objective, and professional support.

The role will be absolutely key in supporting the Chief Executive Officer (CEX) in ensuring that the Council runs as efficiently as possible on a day-to-day basis but, as importantly, the role will have a prominent influence in the medium and long term aspirations and corporate management of the Council. In addition, the role will be an equally key officer in supporting and working with the elected Councillors to ensure that the Council conducts its business properly and provides independent, objective, and professional advice and support. Alongside, and working closely with the CEX, you will be a key part of the Council's senior management team. The role is very much at the heart of all that is happening within the Council.

All Parish and Town Councils are part of Local Government. In Newbury there are currently two tiers of Local Government together with the West Berkshire DC.

### **What does the Finance & Corporate Services Manager to the Council do?**

The enclosed job description lists the duties in more detail, but the main duties of the job can be summarised as to:

- To act as the Responsible Financial Officer (RFO) to NTC, with all the legal requirements and responsibilities that such a role entails.
- To work closely with and assist the Chief Executive Officer in ensuring the Council operates in as efficient and professional manner as possible.
- To work closely with and assist the Chief Executive Officer in managing the strategic direction of the Council in accordance with the wishes of the Council.
- To manage and organise the various support services in place and required to ensure that NTC operates as efficiently and professionally as possible.
- Line Manage all staff reports.
- Advise and work alongside the elected Councillors of the Council, offering up impartial, professional advice in facilitating them to achieve their aims and objectives in relation to the work areas responsible for, including attending relevant committees.
- Keep up to date by undertaking required training/qualification.

## Skills and Attributes Needed

The Finance & Corporate Services Manager should pride themselves in having a good deal of common sense, confidence to handle the administrative work, be a good organiser, IT literate and able to get on with most people.

The key attributes required are detailed in the person specification included in the Recruitment Information Pack but underwriting these qualities is a sense of public duty - of wanting to help others in the community.

## ABOUT NEWBURY

The town of Newbury has a population of around 35,000 people and is growing. Set in open countryside all around, the town offers all sorts of opportunities for those who enjoy the outside life.

The town centre, around its large market square, retains a rare medieval Cloth Hall, an adjoining half-timbered granary, and the 15th-century St Nicholas Church, along with a number of 17<sup>th</sup> and 18<sup>th</sup> century listed buildings. As well as being home to one of England's major racecourses, it is also the headquarters of Vodafone and software company Micro Focus International.

Newbury lies on the edge of the Berkshire Downs, a part of the North Wessex Downs Area of outstanding natural beauty. In the suburban village of Donnington lies the part-ruined Donnington Castle and the surrounding hills are home to some of the country's most famous racehorse training grounds (centred on nearby Lambourn). The local economy is inter-related to that of the eastern M4 corridor, which has most of its industrial, logistical and research businesses close to Newbury, mostly around Reading, Bracknell, Maidenhead and Slough.

The large RAF station at Greenham Common on the edge of the town became one of only two USAF bases in the UK equipped with ground-launched nuclear armed cruise missiles. With the end of the Cold War, the base was closed, the runway was broken up, much of it used as fill material in building the Newbury bypass, and the area was restored to heathland.

Newbury also has one of the last remaining lidos in the UK and is currently undergoing a major face-lift and upgrade.

### Getting To Newbury:

**By Road** – Newbury has good road links, located to the east of the main A34 and to the south of the M4 which runs from London to South Wales. It lies around 20 miles to the east of the much larger town of Reading.

**By Rail** – Newbury is served by a good rail link via the Great western rail franchise, offering good access to the west country and London via Paddington in around an hour or less, with a number of services each day. Newbury is therefore within easy commuting distance of the capital.

**By Bus & Coach** – Newbury has the usual bus connections and routes within, and national coaches can be accessed.

## **NEWBURY TOWN COUNCIL**

The Town Council was officially vested on 1st April 1997.

The Town Council is composed of 23 Councillors representing 6 wards.

Newbury Town Council is one of the larger market Town Councils in the area by population and represents the first tier of local government in the town which is closest to its electors.

Employing around twelve members of staff in total, the Town Council now consists of twenty three Councillors elected for a four-year term (next elections are due in May 2023) to represent constituents in the six wards. Town Council meetings are presided over by the Chairman of the Council, elected from among fellow Councillors each year at the Annual meeting.

The Council has four Standing Committees – Policy & Resources, Community Services, Civic Pride, Arts & Culture, Planning & Highways as well as a Staffing and Grants Sub-Committee.

