

15 January 2020.

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

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

Also: All Members of the Council for information.

Dear Councillor

You are summoned to attend a meeting of the **Policy & Resources Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 20 January 2020 at 7.30pm**. The meeting is open to the press and the public.

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

1. Apologies for absence

Chairperson

2. Declarations of interest and dispensations

Chairperson

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

3. Minutes (Appendix 1)

Chairperson

To approve the minutes of a meeting of the Policy & Resources Committee held on Monday 14 October 2019 (previously circulated).

4. Questions and Petitions from members of the public

Chairperson

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📘 NewburyTC

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

5. Members' questions and petitions

Chairperson

6. Newbury Library Service (Appendix 2)

Chairperson

6.1 To receive a report from the Paul James, the Libraries Manager for West Berkshire Council on progress made by the working group, and the potential impact if Newbury Town Council withdraw their funding for the library.

6.2 To agree to pay the second and third quarters of the annual budgeted contribution to West Berkshire Council for Newbury Library, i.e. £15,637.50.

7. Council's land at Fifth Road (Appendix 3)

Chairperson

To consider a request from West Berkshire Therapy Centre to acquire part of the Council's land at Fifth Road to build a hydro-therapy facility.

(Mr. Norman Casson, Chairman of West Berkshire Therapy Centre and Mr. John Holt, Development trustee, will make a presentation and answer member's questions.

See <http://www.westberkshiretherapycentre.org.uk/>)

8. Update on the Council's Draft Strategy 2019-2024 (Appendix 4)

Leader of the Council

To recommend that Full Council on 3 February approves the Council Strategy 2019 to 2024.

9. 2020/21 Budget (Appendix 5)

Chairperson

9.1. To consider the draft budget

9.2. To consider any alternative budget and covering memo circulated a reasonable time in advance of the meeting.

9.3. To approve the budget for 2020/21 in order that the Council can consider its adoption and formally set its precept when it meets on 3 February 2020 (while noting that the Billing Authority (West Berkshire Council) has agreed that the level of precept should be declared by 4 February 2020).

10. List of Payments (Appendix 6)

Chairperson

To note the payments made during the period 1 October 2019 to 31 December 2019.

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

(Large print - Excel - versions are available on request)

11. Health and Safety Report (Appendix 7)

Chairperson

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

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

(Large print - Excel - versions are available on request)

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

Chairperson

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

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

Chairperson

13.1. To receive the Income and Expenditure Account for the period ended 31 December 2019.

13.2. To resolve to approve expenditure against cost centres that are over the annual budget, in accordance with this Council's financial regulation (4.2), as listed in Appendix 8a.

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

(Large print - Excel - versions are available on request)

14. Internal Audit Report (Appendix 9)

Cllr Stephen Masters, Chairman of the Audit Working Group

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

To note that there are no actions arising as a result of this first internal audit for 2019/20.

15. Report from The Grants Sub-Committee

Cllr Gary Norman Chairman of the Grants Sub-Committee

To receive a verbal report on the work of the Grants Sub-Committee meeting of 25 November 2019.

16. Debit Card Banking Arrangements (Appendix 10)

Chairperson

To approve the addendum to the Council resolution regarding the change of signatories for the Handelsbanken Debit Cards.

17. Forward Work Programme for Policy and Resources Committee meetings 2019/20 (Appendix 11)

Chairperson

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

18. Finance and Corporate Services Manager (Appendix 12)

Chairperson

To approve the Recruitment process, Job Description, Person Specification and Contract of Employment for the Post of Finance and Corporate Services Manager, as recommended by the Staff Subcommittee on 7 January 2020.

19. Exclusion of the press and public

Chairperson

To move: That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following

items of business because publicity would be prejudicial to the public interest by reason of the confidential personal and financial nature of the business to be transacted.

20. Staff Sub Committee

Chairperson

To receive a report from the staff sub-committee meetings held on 3 December 2019 and 7 January 2020

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

**Minutes of a meeting of the Policy & Resources Committee held in the Council Chamber,
Town Hall, Market Place, Newbury on Monday 14 October 2019 at 7.30pm.**

Present

Councillors Martin Colston (Chairperson); Jo Day; Sue Farrant; Jon Gage; Roger Hunneman (substitute) Stephen Masters; Gary Norman (substitute); Elizabeth O’Keeffe; and Erik Pattenden.

In attendance

Hugh Peacocke, Chief Executive Officer and Gillian Durrant, Finance and Corporate Services Manager

22. Apologies for absence

Councillors Olivia Lewis, Pam Lusby Taylor, Vaughan Miller, and Tony Vickers

23. Declarations of interest and dispensations

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

24. Minutes

Proposed: Councillor Martin Colston

Seconded: Councillor Elizabeth O’Keeffe

Resolved: That the minutes of the meeting of the Policy & Resources Committee held on Monday 22 July 2019 be approved as a correct record and signed by the Chairperson.

25. Questions and petitions from members of the public

There were none.

26. Members’ questions and petitions

There were none.

27. Newbury Library Services

Paul James, the Culture and Libraries Manager for West Berkshire Council had been invited to present to the meeting was not present.

Proposed: Councillor Jo Day

Seconded: Councillor Stephen Masters

Resolved: to ask Paul James to respond to the questions the Council had already asked and to attend the next meeting of this committee, at which a decision will be made regarding payment of the second and third quarter instalments of the annual budgeted contribution to West Berkshire Council for Newbury Library, i.e. £15,637.50.

Councillor Gary Norman voted against this proposal.

28. Health and safety reports

The information was received and noted by the Committee.

29. List of payments

That the lists of payments for the period 1 July 2019 to 30 September 2019 was noted.

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

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

Proposed: Councillor Martin Colston

Seconded: Councillor Elizabeth O'Keeffe

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

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

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

32. Strategic Risk Register

The Chairperson of the Audit Working Group introduced the amendments to the Strategic Risk Register.

Proposed: Councillor Stephen Masters

Seconded: Councillor Martin Colston

Resolved: That the amended Strategic Risk Register be approved.

33. Preparation for the 2019/20 Budget Round

The report was received by the committee.

34. Report from the Climate Emergency Working Group

Councillor Chris Foster presented the findings of the Climate Change Working Group. Councillors thanked the Community Services Manager David Ingram for his work ethic and enthusiasm for the project.

Proposed: Councillor Martin Colston

Seconded: Councillor Steve Masters

Resolved: that the recommendations of the Climate Change Working Group from Appendix 7 be adopted, subject to the following amendments:

2.6 To review the energy supply contract and seek opportunities for cost savings or reduction in carbon emissions with the aim of using a totally green energy supply as soon as financially viable.

3.2 Use the Newbury Town Council website and social media to promote community work, schemes, ideas etc on climate change and associated environmental issues. To facilitate information exchange in order to show leadership e.g. through coffee mornings type events in the chamber.

4.1 To Procurement items – to consider carbon assessment of all procurement (including green space, consumables etc)

4.2 To include an environmental assessment report on future reports to the council (along with financial impact, etc)

4.3 To review all business tenancy agreements to ensure tenants minimise energy usage by considering energy efficiency and monitoring its use and supporting carbon reduction initiatives.

35. The draft Council Strategy 2020 to 2023

The committee considered the report from the Strategy Working Group.

Proposed: Councillor Martin Colston

Seconded: Councillor Jon Gage

Resolved: to recommend the draft strategy to Full Council as set out in appendix 8, with the following amendments and to request that a public consultation be undertaken.

Section 1.F.4 – new point (b): Provide defibrillators in appropriate locations and assist other bodies who wish to provide them.

Section 1.F.5 – new point (b): Work with Newbury BID and other organisations to encourage sustainable tourism growth in the interest of the town's economy.

Section 1.G – new point 7: Work with and support the Canal Corridor Working Group to prepare an action plan by the end of Q3 2020 for the future development and protection of the Canal Corridor.

Section 2.B – new point 4: Work with Newbury BID and other parties to explore options for a Christmas Market in Newbury from 2020.

36. Report on key performance indicators

The report was discussed and the following items noted:

- 100% occupancy of allotments
- Weeding of shrub and flower beds were not on target.
- A new KPI for Council's carbon footprint has been considered by the Climate Emergency Working Group, and will be proposed at the next meeting of this committee.

37. The urgent removal of diseased trees

Councillors discussed the report and asked that the public be made aware of the reason for the removal of the trees, and that replacement trees would be planted.

Proposed: Councillor Martin Colston
Seconded: Councillor Roger Hunneman

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

38. Funding of a new Council website from General Reserves

The Finance and Corporate Services Officer presented the report in appendix 11.

Proposed: Councillor Sue Farrant
Seconded: Councillor Elizabeth O’Keeffe

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

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

The Forward Work Programme was noted. Councillors requested the addition of a review of the website and social media, and the addition of a KPI for carbon reduction, at the January meeting of the committee.

40. Exclusion of the press and public

Proposed: Councillor Jo Day
Seconded: Councillor Elizabeth O’Keeffe

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

41. Staff Sub-Committee

The Chief Executive Officer reported on the meeting on 5 August, primarily concerning the recruitment of a new Civic Manager, the arrangements to mark the retirement of the previous Civic Manager, and the confirmation of the Community Services Manager’s permanent appointment following a successful probationary period.

There being no further business, the chairperson declared the meeting closed at 9.00pm.

Chairperson

Date:

West Berkshire Libraries

Newbury Library Working Group

Meeting: Thursday 21 November 5pm to 6pm (latest).
Carnegie Room. Newbury Library. The Wharf, Newbury.

AGENDA

	Item	Action
1	Welcome and apologies	For information
2	Quarter 1 and 2 / Update <ul style="list-style-type: none">• Achievements and progress• Issues	See report
3	Quarter 3 and 4 / looking ahead <ul style="list-style-type: none">• Plans• How NTC can help• Agreeing goals/targets for the rest of the year.	See report
4	Anything else and dates of meetings	

REPORT

Quarter 1 and 2 (April to September 2019)

Achievements / progress

Good set of results for Newbury Library with significant increases in stock reservations placed, new members, and library visitor numbers – see library summary data attached for the first two quarters of the financial year (April - September 2019).

Space Chase summer reading challenge for 2019: 1843 children participated in the challenge at Newbury Library, and 159 in the Grown-ups2! reading challenge for adults.

Apart from our wide range of regular events, we have held several themed storytime sessions; craft activities, and are hosting weekly chair yoga sessions at the library. We also launched a Lego Club in September which is held monthly on a Saturday afternoon and is proving to be really popular. A complete pack of promotional posters was circulated to Newbury Town Council Members last month.

Message of the month promotions during this period were as follows:

April: Have we got your details right? (Promotion to publicise launch of no fines for 75+ age group).

May: Discover your family story today

June: Launch of *Press Reader* our free online newspaper service

July and August: Space Chase summer reading challenge

September: Autumn activities in West Berkshire Libraries

Capital investment:

1. Project commenced to replace and upgrade all public PCs both hardware and software, including choice of 3 internet browsers. This is now almost completed at Newbury Library and is being rolled out to our other library branches.

Issues

Libraries all over the country are experiencing rising levels of anti-social behaviour from a small number of customers. Often these are caused by people with complex needs – for example, mental and physical health, substance misuse issues, homelessness.

Libraries are often a safe refuge and a last resort for them. Our staff are very experienced at working with people with complex needs and we always aim to help them benefit from the service while staying within our rules – for example: about acceptable behaviour and IT use.

In the last 3 months we have experienced rising levels of anti-social behaviour in Newbury Library caused by one individual. This person is well known to the police and all the agencies that support the welfare of vulnerable adults. Unfortunately his behaviour escalated to the point that staff, volunteers and customers were harassed and intimidated on a daily basis. This individual is currently on remand having been arrested twice and broken his police bail conditions. All the agencies are working together to seek a better solution for him.

We have reviewed our policies and procedures to protect customers, volunteers and staff and they are fit for purpose.

Quarter 3 and 4 (now to March 2020)

Plans and ideas

Message of the month so far in quarter 3

October: Celebrating our libraries (review us online Facebook, Twitter, Instagram, Trip Advisor).

November: e-books promotion

We have completed a review of professional staffing structure and have made some changes to improve it. Instead of having three Librarians all on the same grade, we now have two Librarians with discrete responsibilities and different job titles as follows:

Children and Communities Librarian

Reading and Resources Librarian

We have also created a full time Assistant Librarian post with the intention that the post holder will increase awareness of the library service through outreach work with schools, family hubs and community groups. We are just about to advertise this vacancy.

We are planning a review of the library service in early 2020 including reviewing opening hours.

Capital investment:

1. Install chip and PIN/contactless payment devices in all our kiosks. We now have one device in place at Newbury Library and will be adding three more in the coming weeks.
2. Upgrade all our self-service kiosks to Windows 10
3. Install new manual revolving door at Newbury Library (now completed)
4. Launch new loanable tablets scheme to promote our online services.
5. Develop a West Berkshire libraries app

How NTC can help / setting goals for the rest of 2019-20

We welcome the town council's support with the following

1. Promotion of the service and the facilities to your residents.
2. Identifying community representatives to participate in the working group.
3. Finding volunteers who wish to help for example in
 - General duties supporting staffs.
 - Running events and activities.
 - Running young people's activities.

Annual Report

Financial year 1 April 2017
to 31 March 2018



Introduction

In Great Britain last year 250 million visits were made to public libraries – that's more than the combined number of visits to the cinema and theatre, the UK's top ten tourist attractions and live music gigs. Library use is declining slowly nationally but only from this very strong position as a much loved public service. Some libraries are now starting to buck that trend and increase usage by making changes to libraries and promoting them more effectively. That is our ambition for West Berkshire - a service that is responsive to local needs. It's your library service – a safe and trusted place to get good information with rapidly expanding online services - and it's all free and available for residents of all ages.

This is the first annual report for the West Berkshire Library Service. The report is intended to give you an idea of what libraries do, who uses them, our staff and volunteers, what the service costs and how much town and parishes contributed to them in the financial year April 2017 to March 2018. We have provided data for each branch library and a summary for the whole service. We have not compared this to previous years because the library service budget and staff team was reduced by 44% in April 2017 and is a different service than it was in previous years. In future years we will compare it with the 2017-18 data. We are always happy to share general data about library usage - we do not share any customer, staff or volunteer details - but please be mindful that requests take up staff time and their priority is to help customers use our services.

"We are very grateful to the town and parish councils who chose to donate to the cost of the service and the scores of people who came forward to volunteer in the last year. This has enabled us to provide 8 libraries across the district, the mobile library service (which is a lifeline for many, particularly in rural areas). Our free wi-fi and online services are expanding all the time with access to e-books, e-magazines and thousands of publications for study and research. You can join free either online or at any library." **Councillor Dominic Boeck.**



Got a suggestion or query?

Email **Paul James**, Culture & Libraries Manager, West Berkshire Council
paul.james@westberks.gov.uk

Highlights and challenges

The library service is FREE for everyone, of all ages. We have 8 libraries which are open 220 hours a week between them, and 1 mobile library.

Library services nationally are under pressure from the increasing costs of adult social care and other services which safeguard the most vulnerable of all ages. Last year was the transition between the old and the new library service which now has 44% fewer staff and resources. Our 42 staff (24.8 full-time equivalent posts) have come through these changes with flying colours. However, the changes have been difficult and staff do feel the added pressure while doing their best to provide as much service as possible within the capacity and resources available. They have really appreciated the support they receive from customers.

Last year we recruited and trained 215 more volunteers in addition to the 68 we already have. They support staff and customers and we simply can't run the service without them. Between them they contributed 10,147 volunteer hours between 1 April 2017 and 31 March 2018. If you would like to join them please have a look at our volunteering opportunities online:

www.westberks.gov.uk/volunteer

We invested in new self-service kiosks for all our libraries during 17/18 so that customer waiting times could be reduced. We are continuing to encourage our customers to make more use of these kiosks for routine transactions. Customers using the kiosks frees up staff to concentrate on other tasks behind the scenes which do not get done otherwise.

Our WiFi coverage now includes all libraries.



Open
220
hours a week



215

volunteers recruited
and trained
last year



Setting up library working groups for each library is still a work in progress but the working groups have already proved their worth by directly involving local people who give the service feedback from local communities and help us to increase library usage.

To find out more email paul.james@westberks.gov.uk

During 17/18 we added 12,970 new items to our stock (including e-books and e-magazines).

In February 2018 we held a 'Love Your Library' community engagement day and this has helped us make informed decisions on priorities for the future. We would like this to become an annual event.

In March 2018 we dropped the fifty pence charge for reserving a book as this only served to reduce library usage and didn't contribute a meaningful amount of income. We do levy fines for late return of stock and there is a modest charge for ordering books from any of our 13 partner library authorities through the SELMS consortium. We also donate old book stock to worthy causes and have book and DVD sales in library branches from time to time, hire out libraries for community uses and put on events which earn income.

We have also re-branded the library service including new external signage, promotional materials and logo giving it a fresh look to compliment the West Berkshire Heritage brand.



Last year Hungerford Town Council came up with an innovative proposal to take over the Hungerford Library building and run it as a community hub while we continue to run the library service there. This is a great example of partnership working to increase community benefit. The handover will be complete this summer. It's a model that others may be interested in. Contact the town council or the library service to find out more.

8

libraries in
West Berkshire

12,970

new items added to
the stock during
2017/18

About the service

As well as providing access to over 130,000 free books to borrow, we provide:

- A safe place to go and meet
- Free computer use and WiFi
- Printing, photocopying and scanning to email
- Room hire
- Special events and craft activities
- Free downloadable e-books and e-magazines.
 - Thousands of titles available. 29,301 items were borrowed remotely from our e-library during 17/18
- Audiobooks and e-audiobooks to listen to on the go
- Large print books
- Children's services including regular well attended children's events (Storytime, Rhymetime, Code Club, craft events and now and again, Watermill Theatre productions)
- Summer Reading Challenge: almost 3,500 children took part last year
- Nursery and class visits
- Bookstart: we delivered over 3,500 Bookstart packs to babies and children aged 3-4 via health visitors and educational settings
- Online resources to use in the library and at home
 - **Access to Research** – 1.5 million academic and research journals (link with secondary schools)
 - **Britannica online**
 - **British Newspaper Archive** - millions of pages of historical newspapers from the British Library collection
 - **Newsbank** - over 40 national, international and local newspapers, going back to the 1990s
 - **GoCitizen** online resource for candidates preparing for the Life in the UK test (British citizenship)
 - **Theory Test Pro** with online simulation of the UK driving theory test and online hazard perception tests
- Book groups: hundreds of titles available in book group sets of 10 copies (annual fee applies)
- Family History
 - Local and family history resources
 - Free access to 'Ancestry' online database in the library
 - Weekly bookable sessions with Berkshire Family History Society
- Mobile and 'At Home' services
 - Our volunteers delivered books throughout the year to 119 housebound readers.



Loans or renewals of library stock	539,473
Active borrowers	17,427
New borrowers	3,972
Reservations placed	26,461
Visits to the library	335,584
New items added to stock	12,970
Number of public PCs	64
Public PC Usage (hours)	31,736
Number of public PC Users	4,415
Number of visits to public PCs	39,707
Weekly staff working hours	892.67
Number of volunteers	283
Volunteer hours	10,147
Weekly opening hours (Libraries & Mobile)	220.3
Yearly opening hours (Libraries & Mobile)	11,456
Planned closure hours (for example for maintenance)	131
Unplanned closure hours (for example due to extreme weather or staff shortages)	138
Total closure hours	269
% closed hours during year	2.35%
Summer Reading Challenge participants	3,265



How much did it cost / how much income did we generate?

People sometimes ask how much a certain library branch costs. Some costs are specific to a branch – for example, staff, business rates, energy and maintenance costs. Others are shared with the whole service - for example, professional librarian staff, emergency staff cover, book stock and ICT. All the parts of the service are inter-dependent, so all branch libraries benefit from being part of the wider service and the library service as a whole benefits from being part of West Berkshire Council – for example, corporate support for ICT, finance, maintenance, health and safety, energy and telephony contracts.

Our costs include staff, buying books and digital library stock, building maintenance, energy costs, business rates and marketing. Our income includes contributions from town and parish councils for the first time, fines on late returns of stock, income from room hire, events, book sales and grants.

Expenditure	£
Staff	815,513
Premises - energy, rates, maintenance	289,506
Supplies and services - new books, ICT, marketing, transport etc	300,124
Total	1,405,143
Income	£
Fees and charges - fines, venue hire, events, sales	-74,923
Voluntary contributions from town and parish councils	-89,772
Miscellaneous income	-11539
Total	-176,234
Net cost of the library service 2017-18	1,228,909

Please note that we hope to receive a minimum of £89,772 and a maximum of £150,000 in voluntary contributions from town and parish councils.



Support from Town and Parish Councils

We asked town and parish councils to make a voluntary contribution to help support the service - and if they wish to get involved in library working groups so that we get local feedback about the service and how we can improve it for residents. Many thanks to all those who chose to do so.

We are inviting voluntary contributions for financial year 2018-19. Please note the following:

- The council is the local authority responsible for delivering the statutory library service in West Berkshire. We are not delegating or transferring that responsibility to town and parish councils nor are we levying a charge on the parish councils.
- We are asking town and parish councils to support the service at the local level to help residents benefit from the library service and from the library buildings as a community hub for a range of local activities.
- Contributions are voluntary and ring-fenced within a specific budget - for example: for a specific library branch or for the mobile library service only – so that they directly benefit parish residents.
- We will request a contribution each year rather than request a commitment for a number of years at a time.

Parish	Contribution £
Ashampstead	375
Basildon	1740
Beedon	250
Beenham	1155
Bucklebury	1850
Burghfield	5715
Cold Ash	3855
East Garston	525
Farnborough	25
Frilsham	237
Hungerford	Library building costs have transferred to Town Council in lieu of a cash contribution
Kintbury	2500
Lambourn	4000
Leckhampstead	500
Newbury	31275
Pangbourne	2910
Purley on Thames	250
Shaw cum Donnington	1665
Stratfield Mortimer	3735
Thatcham	24480
Theale	2730
Total contributions	89772

Orange = Parish where a library is located

Burghfield Common Library

The library is currently adjacent to The Willink School campus but during the year the plans for a community hub in Burghfield Common have progressed. We have been discussing the possibility of the library moving location and becoming integrated as part of the hub.

West Berkshire Archaeology Service, the Museum, and Library Service came together to start to plan the first of a series of pop-up exhibitions in libraries showcasing local heritage. Burghfield Library is hosting the first exhibition during June and July 2018 and an event has been arranged for June 25th for members of the parish to meet the Archaeology and Museum team and share their memories.



Local history exhibition organised by West Berkshire Heritage colleagues.

Clubs and groups

- **Craft Club** – monthly
- **Rhymetime** – weekly
- **Rhymetime/Storytime** – weekly in term time
- **Craft & Chat**– fortnightly

Loans or renewals of library stock	20,774
Active borrowers	1,043
New borrowers	217
Reservations placed	718
Visits to the library	16,426
Number of public PCs	3
Public PC Usage (hours)	229
Number of public PC Users	70
Number of visits to public PCs	410
Weekly staff working hours	21
Number of volunteers	25
Volunteer hours	676
Weekly opening hours	19
Yearly opening hours	988
Planned closure hours	7
Unplanned closure hours	14
Total closure hours	21
% closed hours during year	2.15%
Summer Reading Challenge participants	171

Hungerford Library

Hungerford Town Council proposed an innovative project to take over responsibility for the building as a local community hub while we continue to provide the library service. That project has gone well and the lease and joint use agreement are about to be agreed and the building formally handed over. The town council has formed a charitable organisation to run the building and fundraise to develop events and activities there for local people. The CAB and Registrar regularly use the library.



The library staff have lots of plans for the year ahead including a Lego club and encouraging John O'Gaunt school to use the library for homework and research.

Once a month there is a French rhymetime run by Pat, one of the volunteers.

Clubs and groups

- **Art Group** – weekly
- **Book Group (Bookworms)** – monthly
- **Conversation Group** – weekly
- **Gardening Club** – weekly
- **Word Play Club** – weekly
- **Computer Lessons** – weekly
- **Craft & Chat** – weekly
- **Rhymetime** – weekly in term time
- **Children's Craft Activity** – school holidays

Loans or renewals of library stock	27,535
Active borrowers	1,517
New borrowers	275
Reservations placed	770
Visits to the library	34,953
Number of public PCs	7
Public PC Usage (hours)	1,391
Number of public PC Users	301
Number of visits to public PCs	2,150
Weekly staff working hours	27.67
Number of volunteers	30
Volunteer hours	1,471
Weekly opening hours	26
Yearly opening hours	1,352
Planned closure hours	36
Unplanned closure hours	21
Total closure hours	56
% closed hours during year	4.14%
Summer Reading Challenge participants	171

Lambourn Library

We have been working with the Friends of Lambourn Library (FoLL) to re-organise Lambourn Library. The new layout will provide more space for community groups to make use of the library. The new shelving was put in in place last year with the help of an amazing group of volunteers.

The main challenges for this year are to implement the final stages of the layout change project and also to get more children coming into the library.



Knit and Natter at Lambourn Library

Clubs and groups

- **Art Group** – weekly
- **Book Group** – monthly
- **English Conversation** – weekly
- **Knit & Natter** – weekly
- **Rhymetime** – weekly in term time

Loans or renewals of library stock	10,835
Active borrowers	547
New borrowers	113
Reservations placed	364
Visits to the library	11,164
No. of public PCs	4
Public PC Usage (hours)	747
No. of public PC Users	119
No. of visits to public PCs	951
Weekly staff working hours	17
No. of volunteers	19
Volunteer hours	731
Weekly opening hours	15.5
Yearly opening hours	806
Planned closure hours	14
Unplanned closure hours	10
Total closure hours	23
% closed hours during year	2.85%
Summer Reading Challenge participants	67

Mortimer Library

Clubs and groups

- **Craft Club** – monthly
- **Monday Book Group** – monthly
- **Rhymetime** – weekly in term time
- **Tuesday Book Group** – monthly
- **Craft & Chat** – monthly

Mortimer remains a well used local library. The library also provides office space for Stratfield Mortimer Parish Council who we wish to thank for all their help particularly in recruiting a great team of local volunteers.