The Town Council precept raised via West Berkshire DC for the financial year 2023/2024 is just under £1.3m, being £94.66 on a Band D property p/a, and it has an annual budget set, with income, of just under £2.3m.

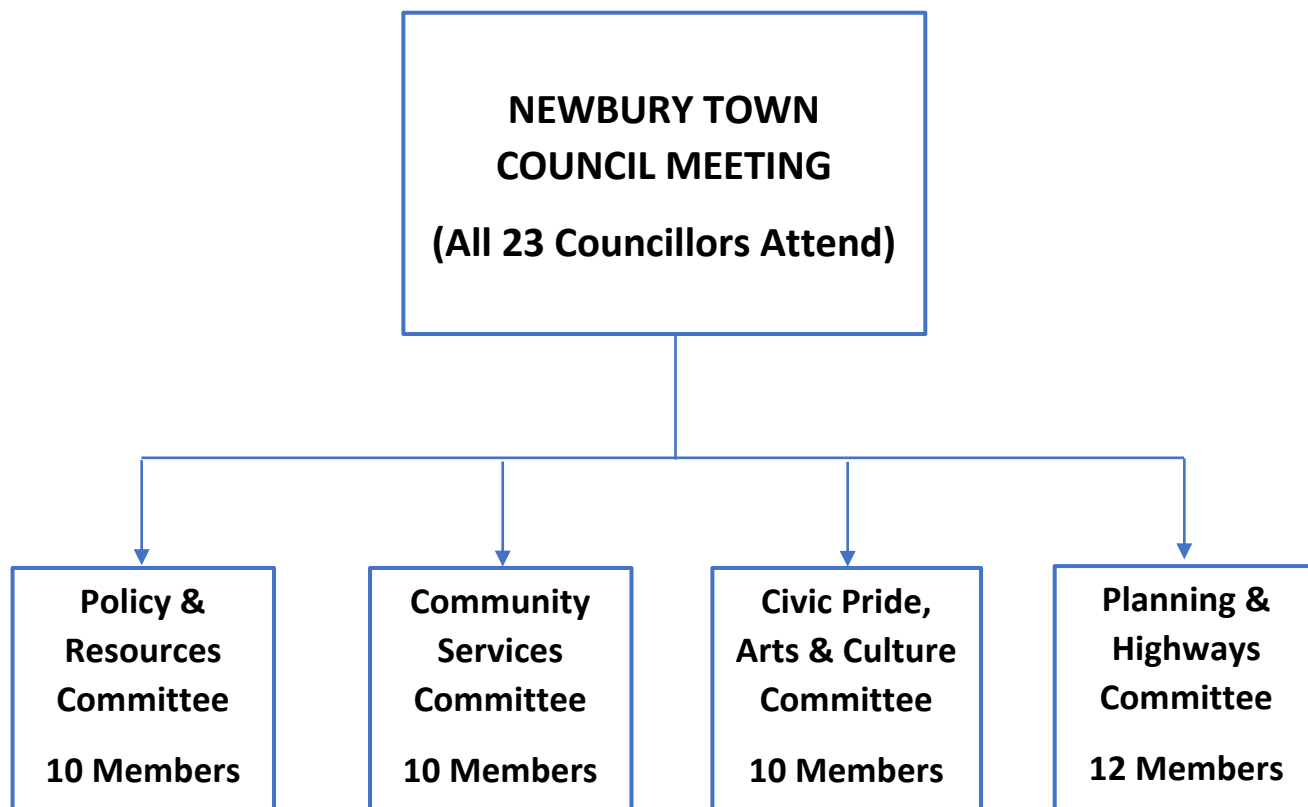
Newbury Town Council undertakes an array of services for the residents of the town, as well as funds local groups via grants and so on. It is very much at the heart of providing all the various public services and events expected of a mid-size Town Council by the residents of the town.

Newbury Town Council declared a Climate Emergency in 2019 and is ahead of its target to be carbon neutral by 2030.

“Making Newbury a Town we can all be proud of” is the Council’s mission statement. We strive to achieve this through the Action Plan in our Strategy, the 4 main aims of which are:

- Help make Newbury a unique, welcoming, safe, and well cared for Town.
- Foster a real sense of community.
- Take actions to address the climate emergency.
- Focused support for youth, the elderly, minorities and the vulnerable.

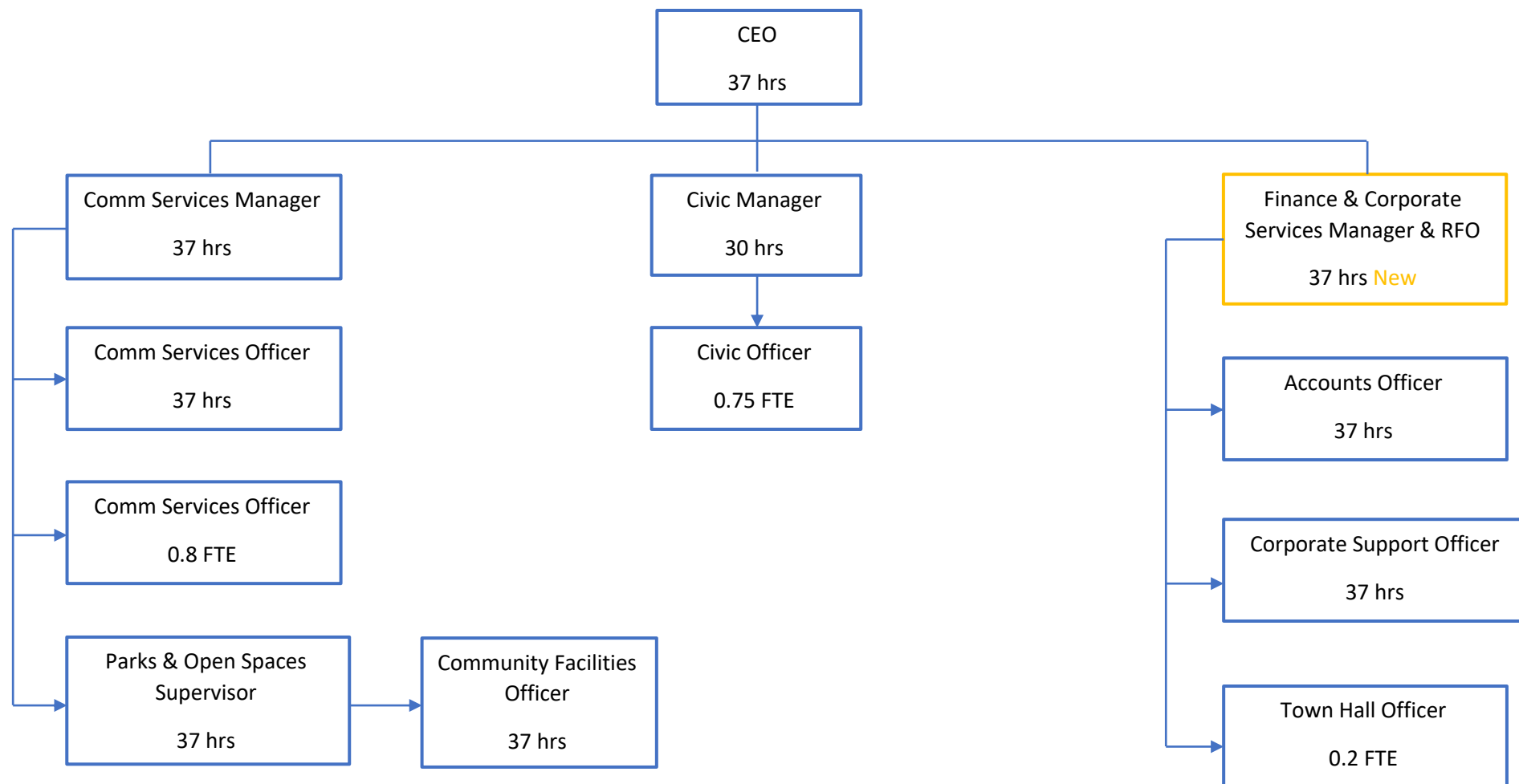
## **NEWBURY TOWN COUNCIL COMMITTEE STRUCTURE:**



### **NOTES:**

1. There is also a Staffing and Grants Sub-Committee.
2. In addition are Working Groups which are set up as and when required to service specific issues or projects. The Terms of Reference vary, as does the membership. Working Groups have no delegated authority to make binding decisions.

## Newbury Town Council - Organisational Chart (Current)





## **Newbury Town Council, Recruitment of Finance & Corporate Services Manager**

**Salary Scale: LC3 Above Substantive – SCP 42-45 p/a (currently £48,587 - £51,999 inclusive)  
(depending on experience and qualifications)**

**Plus – Local Government Pension Scheme, Relocation Package and Free Parking.**

Newbury Town Council is seeking to appoint an innovative, forward thinking, and proactive Finance & Corporate Services Manager to assist the Council in achieving its targets and aspirations. The Finance & Corporate Services Manager will have the responsibility for ensuring that the instructions of the Council are carried out in relation to the areas responsible for and will work closely and actively with the Chief Executive Officer and elected Members to help plan and develop existing services.