Loans or renewals of library stock	14,332
Active borrowers	775
New borrowers	125
Reservations placed	688
Visits to the library	12,594
No. of public PCs	3
Public PC Usage (hours)	304
No. of public PC Users	79
No. of visits to public PCs	576
Weekly staff working hours	20.50
No. of volunteers	22
Volunteer hours	557
Weekly opening hours	19
Yearly opening hours	988
Planned closure hours	13
Unplanned closure hours	8
Total closure hours	21
% closed hours during year	2.16%
Summer Reading Challenge participants	120

Newbury Library

The Children's Library has recently been re-vamped and the library also has specific study areas.

Clubs and groups

- **Code Club** – weekly in term time
- **Craft & Chat** – weekly
- **Credit Union info** – fortnightly
- **Family History Help** – weekly
- **Rhymetime** – twice weekly (Tuesdays and Wednesdays)
- **SilverSurfers** – weekly
- **Storytime** – weekly
- **Pets as Therapy** sessions



Book Groups

- **Saturday Book Group** – monthly
- **Thursday Book Group** – monthly
- **VIPs Book Group** – monthly

Loans or renewals of library stock	185,094
Active borrowers	10,015
New borrowers	2,258
Reservations placed	2,208
Visits to the library	158,926
No. of public PCs	27
Public PC Usage (hours)	22,869
No. of public PC Users	2,806
No. of visits to public PCs	27,573
Weekly staff working hours	413.08
No. of volunteers	51
Volunteer hours	1,105
Weekly opening hours	47
Yearly opening hours	2,444
Planned closure hours	24
Unplanned closure hours	12
Total closure hours	35
% closed hours during year	1.43%
Summer Reading Challenge participants	1,688

Pangbourne Library

Clubs and groups

- **Coffee & Craft** – weekly in term time
- **Family History** – promotes use of 'Ancestry' and our public computers. Monthly sessions are always fully booked
- **Pangbourne Heritage Group** – weekly drop-in for local residents to share memories
- **Rhymetime and Storytime** – alternate weeks
- **Author event** with Holly Webb was really successful and attracted new members
- **Coffee morning** – attracted new members

Children's craft weekly activity has unfortunately had to be discontinued because of the reduction in staff. We continue to try to get this popular activity reinstated with a volunteer.



Celebrated children's author Holly Webb visits Pangbourne Library

Loans or renewals of library stock	21,812
Active borrowers	1,084
New borrowers	248
Reservations placed	695
Visits to the library	20,253
No. of public PCs	4
Public PC Usage (hours)	910
No. of public PC Users	137
No. of visits to public PCs	1,287
Weekly staff working hours	23
No. of volunteers	34
Volunteer hours	894
Weekly opening hours	22
Yearly opening hours	1,144
Planned closure hours	12
Unplanned closure hours	12
Total closure hours	23
% closed hours during year	2.01%
Summer Reading Challenge participants	204

Thatcham Library

A team of Vodafone volunteers spent a day at Thatcham Library in January 2018 to give the children's library a makeover. They raised funds for some new storage, children's furniture, and soft toys.

During the year we had CCTV and improved lighting installed in the entrance of the library. This was a deterrent to deal with anti-social behaviour in this area. A continuing challenge is the lack of signage to the library. The library is set right back from the road and therefore hidden from view. Improved signage would raise awareness of the library location.



Clubs and groups

- **Art Group** - weekly
- **Book group** - monthly
- **IT lessons** - weekly
- **Family history** – weekly
- **Rhymetime** - weekly with a volunteer

Loans or renewals of library stock	46,840
Active borrowers	2,626
New borrowers	383
Reservations placed	871
Visits to the library	42,528
No. of public PCs	8
Public PC Usage (hours)	3,113
No. of public PC Users	536
No. of visits to public PCs	4,180
Weekly staff working hours	32
No. of volunteers	51
Volunteer hours	2,242
Weekly opening hours	33.5
Yearly opening hours	1,742
Planned closure hours	17
Unplanned closure hours	21
Total closure hours	38
% closed hours during year	2.15%
Summer Reading Challenge participants	556

Theale Library

Up until July 2018 Theale Library was a dual use library shared with Theale Green School. For reasons we fully understand, the school has decided to provide their own library on campus. West Berkshire Council Public Protection Partnership were able to rent some of the under-used space at the rear of the library which has replaced the income the library previously received from the school to cover the costs of the building. Working with the parish council we have been looking at how we can make the library building more user-friendly for local community groups, events and activities and that work will continue. Library staff staged a “re-launch” event on 13th October 2017 with a much anticipated visit by children’s author Holly Webb. The event was a great success. All in all, despite all the changes, the library has enjoyed a successful year with new people coming in to try it out all the time.



Clubs and groups

- **Big Kids Craft** - monthly
- **Craft & Chat** - weekly
- **Family History** - weekly
- **QuickCraft** - weekly
- **Author event** with Holly Webb was really successful
- **Bridge Club** - weekly
- **Evening Book Group** - monthly
- **Pets as Therapy** - weekly
- **Rhymetime** – weekly in term time

Loans or renewals of library stock	24,124
Active borrowers	1,449
New borrowers	255
Reservations placed	853
Visits to the library	24,972
No. of public PCs	8
Public PC Usage (hours)	1,540
No. of public PC Users	367
No. of visits to public PCs	2,580
Weekly staff working hours	25.92
No. of volunteers	22
Volunteer hours	1,196
Weekly opening hours	23.5
Yearly opening hours	1,222
Planned closure hours	0
Unplanned closure hours	15
Total closure hours	15
% closed hours during year	1.21%
Summer Reading Challenge participants	259

West Berkshire Mobile Library Service

This year saw the reduction of our mobile library service. However we maintain a well stocked mobile library vehicle, supported by 3 highly experienced members of staff, which visits 73 sites in the rural areas of West Berkshire every three weeks. Search online for West Berkshire Libraries Mobile Libraries for the timetable. Please get in touch if you would like to talk about helping us to develop the service further to best meet the needs of rural communities

paul.james@westberks.gov.uk

Loans or renewals of library stock	26,725
Active borrowers	710
New borrowers	65
Reservations placed	642
Visits to the library	8,550
No. of public PCs	n/a
Public PC Usage (hours)	n/a
No. of public PC Users	n/a
No. of visits to public PCs	n/a
Weekly staff working hours	74
No. of volunteers	n/a
Volunteer hours	n/a
Weekly opening hours	14.8
Yearly opening hours	770
Planned closure hours	11
Unplanned closure hours	27
Total closure hours	38
% closed hours during year	4.88%
Summer Reading Challenge participants	29



West Berkshire 'At Home' Service

Our 'At Home' library service is specifically for those customers who find it difficult to visit their local library because of age or disability. Library items are chosen for each customer by our DBS checked volunteers after an initial discussion about tastes and requirements. The volunteers then deliver books or spoken word CDs directly to the customer every 3 weeks.

Loans or renewals of library stock	8,861
Active borrowers	146
New borrowers	14
Reservations placed	270
Visits by the library	1,875
No. of volunteers	29

West Berkshire e-library

Our free e-library service is growing in popularity year on year and is now our third most popular library in terms of loans.

In December 2017 we introduced consortium functionality for e-magazines. This was negotiated through the SELMS consortium, and has enabled us to offer a greatly increased range of 134 e-magazine titles to our customers (previously we only had 52), and save money as well. Our e-magazine issues doubled in the first month as a result and have been growing ever since.

Loans or renewals of library stock	29,301
Reservations placed	4,779
Items added to stock	1461

West Berkshire website (www.westberks.gov.uk/libraries)

The number of website hits has decreased over the past year and we have had consistent customer feedback that it is difficult to navigate particularly for finding out about library events. During the coming year our priority is to act on this feedback and work with our web development team to create new more user friendly webpages.

Renewals of library stock	116,627
Active borrowers	6,582
Reservations placed	13,492
Visits to the website	91,891

West Berkshire Contact Centre (out of hours) 01635 519900

Renewals of library stock	5,228
Active borrowers	753

Volunteering

We have worked hard during the year to recruit more volunteers and by the end of 17/18 we had volunteer organisers in place in 6 out of our 8 libraries.

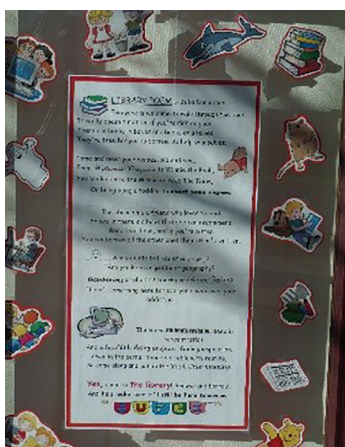
We have extended the range of tasks which volunteers can help us with and provided basic training on our library management system to a few volunteers at each branch so that they can cover periods when there are no library staff available. Initially we had not thought that this would be necessary but in practice in the smaller libraries it has proved very useful to have volunteers available to cover the lunchtime periods.

Our Volunteers Officer has sent out a quarterly newsletter to all volunteers to maintain good communication links and has also shared good practice tips about volunteering amongst all the libraries – see next page.

We held Christmas parties for volunteers at all the libraries to thank them for all their hard work and input to the library service.



Here are some examples of the great ideas and activities that are taking place in the libraries;



Theale Library volunteers have created a lovely window display, cleaning all the windows too.

They continue to deliver a fun packed craft group for the children each week, with something different to make each time.



Thatcham Library has had a group of Vodafone employees over to freshen up the children's area by painting some boards for the walls and donating some new furniture. Sue and Christine continue to deliver a great rota each week to ensure that the library can open.



Burghfield Library has had lots of DIY by volunteer Tim who has put up the new magazine stand making them look well organised and tidy.

Tim is also using his experience in fire safety to help Karen out in the library. Beth, Jane and Olivia are still running the children's craft activity once a month.

Lambourn Library has started a volunteer run rhymetime session which is becoming more and more popular each week with the local community. Pat has been busy counting the volunteer stats for Emna and Lynda at the end of each month.



Hungerford Library volunteers Richard and Hilary have been researching '100 years since women got the vote.' As a result of this research Stacy and Martina have created a display in the library.

Craft and chat continues to grow as do craft activities in the library.



Newbury Library volunteers are growing steadily, and they remain a consistent help with Code Club and many other activities.

Judith is a great help with stockwork and family history on a Friday, offering an appointment based session.

Volunteers Wendy, Maureen and Jane from Thatcham also help at Newbury and are a big support.



Pangbourne Library volunteers are helping with craft activities and Janet runs a busy rhymetime session. Volunteers are helping with book displays and also have organized events within the library, for example a McMillan coffee morning.

Mortimer Library volunteers Louise, Marjorie and Catherine continually deliver a fun and creative rhymetime session for the little ones.

At Home Service volunteers remain a great help to our customers who are housebound. David's experience of 15 years shows how rewarding this can be and is a great help to his readers.

Public Report

To Policy and Resources Committee

20 January 2020

Agenda item: 7. Council's land at Fifth Road

To consider a request from West Berkshire Therapy Centre to acquire part of the Council's land at Fifth Road to build a hydro-therapy facility.

Background:

West Berkshire Therapy Centre (WBTC) is fully established as a significant local service provider (<http://www.westberkshiretherapycentre.org.uk/>) and is now seeking a minimum of half an acre of land in or near Newbury/ Thatcham, so it can develop its therapy services further, including provision of a hydrotherapy pool. They have been looking for a site in this area for some time and the Council has discussed with WBTC making land available at either Hutton Close or Fifth Road. Their preferred option is Fifth Road (See attached map of Council's land at Fifth Road).

WBTC have received favourable pre-application advice from the Planning Authority: *it is considered that whilst there will be a loss of recreation space, on balance the principle of development for a specialist health care facility is acceptable. The development would be immediately adjacent to the defined settlement boundary within a sustainable location, it will not result in the loss of a sports pitch, the play area will be relocated and the use provides community facilities to enhance services in the District* (see plans attached)

Objective

To consider the Council's position towards a disposal of land at Fifth Road for the provision of Hydro-therapy Pool facilities for Newbury and West Berkshire.

Options

West Berkshire Therapy Centre sat that their proposed use will have social investment value and that this should be considered by the Council when agreeing terms and conditions for any disposal of this land to them. The Council could consider the following options:

- 1. An outright freehold purchase by West Berkshire Therapy Centre or by one of their supporters.** This would need to be at a price that was fair value to Newbury taxpayers as well as a reasonable cost to the charity providing a service to Newbury residents.
- 2. A time-limited lease purchase.** Similar to the above, at some point in the future the Council would take back the land into full ownership. The purchase price would be lower but the Council would have the benefit of a cash lump sum, also retaining the land for appropriate uses in the distant future. This is not WBTC's preferred option, but it would be considered provided such was for a period of at least 99 years and had suitably lenient site reparation clauses on termination.

3. A conventional commercial rental. WBTC claim that they would find such an option unaffordable.

4. A peppercorn or discounted rent agreement, might involve an annual payment to the Council of anything from £1 to whatever level of discount the Council might feel appropriate. The objectives would be several:

- the land stays in the ownership of the Council
- the rent would be more affordable to the Trustees of the facility
- the value to the community of the service provided may justify the relatively low rent
- the amount could perhaps be subject to regular review using an agreed formula that reflects the needs of all concerned

5. Other options. WBTC are be happy to consider any other options which the Council might propose.

Financial and Legal implications

This land is part of the transfer of various sites in Newbury from West Berkshire District Council to Newbury Town Council on 3 February 2003. The half-acre site required by WBTC is less than half of the total site but should this project proceed the existing playground would have to be relocated northwards.

The lands covered by the above transfer are subject to 2 different clawback provisions:

- | | | | | | | | |
|-------------------------------|---|-----|---|-----|---|-----|---|
| (3) "Disposal Additional Sum" | <table border="0"><tr><td style="vertical-align: top; padding-right: 10px;">(a)</td><td>75% of the difference between the consideration paid by the Transferee for the Property (including any part of it) and the consideration paid upon any Disposition of the Property (or any part of it) if the Disposition is completed within 10 years of the date of this transfer</td></tr><tr><td style="vertical-align: top; padding-right: 10px;">(b)</td><td>50% of the difference between the consideration paid by the Transferee to the Transferor for the Property (or any part of it) and the consideration paid upon any Disposition of the Property (or any part of it) if the Disposition is completed after 10 years but within 20 years of the date of this transfer</td></tr><tr><td style="vertical-align: top; padding-right: 10px;">(c)</td><td>25% of the difference between the consideration paid by the Transferee to the Transferor for the Property (or any part of it) and the consideration paid upon any Disposition of the Property (or any part of it) if the Disposition is completed after 20 years but within 30 years of the date of this transfer</td></tr></table> | (a) | 75% of the difference between the consideration paid by the Transferee for the Property (including any part of it) and the consideration paid upon any Disposition of the Property (or any part of it) if the Disposition is completed within 10 years of the date of this transfer | (b) | 50% of the difference between the consideration paid by the Transferee to the Transferor for the Property (or any part of it) and the consideration paid upon any Disposition of the Property (or any part of it) if the Disposition is completed after 10 years but within 20 years of the date of this transfer | (c) | 25% of the difference between the consideration paid by the Transferee to the Transferor for the Property (or any part of it) and the consideration paid upon any Disposition of the Property (or any part of it) if the Disposition is completed after 20 years but within 30 years of the date of this transfer |
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| (b) | 50% of the difference between the consideration paid by the Transferee to the Transferor for the Property (or any part of it) and the consideration paid upon any Disposition of the Property (or any part of it) if the Disposition is completed after 10 years but within 20 years of the date of this transfer | | | | | | |
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And

- (4) "Clawback Additional Sum"
- (a) 75% of the difference between the value of the Property following the Grant of planning permission in respect of it (or any part of it) and the value of the Property (or any part of it) at the date of this Transfer if planning permission is granted within 10 years of the date of this transfer
 - (b) 50% of the difference between the value of the Property following the grant of planning permission in respect of it (or any part of it) and the value of the Property (or any part of it) at the date of this Transfer if planning permission is granted after 10 years but within 20 years of the date of this transfer
 - (c) 25% of the difference between the value of the Property following the grant of planning permission in respect of it (or any part of it) and the value of the Property (or any part of it) at the date of this Transfer if planning permission is granted after 20 years but within 30 years from the date of this transfer

West Berkshire District Council has been asked to clarify its position regarding these clawback provisions should the Town Council agree to discount the value of this land, having regard to the "social investment return" of the proposed use. This is especially the case regarding clause 4 above should WBTC obtain planning permission for their proposal. The District Council has responded as follows:

Following request received from Newbury Town Council regarding the clawback terms for Fifth Road Recreation Ground site, having considered this and in view of the fact that part of the site is to be leased to West Berkshire Therapy Centre for the purposes of constructing a hydrotherapy centre, the Council has decided to forego the application of the clawback provision in this case subject to the following conditions:

- 1. The land be used for the express purpose for which this decision is sought and should the use of the site change then the clawback applies;*
- 2. The original clawback be extended, that should the freeholder (NTC) or leasehold owner (WBTC) benefit from such uplift through the sale of the land, within ten years from the date of planning consent being granted then this original clause will apply, and WBC would be entitled to 25% of that uplift.*

Should NTC wish to proceed with this proposal, we would ask that you ask your lawyers to draft amended deed on this basis for our approval.

Any restriction imposed by West Berkshire Council would also bind in the Purchaser as would any other restrictive covenants on the land. The Council may wish to negotiate other restrictions with the purchaser to ensure that the land is used by them and for the purpose for which it provided

Whichever route is taken concerning payment, WBTC need to obtain detailed planning permission. Therefore, the early stages would probably involve taking out an option to deal 'subject to planning permission'. Typically such options have a life span of 2-3 years. If planning consent cannot be secured, the option would lapse and the land would remain in the ownership of the Council.

Reference to Council Strategy, where relevant

The proposal accords with the Council's ambitions, as set out in the Strategy. The provision of this facility would contribute towards making Newbury a better place to live, work and visit. The provision of this facility would also meet the Council's objective to support initiatives to make Newbury a more inclusive town (O2.29)

Equality and Diversity impacts

The hydro therapy pool would enhance the range of facilities available in Newbury and make us a more inclusive town.

Consultation:

The Council will consult an independent valuer on the value of these lands and the various options referred to above. This advice will be considered when any proposal is agreed by the by the Council. Should the Council wish to progress it must decide on the return that will be required for the use of the land. Any agreed arrangement will be referred for public consultation before being approved by Full Council.

Recommendation(s)

1. That the Policy and Resources Committee agrees that the Council should consider the disposal of part of the Council's lands at Fifth Road to West Berkshire Therapy Centre and
2. That the Chief Executive Officer, together with the Chairpersons of the Policy and Resources Committee and the Community Services Committee (or their nominees) are authorised to progress these negotiations and bring any agreed proposals back to the next available meeting of this Committee to be agreed for public consultation.

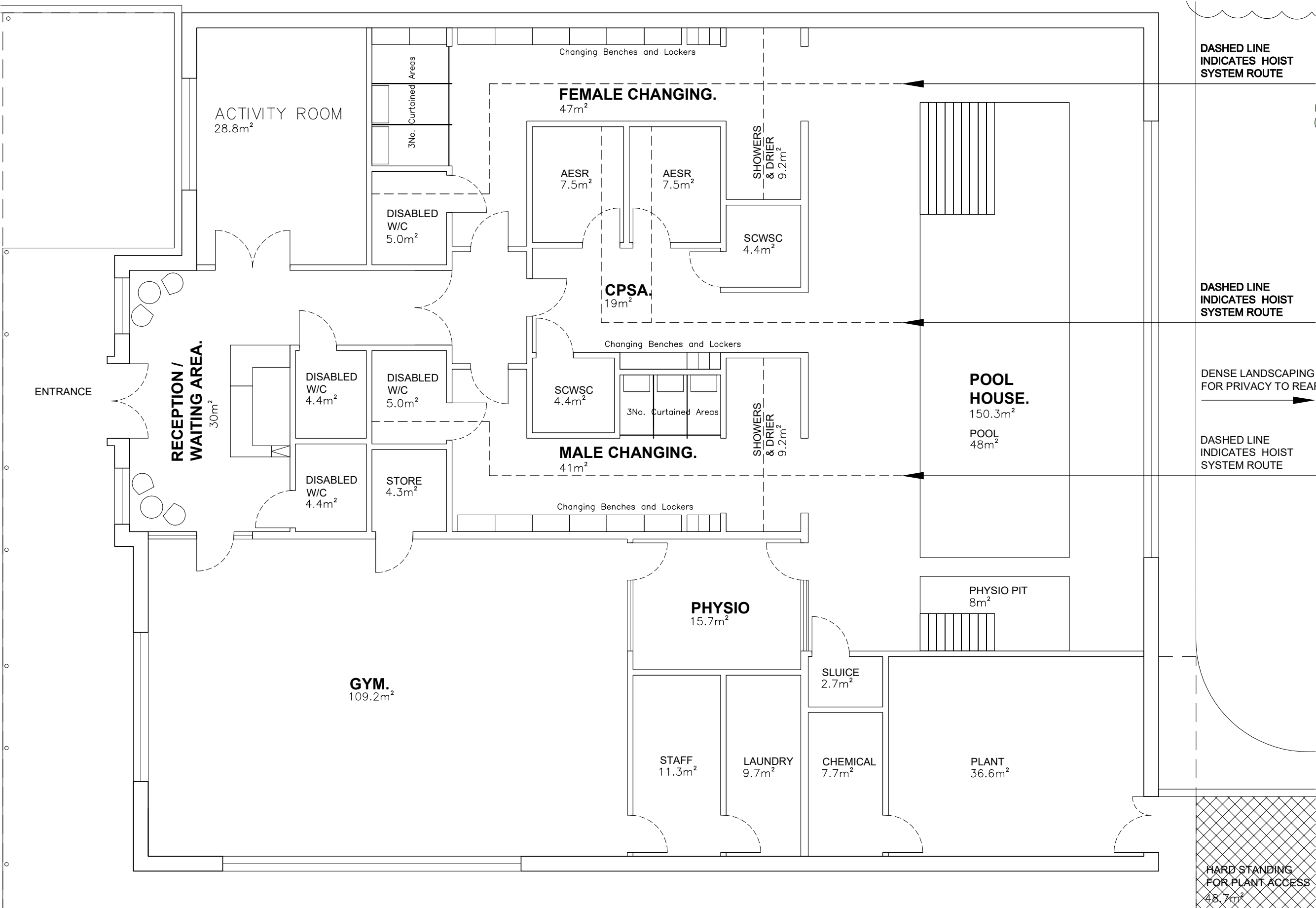
Signed: Hugh Peacocke
 Chief Executive Officer

12 January 2020

FIFTH ROAD RECREATION GROUND







DASHED LINE
INDICATES HOIST
SYSTEM ROUTE

DASHED LINE
INDICATES HOIST
SYSTEM ROUTE

DENSE LANDSCAPING
FOR PRIVACY TO REAR

DASHED LINE
INDICATES HOIST
SYSTEM ROUTE

PROPOSED GIA:
588m²

revision/date	note
 morseWEBB architects The Byre The Street Bramley Hampshire RG26 5DE T: 01256 587888 W: www.morsewebb.co.uk	

project
**West Berkshire
Hydrotherapy Centre**

title
Proposed Building Layout

status
PRELIMINARY

scale	date
1:100 @A3	January 2018

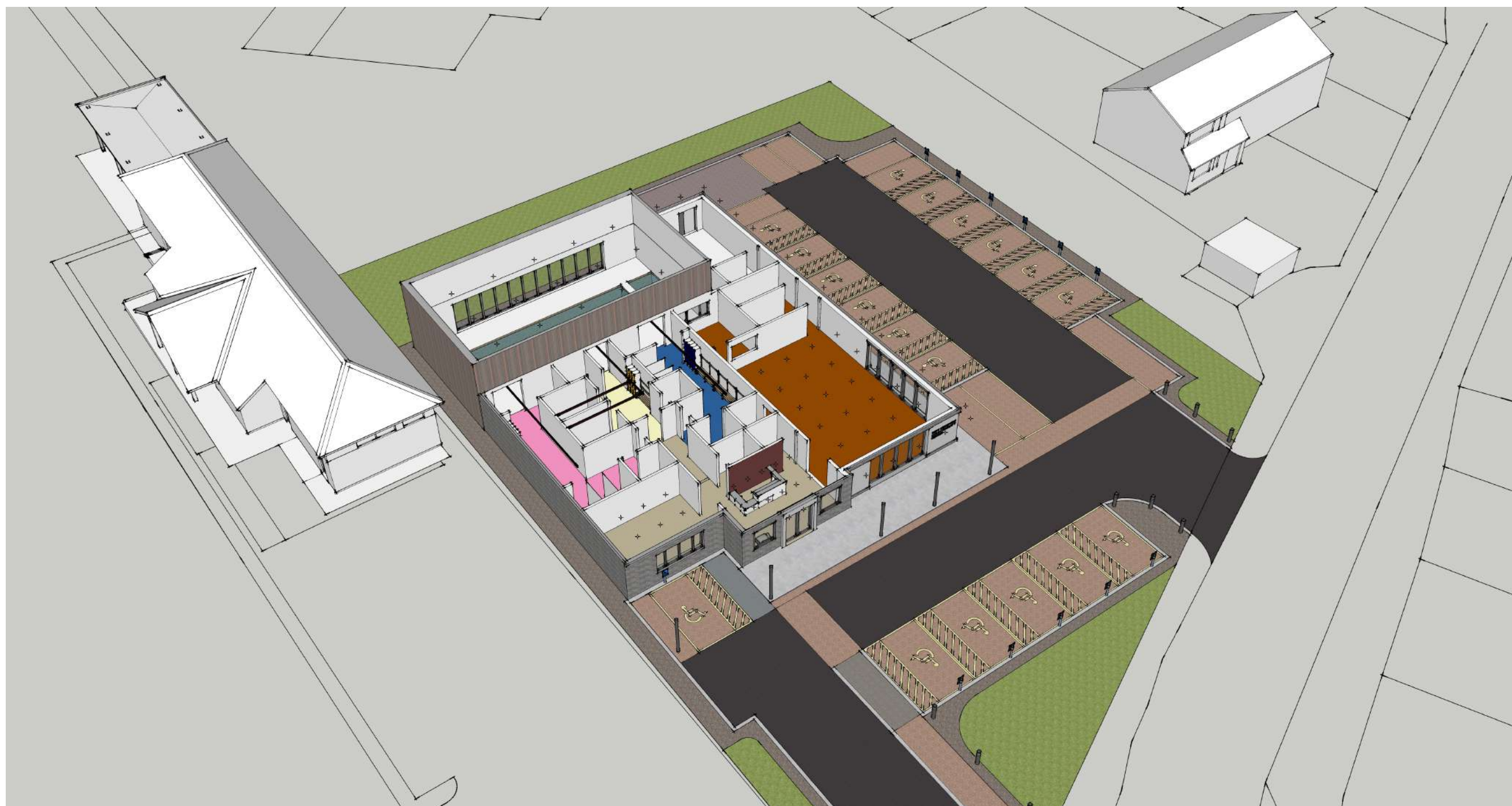
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WEST BERKSHIRE HYDROTHERAPY CENTER
ENTRANCE VIEW 1.