Based in Newbury, with a population of around 35,000, a precept of just under £1.3m for 2023/24 and an annual budget of just under £2.3m, it is a semi-rural, growing town with exceptional facilities and aspirations to ensure the very best services and facilities are provided for its residents and visitors. There are also a number of projects which the Council wishes to undertake and complete over the next year or so.

The Finance & Corporate Services Manager will be expected to lead on managing the Council's financial arrangements, as well as manage and organise the various support services required by the Council to enable it to function effectively and efficiently.

Applicants must be able to demonstrate that they have relevant experience – a track record of service achievement and innovation, commitment to public service, be motivated, community focused, and possess sound managerial, communication and organisational skills.

Candidates should have a knowledge of local government law and procedures as well as a sound knowledge and awareness of financial budget management, supported by suitable experience and qualifications.

Attendance at evening meetings and weekend events may be required, for which overtime will be paid. Newbury Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

A relocation package will be negotiated for the right candidate.

**NOTE:** *This process is being initially managed by a third party acting for the Town Council. For an informal discussion and to access the Recruitment Pack and an application form then please call Mr Reg Williams on 07494 760535.*

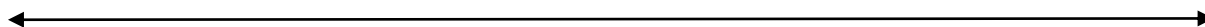
- **The closing date for the receipt of applications is no later than Sunday 7<sup>th</sup> May 2023.**
- **Formal interviews will take place at the Council offices on Friday 19<sup>th</sup> May 2023.**
- **It is hoped that the new Finance & Corporate Services Manager will commence their role around Monday 19<sup>th</sup> June 2023, or as soon as possible after appointment.**



## **JOB DESCRIPTION**

### **Finance & Corporate Services Manager (Post NTC 001)**

<b>Job Grade:</b>	<b>SCP 42 – 45 inclusive, LC3 Above Substantive</b>
<b>Contracted Hours:</b>	<b>37 hours per week – incl. meetings</b>
<b>Contracted Days:</b>	<b>Monday to Friday inclusive (some evening meetings required)</b>
<b>Responsible To:</b>	<b>The Chief Executive Officer, Newbury TC</b>
<b>Based At:</b>	<b>Newbury TC Offices</b>
<b>Car User:</b>	<b>Casual User Only</b>
<b>Job Description Date:</b>	<b>March 2023</b>
<b>Annual Leave:</b>	<b>TBC days plus 8 Public Holidays</b>
<b>Politically Restricted Post?</b>	<b>Yes – Due to seniority and role</b>
<b>Enhanced CRB Check?</b>	<b>No</b>



#### **Main Purpose of Role:**

To work alongside and support the Chief Executive Officer (CEX) in ensuring the smooth running of the Corporate Governance, Corporate Services and Financial administration of the Council. In addition, the post may be required to deputise in the absence of the CEX and will play a key part in the senior management team within the Council's structure.

#### **Overall Responsibilities:**

The Finance & Corporate Services Manager is a dual role, combining the Council's Responsible Financial Officer and the Council's Corporate Services Manager.

The legally appointed Responsible Financial Officer (RFO) of the Council is under a statutory duty to carry out the functions associated with that position. The post will be responsible for ensuring that the financial management of the Council is always undertaken in accordance with legislation, good practice, and legal practice.

The post is expected to advise the Council on, and assist in the formation of, overall policies and strategies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions in relation to the areas of work responsible for.

**Specific Responsibilities:**

1. As the Town Council's adviser in all matters financial, to provide the necessary information for effective decision making.
2. Implement all decisions of the Council in a timely, efficient, and structured manner as they relate to the post.
3. Effectively manage and record the Council's asset base.
4. To ensure that legal, statutory, and other provisions governing or affecting the financial running of the Council are observed.
5. To ensure that the Council always has an approved, up to date, regularly reviewed Risk Register, Risk Management Plan, Risk Assessments and Health and Safety Plan recommending updates or changes as required.
6. To attend such meetings of the Council as required for the discharge of the post.
7. To ensure a working knowledge is maintained of all new statutory instruments, changes to legislation and codes of practice, and to maintain an awareness of best practice within the sector as they relate to the responsibilities of the post.
8. To advise Councillors on suggestions and proposals put forward for consideration by the Council and to advise on practicability and the likely effects of specific courses of action in relation to the financial impacts.
9. To monitor and implement and ensure adherence to the adopted policies of the Council, including the suite of Standing Orders as they relate to the post responsibilities.
10. To receive and issue relevant correspondence and documents on behalf of the Council and to deal with this, bringing such items to the attention of the Council as required.
11. To assist and support the CEX and the Councillors in preparing the Council's Strategic Plan and implementation of any Corporate and/or Strategic Plans adopted by NTC.
12. To monitor the implemented financial policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
13. To organise and manage the various support services required by the Council. These include, though not exhaustively:
  - a. Committee support, including meetings administration.
  - b. Publishing Notices, Agendas, Minutes.
  - c. Provide the Council's front desk arrangements.
  - d. Mail services.
  - e. Town Hall lettings, bookings and weddings.
  - f. Update Noticeboards and notices.
  - g. Manage NTC's social media presence and the website.
  - h. Undertake graphic design projects as required.
  - i. Maintain NTC's IT and telephony service and systems.
  - j. Office equipment and stationery etc.