WEST BERKSHIRE HYDROTHERAPY CENTER
REAR VIEW 1.



WEST BERKSHIRE HYDROTHERAPY CENTER
INTERNAL VIEW 1.



WEST BERKSHIRE HYDROTHERAPY CENTER
MASSING VIEW 1.



Strategy 2019-2024

Version 3 for Full Council on 3rd February 2020

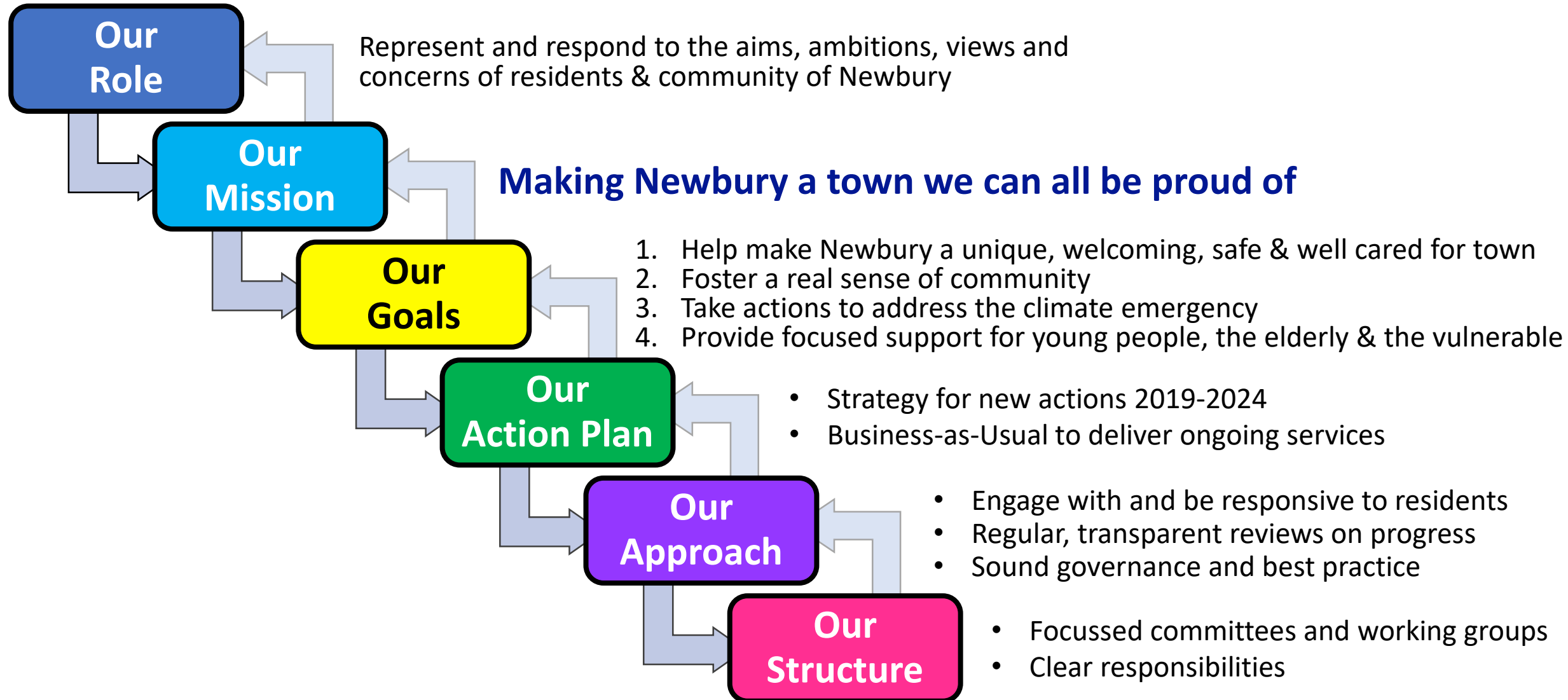
14th January 2020

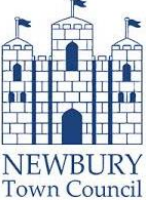
Making Newbury a town we can all be proud of

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4. Our Goals	8
5. Our Action Plan	9
1. Help make Newbury a unique, welcoming, safe and well cared for Town	10
2. Foster a real sense of community	16
3. Take actions to address the climate emergency	18
4. Focused support for youth, the elderly and the vulnerable	20
6. Our Approach	21
7. Our Structure	23

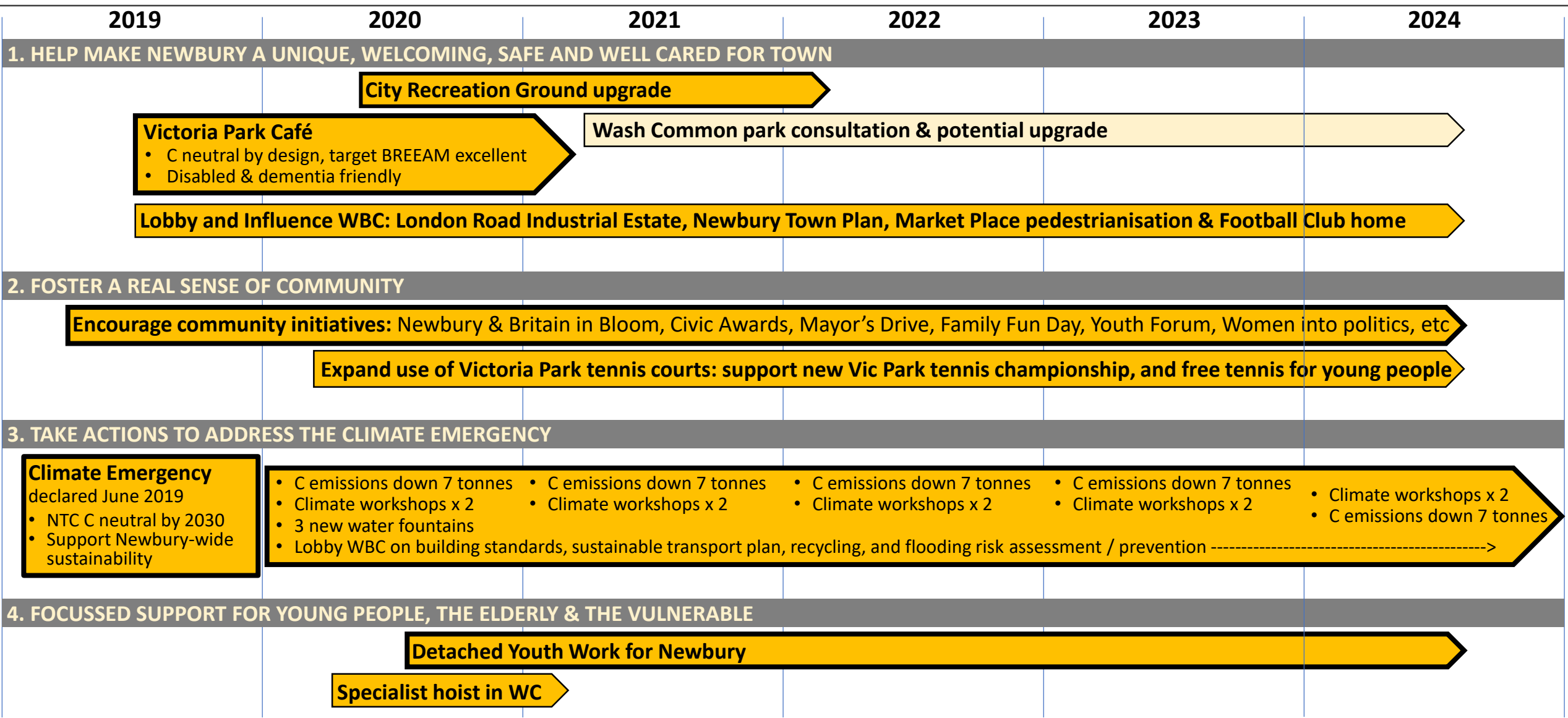
Summary for our new strategy





Making Newbury a town we can all be proud of

Summary of Key Strategic Actions 2019-2024



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



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

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

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

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



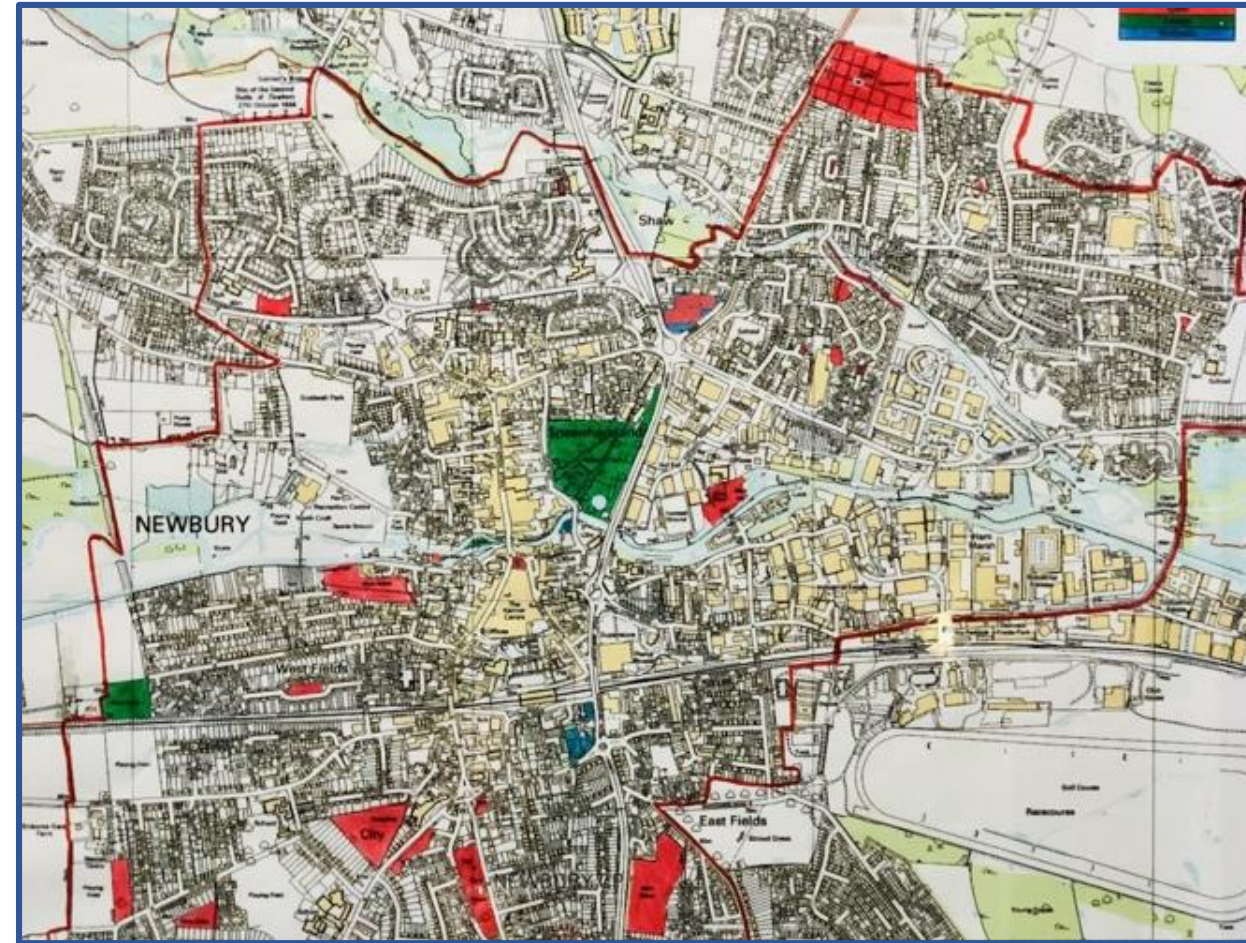
- Planning & building control
- Roads, transport & parking
- Licensing
- Care & housing
- Schools, learning & libraries
- Consumer & environmental protection
- Rubbish & recycling
- Leisure, parks & countryside
- Tax & benefits

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

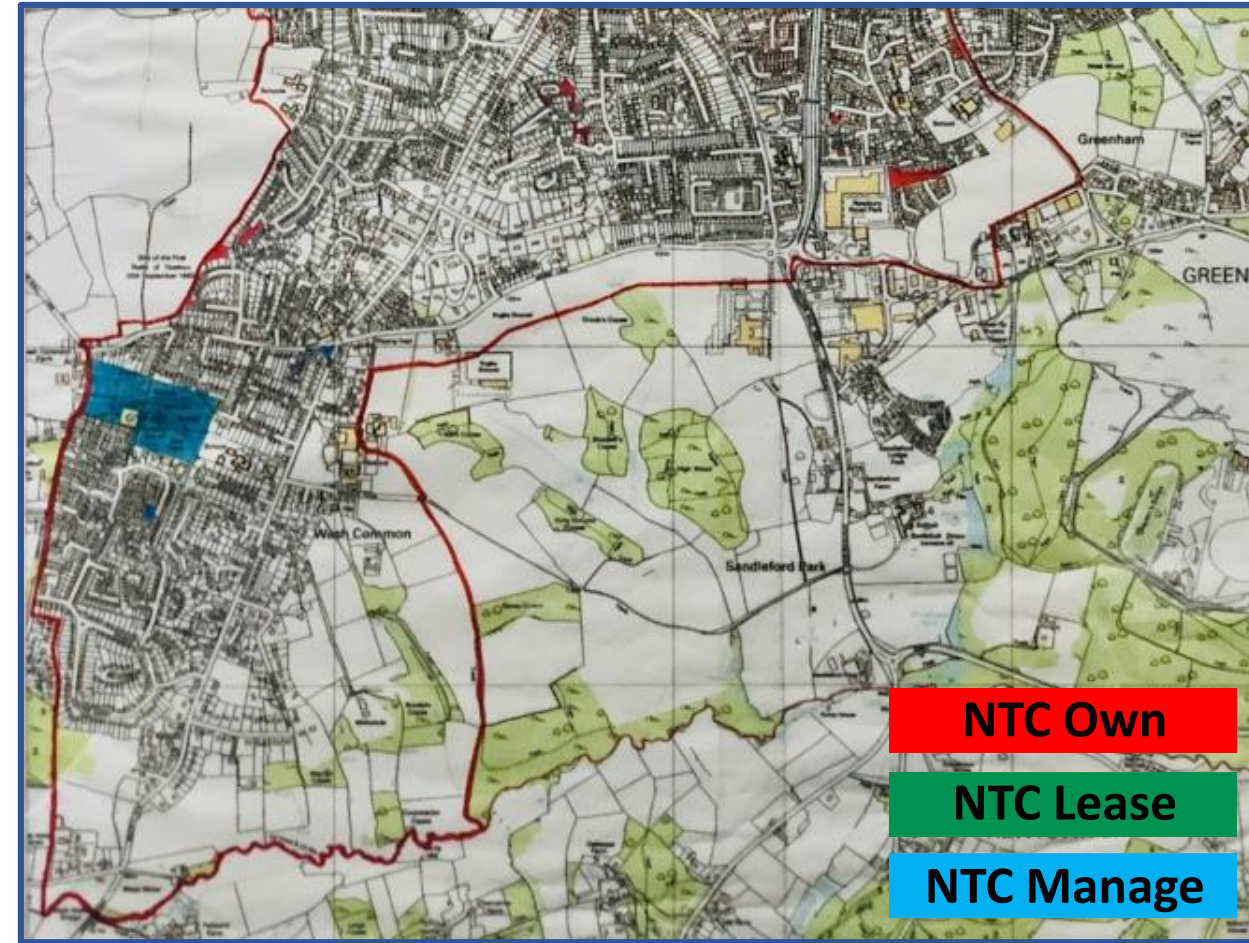
Newbury parish boundary and land we own, lease and manage

Our
Role

Newbury Parish – northern half



Newbury Parish – southern half

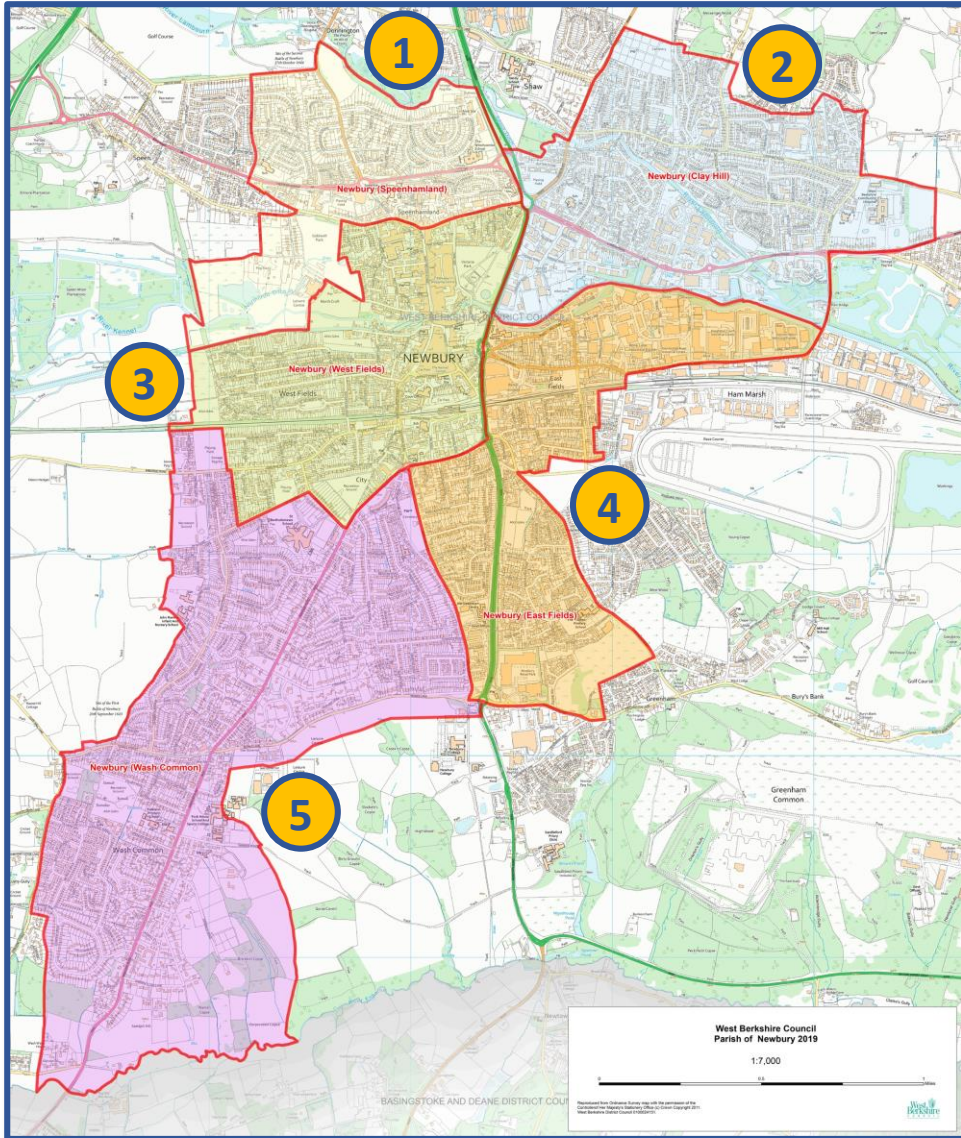


NTC Own

NTC Lease

NTC Manage

Newbury parish wards and Councillors



1. Speenhamland

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

2. Clay Hill

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

3. West Fields

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

4. East Fields

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

5. Wash Common

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

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

Our Goals – *Where are we heading?*

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

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

2. Foster a real sense of community

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

3. Take actions to address the climate emergency

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

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

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

Coding to understand type of strategy action points

1. Specific project activity – roman font
2. *Business as usual items – italic font*

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

A. Provide outstanding parks, playgrounds and public spaces

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

B. Run vibrant charter and farmers' markets

1. By end 2020, develop a new, coherent strategy for town's Charter, Farmers' and Artisan markets with Newbury BID and other invited bodies
2. *Run an annual meeting with all market traders to gather their views and agree joint action plan to enhance our market*

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

C. Run thriving Allotments

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

D. Provide well-kept and peaceful Cemeteries

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

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

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

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

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

1. Well-presented town:

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

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

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

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

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

3. Well-being:

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

4. Safety:

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

5. Support Visitors:

- a) By end 2020, agree a co-operation plan with coach operators who bring visitors to the town to make them feel welcome and encourage them to continue to stop off in Newbury
- b) Work with Newbury BID and other organisations to encourage sustainable tourism growth in the interest of the town's economy
- c) *Provide brochures, maps, signage and other information for the benefit of visitors to Newbury*
- d) *Work with partners to ensure Newbury "arrival points" (Tesco roundabout, train stations, car parks etc) give visitors a good impression*

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

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

1. Lobby West Berkshire Council to adopt the following into their new Local Plan, expected in Q1/Q2 2020
 - a) The relevant parts of the Newbury Town Plan 2019-2036
 - b) An environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport
 - c) Opposition to the use of Permitted Development Rights for change of use to residential in established employment areas, and request the planning authority to seek article 4 directions in this matter
2. London Road Industrial Estate redevelopment
 - a) Institute regular meetings with West Berkshire Council following each meeting of the LRIE Project Board to ensure prompt updates and opportunity for NTC to provide input – Q4 2019
 - b) Ensure full participation and input into any consultation on the redevelopment of the LRIE – timing dependent on WBC
3. Newbury Vision 2036
 - a) Lobby WBC to ensure NTC is represented on the core project team for the development of the new Newbury Vision 2036
 - b) Ensure the Newbury Town Plan 2019-2036 and the views of our residents form a central part of the input to any consultation on the new Newbury Vision 2036
4. Lobby WBC to:
 - a) Provide a suitable permanent home for Newbury Football Club in the parish of Newbury with facilities equal to or better than the old ground. The ground should have good walking and cycling access to the town centre, good public transport links, and adequate parking
 - b) Devolve to NTC powers under S215 of the Planning Act to enable us to take action against owners of lands or buildings which detract from the amenity of the area (See also 1.G.11.e)
 - c) Complete a Conservation Area Appraisal for the town
5. Work with Newbury BID and other relevant organisations to lobby WBC for the permanent pedestrianisation of the Market Place, excluding Mansion House and Wharf Streets. Aim for decision by end Q3 2020

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

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

6. Neighbourhood Development Plan
 - a) By end 2020, explore the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions
 - b) By end Q1 2021: decide whether to move forward with a Neighbourhood Development Plan based on both the cost benefit investigation and the success or otherwise of G1-G4 above
7. Work with and support the Canal Corridor Working Group to prepare an action plan by the end of Q3 2020 for the future development and protection of the Canal Corridor
8. Promote and encourage investment in the Town Centre, especially south of the Canal Bridge, including a coherent plan for the Kennet Centre
9. Work closely with WBC, the BID, Thames Valley Police and other organisations that are important to the success and wellbeing of the town and its residents
10. Work with partners to grow Newbury's reputation as a centre of high-tech excellence
11. Support and encourage the devolution of decision making and service delivery to the most appropriate level
12. Use our role as statutory consultee for Planning to:
 - a) Encourage diverse shopping and eating out options with a significant number of independents
 - b) Encourage a modal shift in transport by prioritising walking, cycling and public transport
 - c) Maintain pressure for significant provision of social housing, including houses for social rent
 - d) Improve environmental standards and reduce carbon footprint of new building and infrastructure projects
 - e) Lobby, encourage and assist WBC in enforcing S215 repairs to land and buildings that diminish the town's appearance (see also G3b)
 - f) Continue to pressure WBC to maintain, respect and protect our Conservation Area (see also 1.G.3.c)
 - g) Request the planning authority to address the flood risks associated with development proposals and ensure that these are properly addressed
 - h) Lobby the Local Planning Authority as appropriate on issues of importance for the wellbeing and prosperity of the people of Newbury
 - i) Comment on all planning and licensing applications in, near, or affecting the town and continue to provide a service to residents of Newbury who wish to comment on them further and seek to influence West Berkshire Council on all planning applications of significance
 - j) Comment and respond to the Highways Authority (West Berkshire District Council) on consultations and proposals for highways, traffic and parking schemes in Newbury

2. Foster a real sense of community

A. Arrange and Manage Inspiring Civic events and Mayoral calendar

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

B. Stage and support enjoyable and inclusive community events

- 1. Work with and support the tennis coaches to stage a Victoria Park tennis championship. Target first championship in 2020.*
- 2. By end Q2 2020, explore options for utilising downtime on the Victoria Park tennis courts to offer free tennis to young people*
- 3. Support the re-establishment of Art in the Park and other public arts events*
- 4. Work with Newbury BID and other parties to explore options for a Christmas Market in Newbury from 2020*
- 5. Hold an Annual Family Day in early summer in Victoria Park for the enjoyment of our residents and to promote the park and its facilities*
- 6. Organise and support the annual Mayor's Drive in July to give the over 75s an enjoyable day out*
- 7. Support and promote selected community events through financial assistance and / or provision of venues and facilities, notably, but not limited to: Christmas Lights, Music at the Band Stand, and the Newbury Carnival*
- 8. Support Newbury in Bloom and participation in Britain in Bloom to raise Civic Pride and encourage and acknowledge efforts by the community, businesses, residents and other organisations of Newbury*
- 9. Encourage and facilitate residents' participation in social, recreational and sporting activities by providing suitable facilities in appropriate places*
- 10. New: Where it fits with other Council initiatives, encourage and support community involvement as appropriate – e.g. community litter picks, community planting / clearing for biodiversity etc*

2. Foster a real sense of community

C. Celebrate and recognise individual and community achievements

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

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

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

3: Take actions to address the climate emergency

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

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

3: Take actions to address the climate emergency

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

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

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

A. Provide funding to support youth work in Newbury

1. Launch a new fund dedicated to delivering much needed youth work for Newbury, running from April 2020 to March 2024.
This fund will form part of the budget for the next 4 years to enable our partners to plan effectively and deliver the best possible outcomes

B. Support initiatives to make Newbury a more inclusive town

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

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

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

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

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

2. Promote cultural identity and equality of opportunity

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

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

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

Our Approach – Part 2 = Policy Area 3 from current strategy **Newbury Town Council, its Members and its Officers will:**

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

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

Our Structure

- **People**

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

- **Decision Making**

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

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

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

Newbury Town Council 2020/21 Budget - Version 4, 15th January 2020 for P&R

		Current Year 2019/20		Projected	Next Year	Variance	
		Agreed	Actual YTD	Expenditure	Budget	2020-21	
		Budget	30.11.2019		2020/21	vs 2019-20	
100	Staff						
4000	Salaries/Nl/PAYE	431,000	289,111	431,000	456,500	(25,500)	est 2% NJC increase & 2% LGPS Ers increase & £5,000 5.9%
4010	Misc Staff Expenses	2,500	1,632	2,500	2,500	-	
4045	Salary Reallocation	(428,403)	(289,048)	(431,000)	(451,625)	23,222	see separate sheet for breakdown of salary allocations (as above less £5k)
	Expenditure	5,097	1,695	2,500	7,375	(2,278)	
1990	Miscellaneous Income	-	180	180	-	-	
	Total Income	-	180	180	-	-	
100	Net Expenditure	5,097	1,515	2,320	7,375	(2,278)	
110	Central Services						
4045	Salary Reallocation	25,931	17,496	25,931	28,394	(2,463)	
4050	Bank Charges	2,000	1,422	2,000	2,000	-	
4055	Election Expenses	5,000	-	5,000	-	5,000	£47,581 in reserves
4060	NYC	300	9	300	300	-	
4065	Local Democracy Week	300	295	295	600	(300)	
	Expenditure	33,531	19,222	33,526	31,294	2,237	
1090	Interest Received	3,200	3,918	5,000	5,000	(1,800)	
1990	Miscellaneous Income	-	5	5	5	(5)	
	Total Income	3,200	3,923	5,005	5,005	(1,805)	
110	Net Expenditure	30,331	15,299	28,521	26,289	4,042	
200	P&R General						
4045	Salary Reallocation	41,020	27,677	41,020	51,543	(10,523)	
4100	Members Carers Expenses	390	54	390	750	(360)	750 Members' Carers Allowance
4105	Members' travel & subsistence	360	-	100	-	360	combined with line above
4110	Bus shelter advertising	800	304	800	800	-	
4120	Precept Leaflet	1,000	-	1,200	1,200	(200)	
4125	P&R Projects Fund	9,000	2,411	9,000	5,000	4,000	
	Expenditure	52,570	30,446	52,510	59,293	(6,723)	
	Total Income	-	-	-	-	-	
200	Net Expenditure	52,570	30,446	52,510	59,293	(6,723)	
210	Grants and Contributions						
4150	Grants for Climate Change projects	-	-	-	10,000	(10,000)	
4155	Youth Work	-	-	-	25,000	(25,000)	Minimum £20K expected for Berkshire Youth, rest tbc
4160	Cont. to Christmas Lights	12,000	12,000	12,000	12,000	-	
4165	Greenham Community Youth	-	-	-	-	-	May be funded from 4155, or Grants
4170	Volunteer Centre	500	500	500	500	-	
4175	Newbury Carnival	2,000	-	2,000	-	2,000	carnival postponed to 2020 - EMR the money from 19/20

4180	Grant Sub Committee	20,000	20,000	20,000	24,500	(4,500)	per Grants sub committee
4185	CAB Grant	20,000	20,000	20,000	20,000	-	
4190	CCTV	12,000	-	12,000	12,000	-	
4205	WBC- cont to Library Service	31,275	7,819	31,275	15,000	16,275	including £4k only for mobile library service in Newbury?
	Expenditure	97,775	60,319	97,775	119,000	(21,225)	
1990	Miscellaneous income	-	2,000	2,000	-	-	refund of grant from 18/19
	Total Income	-	2,000	2,000	-	-	
210	Net Expenditure	97,775	58,319	95,775	119,000	(21,225)	
220	Corporate Services						
4200	Visitor Information	500	577	500	1,500	(1,000)	Strategy talks of promoting visitor growth with BID (£1000 from EMR)
4220	Training and Development	5,000	5,327	5,400	7,000	(2,000)	
4225	Advertising Recruitment	1,500	535	750	1,000	500	
4230	Telephone	5,550	3,726	5,550	5,650	(100)	£381.40x12=£4577 Tog Tec, + £1080 Vodafone for 2x mobiles
4235	Postage	2,900	1,139	2,000	2,200	700	about £600 to come from P&H committee fund for planning letters
4240	Printing/Stationery	3,200	1,807	3,200	3,200	-	about £300 to come from P&H committee fund for planning letters
4245	Office Equipment	2,000	1,759	2,000	2,000	-	
4250	IT	8,600	8,904	9,500	11,600	(3,000)	£1606 broadband, £8231 Technique, £773 RBS Omega, £500 adobe,
4255	Professional Fees	8,000	4,264	8,000	8,000	-	inc £500 for painting valuation
4260	Audit	3,800	445	3,800	3,800	-	External audit £2k + £450 internal audit x 4
4265	Subscriptions	4,300	4,360	4,300	4,400	(100)	BALC £3496 19/20, SLCC £386 19/20, ICO £60, DPO £120? NAMM £165, ICCM £95
4270	Photocopier Charges	5,300	3,110	5,300	3,000	2,300	£242 pq from Jan 20, plus copies
4275	Advertising General	1,200	815	1,200	1,200	-	
4280	Recycling Costs	1,100	428	900	900	200	£52.53 pm
4285	GM Contract admin fee (WBC)	2,700	-	2,700	2,700	-	
4290	Capital IT expenditure	4,000	3,916	4,000	6,500	(2,500)	inc £1k server insurance and £2k for new mobile work station (TH)
4420	Insurance	14,500	13,503	14,500	14,500	-	
	Expenditure	74,150	54,615	73,600	79,150	(5,000)	

		Current Year 2019/20		Next Year			
		Agreed Budget	Actual YTD 30.11.2019	Projected Expenditure	Budget 2020/21		
1120	Grants & Donations Received	-	-	-	-	-	
1990	Miscellaneous Income	25	2,670	2,670	25	-	
	Total Income	25	2,670	2,670	25	-	
220	Net Expenditure	74,125	51,945	70,930	79,125	(5,000)	
290	Town Hall						
4045	Salary Reallocation	59,089	39,868	59,089	60,738	(1,649)	
4310	reconnect drinking fountain	-	-	-	1,850	(1,850)	From Gen reserves
4315	Town Hall survey	4,780	4,600	4,600	8,700	(3,920)	floor plans (from Gen Reserves)
4320	Town Hall Refurb	5,000	-	5,000	5,000	-	lighting, refurb of reception staircase
4325	PWLB Loan Interest	69	69	69	-	69	For TH lift - ends in Sept 2019
4330	PWLB Loan Capital	2,500	2,500	2,500	-	2,500	For TH lift - ends in Sept 2019
4335	Town Hall Maintenance Fund	-	-	-	-	-	
4345	Replacement Solar Panel Inverter	-	-	-	1,500	(1,500)	to replace 3kw inverter for solar panel (from Gen Reserves)
4405	Rates	10,510	8,529	10,510	10,771	(261)	allowing for 1.7% CPI + BID 1.5%
4410	Water	500	283	500	500	-	
4415	Energy Supplies	10,800	(2,631)	10,800	11,400	(600)	new contract - higher price
							But savings from low energy etc

4416	Energy conservation projects				12,140
4425	Repairs and Maintenance	22,500	17,109	22,500	57,500
4430	Maint. Contracts	13,750	9,184	13,750	14,163
4440	Fire Extinguishers	733	837	837	700
4445	Security	800	-	800	800
	Expenditure	131,031	80,348	130,955	185,762
1270	Suite Lease Income	38,000	22,827	36,000	36,000
1275	Solar Panel Income	400	-	400	400
1280	Chamber Hire	7,000	3,730	6,000	6,500
1285	Projector Hire	50	-	10	-
1990	Miscellaneous Income	10	64	64	10
	Total Income	45,460	26,621	42,474	42,910
290	Net Expenditure	85,571	53,727	88,481	142,852

(12,140) office lights and storage heaters (from Gen Reseves)
(35,000) £35k extra in year one (from gen reserves), £65k yr 2, £55 year 3
(413) allowing for 3% increase
33 will be less once new quote received
-
(54,731)

		Current Year 2019/20		Next Year	
		Agreed Budget	Actual YTD 30.11.2019	Projected Expenditure	Budget 2020/21
295	Weddings				
4045	Salary Reallocation	1,658	1,119	1,658	1,422
4340	weddings expenditure	1,000	1,001	1,001	1,000
	Expenditure	2,658	2,120	2,659	2,422
1280	Chamber Hire	2,000	2,131	2,200	2,500
	Total Income	2,000	2,131	2,200	2,500
295	Net Expenditure	658	(11)	459	(78)

-
2,000 Suite 7 lease ends Aug 20 (Suite 1 rent reduced)
-
500
50 combine with chamber hire
-
2,550
(57,281)
-
-

300	Newtown Road Cemetery				
4045	Salary Reallocation	2,342	1,580	2,342	2,413
4315	Survey				3,500
4355	Toilet Hire	1,300	895	1,200	1,300
4405	Rates	294	323	323	378
4415	Energy Supplies	800	305	800	800
4416	Energy conservation projects				1,000
4425	Repairs and Maintenance	6,330	3,775	6,330	11,730
4430	Maint. Contracts	10,825	6,253	10,825	11,150
4435	Maint. Contracts Unscheduled	1,200	-	1,200	1,200
4440	Fire Extinguishers	100	48	100	100
4515	Tree Surveys & Works	466	-	466	
	Expenditure	23,657	13,179	23,586	33,571
1300	Cemetery Income	10	40	40	10
1990	Miscellaneous Income	100	-	-	100
	Total Income	110	40	40	110
300	Net Expenditure	23,547	13,139	23,546	33,461

-
-
236
- £625 license fee plus advertising, staffing costs
236
(500)
(500)
736
-
-
(71)
(3,500) Topographical survey (from gen reserves)
- JL's estimate
(84) plus 15% transitional relief and 1.7% CPI
-
(1,000) new heater for chapel (from general reserves)
(5,400) Redecoration & minor external repairs to chapel £5,400 (from gen reserves)
(325) increased by 3%
-
- Current contract ends 25.3.19
466
(9,914)
-
-
-
-
(9,914)
-
-
-

		Current Year 2019/20		Next Year	
		Agreed Budget	Actual YTD 30.11.2019	Projected Expenditure	Budget 2020/21
305	Shaw Cemetery				

-
-
-
-

4045	Salary Reallocation	21,079	14,222	19,565	21,722
4250	IT	1,160	544	1,160	1,160
4315	Survey				6,400
4400	Rent Payable	1,000	-	1,000	1,000
4405	Rates	955	840	955	1,228
4410	Water	400	1,993	2,000	1,110
4415	Energy Supplies	1,550	192	1,550	1,700
4416	Energy conservation projects				1,860
4425	Repairs and Maintenance	13,000	2,289	13,000	13,560
4430	Maint. Contracts	58,710	33,912	58,710	60,471
4435	Maint. Contracts Unscheduled	2,000	-	-	2,000
4440	Fire Extinguishers	250	121	250	250
4515	Tree Surveys & Works	2,528		2,528	
	Expenditure	102,632	54,113	100,718	112,461
1300	Cemetery Income	45,000	17,376	32,000	35,000
1990	Miscellaneous income	-	165	165	-
	Total Income	45,000	17,541	32,165	35,000
305	Net Expenditure	57,632	36,572	68,553	77,461

310	Markets				
4045	Salary Reallocation	23,931	16,146	23,931	25,575
4265	Subscriptions	325	358	358	360
4275	Advertising General	2,500	2,156	2,500	2,500
4365	Free car parking				4,000
4360	Market Management	13,500	9,900	13,500	13,500
4405	Rates	8,100	6,627	8,100	8,236
4415	Energy Supplies	1,000	463	1,000	1,000
4425	Repairs and Maintenance	3,000	(362)	2,000	2,100
4445	Security	260	-	-	
	Expenditure	52,616	35,288	51,389	57,271
1320	Market Income	40,000	20,714	32,000	34,000
1990	Miscellaneous income	20	-	20	20
	Total Income	40,020	20,714	32,020	34,020
310	Net Expenditure	12,596	14,574	19,369	23,251

		Current Year 2019/20		Next Year	
		Agreed Budget	Actual YTD 30.11.2019	Projected Expenditure	Budget 2020/21
315	War Memorial				
4045	Salary Reallocation	3,451	2,328	3,451	5,505
4425	Repairs and Maintenance	1,000	19	1,000	1,000
	Expenditure	4,451	2,347	4,451	6,505
315	Net Expenditure	4,451	2,347	4,451	6,505
320	Footway Lighting				
4045	Salary Reallocation	3,452	2,329	3,452	5,506
4415	Energy Supplies	6,400	3,008	6,400	7,100
4425	Repairs and Maintenance	9,000	5,254	9,000	9,000
	Expenditure	18,852	10,591	18,852	21,606

(643)
- £1100 in Oct 19
(6,400) Topographical Survey (from gen reserves)
-
(273) plus 15% transitional relief and 1.7% CPI
(710)
(150) new contract, increased price
(1,860) two heaters in chapel (from general reserves)
(560) includes £5560 for headstone surveys (from Gen Reserves)
(1,761) increased by 3%

- Current contract ends 25.3.19

2,528

(9,829)

-

10,000 1 per week

-

10,000

-

(19,829)

-

-

(1,644)

(35) £358 in 19/20

-

(4,000) Cancelled. Pay for joint consultant with the BID from reserves ~£4k

- £1100pm 19/20

(136) CPI 1.7% plus 1.5% for BID

-

900

260 no longer required

(4,655)

-

6,000

-

6,000

-

(10,655)

-

-

-

-

-

(2,054)

- put unspent into EMR to replace worn sculpture on top

(2,054)

(2,054)

-

-

(2,054)

(700) new contract, price increase

-

(2,754)

320	Net Expenditure	18,852	10,591	18,852	21,606	(2,754)	
325	Clock House					-	
4045	Salary Reallocation	3,452	2,329	3,452	5,505	(2,053)	
4415	Energy Supplies	580	404	580	620	(40)	new contract, increased price
4425	Repairs and Maintenance	1,200	1,143	1,200	3,000	(1,800)	Repairs req following survey
	Expenditure	5,232	3,876	5,232	9,125	(3,893)	
325	Net Expenditure	5,232	3,876	5,232	9,125	(3,893)	
330	Street Furniture					-	
4045	Salary Reallocation	3,451	2,328	3,451	5,506	(2,055)	
4425	Repairs and Maintenance	3,000	1,475	3,000	5,400	(2,400)	New recycle bin options in Strategy
4460	Grit Bins	7,500	3,795	7,500	4,500	3,000	
	Expenditure	13,951	7,598	13,951	15,406	(1,455)	
330	Net Expenditure	13,951	7,598	13,951	15,406	(1,455)	
335	Recreation Grounds					-	
4045	Salary Reallocation	12,694	8,565	12,008	13,823	(1,129)	
4410	Water	510	555	700	600	(90)	
4415	Energy Supplies	2,000	814	2,000	2,000	-	
4425	Repairs and Maintenance	4,500	7,436	8,000	6,940	(2,440)	to include 2 new water refill points (paid for from General reserves)
4430	Maint. Contracts	26,265	15,171	26,265	27,053	(788)	increased by 3%
4435	Maint. Contracts Unscheduled	2,500	109	2,500	2,500	-	
4515	Tree Survey & Works	1,131	-	1,131		1,131	
	Expenditure	49,600	32,650	52,604	52,916	(3,316)	
1355	Income - Pitches	632	1,595	2,200	2,200	(1,568)	
1990	Miscellaneous income	-	10	10	-	-	
	Total Income	632	1,605	2,210	2,200	(1,568)	
335	Net Expenditure	48,968	31,045	50,394	50,716	(1,748)	
		Current Year 2019/20		Next Year			
		Agreed Budget	Actual YTD 30.11.2019	Projected Expenditure	Budget 2020/21		
340	Play Areas					-	
4045	Salary Reallocation	17,767	11,988	17,767	17,033	734	
4425	Repairs and Maintenance	8,000	7,250	8,000	8,000	-	
4430	Maint. Contracts	20,721	11,968	20,721	21,343	(622)	increased by 3%
4435	Maint. Contracts Unscheduled	1,000	-	1,000	1,000	-	
4520	Replacement Play Equipment Fund	20,000	2,398	20,000	-	20,000	not required if CIL used instead
	Expenditure	67,488	33,604	67,488	47,376	20,112	
340	Net Expenditure	67,488	33,604	67,488	47,376	20,112	
345	Victoria Park					-	
4045	Salary Reallocation	37,529	25,321	32,716	29,744	7,785	
4325	PWLB Loan Interest & repayment	14,000	-	-	5,000	9,000	as reported to FC on 21.10.19 - will vary
4355	Toilet Hire	700	-	700	700	-	in case new café not opened in time
4410	Water	3,500	1,799	3,500	3,500	-	
4415	Energy Supplies	1,500	1,795	2,000	1,700	(200)	
4425	Repairs and Maintenance	17,700	10,026	17,700	17,700	-	May be less if rental income is used for R&M £632 for tennis court gate maintenance+ £2200 for splash park annual mainten
4430	Maint. Contracts	59,520	33,533	59,520	61,306	(1,786)	increased by 3%
4435	Maint. Contracts Unscheduled	2,500	(180)	2,500	2,500	-	
4440	Fire Extinguishers	200	97	200	200	-	Out of contract
4445	Security	500	-	500	500	-	CCTV (£262 maintenance)and £145 kiosk alarm
4465	Tennis courts maintenance Fund	3,600	-	3,600	3,600	-	Maintenance fund - annually in line with LTA funding agreement

4475	LTA Registration Fee	330	330	330	330	-	£110 for each tennis court
4480	Music at the Bandstand	2,550	2,550	2,550	2,720	(170)	£160 per band
4485	Tennis Promotion	-	-	-	1,500	(1,500)	Promotion and annual tournament (£785 from EMR)
4490	VP Family Day	2,500	2,207	2,207	2,500	-	
4515	Tree Survey & Works	2,563	-	2,563		2,563	
	Expenditure	149,192	77,478	130,586	133,500	15,692	
1360	Income - tennis courts	10,000	7,355	8,600	9,000	1,000	
1380	Income - Bowling Club	900	450	900	900	-	
1385	Income - Kiosk/Cafe	8,000	2,600	2,600	4,000	4,000	part year - café opening in Summer 2020?
1500	Other open spaces income	200	2,350	2,350	2,300	(2,100)	fairground rent
1600	Sponsorship	1,000	-	-	-	1,000	
1905	CIL income	14,000	-	-	-	14,000	CIL used to pay VP café loan charges
1990	Miscellaneous Income	907	1,942	1,942	250	657	money from Bowls Club for pavement-19/20 final instalment of £906.75 due
	Total Income	35,007	14,697	16,392	16,450	18,557	
345	Net Expenditure	114,185	62,781	114,194	117,050	(2,865)	

		Current Year 2019/20		Next Year			
		Agreed Budget	Actual YTD 30.11.2019	Projected Expenditure	Budget 2020/21		
350	Open Spaces					-	
4045	Salary Reallocation	12,693	8,564	12,693	13,824	(1,131)	
4400	Rent Payable	170	175	175	175	(5)	Lock island and tow path
4410	Water	80	83	120	100	(20)	
4425	Repairs and Maintenance	4,000	1,306	4,000	12,350	(8,350)	rees at Blossoms Field £8350 (from gen reserves)
4430	Maint. Contracts	68,804	40,044	68,804	70,868	(2,064)	increased by 3%
4435	Maint. Contracts Unscheduled	3,000	-	3,000	3,000	-	
4515	Tree Survey & Works	2,962	-	2,962		2,962	
	Expenditure	91,709	50,172	91,754	100,317	(8,608)	

350	Open Spaces					-	
1395	Wayleave Income	25	-	25	25	-	
1500	Other Open Spaces Income (Hutton Close)	15,000	15,000	15,000	-	15,000	1st year recd in 18/19, second year in 19/20 - to EMR
	Total Income	15,025	15,000	15,025	25	15,000	
350	Net Expenditure	76,684	35,172	76,729	100,292	(23,608)	

355	Floral Displays & Trees					-	
4045	Salary Reallocation	6,393	4,313	6,393	5,889	504	
4425	Repairs and Maintenance	400	245	400	400	-	
4430	Maint. Contracts	20,639	11,921	20,639	21,258	(619)	increased by 3%
4500	Tree planting	2,000	955	2,000	3,000	(1,000)	
4505	Edible Crops	300	173	300	300	-	
4510	Additional Floral Displays	1,500	155	1,500	1,500	-	
4470	Tree maintenance fund	-	-	-	-	-	For future years
	Expenditure	31,232	17,762	31,232	32,347	(1,115)	
1600	Sponsorship	-	-	-	-	-	
1990	Miscellaneous Income	1,800	2,050	2,050	2,050	(250)	
	Total Income	1,800	2,050	2,050	2,050	(250)	
355	Net Expenditure	29,432	15,712	29,182	30,297	(865)	

360	Britain & Newbury in Bloom					-	
4045	Salary Reallocation	9,276	6,259	9,276	15,297	(6,021)	
4710	Newbury in Bloom	7,000	2,577	3,200	7,000	-	£2k from EMR)

	Expenditure	16,276	8,836	12,476	22,297	(6,021)
1600	Sponsorship	500	500	500	500	-
	Total Income	500	500	500	500	-
295	Net Expenditure	15,776	8,336	11,976	21,797	(6,021)
						-
		Current Year 2019/20			Next Year	
		Agreed	Actual YTD	Projected	Budget	
		Budget	30.11.2019	Expenditure	2020/21	
420	Wash Common Allotment					-
4045	Salary Reallocation	5,533	3,733	5,533	5,781	(248) kept separate as a charity
4410	Water	485	709	750	600	(115)
4425	Repairs and Maintenance	1,600	639	1,600	1,600	-
4430	Maint. Contracts	1,357	784	1,357	1,398	(41) increased by 3%
4435	Maint. Contracts Unscheduled	280	-	280	280	-
4450	Extra security measures	500	-	500	1,000	(500) We need to replace some of the fence
4515	Tree Survey & Works	58	-	58	-	58
	Expenditure	9,813	5,865	10,078	10,659	(846)
						-
1400	Allotment Income	3,000	3,116	3,116	3,200	(200)
	Total Income	3,000	3,116	3,116	3,200	(200)
420	Net Expenditure	6,813	2,749	6,962	7,459	(646)
						-
421	Allotments (except Wash Common)					-
4045	Salary Reallocation	27,665	18,666	28,525	28,906	(1,241)
4400	Rent Payable	850	425	850	850	- £212.5x4
4410	Water	3,000	4,185	3,500	3,500	(500)
4425	Repairs and Maintenance	9,400	5,043	9,400	9,400	-
4430	Maint. Contracts	6,780	3,918	6,780	6,983	(203) increased by 3%
4435	Maint. Contracts Unscheduled	1,730	-	1,730	1,730	-
4450	Extra security measures	3,000	-	3,000	3,000	- Fence issues on 3 sides £3000 annually
4515	Tree Survey & Works	292	-	292	-	292
	Expenditure	52,717	32,237	54,077	54,369	(1,652)
						-
1400	Allotment Income	18,000	18,679	18,679	19,000	(1,000)
1990	Miscellaneous Income	40	75	75	40	-
	Total Income	18,040	18,754	18,754	19,040	(1,000)
435	Net Expenditure	34,677	13,483	35,323	35,329	(652)
						-
430	Wharf Toilets					-
4045	Salary Reallocation	6,655	4,490	6,655	5,743	912
4195	Wharf Toilets Contract	11,500	5,740	11,500	11,500	- 5 yr. contract ends 2.4.22
4405	Rates	7,000	7,084	7,084	7,096	(96) rates not yet cancelled by govt
4415	Energy Supplies	-	567	567	-	-
4425	Repairs and Maintenance	2,000	3,516	3,516	2,000	- Hoist included below in CIL expenditure
	Expenditure	27,155	21,397	29,322	26,339	816
						-
430	Net Expenditure	27,155	21,397	29,322	26,339	816
						-
		Current Year 2019/20			Next Year	
		Agreed	Actual YTD	Projected	Budget	
		Budget	30.11.2019	Expenditure	2020/21	
490	S106 & CIL Received in Year					-
						-