- k. Visitor information.
- l. Manage NTC's KPI's.

14. To act as a representative of the Council as required.
15. To attend training courses on the work and role of the post as required by the Council.
16. To attend the Conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies as a representative of the Council as required, and subject to Council agreement.
17. To identify new and innovative ways of working to ensure the TC is as effective and efficient as possible in meeting its obligations and requirements.
18. To ensure that there is always an adopted Emergency Planning & Business Continuity Plan in place.

#### **Personnel Management:**

1. Be responsible for the management, supervision, and control of all staff reports in keeping with the adopted policies of the Council.
2. To ensure that all staff reports are employed regarding employment law and good employment practices.
3. To ensure the effective delegation and allocation of responsibilities and activities to any staff reports.
4. To review the performance of staff reports at regular intervals, ensuring appropriate training and updating of skills to match the responsibilities and duties in light of annual appraisals.
5. To ensure principles of equality and diversity are embraced.
6. To hold regular staff and team meetings.
7. Advise the CEX of any personnel issues arising.

#### **Responsible Finance Officer:**

1. To be the Council's RFO.
2. To manage and regularly monitor any staff reports responsible for any elements of the financial management processes of the Council to ensure all financial arrangements and requirements of the Council are up to date and under control.
3. To ensure all deadlines are met and accurately manage the monthly pay-run, completing all PAYE and NI requirements on-line and issuing P60's, including arranging all required payments are made to the Pensions Authority as required.
4. Monitoring and balancing the Council's accounts, preparing records for internal and external audit purposes.
5. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are settled in a timely manner.
6. To issue invoices on behalf of the Council for goods and services to ensure payment is received without undue delays.
7. To prepare end of year documentation and financial statements in line with government / professional guidance.
8. Ensure a four year financial forward plan is always in place to ensure forecasting is as accurate as possible.
9. To ensure all monies received by the Council are banked regularly, as soon as possible after receipt.
10. To manage cash flow and control investments and bank transfers where necessary.
11. To oversee the preparation and submission of VAT returns as and if required.
12. To complete monthly bank reconciliations for presentation to the Council.
13. Ensure the Council's grant arrangements are suitably managed, organising and monitoring the applications from outside organisations for Council consideration.
14. To monitor compliance with the Council's adopted Financial Regulations and to ensure correct financial management systems are always in place.
15. To ensure suitable arrangements are in place to manage NTC's s106 and CIL income.

16. To ensure that the Council's obligations to insure are properly met, including advising the Council on all self-insuring options.
17. Liaise with, work alongside, and prepare any documents or processes as required or requested by the Internal or External Auditor.
18. To complete the financial end of year accounts in accordance with legislation.
19. To prepare draft budget estimates for Council consideration, advise on Precept requirements and options, identify, and advise on earmarked reserve levels required, advise on reserve levels generally.
20. To submit to the relevant principal authority requests for Precept.

**General Duties:**

1. To deal with visitors to the Council office if required.
2. To ensure the efficient running of the Council offices, reviewing and monitoring systems, processes and procedures and updating where appropriate to ensure best practices are exercised and maintained.
3. To ensure that the Council offices project and always portray a professional image.
4. To ensure that the Council always complies with all aspects of Data Protection and the GDPR legislation requirements.

**Personal Duties:**

1. To have due regard for your own health and safety and that of any colleagues who may be employed and the general public, and to bring to the attention of the Council without delay any matters which may be prejudicial to health and safety best practices and policies.
2. To treat all colleagues, Councillors, partners, and members of the public with respect and equality

**Note:** This job description outlines the main duties and responsibilities of the post and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exhaustive as there may be other duties and responsibilities associated with and covered by the grading of this post.

## **NEWBURY TOWN COUNCIL PERSON SPECIFICATION – FINANCE & CORPORATE SERVICES MANAGER.**

### **EXPERIENCE – ESSENTIAL**

- Working in a management role within Local Government or a public facing or customer service role.
- Experience of managing a team of staff.
- Experience of managing a budget around or exceeding £2m p/a.
- Experience of a range of financial management software packages.
- Budget setting, management, and monitoring.
- Managing support services within a busy and wide ranging business.

### **EXPERIENCE – DESIRABLE**

- Experience of preparing funding bids and administering grant funding.
- Experience of working with a variety of community and / or charitable groups
- Practical experience of writing reports and presenting the same to an audience.

### **KNOWLEDGE – ESSENTIAL**

- Knowledge of working in a strategic manner.
- Good knowledge of accounts and audit regulations.

### **KNOWLEDGE – DESIRABLE**

- Current knowledge of the policies and practices of Local Councils, including Data Protection and GDPR
- Knowledge of the principles of how Local Government more widely works.
- Knowledge of employment and HR issues.

### **SKILLS REQUIRED – ESSENTIAL**

- Excellent communication skills in all forms.
- Accurate record keeping and organisational skills along with a strongly developed working ethic.
- Strong IT skills.
- Excellent people management skills.

### **QUALIFICATIONS – ESSENTIAL**

- Good standard of general education, at least to A Level.
- Qualified to CIPFA, ACCA / ACA or AAT standard or equivalent.

### **QUALIFICATIONS – DESIRABLE**

- CiLCA or a willingness to work toward it.
- A general management qualification of some form.

### **ATTRIBUTES – ESSENTIAL**

- Good, clear communicator.
- Desire for continuous improvement.
- A friendly, approachable, courteous, and polite disposition.

### **ABILITIES – ESSENTIAL**

- Ability to work in a pressurised and target driven environment.
- Tact and discretion for dealing with personal and confidential issues.
- Ability to attend evening meetings of the Council, averaging six p/a plus some NTC events.

## **KEY TERMS AND CONDITIONS OF EMPLOYMENT**

### **1. General**

- 1.1. The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service and the provisions of the National Association of Local Councils and the Society of Local Council Clerks Conditions of Service for Clerks of Local Councils or as amended by the Council.
- 1.2. This Statement outlines the key elements contained within the Contract of Employment. Please note that this statement is for guidance purposes only and is not exhaustive or as comprehensive as the main Contract of Employment document which will form part of the contract with Newbury Town Council if appointed.
- 1.3. Your period of continuous service for statutory employment rights dates from your commencement with Newbury Town Council.
- 1.4. If you have previous continuous service with an organisation covered by the Redundancy Payments (Local Government) (Modification) order (which covers local authorities and related bodies) this will be included in calculating your entitlement to a redundancy payment, sickness allowance and annual leave.
- 1.5. You are employed as the Finance & Corporate Services Manager and your duties will be as outlined within the job description for the role. Your duties may be modified from time to time to suit the needs of the business.

### **2. Salary**

- 2.1. The salary is in the range of Salary Scale: LC 3 Above Substantive – SCP 42-45 per annum (currently £48,587 - £51,999).

### **3. Working Week**

- 3.1. The normal full-time working week is 37 hours per week plus negotiated study/training time as appropriate. Flexible Working is possible.
- 3.2. Days of work are Monday to Friday and the office hours are 8.45 am to 5.15 pm Monday to Thursday and 8.45 am to 4.45 pm on Fridays, with a lunch break of one hour. In addition, attendance at occasional evening or weekend meetings and functions for which overtime will be agreed.

### **4. Annual Leave**

- 4.1. 26 working days (31 working days after 5 year's continuous local government service) plus usually 8 days bank and public holidays.

### **5. Pension**

- 5.1. You will automatically be enrolled as a member of the Local Government Pension Scheme unless you choose to opt out. The rate of contribution for the LGPS, based on full time pensionable pay is 8.5%.

## **6. Probation**

- 6.1. 6-month probationary period which will be reviewed after 6 weeks, 3 months and 5 months & 2 weeks.

## **7. Code of Conduct and Staff Handbook**

- 7.1. Newbury Town Council abides by the Code of Conduct, in accordance with the policies outlined in the Council's Staff Handbook. A copy of the Staff Handbook is made available to every member of staff.

## **8. Pay Method**

- 8.1. Salary is paid on the last Friday of each month, directly by credit transfer to a bank or building society in arrears.