1900	S.106 income received	-	-	-	-	
1905	CIL income received	323,235	323,235	-	-	
	Total Income	-	323,235	323,235	-	
500	CPA&L General					
4045	Salary Reallocation	28,549	19,262	28,549	23,778	4,771
4600	CPA&L Committee Fund	1,500	-	1,500	500	1,000
4610	Env Improvement Sche	1,000	-	1,000	-	1,000 as recommended by CPA&L
4620	Music in the Market Place				1,000	(1,000) as recommended by CPA&L
4625	Art Trail	1,000	-	1,000	1,000	- as recommended by CPA&L
4636	VE/ VJ Day celebrations				2,000	(2,000) Adjusted down to reflect latest budget
	Expenditure	32,049	19,262	32,049	28,278	3,771
1990	Miscellaneous Income	-	-	-	-	-
	Total Income	-	-	-	-	-
	500 Net Expenditure	32,049	19,262	32,049	28,278	3,771
505	Civic Responsibility					
4045	Salary Reallocation	34,383	23,199	32,656	31,766	2,617
4652	Mayors Allowance 2019/20	-	104	500	-	-
4651	Mayors Allowance 2020/21	2,500	-	-	2,500	-
4655	Honorarium	3,375	1,800	3,375	3,375	-
4660	Mayor Making	2,500	1,774	2,353	2,500	-
4665	Remembrance	1,400	882	1,400	2,400	(1,000) additional 1,000 for PA system
4670	Regalia	-	1,428	1,428	2,000	(2,000) insurance valuation (£500 also in prof fees for paintings)
4680	Civic Hospitality & Events	1,500	945	1,000	1,500	-
4690	Twin Towns	250	1,724	1,724	250	-
4700	Civic Award Scheme	500	-	500	1,000	(500) as recommended by CPA&L
4705	Watership Brass	650	650	650	650	-
	Expenditure	47,058	32,506	45,586	47,941	(883)
1600	Sponsorship	-	190	190	-	-
1990	Miscellaneous Income	-	1,225	1,225	-	-
	Total Income	-	1,415	1,415	-	-
	505 Net Expenditure	47,058	31,091	44,171	47,941	(883)
		Current Year 2019/20		Next Year		
		Agreed Budget	Actual YTD 30.11.2019	Projected Expenditure	Budget 2020/21	
600	Planning & Highways					
4045	Salary Reallocation	40,410	27,265	40,410	46,211	(5,801)
4800	P&H Committee Fund	2,000	728	1,000	1,000	1,000
4805	Heritage Working Group	-	1,541	1,541	3,000	(3,000)
	Neighbourhood Development Plan				10,000	(10,000) in Strategy (£3k from EMR. £7k from gen reserves)
	Overheads Expenditure	42,410	29,534	42,951	60,211	(17,801)
1120	Grants & Donations Received	100	320	320	200	(100)
1600	Sponsorship	-	-	-	-	-
	Total Income	100	320	320	200	(100)
	600 Net Expenditure	42,310	29,214	42,631	60,011	(17,701)

900 Capital & Projects

4905	CIL Expenditure	24,300	-		318,000
9010	CAPEX VP Cafe	349,099	36,172	38,663	485,100
9020	CAPEX changing rooms	199,000	-	-	-
9040	CAPEX Tree Maintenance reserve	5,000	8,895	8,895	5,000
	Expenditure	577,399	45,067	47,558	808,100
1120	Grants & Donations Received	80,000	-	-	-
1900	S.106 Money Spent	51,000	-	-	51,000
1905	CIL money spent	49,300	-	-	318,000
1805	Loan Proceeds	200,000	-	-	250,000
	Total Income	380,300	-	-	619,000
900	Net Expenditure	197,099	45,067	47,558	189,100

	Current Year 2019/20		Next Year	
	Agreed Budget	Actual YTD 30.11.2019	Projected Expenditure	Budget 2020/21
Total Budget Expenditure	1,812,301	782,127	1,259,465	2,164,891
Income	590,219	456,512	501,771	782,235
Net Expenditure	1,222,082	325,615	757,694	1,382,656

Expenditure from / (to) Reserves	197,099	(699,368)	(267,289)	275,585
1076 Precept Received	1,024,983	1,024,983	1,024,983	1,107,071

- Do not use 9000 codes for 20/21 - use 4000 codes eg 4900 and 4905 - then spend from EMR

(293,700) £25k café; £10k café loan; £12K hoist in toilet; £10k railway signage; £10k Canal Corridor; £4k defibrillators; £125k City Rec; £10k S.106, 250k PWLB, £159,100 reserves.

(136,001) £51k S.106, 250k PWLB, £159,100 reserves.

199,000

- to bring it back to £10k (figure varies according to money spent in year)

(230,701)

-

80,000

- £51k café,

(268,700) £25k café; £10k café loan; £12K hoist in toilet; £10k railway signage; £10k Canal Corridor; £4k defibrillators; £125k City Rec; £10k S.106, 250k PWLB, £159,100 reserves.

(50,000) PWLB for VP café

(238,700)

-

7,999

-

-

(352,590)

(192,016)

-

(160,574)

-

(78,486) £187832 EMR- £159,100 VP café, £5k tree reserves - see detailed list

-

(82,088)

(2,115,540)

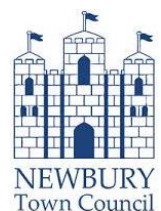
Tax Base Information			
	2019/20	2020/21	Increase
Precept		1,107,071	82,088
Tax Base		12,894.50	-80
Band D council tax equivalent	£/annum	85.86	6.85
Increase/decrease	p/week	1.65	0.13



Budget 2020/21 to deliver year 1 of Strategy 2019-2024

14th January 2020

Making Newbury a town we can all be proud of



Sources of funds for Newbury Town Council

1. Newbury Town Council receives funds from the following sources:

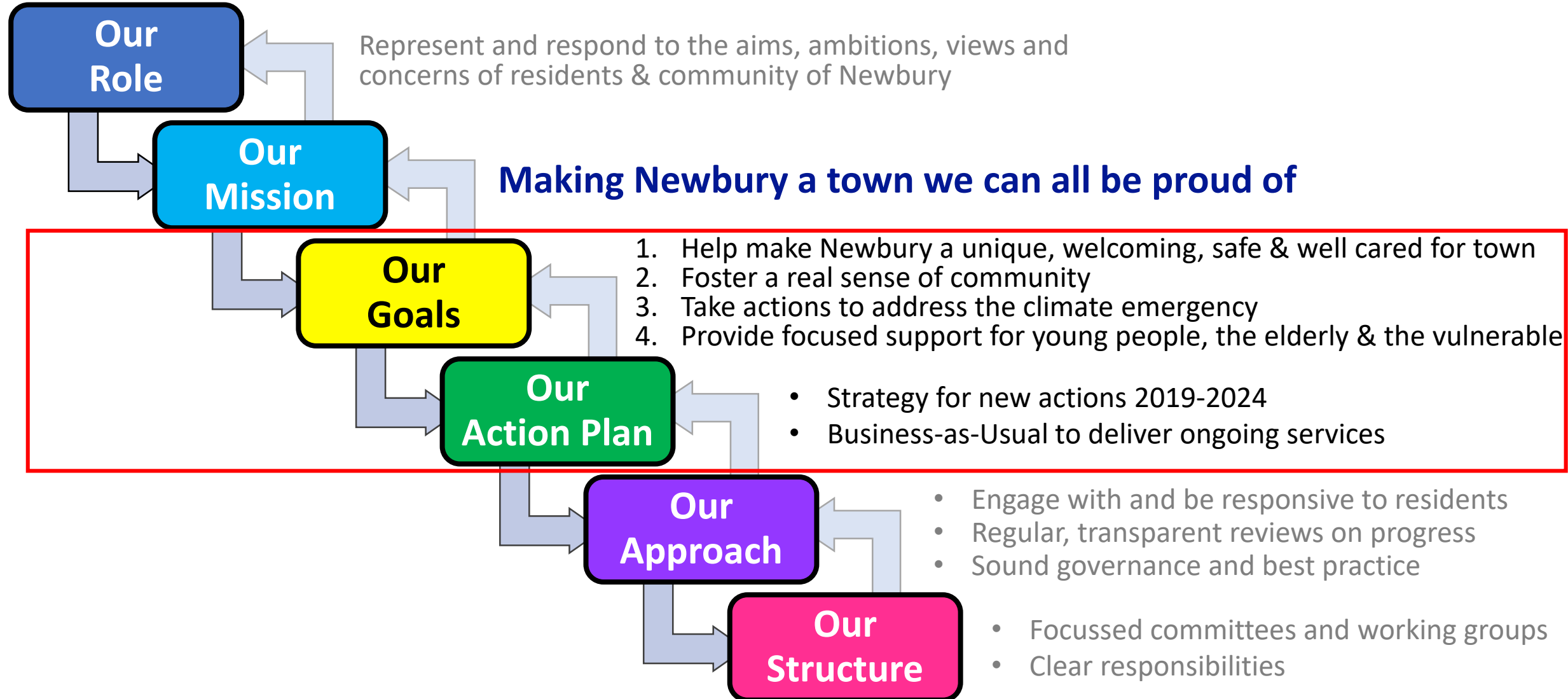
1. Income that we generate from some of the services we provide, for example allotment rent
2. The precept which is paid by all households in the parish of Newbury
3. Developers contributions in the form of the Community Infrastructure Levy (CIL) and Section 106 (S106)
4. Reserves that the Council has accrued over time
5. Loans from the Public Works Loan Board (PWLb) for major capital projects

2. Our reserves:

1. Over time Newbury Town Council has built up reserves. These serve two purposes:
 1. as a contingency to ensure we can continue to deliver our services for at least 4 months if all other funding ceases
 2. to deliver specific projects (earmarked reserves) or other projects in line with our strategy at the time (general reserves)
2. While we must maintain a minimum level of reserves, it is important that we do not 'hoard' excessive reserves of public money which could otherwise be spent to improve the town of Newbury for the residents.
3. We will ensure that future budgets build our reserves to ensure the following can be funded from reserves on an ongoing basis:
 1. upkeep and refurbishment of our buildings: the Town Hall, the Chapels at Shaw & Newtown Road, & the Clock Tower
 2. the refurbishment / replacement of playground and other park equipment when it reaches the end of its life
 3. the care, safety and replacement and expansion of all our trees and other planting



In October 2019 we agreed our new draft strategy. Since then we have developing our plans and budget to start delivering our goals and our action plan.





Our objectives when setting the budget for 2020/21

1. Making Newbury a town we can all be proud of:

1. We need to ensure we continue to deliver to a high standard the core services expected by our residents
2. We need to fund key new strategic projects to improve the town

2. Value for Money:

1. We will make expenditure savings where we can, as long as this does not jeopardise the ongoing delivery of our core services
2. Wherever possible we will use CIL, S106 and PWLB to fund projects and this will help minimise the precept
3. Where prudent we will use our reserves to pay for major maintenance projects (for example the Town Hall roof) and other one-off projects that fit with our strategy.



We have agreed the key new strategic projects for 2020/21

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

1. Major upgrade to the City Recreation Ground based on the results of our latest public consultation. Start in 2020.
2. New permanent café for Victoria Park: redesign with target BREEAM Excellent and to meet new Environment Agency flood guidelines, gain planning permission & build. Aiming to open the new café by Easter 2021.

2. Foster a real sense of community

1. Community events: VE / VJ 75th anniversary celebrations, Music in the Market Place, Victoria Park tennis championship
2. Civic Awards as a stand-alone event, with a new category for best environmental contribution

3. Take actions to address the climate emergency

1. Upgrade the heating & lighting in the Town Hall and our two cemetery chapels to reduce CO2 emissions & reduce costs in future years
2. Launch a Climate Fund to support local environmental groups with projects that will reduce CO2 emissions in Newbury
3. Help reduce plastic bottle waste by installing new drinking water taps for the public in the City Recreation Ground and Blossoms Field, and re-connecting the historic tap on the Town Hall
4. Run a trial in one of our parks using segregated waste bins with the aim of boosting recycling rates

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

1. Launch a new fund dedicated to delivering much needed youth work for Newbury. This fund will form part of the budget for the next 4 years to enable our partners to plan effectively and deliver the best possible outcomes
2. Explore options for the best location, and then Install a specialist hoist in at least one public toilet in Newbury that will enable carers to change older children / young people on the changing table when needed rather than on the floor

We have identified savings vs 2019/20 budget in order fund the new projects

1. Replacement play equipment

1. We can fund all required replacement from CIL in the coming year and therefore do not need precept funding for this

2. Contribution to West Berkshire Library Services

1. West Berkshire Council (WBC) is statutorily required to provide library services across West Berkshire
2. In 2017 WBC announced plans to close several libraries and limit opening times at others. Their plans were successfully challenged resulting in fewer closures. WBC then asked the town and parish councils in West Berkshire to make a voluntary contribution to the library service. Newbury Town Council agreed to contribute over the following 3 years. This agreement ends in March 2020
3. Newbury Town Council believes WBC should meet its statutory obligation to fully fund and provide library services without seeking funding from town and parish councils
4. However, Newbury Town Council will continue to make a contribution in 2020/21, albeit at a reduced level

3. Other savings

1. These are a combination of more cost effective contracts, budget cuts, and as a result of projects being completed and therefore no longer requiring funds

4. Changing rooms in Victoria Park

1. The previous council planned to build a new set of changing rooms in Victoria Park to cater for FA level football
2. This council has decided not to proceed with this project and to use the savings of £174,000 from CIL / S106 funds towards the new café in Victoria Park which will include some changing facilities for use by tennis coaches and tennis players

We are faced with unavoidable rises in costs and a loss of income

1. Inflationary rises

1. The salaries, national insurance and pension contributions of our hard-working officers are rising on the basis of national agreements, and due to increased experience and higher qualifications earned
2. The costs of our energy, water and rates has also risen
3. Our grounds maintenance contract rises annually in line with the CPI

2. IT services and infrastructure rises

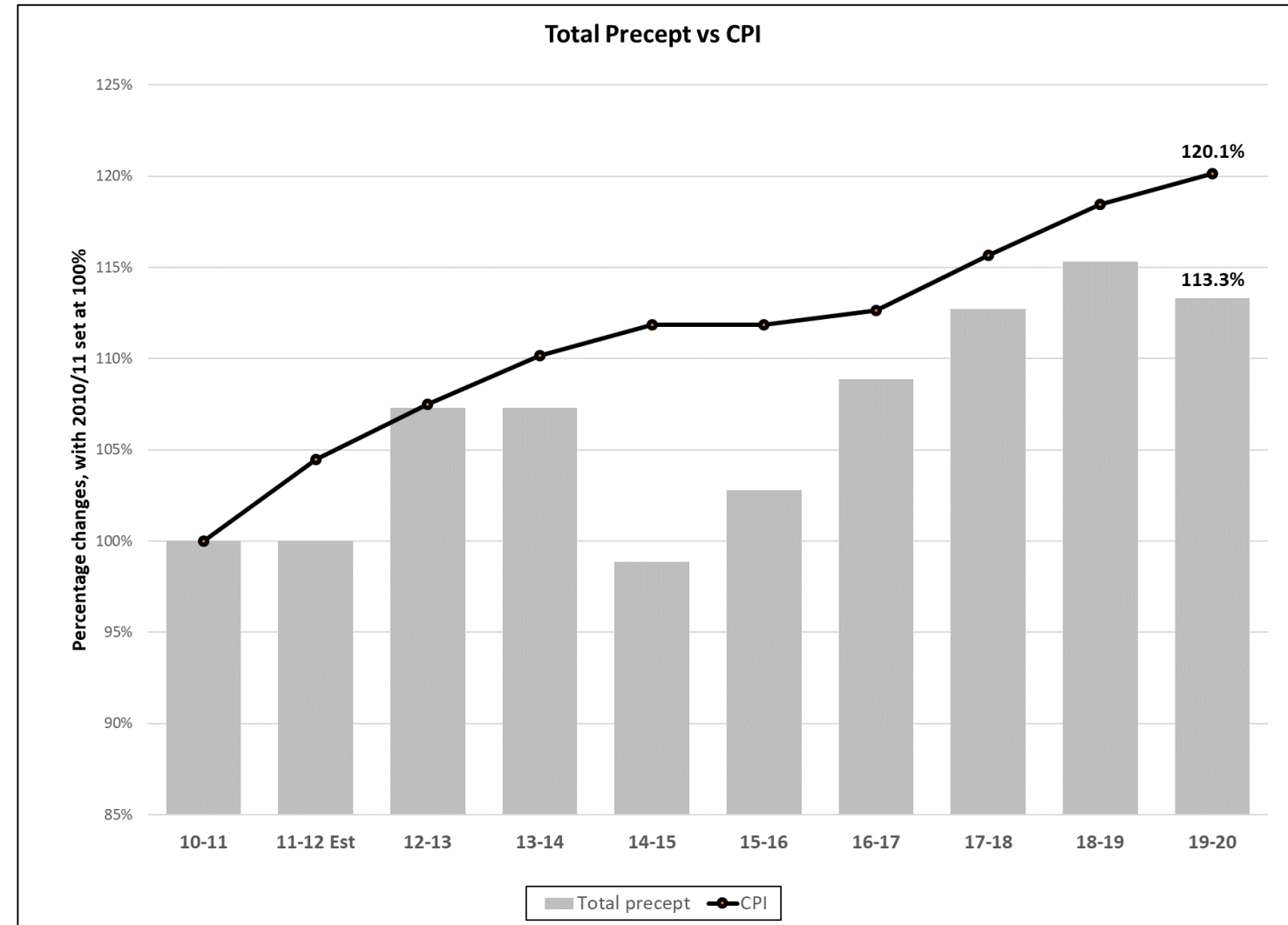
1. We have had to upgrade our IT to ensure ongoing reliability of service and the security of our data

3. Loss of income

1. The income from burials at Shaw Cemetery has been falling for some years, and we are reflecting this in the budget
2. The income from the charter markets on Thursdays and Saturdays has also been falling for some years, and we are also reflecting this in the budget
3. For the last 2 years we have received rent from a developer for temporary use of some of our land at Hutton Close while they build new houses. This agreement has now finished.
4. Other, smaller reductions to more accurately reflect expectations

Total Precept and Inflation

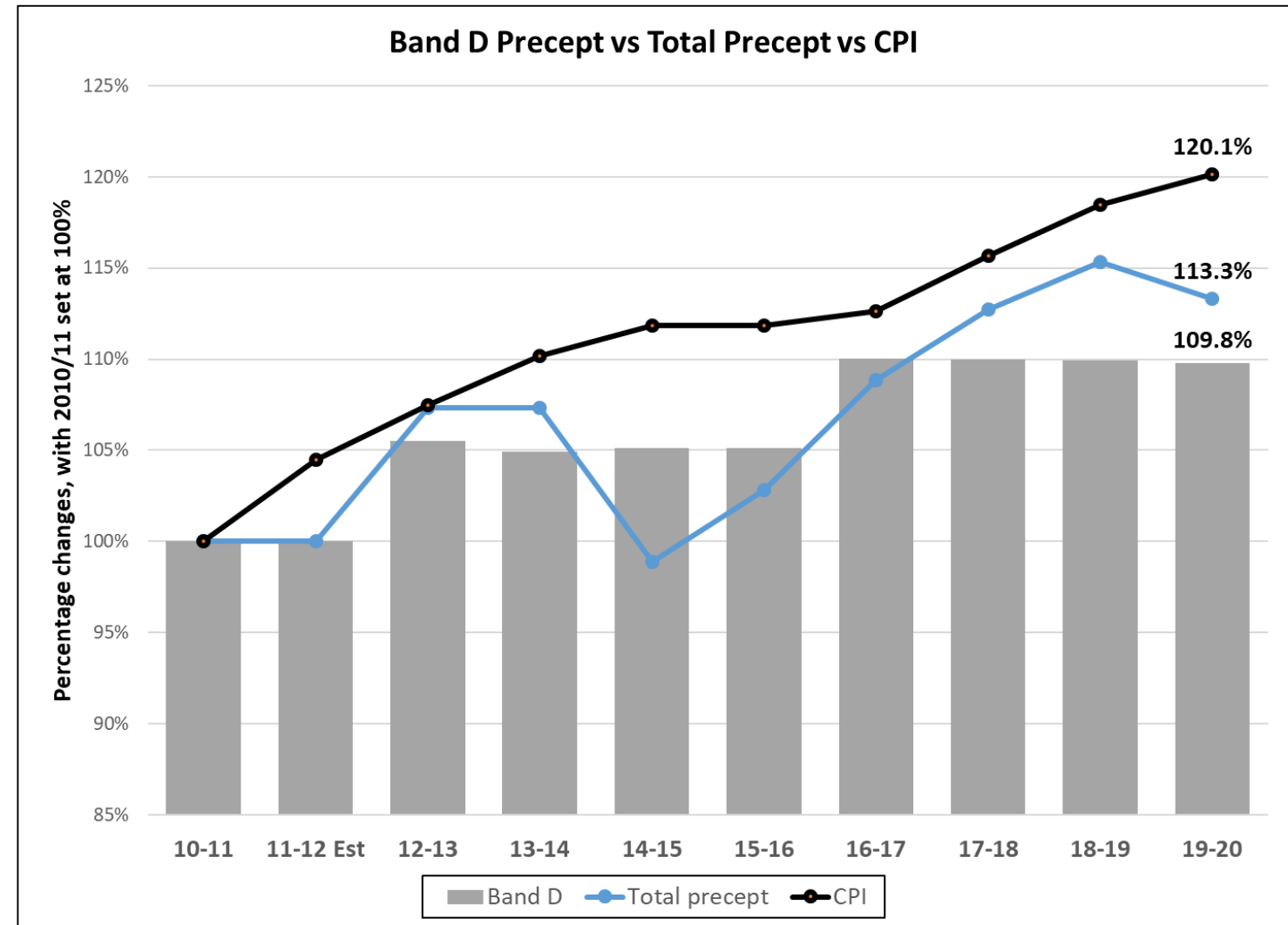
1. Since 2010, inflation as measured by the CPI, has risen a total of 20.1%
2. Since 2010 the total precept has risen by 13.3%
 - This means a deficit vs inflation of 6.8%
 - The council has been able to continue to deliver services despite below inflation increases in precept due to some major savings, among them the discontinuation of the Town Wardens, and spending from reserves where appropriate and possible
 - There are no more major savings to be had, and indeed inflationary cost pressures are growing
 - Ongoing devolution of services from WBC adds further budget pressure
 - The cost pressures as a result of below inflation rises in the precept has meant there has been no consistent programme of ongoing replacement of playground and other equipment in our parks; and the ongoing upkeep of some of our buildings has fallen behind





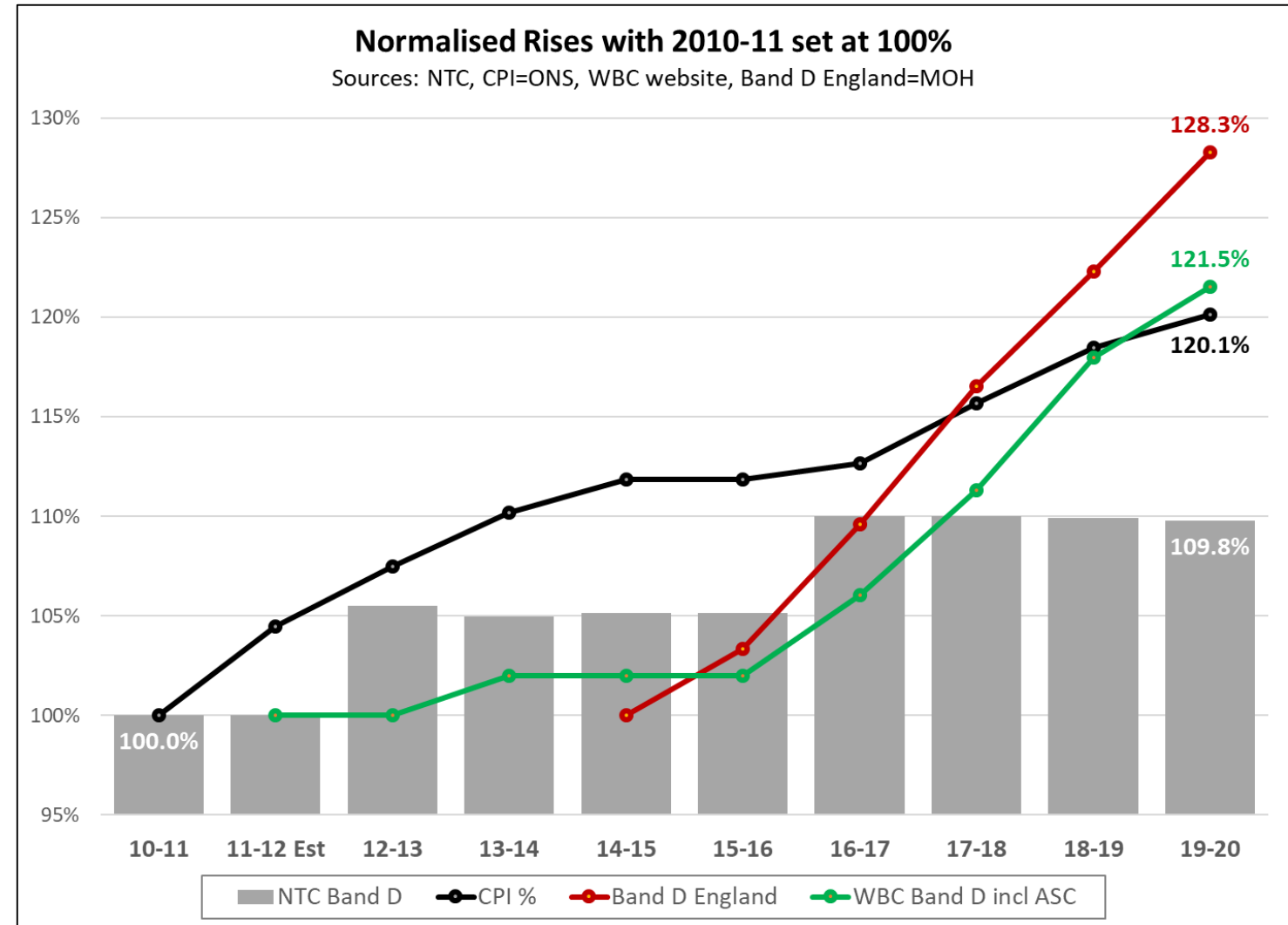
Total precept and Band D precept

1. All households in the parish of Newbury pay a precept to Newbury Town Council. The number of households is called the tax base
2. The total precept is the total amount paid to the council by these households
3. The amount each household pays depends on the tax base and the total precept required by the council budget. The rate for Band D properties is usually quoted
4. Since 2010 the Band D precept has risen by 9.8% despite the total precept going up by 13.3%. This is because the tax base has increased to compensate
5. For 2020/21 the tax base has decreased from 12,974 to 12,895 – a reduction of 0.6%