## **9. Salary Review**

- 9.1. The salary is subject to any revisions agreed nationally by the National Joint Council on behalf of NALC and SLCC as a result of pay negotiations which are usually effective from each 1 April.

## **10. Work Location**

- 10.1. Newbury Town Council Offices  
Market Place  
Newbury  
Berkshire  
RG14 5AA

with attendance at other locations as required and when necessary.

## **11. Expenses**

- 11.1. Car mileage allowance is payable in accordance with the casual user provisions in the Council's policy.

## **12. Other Terms**

- 12.1. All staff are required to operate within the Council's code of practice on confidentiality.
- 12.2. A no smoking policy is in operation in the Council's buildings and vehicles.

## **13. Notice Period**

- 13.1. After completion of the probationary period, 2 months on either side in writing to terminate the employment. Unless your employment is terminated on grounds of gross misconduct when summary dismissal will apply, the minimum period of notice of termination of your employment which you are entitled to receive from the Council in writing, after completion of any probationary service, period is two months.

## APPLICATION AND SELECTION PROCESS

### Recruitment Schedule

The proposed recruitment timetable is as follows – any changes will be advised as required.

Closing Date for the Receipt of Applications:	Sunday 7 <sup>th</sup> May 2023
Formal Interview	Friday 19 <sup>th</sup> May 2023
Appointment	By 22 <sup>nd</sup> May 2023
Start Date (Provisional - TBA)	Monday 19 <sup>th</sup> June 2023, or asap after.

### Covid Management

All precautions will be taken in accordance with all issued Government guidance in place at the time to ensure that all aspects of the recruitment process, and the interviews in particular, are carried out safely for all parties concerned. The Newbury Town Council offices are equipped and being managed with all preventative facilities required to maintain a safe environment. Should you have any queries regarding this aspect of the process should you be invited to interview, then please contact Reg Williams via one of the contact options shown below.

### Application Procedure

You must complete the Town Council's Application Form in full and not disregard any section. CVs are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills and personal style are clearly described to give you the best opportunity in the short listing process. Please note you will be required to show documentary proof of qualifications claimed at interview.

**Completed application forms should be headed "Confidential - Application for the Post of Finance & Corporate Services Manager" and received no later than Sunday 7<sup>th</sup> May 2023 via email to:**

**[Reg.williams@localconsultancy.co.uk](mailto:Reg.williams@localconsultancy.co.uk) or via post to**

Reg Williams – LCC Associate  
c/o 1 Osmund Walk  
Old Sarum  
Salisbury  
SP4 6NE


## Selection Process

The formal interviews will be undertaken by the Council's Interview Panel on Friday 19<sup>th</sup> May 2023 at the Council's offices at Market Place, Newbury, RG14 5AA.


The interviews will be structured to assess your competence and suitability for the post.

It will likely include:

1. A formal interview of relevant questions by the Panel.
2. A short presentation. You will be given the topic and asked to prepare in advance of the interview a 10-minute presentation, in whatever format you feel comfortable with.



*Please note the above dates and confirm your availability to attend if short listed when completing your application form. It is expected that you will be advised by around 10<sup>th</sup> May 2023 if you have been selected for interview.*



## Appointment and Commencement

It is anticipated that the successful candidate will be notified by no later than 22<sup>nd</sup> May 2023, with a provisional commencement date of 19<sup>th</sup> June 2023 subject to contracts, period notices and so on.

## References

If you are shortlisted, references will normally be applied for in advance of the interview unless you indicate in the application form that you do not give the Council permission so to do. If appropriate, the authenticity of referees may be checked by direct confidential contact if you are to be offered the post.

## Proof of Eligibility to Reside and Work in the UK

In accordance with its legal obligations the Council will require you to provide proof that you are legally able to reside and work in the UK if you are successful in your application before commencing employment.

## DBS Check

The Council does require a criminal record check processed through the Disclosure and Barring Service (DBS) as part of its recruitment process.

## Canvassing

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Council will be regarded as canvassing.

## **Equal Opportunities**

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint therefore purely on merit and suitability for the post on offer. You are invited to complete and return the enclosed Equality Monitoring Information Form and return it with your completed application Form. The completed form will be regarded as strictly confidential, kept separately from and in no way used or affect the outcome of your application for employment.

## **Equality Positive Action (where applicable)**

The new positive action terms mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate if the employer reasonably thinks that:

- The candidate has a protected characteristic that is underrepresented in the workforce;
- People with that characteristic suffer a disadvantage connected to that characteristic.

However, positive action does not allow an employer to appoint a less suitable candidate just because that candidate has a protected characteristic that is under-represented or disadvantaged.

## **Further Information**

We hope that the information contained in this Recruitment Pack is helpful and sufficiently thorough to enable you to submit your application which we look forward to receiving.

However, if you have any questions on the information in the Recruitment Pack or any aspect of the appointment or the recruitment process please do not hesitate to contact Reg Williams as set out in the Introduction earlier in the Pack.

\*\*\*\*\*

**This Recruitment Pack has been prepared on behalf of and agreed with  
Newbury Town Council but does not form part of any future contract of employment.**





## NEWBURY TOWN COUNCIL, APPLICATION FORM FINANCE & CORPORATE SERVICES MANAGER

*Please return this form to the address given in the Application Pack via post or email.*

Application for the post of	<b>Finance &amp; Corporate Services Manager</b>
Closing date	<b>No later than Sunday 7<sup>th</sup> May 2023</b>
How did you hear about this job?	

### Part A

#### Personal Details

Family Name / Surname	
Previous Name(s)	
Forename(s)	
Preferred Title (e.g. Mr, Mrs, Miss, Ms, Dr)	
Current Address (Please include Postcode)	
National Insurance Number	
Preferred Contact Telephone Number	
Alternative Telephone Number	
Email Address	

## Part B

### Present (or most recent) Employer

Name and Address of Employer			
Job Title			
Start Date		Notice required or date left	
Salary (£) p/a		If part time, please give hours per week	
Please give details of your main tasks and responsibilities – and if applicable your reason for leaving			
Please explain why you are applying for this post at this time:			

## Part C

### Employment History

Please give as much relevant information as possible. For posts working with children and vulnerable adults you must give your full employment history from when you left school or higher education and explain any gaps in your employment and include dates. Please include any time spent employed as a volunteer.			
Name and Address of Employer	Dates From / To (MM/YY)	Job Role	Final Salary and Reason for Leaving

## Part D

### Academic, Professional and Vocational Qualifications

Exams Passed (Level) Qualifications & Memberships (Most recent first)	Grade and Date Achieved **	Name of Educational Establishment and / or Professional or Awarding Body

\*\* For posts working with children/vulnerable adults you must provide all dates.

## Part E

### Training / Continuing Professional Development

Please give details of relevant training /development activities		
Training Course and Organiser or Development Activity	Time Spent	Outcome – Grade Achieved (where applicable)

## Part F

### Personal Statement

*You may continue onto a separate sheet if you need to.*

Key Competencies, Knowledge and Skills: referring to the person specification, provide examples of how you have demonstrated the key competencies and the knowledge and skill requirements for this role. You may use experience gained from within and/or outside the workplace to provide these examples. (We recommend that you use the different headings on the person specification as a starting point.)

Personal Attributes: Please describe ways in which you have demonstrated the personal attributes required for this post, as outlined in the person specification.

## Part G

### Supplementary Information

Transport: Do you hold a current driving licence?	Yes / No
What categories of driving licence do you hold?	
Are you willing and able to travel to meet the requirements of the post (please delete as appropriate)	Yes / No
Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel:	
Positive About Disability: we welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly.	
Do you consider yourself to have a disability (please delete as appropriate)	Yes / No
If 'yes' and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have?	Yes / No
Disclosure of Criminal Offences: The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'	
Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not 'spent'	

## Part H

### References and declarations

References: Please provide the names of two professional referees, each of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. The first reference must be your manager or a senior manager representing your current or most recent employer. References will not be accepted from colleagues, relations or people who know you solely as a friend. We will not seek references without your permission and unless we are considering offering the post to you.

Name of First Reference	
Job Title of Referee	
Name of organisation	
Address (including Postcode)	
Email address if available	
Daytime telephone number	
Relationship to you (e.g. supervisor, tutor)	
Dates of your employment	From                      To

Name of Second Referee	
Job Title of Referee	
Name of organisation	
Address (including Postcode)	
Email address if available	
Daytime telephone number	
Relationship to you (e.g. supervisor, tutor)	
Dates of your employment	From                      To

## Part I

### Declaration

Declaration			
<ul style="list-style-type: none"><li>• I confirm that I am eligible and entitled to live and work in the United Kingdom</li><li>• I am willing for this data to be held and processed by Newbury Town Council and if necessary be verified with relevant third parties. This may include previous employers.</li><li>• The information on this form is accurate. I understand that providing false information is an offence and may lead to be my application being disallowed or, should I be appointed, to my dismissal and, if appropriate, may be referred to the police</li></ul>			
Signed		Date	