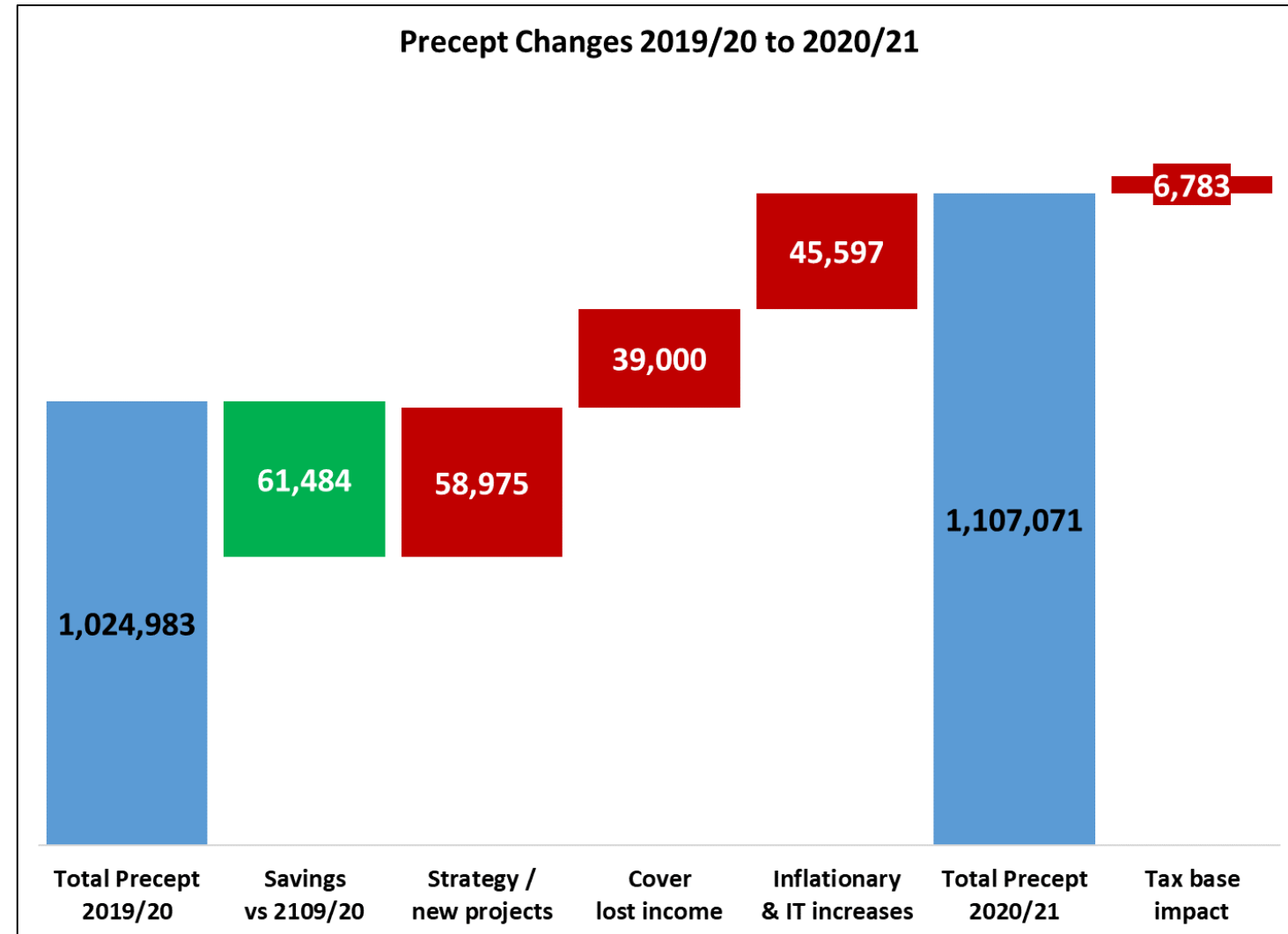
Band D precept comparisons

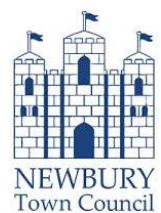
1. Since 2011, the Band D council tax from West Berkshire Council, including the adult social care precept, has risen by 21.5%
2. Since 2014, the average Band D precept for town and parish councils in England has risen by 28.3%



Summary of changes to the precept for 2020/21

1. The funding of new strategic projects come from savings vs the 2019/20 budget
2. An increase in the total precept is necessary in order to cover lost income and inflationary and IT increases
3. The reduction in the tax base in effect adds a further shortfall in the total precept on a like for like basis





Resulting Band D precept rate

- The precept for Band D for the year 2020/21 will be £85.86 per household
 - This amounts to £1.65 per week, and a rise of 13.2p per week
 - This level of precept will allow Newbury Town Council to counter the effects of inflation and lost income, to continue the delivery of our core services to a high standard, and allow us to invest in new strategic projects to improve the town for all our residents:
 - 1. Help make Newbury a unique, welcoming, safe & well cared for town**
 - Major upgrade to the City Recreation Ground based on the results of our latest public consultation. Start in 2020.
 - New permanent café for Victoria Park: redesign with target BREEAM Excellent and to meet new Environment Agency flood guidelines, gain planning permission & build. Aiming to open the new café by Easter 2021 at the latest.
 - 2. Foster a real sense of community**
 - Community events: VE / VJ 75th anniversary celebrations, Music in the Market Place, Victoria Park tennis championship
 - Civic Awards as a stand-alone event, with a new category for best environmental contribution
 - 3. Take actions to address the climate emergency**
 - Upgrade the heating & lighting in the Town Hall and our two cemetery chapels to reduce CO2 emissions & reduce costs in future years
 - Launch a Climate Fund to support local environmental groups with projects that will reduce CO2 emissions in Newbury
 - Help reduce plastic bottle waste by installing new drinking water taps for the public in the City Recreation Ground and Blossoms Field, and re-connecting the historic tap on the Town Hall
 - Run a trial in one of our parks using segregated waste bins with the aim of boosting recycling rates
 - 4. Provide focused support for young people, the elderly & the vulnerable**
 - Launch a new fund dedicated to delivering much needed youth work for Newbury. This fund will form part of the budget for the next 4 years to enable our partners to plan effectively and deliver the best possible outcomes
 - Explore options for the best location, and then Install a specialist hoist in at least one public toilet in Newbury that will enable carers to change older children / young people on the changing table when needed rather than on the floor

Summary of spend by strategy area together with source of funds

1. The majority of spend is to help make Newbury a unique, welcoming, safe and well cared for town
 - Key projects here are the major upgrade to the City recreation Ground, the new café in Victoria Park, and the replacement of aging play equipment in our parks
2. Significant new spend on action to address the climate emergency, and on providing focussed support for young people, the elderly and the vulnerable
3. Full details are in the line-by-line budget

1. Help make Newbury a unique, welcoming, safe and well cared for town		Reserves	CIL/\$106	PWLB	Precept Exp
New strategic initiatives	800,600	209,100	333,000	250,000	8,500
Other significant ongoing expenditure	64,096	0	0	0	64,096
Sub-Total	864,696	209,100	333,000	250,000	72,596
	80%	24%	39%	29%	8%
2. Foster a real sense of community		Reserves	CIL/\$106	PWLB	Precept Exp
New strategic initiatives	10,000	2,785	0	0	7,215
Other significant ongoing expenditure	36,770	0	0	0	36,770
Sub-Total	46,770	2,785	0	0	43,985
	4%	6%	0%	0%	94%
3. Take actions to address the climate emergency		Reserves	CIL/\$106	PWLB	Precept Exp
New strategic initiatives	39,190	25,790	0	0	13,400
Other significant ongoing expenditure	-	0	0	0	0
Sub-Total	39,190	25,790	0	0	13,400
	4%	66%	0%	0%	34%
4. Provide focused support for young people, the elderly and the vulnerable		Reserves	CIL/\$106	PWLB	Precept Exp
New strategic initiatives	41,500	0	12,000	0	29,500
Other significant ongoing expenditure	20,000	0	0	0	20,000
Sub-Total	61,500	0	12,000	0	49,500
	6%	0%	20%	0%	80%
5. Other Notable New Spend		Reserves	CIL/\$106	PWLB	Precept Exp
Other significant new items	62,270	37,910	24,000	0	360
Sub-Total	62,270	37,910	24,000	0	360
	6%	61%	39%	0%	1%
Grand Total on other significant spend	1,074,426	275,585	369,000	250,000	179,841
		26%	34%	23%	17%
Ongoing Expenditure and Income		Reserves	CIL/\$106	PWLB	Precept Exp
Salaries	456,500				456,500
Maintenance contract	308,100				308,100
Other ongoing expenditure	325,865				325,865
Sub-Total	1,090,465	0	0	0	1,090,465
TOTAL SPEND 2020/21	2,164,891	275,585	369,000	250,000	1,270,306
		13%	17%	12%	59%
Total precept net of income					1,107,071

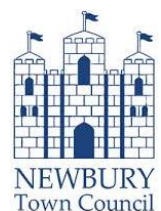
Summary of spend together with source of funds and impact on reserves

Total budget:	2,164,891	
funded by:		%
Precept	1,107,071	51%
Other NTC generated income	163,235	8%
CIL	318,000	15%
Public Works loan	250,000	12%
General Reserves	104,700	5%
Earmarked Reserves	170,885	8%
Section 106	51,000	2%
Total	2,164,891	100%

Reserves Summary

Precept	1,107,071
NTC income	163,235
total	1,270,306

Min reserves required by law	423,435
Planned reserves spend 2020/21	275,585
Total reserves required now	699,020
Projected total at 31/3/20	776,303
Cushion	77,283



Detail on income and expenditure from CIL and reserves

NTC generated income

Interest	5,005	3%
Town hall	42,910	26%
Shaw cemetery	35,000	21%
Markets	34,020	21%
Victoria park	16,450	10%
Allotments	22,240	14%
Other	7,610	5%
Total	163,235	100%

CIL Expenditure

Café	25,000	8%
Disabled hoist	12,000	4%
signage for cyclists/ pedestrians	10,000	3%
canal Corridor	10,000	3%
defibs	4,000	1%
city rec	125,000	39%
Playgrounds	108,000	34%
Skyllings replacement equipment	24,000	8%
Total	318,000	100%

Expenditure from general reserves:

Town Hall survey	8,700	8%
replacement of solar panel inverter	1,500	1%
reconnect drinking fountain	1,850	2%
Energy conservation projects - Town Hall	12,140	12%
Energy conservation projects - Cemetary chapels	2,860	3%
Drinking water taps in City Rec & Blossoms Field	2,440	2%
Town Hall repairs yr one	35,000	33%
topographical survey NRC	3,500	3%
Redecoration of NRC chapel	5,400	5%
topographical survey Shaw Cem	6,400	6%
headstone surveys	5,560	5%
Blossom Fields tree work	8,350	8%
Marke strategy consultation with BID	4,000	4%
Neighbourhood Plan	7,000	7%
Total	104,700	100%

Expenditure from earmarked reserves:

visitor information	1,000	1%
Tennis court promotion	785	0%
Newbury in Bloom	2,000	1%
Neighbourhood Plan	3,000	2%
VP café	159,100	93%
tree reserves	5,000	3%
Total	170,885	100%

total from reserves	275,585
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Date: 13/01/2020

Newbury Town Council 19-20

Page 1

Time: 13:45

Current Account

List of Payments made between 01/10/2019 and 31/12/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/10/2019	Officers Account	Top Up	2,037.74		top up from no 1 account
01/10/2019	West Berkshire Council	Std Ord	152.00		Mayors Parlour rates
01/10/2019	West Berkshire Council	Std Ord	105.00		Shaw Cemetery Rates
01/10/2019	West Berkshire Council	Std Ord	798.00		Market Rates
01/10/2019	West Berkshire Council	Std Ord	319.00		Chamber Rates
01/10/2019	West Berkshire Council	Std Ord	97.00		Elsie Kimber room rates
01/10/2019	West Berkshire Council	Std Ord	275.00		Suite 12 rates
01/10/2019	West Berkshire Council	Std Ord	104.00		Suite 4 Rates
01/10/2019	West Berkshire Council	Std Ord	96.00		Suite 3 rates
03/10/2019	Vodafone	dda	80.68		correction of invoice
14/10/2019	GoCardless	TRANS	26.47		Fees 01.10 to 09.10.19
14/10/2019	Handelsbanken	BACS	70.17		Bank charges
15/10/2019	Stripe	TRANS	2.54		Tennis Fees 10.10 to 11.10.19
16/10/2019	Handelsbanken	DD	19,916.91		October Salaries
16/10/2019	De Lage Landen Leasing Ltd	DDa	983.80		Final installment
16/10/2019	Southern Electric	DDb	28.36		Old Toilet block VP
16/10/2019	Southern Electric	DDc	484.20		F/Way light - day
21/10/2019	BACS P/L Pymnt Page 948	BACS Pymnt	52,302.02		BACS P/L Pymnt Page 948
21/10/2019	Southern Electric	DD	1,346.82		V/Park - spor pavillion
24/10/2019	Stripe PAYG Tennis	TNSFR	4.90		Fees 14.10 to 23.10.19
24/10/2019	Everflow Ltd	DD	838.23		Water bill 14.11 to 13.12.19
24/10/2019	Streamline Merchant Services	DDa	39.20		Card charges
24/10/2019	Together Technology Ltd	DD	333.00		T/Hall Phones
25/10/2019	Southern Electric	DDB	75.48		Clock Tower
28/10/2019	Together Technology Ltd	DDa	285.23		Analogue phones
29/10/2019	BACS P/L Pymnt Page 955	BACS Pymnt	82,027.59		BACS P/L Pymnt Page 955
29/10/2019	Stripe PAYG Tennis	TRANS	3.95		Fees 25.10 to 28.10.19
31/10/2019	Stripe PAYG Tennis	TRANS	1.11		Fee 29 to 31.10.19
31/10/2019	Southern Electric	DD	160.41		Newtown Road Cem
01/11/2019	West Berkshire Council	Std Ord	152.00		Mayors Parlour rates
01/11/2019	West Berkshire Council	Std Ord	105.00		Shaw Cemetery Rates
01/11/2019	West Berkshire Council	Std Ord	798.00		Market Rates
01/11/2019	West Berkshire Council	Std Ord	319.00		Chamber Rates
01/11/2019	West Berkshire Council	Std Ord	97.00		Elsie Kimber room rates
01/11/2019	West Berkshire Council	Std Ord	275.00		Suite 12 rates
01/11/2019	West Berkshire Council	Std Ord	104.00		Suite 4 Rates
01/11/2019	West Berkshire Council	Std Ord	96.00		Suite 3 rates
04/11/2019	Apogee Corporation Ltd	DD	98.82		Photocopier charges
04/11/2019	Vodafone	DDa	81.18		GMO & Caretaker mobiles
05/11/2019	GoCardless	TRANS	2.00		Tennis Coaching VP
07/11/2019	BACS P/L Pymnt Page 963	BACS Pymnt	33,034.30		BACS P/L Pymnt Page 963
07/11/2019	GoCardless	TRANS	15.67		Fees - Market
11/11/2019	Stripe PAYG Tennis	TRANS	2.96		Fees 04.11 to 07.11.19
11/11/2019	GoCardless	TRANS	4.00		Suite 5&6 rent fees
11/11/2019	Stripe	TRANS	1.72		PAYG Tennis Fees 11.11.19
13/11/2019	Frama (UK) Ltd	DDA	200.00		Postage
13/11/2019	Southern Electric	DDB	33.70		City Rec Changing room

Continued on Page 2

List of Payments made between 01/10/2019 and 31/12/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
14/11/2019	Stripe PAYG Tennis	TRANS	0.34		Fees 14.11.19
14/11/2019	Siemens Financial Services Ltd	DD	156.00		1st Qtr - Franking rental
14/11/2019	Southern Electric	dd	-290.48		Credit 155 Bart St 14.11.19
14/11/2019	Handlesbanken	DD	52.04		Bank Charges
15/11/2019	Southern Electric	DD	124.85		Market Pillar 1-23.07to25.10
15/11/2019	Southern Electric	DDa	183.23		Town Hall - gas 23.0725.10.19
15/11/2019	Southern Electric	DDb	179.73		T/Hall S4 - 23.07to25.10.19
15/11/2019	Southern Electric	DDf	-36.77		Credit Market P2-3rd qtr
18/11/2019	Southern Electric	DDC	208.10		WC C/Room - Qtr 3
18/11/2019	Southern Electric	DDe	517.29		F/Way Night - 02.10to01.11.19
19/11/2019	Streamline Merchant Services	DDg	32.31		Card charges
21/11/2019	Apogee Corporation Ltd	dd	0.10		Photocopier charges
22/11/2019	Stripe PAYG Tennis	TRANS	1.88		Fees 15 to 21.11.19
22/11/2019	Everflow Ltd	DD	641.06		Wtaer 14.12 to 13.01.2020
25/11/2019	BACS P/L Pymnt Page 972	BACS Pymnt	51,995.42		BACS P/L Pymnt Page 972
25/11/2019	Card - Petty Cash	CP	68.94		T/Hall-box, bulbs & xmas decs
26/11/2019	Together Technology Ltd	DDb	333.00		T/Hall phones
28/11/2019	Together Technology Ltd	DDc	124.68		T/Hall - Analogue phones
28/11/2019	Together Technology Ltd	DDd	160.55		T/Hall Broadband
29/11/2019	Handelsbanken	BACS	20,182.99		Salaries - November 19
30/11/2019	Stripe PAYG Tennis	TRANS	2.40		Fees 22.11 to 29.11.19
30/11/2019	Southern Electric	DDa	79.16		VP B/Stand 02.10 to 01.11.19
30/11/2019	Clear Channel UK	DDa	7,544.62		VAT invoice only
30/11/2019	Card - Petty Cash	cp2	192.80		STMNOVPT3-2019/11405/Card - Pe
30/11/2019	Card - Petty Cash	PC1	-261.74		Correction 2
01/12/2019	West Berkshire Council	Std Ord	152.00		Mayors Parlour rates
01/12/2019	West Berkshire Council	Std Ord	105.00		Shaw Cemetery Rates
01/12/2019	West Berkshire Council	Std Ord	798.00		Market Rates
01/12/2019	West Berkshire Council	Std Ord	319.00		Chamber Rates
01/12/2019	West Berkshire Council	Std Ord	97.00		Elsie Kimber room rates
01/12/2019	West Berkshire Council	Std Ord	275.00		Suite 12 rates
01/12/2019	West Berkshire Council	Std Ord	104.00		Suite 4 Rates
01/12/2019	West Berkshire Council	Std Ord	96.00		Suite 3 rates
02/12/2019	Apogee Corporation Ltd	DDb	171.95		Photocopier charges
04/12/2019	Vodafone	DDa	80.68		Caretaker & GMP mobile phones
09/12/2019	BACS P/L Pymnt Page 982	BACS Pymnt	22,987.39		BACS P/L Pymnt Page 982
11/12/2019	GoCardless	TRANS	19.67		Fees Suite rent/ tennis
11/12/2019	Stripe PAYG TENNIS	TRANS	2.22		Fees 03.12 to 09.12.19
11/12/2019	GoCardless	TRANS	4.00		Fees -Suite 5&6 rents
13/12/2019	Handlesbanken	DD	54.78		Bank charges
16/12/2019	BACS P/L Pymnt Page 987	BACS Pymnt	37,750.66		BACS P/L Pymnt Page 987
17/12/2019	Southern Electric	DD	517.29		F/Way light Night 02.11-01.12.
19/12/2019	Stripe PAYG Tennis	TNSFR	1.62		Fees 11 to 16.12.19
19/12/2019	Streamline Merchant Services	DDf	45.15		Card charges
23/12/2019	Officers Account	Top Up	1,571.77		Top up of Officers Account
23/12/2019	Everflow Ltd	DDe	813.73		Water 14.01 to 13.02.2020
27/12/2019	Frama (UK) Ltd	DDc	200.00		Postage download - Dec 19

Current Account

List of Payments made between 01/10/2019 and 31/12/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
27/12/2019	Handelsbanken	BACS	26,126.35		Salaries
30/12/2019	St Bartholomews	Std Ord	212.50		St Barts/Parsons Rental
31/12/2019	Apogee Corporation Ltd	DD	43.24		Copier cost - Final reading
31/12/2019	CF Corporate Finance Ltd	DDa	488.40		Rental (1 of 5) & Installment
31/12/2019	Together Technology Ltd	DDb	618.23		Town hall phones
31/12/2019	Stripe PAYG Tennis	TRANS	3.22		Fees 23.12 to 31.12.2019
Total Payments			374,266.51		

Linked to Cashbook 1**Entered Month 7
by user MGG**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
<i>Anti pigeon gel-VP Floodlight</i>	02/10/2019	10043SM8	1	714.00	0.00	714.00	0.00
<i>Pest inspection V/Park</i>	02/10/2019	10072SM53	1	151.20	0.00	151.20	0.00
<i>Pest inspection</i>	02/10/2019	10072SM55	1	90.00	0.00	90.00	0.00
						0.00	955.20
Above paid on 21/10/2019 by Online Payment Ref A15							
A2 ADT Fire & Security Plc							
<i>Install Fire Alarm System T/H</i>	04/10/2019	42696999-15	1	3,199.16	0.00	3,199.16	0.00
						0.00	3,199.16
Above paid on 21/10/2019 by Online Payment Ref 40579697							
A20 A & S Meats							
<i>Market Management - October 19</i>	08/10/2019	36	1	1,320.00	0.00	1,320.00	0.00
						0.00	1,320.00
Above paid on 21/10/2019 by Online Payment Ref A20							
A4 Ab-Fab Loos Limited							
<i>Portaloo - V/Park</i>	30/09/2019	19266	1	236.52	0.00	236.52	0.00
<i>Portaloo - NTR Cemetery</i>	15/10/2019	19260	1	154.08	0.00	154.08	0.00
						0.00	390.60
Above paid on 21/10/2019 by Online Payment Ref A4							
C2 Citizens Advice Bureau							
<i>Second Grant Installment</i>	02/10/2019	191002	1	10,000.00	0.00	10,000.00	0.00
						0.00	10,000.00
Above paid on 21/10/2019 by Online Payment Ref C2							
E14 Environmental Solutions Ltd							
<i>Secure shredding</i>	04/10/2019	12769	1	54.00	0.00	54.00	0.00
						0.00	54.00
Above paid on 21/10/2019 by Online Payment Ref E14							

Continued over page

Linked to Cashbook 1

Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
H5	Hannington Silver Band						
<i>Bandstand - 15.09.19</i>	14/10/2019	190915	1	150.00	0.00	150.00	0.00
						0.00	150.00
Above paid on 21/10/2019 by Online Payment Ref H5							
I1	Her Majesty's Revenue and Customs						
<i>Payroll - October 2019</i>	17/10/2019	PROCT19	1	7,956.79	0.00	7,956.79	0.00
						0.00	7,956.79
Above paid on 21/10/2019 by Online Payment Ref 120PW00124							
J2	JS Maintenance Services						
<i>Repair Showers city rec</i>	02/10/2019	A5173	1	207.89	0.00	207.89	0.00
<i>V/Park - Fix bench by b/stand</i>	04/10/2019	A5175	1	166.15	0.00	166.15	0.00
<i>St Johns Repair wall</i>	04/10/2019	A5176	1	40.98	0.00	40.98	0.00
<i>T/Hall-Repairs Gents toilet</i>	08/10/2019	A5178	1	70.87	0.00	70.87	0.00
<i>WC Changing Room - door</i>	10/10/2019	A5179	1	392.38	0.00	392.38	0.00
<i>Parsons Allot Water leak</i>	10/10/2019	A5180	1	66.11	0.00	66.11	0.00
						0.00	944.38
Above paid on 21/10/2019 by Online Payment Ref J2							
M28	Minster Cleaning Services						
<i>Office Cleaning - October 2019</i>	01/10/2019	5539	1	1,377.53	0.00	1,377.53	0.00
						0.00	1,377.53
Above paid on 21/10/2019 by Online Payment Ref INV29354							
M5	Market Trade News						
<i>Market advert</i>	26/09/2019	1169732	1	120.00	0.00	120.00	0.00
						0.00	120.00
Above paid on 21/10/2019 by Online Payment Ref M5							
M50	H.C. Marsh (Newbury) Ltd						
<i>Gas bottle - Shaw Cemetery</i>	14/10/2019	114380	1	125.92	0.00	125.92	0.00
						0.00	125.92
Above paid on 21/10/2019 by Online Payment Ref NE23							

Continued over page

Linked to Cashbook 1

Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
O1	Oxford Charwell Brass						
<i>Music in B/Stand 25.08.19</i>	14/10/2019	OCB25/8/19	1	150.00	0.00	150.00	0.00
						0.00	150.00
Above paid on 21/10/2019 by Online Payment Ref O1							
O3	Elizabeth O'Keeffe						
<i>Food-JLewis Official leavingdo</i>	15/10/2019	191015	1	17.63	0.00	17.63	0.00
						0.00	17.63
Above paid on 21/10/2019 by Online Payment Ref O3							
O5	Fenland Leisure Products Ltd						
<i>Spares for park repairs</i>	30/09/2019	SIN032960	1	194.40	0.00	194.40	0.00
						0.00	194.40
Above paid on 21/10/2019 by Online Payment Ref O5							
P19	Proludic Ltd						
<i>SIN001787/11298/1464/Proludic</i>	14/10/2019	SIN001787	1	78.02	0.00	78.02	0.00
						0.00	78.02
Above paid on 21/10/2019 by Online Payment Ref P19							
R5	Berkshire Pension Fund						
<i>Payroll - October 2019</i>	17/10/2019	PROCT19	1	7,843.34	0.00	7,843.34	0.00
						0.00	7,843.34
Above paid on 21/10/2019 by Online Payment Ref QL66							
S13	Mole Country Stores						
<i>Strimmer Cord - Allotments</i>	07/10/2019	57436254	1	14.89	0.00	14.89	0.00
						0.00	14.89
Above paid on 21/10/2019 by Online Payment Ref New068							
T30	Technique Limited						
<i>Anti Virus - all user</i>	10/10/2019	48343	1	504.00	0.00	504.00	0.00
<i>Support Centre annual contract</i>	10/10/2019	48344	1	1,579.20	0.00	1,579.20	0.00
<i>E-mail security - all user</i>	10/10/2019	48345	1	1,224.00	0.00	1,224.00	0.00

Continued over page

Linked to Cashbook 1**Entered Month 7
by user MGG**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Service warranty</i>	10/10/2019	48346	1	1,122.00	0.00	1,122.00	0.00
					0.00	4,429.20	

Above paid on 21/10/2019 by Online Payment Ref T30

W16 Wroughton Silver Band

<i>Bandstand - 18 August 2019</i>	07/10/2019	WSB000121	1	150.00	0.00	150.00	0.00
					0.00	150.00	

Above paid on 21/10/2019 by Online Payment Ref W16

Z2 Zurich Management Services

<i>Insurance</i>	01/10/2019	190901	1	452.91	0.00	452.91	0.00
<i>Insurance cover</i>	01/10/2019	191001-2	1	12,378.05	0.00	12,378.05	0.00
					0.00	12,830.96	

Above paid on 21/10/2019 by Online Payment Ref YLL-272085

Total Purchase Ledger Payments	0.00	52,302.02
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Linked to Cashbook 1

Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A2 ADT Fire & Security Plc							
<i>Additional - Fire Alarm System</i>	17/10/2019	42709784-15	1	1,730.16	0.00	1,730.16	0.00
					0.00	1,730.16	
Above paid on 29/10/2019 by Online Payment Ref 40579697							
C10 Crescent Signs Ltd							
<i>Wharf toilet noticeboard</i>	23/10/2019	18597	1	290.40	0.00	290.40	0.00
					0.00	290.40	
Above paid on 29/10/2019 by Online Payment Ref 17108/1710							
C12 Phil Cannings							
<i>Photo's of cllrs & staff</i>	25/10/2019	00430	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 29/10/2019 by Online Payment Ref C12							
C16 CT Electrical Newbury Ltd							
<i>Install supply - Defibrillator</i>	08/10/2019	CT7190	1	223.36	0.00	223.36	0.00
<i>Fault - Water heater gents</i>	24/10/2019	CT7196	1	96.00	0.00	96.00	0.00
					0.00	319.36	
Above paid on 29/10/2019 by Online Payment Ref C16							
C35 CRM Groundworks							
<i>W/M Allot - remove water tank</i>	21/10/2019	767	1	72.00	0.00	72.00	0.00
					0.00	72.00	
Above paid on 29/10/2019 by Online Payment Ref C35							
D12 DCK Accounting Solutions Ltd							
<i>Payroll - October 19</i>	21/10/2019	P1576	1	92.40	0.00	92.40	0.00
					0.00	92.40	
Above paid on 29/10/2019 by Online Payment Ref P1104							
F7 First Response Training							
<i>Fire Marshall Course 21.11.19</i>	28/10/2019	270915/4320	1	570.00	0.00	570.00	0.00
					0.00	570.00	
Above paid on 29/10/2019 by Online Payment Ref F7							

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Linked to Cashbook 1

Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G22	The Good Exchange Ltd						
<i>Grant for NbyBID Xmas Lights</i>	22/10/2019	BID17420	1	14,400.00	0.00	14,400.00	0.00
					0.00	14,400.00	
Above paid on 29/10/2019 by Online Payment Ref G22							
G6	Greentips						
<i>W/Mills Allot-remove trees</i>	21/10/2019	AR0084IN	1	3,840.00	0.00	3,840.00	0.00
					0.00	3,840.00	
Above paid on 29/10/2019 by Online Payment Ref G6							
H18	Hare & Hounds Hotel & Restaurant						
<i>Deposit for Staff Xmas Party</i>	23/10/2019	61454	1	210.00	0.00	210.00	0.00
					0.00	210.00	
Above paid on 29/10/2019 by Online Payment Ref H18							
H19	House of Logos Ltd						
<i>LDW-Mayor's Bear Pins</i>	18/10/2019	21122	1	354.00	0.00	354.00	0.00
					0.00	354.00	
Above paid on 29/10/2019 by Online Payment Ref H19							
J10	J P H Forestry Ltd						
<i>Assessment of Oak tree etc</i>	28/10/2019	P071	1	450.00	0.00	450.00	0.00
					0.00	450.00	
Above paid on 29/10/2019 by Online Payment Ref J10							
J13	J Dell Roofing						
<i>Repair roof-VP Bowls Club</i>	20/10/2019	AB047	1	1,670.00	0.00	1,670.00	0.00
<i>Wharf Toilet-Clear gutters etc</i>	28/10/2019	AB048	1	975.00	0.00	975.00	0.00
					0.00	2,645.00	
Above paid on 29/10/2019 by Online Payment Ref J13							
L10	Berkshire Lawn Tennis Association						
<i>Annual fees 01.10.19to30.09.20</i>	01/10/2019	191001	1	330.00	0.00	330.00	0.00
					0.00	330.00	
Above paid on 29/10/2019 by Online Payment Ref L10							

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Linked to Cashbook 1

Entered Month 7
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P15	David Pawley Clock & Sundial maker						
Service Clock at Town Hall	22/10/2019	96633	1	270.00	0.00	270.00	0.00
Service Clock House, Broadway	22/10/2019	96634	1	270.00	0.00	270.00	0.00
					0.00	540.00	
Above paid on 29/10/2019 by Online Payment Ref P15							
P22	Project Fabrications (NBY) Ltd						
Re-size plaque for bench	22/10/2019	2684	1	36.00	0.00	36.00	0.00
					0.00	36.00	
Above paid on 29/10/2019 by Online Payment Ref P22							
S20	Sutcliffe Play Ltd						
Seat & fixings -playarea swing	23/10/2019	OP/I114519	1	483.80	0.00	483.80	0.00
					0.00	483.80	
Above paid on 29/10/2019 by Online Payment Ref S20							
S21	Trade UK - 6331640070618731						
Town Hall - Door Closer	15/10/2019	1018079858	1	34.99	0.00	34.99	0.00
					0.00	34.99	
Above paid on 29/10/2019 by Online Payment Ref 6331640070							
S75	Stuart Michael Associates Ltd						
VP Strategy	27/09/2019	20655/NTC	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 29/10/2019 by Online Payment Ref S75							
W1	West Berkshire District Council						
Contract - August 2019	17/10/2019	208787-470837	1	27,102.74	0.00	27,102.74	0.00
Contract - July 2019	21/10/2019	208787-470836	1	27,102.74	0.00	27,102.74	0.00
Southbys-Clear Drainage ditch	21/10/2019	208787-471005	1	438.00	0.00	438.00	0.00
Winter Bedding	21/10/2019	208787-471006	1	186.00	0.00	186.00	0.00
					0.00	54,829.48	
Above paid on 29/10/2019 by Online Payment Ref W1							
Total Purchase Ledger Payments					0.00	82,027.59	

Linked to Cashbook 1

Entered Month 8
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A20	A & S Meats						
Market Management-November 19	01/11/2019	37	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	
Above paid on 07/11/2019 by Online Payment Ref A20							
A41	Auditing Solutions Ltd						
A6211/11349/Auditing Solutions	31/10/2019	A6211	1	534.00	0.00	534.00	0.00
					0.00	534.00	
Above paid on 07/11/2019 by Online Payment Ref A41							
A43	APPLE PRINT & CREATIVE						
Greeting card - Mayor	30/10/2019	8152	1	248.40	0.00	248.40	0.00
					0.00	248.40	
Above paid on 07/11/2019 by Online Payment Ref A43							
A7	Hughes & Salvidge t/a Aasvogel Skip Hire						
247785/11339/1504/Hughes & Sal	31/10/2019	247785	1	281.35	0.00	281.35	0.00
					0.00	281.35	
Above paid on 07/11/2019 by Online Payment Ref A7							
C7	D & J Cole						
F14301/2/11348/1507/D & J Cole	25/10/2019	F14301/2	1	252.00	0.00	252.00	0.00
					0.00	252.00	
Above paid on 07/11/2019 by Online Payment Ref C7							
H14	Huck Nets (UK) Ltd						
252173/11351/1465/Huck Nets (U	01/11/2019	252173	1	718.68	0.00	718.68	0.00
					0.00	718.68	
Above paid on 07/11/2019 by Online Payment Ref H14							
J2	JS Maintenance Services						
A5182/11345/1509/JS Maintenanc	21/10/2019	A5182	1	67.68	0.00	67.68	0.00
A5183/11346/1510/JS Maintenanc	21/10/2019	A5183	1	36.00	0.00	36.00	0.00
A5184/11347/1511/JS Maintenanc	23/10/2019	A5184	1	260.77	0.00	260.77	0.00

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Linked to Cashbook 1**Entered Month 8
by user MGG**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A5185/11344/1508/JS Maintenanc	24/10/2019	A5185	1	36.00	0.00	36.00	0.00
					0.00	400.45	

Above paid on 07/11/2019 by Online Payment Ref J2

L13 Link Up

Bus stop flyers	30/10/2019	LSNEW002	1	96.00	0.00	96.00	0.00
					0.00	96.00	

Above paid on 07/11/2019 by Online Payment Ref L13

L23 Lyreco UK Ltd

6520200696/11341/1494/Lyreco U	31/10/2019	6520200696	1	333.15	0.00	333.15	0.00
					0.00	333.15	

Above paid on 07/11/2019 by Online Payment Ref L23

M28 Minster Cleaning Services

Office cleaning - November 19	01/11/2019	5746	1	1,377.53	0.00	1,377.53	0.00
					0.00	1,377.53	

Above paid on 07/11/2019 by Online Payment Ref INV29354

M5 Market Trade News

Advert - Market Trade News	24/10/2019	1170059	1	120.00	0.00	120.00	0.00
					0.00	120.00	

Above paid on 07/11/2019 by Online Payment Ref M5

T30 Technique Limited

Set up of FTTC - P Evans	29/10/2019	48498	1	90.00	0.00	90.00	0.00
					0.00	90.00	

Above paid on 07/11/2019 by Online Payment Ref T30

W1 West Berkshire District Council

Contract - September 2019	17/10/2019	208787-470383	1	27,102.74	0.00	27,102.74	0.00
					0.00	27,102.74	

Above paid on 07/11/2019 by Online Payment Ref W1

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07/11/2019

Newbury Town Council 19-20

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List of Purchase Ledger Payments

User: MGG

Linked to Cashbook 1

Entered Month 8
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
W27							
Waney Edge Woodcraft							
<i>Oak bowls - NIB prizes</i>	04/11/2019	8	1	160.00	0.00	160.00	0.00
					0.00	160.00	
Above paid on 07/11/2019 by Online Payment Ref W27							
Total Purchase Ledger Payments					0.00	33,034.30	

Linked to Cashbook 1**Entered Month 8
by user MGG**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A14	Ad-vise UK Ltd						
<i>Wedding Advert-2 yr agreement</i>	29/10/2019	7662	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 25/11/2019 by Online Payment Ref A14							
A18	Aquaid (Kennet and North Wilts)						
<i>Water Cooler</i>	31/10/2019	77934	1	432.00	0.00	432.00	0.00
					0.00	432.00	
Above paid on 25/11/2019 by Online Payment Ref A18							
A2	ADT Fire & Security Plc						
<i>Redcare & Maintenance alarm</i>	01/11/2019	42907919-15	1	2,934.72	0.00	2,934.72	0.00
					0.00	2,934.72	
Above paid on 25/11/2019 by Online Payment Ref 40579697							
A4	Ab-Fab Loos Limited						
<i>Portaloo Hire - NTR Cem</i>	31/10/2019	19733	1	159.22	0.00	159.22	0.00
<i>Portaloo - V/Park</i>	31/10/2019	19864	1	41.65	0.00	41.65	0.00
					0.00	200.87	
Above paid on 25/11/2019 by Online Payment Ref A4							
B5	Mrs T Browne						
<i>Refund of cost due to mistake</i>	14/11/2019	REFUND	1	1,509.00	0.00	1,509.00	0.00
					0.00	1,509.00	
Above paid on 25/11/2019 by Online Payment Ref B5							
C10	Crescent Signs Ltd						
<i>18651/11383/1505/Crescent Sign</i>	15/11/2019	18651	1	81.60	0.00	81.60	0.00
					0.00	81.60	
Above paid on 25/11/2019 by Online Payment Ref 17108/1710							
C16	CT Electrical Newbury Ltd						
<i>CT7199/11385/1515/CT Electrica</i>	04/11/2019	CT7199	1	72.00	0.00	72.00	0.00
<i>CT7205/11384/1523/CT Electrica</i>	15/11/2019	CT7205	1	144.00	0.00	144.00	0.00
					0.00	216.00	
Above paid on 25/11/2019 by Online Payment Ref C16							

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Linked to Cashbook 1

Entered Month 8
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
E14	Environmental Solutions Ltd						
<i>Secure shredding</i>	01/11/2019	12971	1	63.04	0.00	63.04	0.00
					0.00	63.04	
Above paid on 25/11/2019 by Online Payment Ref E14							
H21	James Heasman						
<i>Milage - Oct / Nov 2019</i>	18/11/2019	MILEAGE	1	138.60	0.00	138.60	0.00
					0.00	138.60	
Above paid on 25/11/2019 by Online Payment Ref H21							
I1	Her Majesty's Revenue and Customs						
<i>payroll - November 2019</i>	18/11/2019	PRNOV19	1	8,158.69	0.00	8,158.69	0.00
					0.00	8,158.69	
Above paid on 25/11/2019 by Online Payment Ref 120PW00124							
L20	Naomi Lunn						
<i>Pyrographic work - NIB awards</i>	01/11/2019	NIB	1	80.00	0.00	80.00	0.00
					0.00	80.00	
Above paid on 25/11/2019 by Online Payment Ref L20							
L3	G & P Lilleshstone						
<i>L9838/11369/G & P Lilleshstone</i>	18/11/2019	L9838	1	979.50	0.00	979.50	0.00
					0.00	979.50	
Above paid on 25/11/2019 by Online Payment Ref L3							
M34	MSS Ltd						
<i>Ambulance & Crew-Remebrance</i>	14/11/2019	0194	1	420.00	0.00	420.00	0.00
					0.00	420.00	
Above paid on 25/11/2019 by Online Payment Ref M34							
N7	Newbury News Ltd						
<i>Love your Canal advert</i>	01/11/2019	668494	1	222.00	0.00	222.00	0.00
					0.00	222.00	
Above paid on 25/11/2019 by Online Payment Ref SIN654247							

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Linked to Cashbook 1

Entered Month 8
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R5	Berkshire Pension Fund						
<i>Payroll - November 2019</i>	18/11/2019	PRNOV19	1	7,969.68	0.00	7,969.68	0.00
						0.00	7,969.68
Above paid on 25/11/2019 by Online Payment Ref QL66							
T19	Time4u Environmental Sservices Ltd						
<i>Repairs to play equipment</i>	08/11/2019	100049	1	150.00	0.00	150.00	0.00
						0.00	150.00
Above paid on 25/11/2019 by Online Payment Ref T19							
W1	West Berkshire District Council						
<i>Contract - October 2019</i>	19/11/2019	208787-473238	1	27,102.74	0.00	27,102.74	0.00
<i>208787-473239/11392/West Berks</i>	19/11/2019	208787-473239	1	1,156.98	0.00	1,156.98	0.00
						0.00	28,259.72
Above paid on 25/11/2019 by Online Payment Ref W1							
Total Purchase Ledger Payments						0.00	51,995.42

Linked to Cashbook 1

Entered Month 9
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
9507SM30/11415/HawkEye Pest Co	01/12/2019	9507SM30	1	114.00	0.00	114.00	0.00
9507SM31/11416/HawkEye Pest Co	01/12/2019	9507SM31	1	126.00	0.00	126.00	0.00
9507SM32/11418/HawkEye Pest Co	01/12/2019	9507SM32	1	108.00	0.00	108.00	0.00
9507SM33/11417/HawkEye Pest Co	01/12/2019	9507SM33	1	84.00	0.00	84.00	0.00
9507SM34/11419/HawkEye Pest Co	01/12/2019	9507SM34	1	96.00	0.00	96.00	0.00
9507SM35/11420/HawkEye Pest Co	01/12/2019	9507SM35	1	84.00	0.00	84.00	0.00
					0.00	612.00	
Above paid on 09/12/2019 by Online Payment Ref A15							
A20 A & S Meats							
Market Management-December 19	28/11/2019	38	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	
Above paid on 09/12/2019 by Online Payment Ref A20							
A4 Ab-Fab Loos Limited							
portaloo - NTR Cemetery	02/12/2019	19960	1	74.50	0.00	74.50	0.00
					0.00	74.50	
Above paid on 09/12/2019 by Online Payment Ref A4							
B21 Barlows Woodyard							
Equipment for tree planting	29/11/2019	10037075	1	527.33	0.00	527.33	0.00
					0.00	527.33	
Above paid on 09/12/2019 by Online Payment Ref B21							
C16 CT Electrical Newbury Ltd							
7214/11431/1516/CT Electrical	28/11/2019	7214	1	198.00	0.00	198.00	0.00
7215/11432/1517/CT Electrical	28/11/2019	7215	1	318.00	0.00	318.00	0.00
					0.00	516.00	
Above paid on 09/12/2019 by Online Payment Ref C16							
C30 Steve Carter Haulage							
Shaw Cem - soil removal	05/12/2019	1574	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 09/12/2019 by Online Payment Ref C30							

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List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 9
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
D12	DCK Accounting Solutions Ltd						
<i>Payroll - November 2019</i>	25/11/2019	P1611	1	92.40	0.00	92.40	0.00
					0.00	92.40	
Above paid on 09/12/2019 by Online Payment Ref P1104							
E14	Environmental Solutions Ltd						
<i>Secure shredding</i>	29/11/2019	13053	1	63.04	0.00	63.04	0.00
					0.00	63.04	
Above paid on 09/12/2019 by Online Payment Ref E14							
G22	The Good Exchange Ltd						
<i>Annual Grant - pt2</i>	26/11/2019	191126	1	8,650.00	0.00	8,650.00	0.00
					0.00	8,650.00	
Above paid on 09/12/2019 by Online Payment Ref G22							
G6	Greentips						
<i>PR0105/11430/1520/Greentips</i>	03/12/2019	PR0105	1	1,500.00	0.00	1,500.00	0.00
					0.00	1,500.00	
Above paid on 09/12/2019 by Online Payment Ref G6							
I6	David W Ingram						
<i>Expenses - Training 27.11.19</i>	04/12/2019	EXP041219	1	59.50	0.00	59.50	0.00
					0.00	59.50	
Above paid on 09/12/2019 by Online Payment Ref I6							
J2	JS Maintenance Services						
<i>A5191/11413/1533/JS Maintenanc</i>	21/11/2019	A5191	1	36.00	0.00	36.00	0.00
<i>A5193/11414/1534/JS Maintenanc</i>	27/11/2019	A5193	1	36.00	0.00	36.00	0.00
					0.00	72.00	
Above paid on 09/12/2019 by Online Payment Ref J2							
K8	Kennet Community Radio						
<i>Remembrance-public address</i>	22/11/2019	KR1000102	1	510.00	0.00	510.00	0.00
					0.00	510.00	
Above paid on 09/12/2019 by Online Payment Ref K8							

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Linked to Cashbook 1

Entered Month 9
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
L13 Link Up							
<i>Bus stop posters</i>	27/11/2019	0698/19	1	92.00	0.00	92.00	0.00
					0.00	92.00	
Above paid on 09/12/2019 by Online Payment Ref L13							
L23 Lyreco UK Ltd							
<i>Stationery</i>	30/11/2019	6520202172	1	53.66	0.00	53.66	0.00
					0.00	53.66	
Above paid on 09/12/2019 by Online Payment Ref L23							
M28 Minster Cleaning Services							
<i>Office cleaning - December2019</i>	01/12/2019	5868	1	1,377.53	0.00	1,377.53	0.00
					0.00	1,377.53	
Above paid on 09/12/2019 by Online Payment Ref INV29354							
S16 SparkX Limited							
<i>2475/11412/1536/SparkX Limited</i>	27/11/2019	2475	1	327.44	0.00	327.44	0.00
					0.00	327.44	
Above paid on 09/12/2019 by Online Payment Ref S16							
S21 Trade UK - 6331640070618731							
<i>Safety work boots - Richie</i>	21/11/2019	1029393281	1	37.99	0.00	37.99	0.00
					0.00	37.99	
Above paid on 09/12/2019 by Online Payment Ref 6331640070							
S71 Smart Integrated Solutions							
<i>CCTV VP-Sept19-Mar2020</i>	03/12/2019	4079	1	372.00	0.00	372.00	0.00
					0.00	372.00	
Above paid on 09/12/2019 by Online Payment Ref S71							
S75 Stuart Michael Associates Ltd							
<i>VP Cafe-Professional services</i>	30/11/2019	20805/NTC	1	4,860.00	0.00	4,860.00	0.00
					0.00	4,860.00	
Above paid on 09/12/2019 by Online Payment Ref S75							

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Newbury Town Council 19-20

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List of Purchase Ledger Payments

User: MGG

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Entered Month 9
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T30							
Technique Limited							
<i>Paul Evans - set up FTTC</i>	27/11/2019	48791	1	270.00	0.00	270.00	0.00
					0.00	270.00	
Above paid on 09/12/2019 by Online Payment Ref T30							
W1							
West Berkshire District Council							
<i>Rent for Cemetery Lodge - Shaw</i>	05/12/2019	208787-475182	1	1,000.00	0.00	1,000.00	0.00
					0.00	1,000.00	
Above paid on 09/12/2019 by Online Payment Ref W1							
Total Purchase Ledger Payments					0.00	22,987.39	

Linked to Cashbook 1

Entered Month 9
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
D11	Digital Post Solutions Ltd						
<i>Ink cart - franking machine</i>	10/12/2019	67263	1	161.94	0.00	161.94	0.00
					0.00	161.94	
Above paid on 16/12/2019 by Online Payment Ref D11							
D2	Mr B Digby						
<i>Civic Duties May to Dec 19</i>	16/12/2019	CIVIC1219	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 16/12/2019 by Online Payment Ref D2							
H17	Hampshire Association of Local Councils						
<i>Cllr Charing Skills Training</i>	13/12/2019	3684	1	324.00	0.00	324.00	0.00
					0.00	324.00	
Above paid on 16/12/2019 by Online Payment Ref H17							
I2	IAM Consulting Services						
<i>CAS software support</i>	09/12/2019	1311	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	
Above paid on 16/12/2019 by Online Payment Ref I2							
J12	JUTEXPO LTD						
<i>80316/11441/1434/JUTEXPO LTD</i>	10/12/2019	80316	1	978.00	0.00	978.00	0.00
					0.00	978.00	
Above paid on 16/12/2019 by Online Payment Ref J12							
L13	Link Up						
<i>Bus stop posters</i>	30/11/2019	0747/19	1	25.00	0.00	25.00	0.00
					0.00	25.00	
Above paid on 16/12/2019 by Online Payment Ref L13							
P23	Mr Garry Poulson						
<i>Civic Duties Nov 2019</i>	16/12/2019	CIVIC1219	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 16/12/2019 by Online Payment Ref P23							

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Linked to Cashbook 1

Entered Month 9
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R18	RC Electrics (South) Limited						
1169/11442/1543/RC Electrics (11/12/2019	1169	1	140.38	0.00	140.38	0.00
					0.00	140.38	
Above paid on 16/12/2019 by Online Payment Ref R18							
S4	Mr B Sylvester						
Civic duties may to dec 19	16/12/2019	CIVIC1219	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 16/12/2019 by Online Payment Ref S4							
S5	Mr D Stubbs						
Civic Duties-Mayor Making	16/12/2019	CIVIC1219	1	25.00	0.00	25.00	0.00
					0.00	25.00	
Above paid on 16/12/2019 by Online Payment Ref S5							
T2	Mr R Thomason						
Civic duties	16/12/2019	CIVIC1219	1	375.00	0.00	375.00	0.00
					0.00	375.00	
Above paid on 16/12/2019 by Online Payment Ref T2							
T30	Technique Limited						
48932/11445/1532/Technique Lim	06/12/2019	48932	1	174.00	0.00	174.00	0.00
48933/11444/1531/Technique Lim	06/12/2019	48933	1	445.80	0.00	445.80	0.00
					0.00	619.80	
Above paid on 16/12/2019 by Online Payment Ref T30							
W1	West Berkshire District Council						
GM Contract	10/12/2019	208787-475246	1	27,102.74	0.00	27,102.74	0.00
208787-475247/11438/West Berks	10/12/2019	208787-475247	1	6,178.80	0.00	6,178.80	0.00
					0.00	33,281.54	
Above paid on 16/12/2019 by Online Payment Ref W1							
Total Purchase Ledger Payments					0.00	37,750.66	

Health & Safety Report for P&R Committee - Last Updated 09/01/2020

Appendix 7

Appendix 1

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

Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS1	Football changing rooms Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading, quarterly descaling of shower heads	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Recreation Ground R&M budget	To minimise risk of legionella / compliance with legislation
HS2	Town Hall Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading,	Safety Office	Included in staff cost	On Going	Weekly / Monthly / On going	N/A	Staff costs budget	To minimise risk of legionella / compliance with legislation
HS3	Shaw Cemetery Domestic Water Services hygiene regimes following LRA - weekly purging, monthly temp reading,	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Shaw Cemetery R&M budget	To minimise risk of legionella / compliance with legislation
HS4	Town Hall Inspections (offices and communal areas). Including Quarterly Workplace Inspections by Safety Officer	Officers	Included in staff cost	On going / ad hoc	Daily / Weekly / Monthly / Quarterly / On going	N/A	N/A	Improved Town Hall Safety
HS5	Town Hall Fire Alarm Testing	Officers	Included in staff cost	On going	Weekly	N/A	N/A	Compliance with legislation
HS6	Town Hall Disabled Toilet Alarm Testing	Officers	Included in staff cost	On going	Monthly	N/A	N/A	Improved Town Hall Safety
HS7	Risk Management Strategy and Strategic Risk Register Review	Council	Included in staff cost	15/10/2019	Agreed at P&R 14.10.19	October 2020	Audit Working Group to consider following Management Team input	Ensured risk strategy is still correct
HS8	Town Hall Safety Inspections (quarterly)	Safety Officer / Caretaker	Included in staff cost	End March 2019	Completed 20/12/2019	End March 2020	N/A	Improved Town Hall Safety
HS9	Annual Play Area Inspection by ROSPA accredited inspection company	Contractor / Safety Officer / Community Services Manager	Approx. £700	End March 2019	Completed 13, 14, & 15 February 2019	February 2020	Playground R&M budget	Legal requirement Safety for users
HS10	Boiler Servicing & Gas Safety Certificate for Servery	Safety Officer / Subcontractor	£200.00	End Jan 2020	Completed 08/01/2020	End Jan 2021	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS11	Boiler Servicing & Gas Safety Certificate for Old Court House (Suite 1)	Safety Officer / Subcontractor	£200.00	End June 2019	Engineer appointment Booked 23/07/2019	End June 2020	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS12	Lift Inspection (annually)	Subcontractor / Safety Officer	Included in Insurance	End June 2019	Completed 20/06/2019	June 2020	Legal requirement	Improved Town Hall safety / compliance with legislation
HS13	Fire Extinguishers Maintenance (annually) for All NTC Sites, requiring extinguishers (Shaw Cemetery, Victoria Park Changing Rooms & Kiosk, Bowling Club, Town Hall, Newtown Road Cemetery)	Safety Officer / Subcontractor	£1043 Annually	End April 2019	Completed April 2019	End April 2020	Various Contracts / R&M budgets	Improved safety / compliance with legislation
HS14	5 yearly Periodical Test & Inspections of the Town Hall Electrical System	Safety Officer / Subcontractor	£3,000.00	End April 2015	Completed 27/04/2015	April 2020	Town Hall R&M budget	Improved safety / compliance with legislation
HS15	Newtown Road Cemetery 5 yearly Electrical installation testing	Safety Officer / Subcontractor	£300.00	End April 2017	Completed 17/05/2017	May 2022	Newtown Road Cemetery R&M Budget	Improved safety / compliance with legislation
HS16	Lift Service (6 monthly) Changing to quarterly March 2019	Safety Officer / Subcontractor	From March 2019 £320/annual	End Jan 2020	Completed 14/10/2019	End Jan 2020	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS17	Town Hall Annual Fire Risk Assessment Review (annually)	Safety Officer / Community Services Manager	Approx. £450	End May 2019	Completed 11/04/2019	End May 2020	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS18	Town Hall (PAT) Portable Electrical Appliance Testing (annually)	Safety Officer / Caretaker	Included in staff cost	End July 2019	Completed 31/07/2018	July 2020	Officer Time	Improved Town Hall safety / compliance with legislation
HS19	Lightning Conductor Maintenance / Inspection (annually) Test Strike UK Limited	Safety Officer / Subcontractor	£110.00	End Jan 2020	Completed 16/01/2019	End of January 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS20	Shaw Cemetery (PAT) Portable Electrical Appliance Testing (annually)	Safety Officer / Subcontractor	Under taken by GM Contractors	End July 2019	Completed 25/07/2019	July 2020	Shaw Cemetery R&M budget	Improved Shaw Cemetery safety / compliance with legislation
HS21	Town Hall Emergency Light Test (6 monthly)	Safety Officer / Subcontractor	£165.00	End Dec 2019	Completed 20/12/2019	End June 2020	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation

Health & Safety Report for P&R Committee - Last Updated 09/01/2020

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Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS22	Bandstand Electrical Supply Testing (annually)	Safety Officer / Subcontractor	£120.00	End July 2019	Completed 31/07/2018	July 2020	Victoria Park R&M budget	Improved Bandstand safety / compliance with legislation
HS23	Town Hall Fire Alarm Maintenance (quarterly)	Safety Officer / Subcontractor	Included in contract	End Dec 2019	Completed 18/12/2019	End March 2020	Town Hall Contract	Information for Emergency Services and Town Hall occupants
HS24	Town Hall Fire Alarm - Major System improvement works	Safety Officer / Subcontractor	£4,110.00	End October 2018	Completed 03/10/2019	One Off	Town Hall R&M budget	Improved system safety for Town Hall users
HS25	Town Hall Emergency Evacuation Drills	Community Services Manager / Safety Officer / Fire Marshals	Included in staff cost	Minimum of 2 per annum	Completed Not a Drill 27/08/2019	Minimum of 2 per annum	N/A	Improved Town Hall safety / compliance with legislation
HS26	Review of Town Hall Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS27	Review of Victoria Park Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS28	Review of Newtown Road Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS29	Review of Shaw Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS30	Review of Market Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS31	Review of Recreation Grounds Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS32	Review of Playground Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS33	Review of Allotments Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS34	Review of Bus Shelter Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets

Health & Safety Report for P&R Committee - Last Updated 09/01/2020

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

Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS35	Review of Clocks Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS36	Review of Public Seating (Benches) Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS37	Review of Skatepark Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS38	Review of Footway Lighting Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS39	Review of War Memorial Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets

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Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Staff								
1990 Miscellaneous Income	0	180	0	(180)			0.0%	
Staff :- Income	0	180	0	(180)				0
4000 Salaries/NI/PAYE	49,442	338,554	431,000	92,446		92,446	78.6%	
4010 Misc Staff Expenses	233	1,866	2,500	635		635	74.6%	
4045 Salary Reallocation	(49,442)	(338,490)	(428,403)	(89,913)		(89,913)	79.0%	
Staff :- Indirect Expenditure	233	1,929	5,097	3,168	0	3,168	37.8%	0
Net Income over Expenditure	(233)	(1,749)	(5,097)	(3,348)				
110 Central Services								
1076 Precept Received	0	1,024,983	1,024,983	0			100.0%	
1090 Interest Received	620	4,538	3,200	(1,338)			141.8%	
1990 Miscellaneous Income	0	5	0	(5)			0.0%	
Central Services :- Income	620	1,029,527	1,028,183	(1,344)			100.1%	0
4045 Salary Reallocation	2,993	20,489	25,931	5,442		5,442	79.0%	
4050 Bank Charges	159	1,581	2,000	419		419	79.1%	
4055 Election Expenses	0	0	5,000	5,000		5,000	0.0%	
4060 NYC	0	9	300	291		291	3.0%	
4065 Local Democracy Week	0	295	300	5		5	98.3%	
Central Services :- Indirect Expenditure	3,152	22,374	33,531	11,157	0	11,157	66.7%	0
Net Income over Expenditure	(2,531)	1,007,153	994,652	(12,501)				
200 P&R General								
4045 Salary Reallocation	4,734	32,411	41,020	8,609		8,609	79.0%	
4100 Members Allowances	0	54	390	336		336	14.0%	
4105 Members' travel & subsistence	0	0	360	360		360	0.0%	
4110 Bus Shelter Advertising	119	423	800	377		377	52.9%	
4120 Precept Leaflet	0	0	1,000	1,000		1,000	0.0%	
4125 P&R Projects Fund	0	2,411	9,000	6,589		6,589	26.8%	
P&R General :- Indirect Expenditure	4,853	35,299	52,570	17,271	0	17,271	67.1%	0
Net Expenditure	(4,853)	(35,299)	(52,570)	(17,271)				
210 Grants & Contributions								
1990 Miscellaneous Income	0	2,000	0	(2,000)			0.0%	
Grants & Contributions :- Income	0	2,000	0	(2,000)				0
4160 Contribution to BID Xmas light	0	12,000	12,000	0		0	100.0%	

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4170 Volunteer Centre	0	500	500	0		0	100.0%	
4175 Newbury Carnival	0	0	2,000	2,000		2,000	0.0%	
4180 Grant Sub Committee	0	20,000	20,000	0		0	100.0%	
4185 CAB Grant	0	20,000	20,000	0		0	100.0%	
4190 CCTV	12,000	12,000	12,000	0		0	100.0%	
4205 WBC - contribution to library	0	7,819	31,275	23,456		23,456	25.0%	
Grants & Contributions :- Indirect Expenditure	12,000	72,319	97,775	25,456	0	25,456	74.0%	0
Net Income over Expenditure	(12,000)	(70,319)	(97,775)	(27,456)				
220 Corporate Services								
1990 Miscellaneous Income	0	2,670	25	(2,645)			10681.7	
Corporate Services :- Income	0	2,670	25	(2,645)			10681.7	0
4200 Visitor Information Centre	0	577	500	(77)		(77)	115.4%	452
4220 Training and Development	552	5,540	5,000	(540)		(540)	110.8%	
4225 Advertising Recruitment	0	535	1,500	965		965	35.7%	
4230 Telephone	450	4,176	5,550	1,374		1,374	75.3%	
4235 Postage	335	1,474	2,900	1,426		1,426	50.8%	
4240 Printing/Stationery	45	1,807	3,200	1,393		1,393	56.5%	
4245 Office Equipment	0	1,759	2,000	241		241	87.9%	
4250 IT	134	9,038	8,600	(438)		(438)	105.1%	
4255 Professional Fees	84	4,348	8,000	3,653		3,653	54.3%	
4260 Audit	0	445	3,800	3,355		3,355	11.7%	
4265 Subscriptions	0	4,360	4,300	(60)		(60)	101.4%	
4270 Photocopier Charges	659	3,769	5,300	1,531		1,531	71.1%	
4275 Advertising General	0	565	1,200	635	250	385	67.9%	
4280 Recycling Costs	158	585	1,100	515		515	53.2%	
4285 GM contract admin fee (WBC)	0	0	2,700	2,700		2,700	0.0%	
4290 Capital exp computers etc	517	4,005	4,000	(5)		(5)	100.1%	
4420 Insurance	0	13,503	14,500	997		997	93.1%	
Corporate Services :- Indirect Expenditure	2,932	56,487	74,150	17,663	250	17,413	76.5%	452
Net Income over Expenditure	(2,932)	(53,817)	(74,125)	(20,308)				
6000 plus Transfer from EMR	0	452						
Movement to/(from) Gen Reserve	(2,932)	(53,365)						
290 Town Hall								
1270 Suite Lease Income	4,310	27,138	38,000	10,862			71.4%	
1275 Solar Panel Income	0	0	400	400			0.0%	
1280 Chamber Hire	879	4,610	7,000	2,390			65.9%	

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1285 Projector Hire	0	0	50	50			0.0%	
1990 Miscellaneous Income	0	64	10	(54)			643.9%	
Town Hall :- Income	5,190	31,812	45,460	13,648			70.0%	0
4045 Salary Reallocation	6,820	46,687	59,089	12,402		12,402	79.0%	
4315 Town Hall Survey	0	4,600	4,780	180		180	96.2%	
4320 Town Hall Refurb	0	0	5,000	5,000		5,000	0.0%	
4325 PWLB Loan Interest	0	69	69	0		0	99.6%	
4330 PWLB loan repayment	0	2,500	2,500	0		0	100.0%	
4405 Rates	1,043	9,572	10,510	938		938	91.1%	
4410 Water	33	315	500	185		185	63.1%	
4415 Energy Supplies	189	(2,442)	10,800	13,242		13,242	(22.6%)	
4425 Repairs and Maintenance	1,131	15,695	22,500	6,805	2,890	3,915	82.6%	
4430 Maint. Contracts	2,296	11,479	13,750	2,271		2,271	83.5%	
4440 Fire Extinguishers	0	837	733	(104)		(104)	114.2%	
4445 Security	0	0	800	800		800	0.0%	
Town Hall :- Indirect Expenditure	11,511	89,313	131,031	41,718	2,890	38,828	70.4%	0
Net Income over Expenditure	(6,321)	(57,502)	(85,571)	(28,069)				
<u>295 Weddings</u>								
1280 Chamber Hire	0	2,131	2,000	(131)			106.5%	
Weddings :- Income	0	2,131	2,000	(131)			106.5%	0
4045 Salary Reallocation	191	1,310	1,658	348		348	79.0%	
4340 Weddings expenditure	0	1,001	1,000	(1)	150	(151)	115.1%	
Weddings :- Indirect Expenditure	191	2,311	2,658	347	150	197	92.6%	0
Net Income over Expenditure	(191)	(180)	(658)	(478)				
<u>300 Newtown Road Cemetery</u>								
1300 Cemetery Income	0	40	10	(30)			400.0%	
1990 Miscellaneous Income	0	0	100	100			0.0%	
Newtown Road Cemetery :- Income	0	40	110	70			36.4%	0
4045 Salary Reallocation	270	1,850	2,342	492		492	79.0%	
4355 Toilet Hire NRC	62	845	1,300	455		455	65.0%	
4405 Rates	0	323	294	(29)		(29)	109.8%	
4415 Energy Supplies	0	305	800	495		495	38.1%	
4425 Repairs and Maintenance	0	3,775	6,330	2,555		2,555	59.6%	
4430 Maint. Contracts	893	7,146	10,825	3,679		3,679	66.0%	
4435 Maint. Contracts Unscheduled	0	0	1,200	1,200		1,200	0.0%	

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4440 Fire Extinguishers	0	48	100	52		52	48.4%	
4515 Tree Surveys & Works	0	0	466	466	466	0	100.0%	
Newtown Road Cemetery :- Indirect Expenditure	1,226	14,293	23,657	9,364	466	8,898	62.4%	0
Net Income over Expenditure	(1,226)	(14,253)	(23,547)	(9,294)				
305 Shaw Cemetery								
1300 Cemetery Income	5,923	23,298	45,000	21,702			51.8%	
1990 Miscellaneous Income	0	165	0	(165)			0.0%	
Shaw Cemetery :- Income	5,923	23,463	45,000	21,537			52.1%	0
4045 Salary Reallocation	2,433	16,655	21,079	4,424		4,424	79.0%	
4250 IT	458	1,002	1,160	158		158	86.4%	
4265 Subscriptions	220	220	0	(220)		(220)	0.0%	
4400 Rent Payable	1,000	1,000	1,000	0		0	100.0%	
4405 Rates	105	945	955	10		10	98.9%	
4410 Water	68	2,062	400	(1,662)		(1,662)	515.4%	
4415 Energy Supplies	0	192	1,550	1,358		1,358	12.4%	
4425 Repairs and Maintenance	500	1,971	13,000	11,029	318	10,711	17.6%	
4430 Maint. Contracts	4,845	38,756	58,710	19,954		19,954	66.0%	
4435 Maint. Contracts Unscheduled	0	0	2,000	2,000		2,000	0.0%	
4440 Fire Extinguishers	0	121	250	129		129	48.4%	
4515 Tree Surveys & Works	0	0	2,528	2,528	2,528	0	100.0%	
Shaw Cemetery :- Indirect Expenditure	9,629	62,923	102,632	39,709	2,846	36,863	64.1%	0
Net Income over Expenditure	(3,706)	(39,460)	(57,632)	(18,172)				
310 Markets								
1320 Market Income	2,441	23,156	40,000	16,844			57.9%	
1990 Miscellaneous Income	0	0	20	20			0.0%	
Markets :- Income	2,441	23,156	40,020	16,864			57.9%	0
4045 Salary Reallocation	2,762	18,908	23,931	5,023		5,023	79.0%	
4265 Subscriptions	0	358	325	(33)		(33)	110.2%	
4275 Advertising General	815	1,946	2,500	554	210	344	86.2%	
4360 Market Management	1,100	11,000	13,500	2,500		2,500	81.5%	
4405 Rates	798	7,425	8,100	676		676	91.7%	
4415 Energy Supplies	0	463	1,000	537		537	46.3%	
4425 Repairs and Maintenance	0	(362)	3,000	3,362	41	3,321	(10.7%)	
4445 Security	0	0	260	260		260	0.0%	
Markets :- Indirect Expenditure	5,475	39,738	52,616	12,878	251	12,627	76.0%	0
Net Income over Expenditure	(3,033)	(16,582)	(12,596)	3,986				

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315 War Memorial								
4045 Salary Reallocation	398	2,727	3,451	724		724	79.0%	
4425 Repairs and Maintenance	0	19	1,000	981		981	1.9%	
War Memorial :- Indirect Expenditure	398	2,746	4,451	1,705	0	1,705	61.7%	0
Net Expenditure	(398)	(2,746)	(4,451)	(1,705)				
320 Footway Lighting								
4045 Salary Reallocation	398	2,728	3,452	725		725	79.0%	
4415 Energy Supplies	1,041	4,049	6,400	2,351		2,351	63.3%	
4425 Repairs and Maintenance	1,655	5,729	9,000	3,271	907	2,364	73.7%	
Footway Lighting :- Indirect Expenditure	3,094	12,505	18,852	6,347	907	5,439	71.1%	0
Net Expenditure	(3,094)	(12,505)	(18,852)	(6,347)				
325 Clock House								
4045 Salary Reallocation	398	2,728	3,452	725		725	79.0%	
4415 Energy Supplies	0	404	580	176		176	69.6%	
4425 Repairs and Maintenance	0	1,143	1,200	58		58	95.2%	
Clock House :- Indirect Expenditure	398	4,274	5,232	958	0	958	81.7%	0
Net Expenditure	(398)	(4,274)	(5,232)	(958)				
330 Street Furniture								
4045 Salary Reallocation	398	2,727	3,451	724		724	79.0%	
4425 Repairs and Maintenance	0	1,475	3,000	1,525	5,650	(4,125)	237.5%	
4460 Grit Bins	3,795	3,795	7,500	3,705		3,705	50.6%	
Street Furniture :- Indirect Expenditure	4,193	7,997	13,951	5,954	5,650	304	97.8%	0
Net Expenditure	(4,193)	(7,997)	(13,951)	(5,954)				
335 Recreation Grounds								
1355 Income - Pitches	486	2,081	632	(1,449)			329.3%	
1990 Miscellaneous Income	0	10	0	(10)			0.0%	
Recreation Grounds :- Income	486	2,091	632	(1,459)			330.9%	0
4045 Salary Reallocation	1,465	10,030	12,694	2,664		2,664	79.0%	
4410 Water	45	601	510	(91)		(91)	117.8%	
4415 Energy Supplies	0	814	2,000	1,186		1,186	40.7%	
4425 Repairs and Maintenance	301	2,409	4,500	2,091	4,650	(2,559)	156.9%	
4430 Maint. Contracts	2,167	17,338	26,265	8,927		8,927	66.0%	

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4435 Maint. Contracts Unscheduled	109	278	2,500	2,222		2,222	11.1%	
4515 Tree Surveys & Works	0	0	1,131	1,131	1,131	0	100.0%	
Recreation Grounds :- Indirect Expenditure	4,088	31,470	49,600	18,130	5,781	12,349	75.1%	0
Net Income over Expenditure	(3,602)	(29,378)	(48,968)	(19,590)				
340 Play Areas								
4045 Salary Reallocation	2,051	14,038	17,767	3,729		3,729	79.0%	
4425 Repairs and Maintenance	200	5,269	8,000	2,731	1,862	869	89.1%	
4430 Maint. Contracts	1,710	13,678	20,721	7,043		7,043	66.0%	
4435 Maint. Contracts Unscheduled	1,245	1,464	1,000	(464)		(464)	146.4%	
4520 Replacement Play Equipment	0	2,398	20,000	17,602	610	16,992	15.0%	
Play Areas :- Indirect Expenditure	5,205	36,847	67,488	30,641	2,472	28,168	58.3%	0
Net Expenditure	(5,205)	(36,847)	(67,488)	(30,641)				
345 Victoria Park								
1360 Income - Tennis Courts	309	7,664	10,000	2,336			76.6%	
1380 Income - Bowling Club	0	450	900	450			50.0%	
1385 Income - Kiosk/Cafe	1,396	3,996	8,000	4,004			49.9%	
1500 Other open spaces income	0	2,350	200	(2,150)			1175.0%	
1600 Sponsorship	0	0	1,000	1,000			0.0%	
1905 CIL income received	0	0	14,000	14,000			0.0%	
1990 Miscellaneous Income	20	1,962	907	(1,055)			216.3%	
Victoria Park :- Income	1,725	16,422	35,007	18,585			46.9%	0
4045 Salary Reallocation	4,331	29,652	37,529	7,877		7,877	79.0%	
4325 PWLB Loan Interest	0	0	14,000	14,000		14,000	0.0%	
4355 Toilet Hire NRC	0	0	700	700		700	0.0%	
4410 Water	201	2,000	3,500	1,500		1,500	57.1%	
4415 Energy Supplies	212	2,008	1,500	(508)		(508)	133.8%	
4425 Repairs and Maintenance	709	10,232	17,700	7,468	200	7,268	58.9%	
4430 Maint. Contracts	4,845	38,379	59,520	21,141		21,141	64.5%	
4435 Maint. Contracts Unscheduled	0	120	2,500	2,380		2,380	4.8%	
4440 Fire Extinguishers	0	97	200	103		103	48.4%	
4445 Security	0	0	500	500		500	0.0%	
4465 Tennis Courts Maintenance Fund	0	0	3,600	3,600		3,600	0.0%	
4475 VP LTA Registration Fee	0	330	330	0		0	100.0%	
4480 Music at the Bandstand	0	2,550	2,550	0		0	100.0%	
4490 VP Fun Day	0	2,207	2,500	293		293	88.3%	
4515 Tree Surveys & Works	0	0	2,563	2,563	2,563	0	100.0%	
Victoria Park :- Indirect Expenditure	10,299	87,574	149,192	61,618	2,763	58,855	60.6%	0
Net Income over Expenditure	(8,574)	(71,152)	(114,185)	(43,033)				

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350 Open Spaces								
1395 Wayleave Income	0	0	25	25			0.0%	
1500 Other open spaces income	0	15,000	15,000	0			100.0%	
Open Spaces :- Income	0	15,000	15,025	25			99.8%	0
4045 Salary Reallocation	1,465	10,029	12,693	2,664		2,664	79.0%	
4400 Rent Payable	0	175	170	(5)		(5)	102.7%	
4410 Water	8	92	80	(12)		(12)	114.5%	
4425 Repairs and Maintenance	27	821	4,000	3,179	839	2,340	41.5%	
4430 Maint. Contracts	5,751	45,795	68,804	23,009		23,009	66.6%	
4435 Maint. Contracts Unscheduled	0	511	3,000	2,489		2,489	17.0%	
4515 Tree Surveys & Works	0	0	2,962	2,962	2,962	0	100.0%	
Open Spaces :- Indirect Expenditure	7,250	57,422	91,709	34,287	3,801	30,486	66.8%	0
Net Income over Expenditure	(7,250)	(42,422)	(76,684)	(34,262)				
355 Floral Displays and Trees								
1990 Miscellaneous Income	0	2,050	1,800	(250)			113.9%	
Floral Displays and Trees :- Income	0	2,050	1,800	(250)			113.9%	0
4045 Salary Reallocation	738	5,051	6,393	1,342		1,342	79.0%	
4425 Repairs and Maintenance	0	245	400	155		155	61.2%	
4430 Maint. Contracts	1,703	13,624	20,639	7,015		7,015	66.0%	
4500 Tree planting	898	898	2,000	1,102	57	1,045	47.8%	
4505 Edible Crops	0	173	300	127		127	57.7%	
4510 Additional Floral Displays NIB	0	155	1,500	1,345		1,345	10.3%	
Floral Displays and Trees :- Indirect Expenditure	3,339	20,147	31,232	11,085	57	11,028	64.7%	0
Net Income over Expenditure	(3,339)	(18,097)	(29,432)	(11,335)				
360 Britain & Newbury In Bloom								
1600 Sponsorship	0	500	500	0			100.0%	
Britain & Newbury In Bloom :- Income	0	500	500	0			100.0%	0
4045 Salary Reallocation	1,071	7,329	9,276	1,947		1,947	79.0%	
4710 Newbury In Bloom	0	2,577	7,000	4,423	796	3,627	48.2%	
Britain & Newbury In Bloom :- Indirect Expenditure	1,071	9,906	16,276	6,370	796	5,574	65.8%	0
Net Income over Expenditure	(1,071)	(9,406)	(15,776)	(6,370)				
420 Wash Common Allotment								
1400 Allotment Income	12	3,127	3,000	(127)			104.2%	
Wash Common Allotment :- Income	12	3,127	3,000	(127)			104.2%	0

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4045 Salary Reallocation	639	4,372	5,533	1,161		1,161	79.0%	
4410 Water	87	796	485	(311)		(311)	164.1%	
4425 Repairs and Maintenance	70	709	1,600	891		891	44.3%	
4430 Maint. Contracts	112	896	1,357	461		461	66.0%	
4435 Maint. Contracts Unscheduled	0	0	280	280		280	0.0%	
4450 Extra security measures	0	0	500	500		500	0.0%	
4515 Tree Surveys & Works	0	0	58	58	58	0	100.0%	
Wash Common Allotment :- Indirect Expenditure	907	6,772	9,813	3,041	58	2,983	69.6%	0
Net Income over Expenditure	(896)	(3,644)	(6,813)	(3,169)				
<u>421 Allotments (except Wash Common)</u>								
1400 Allotment Income	0	18,679	18,000	(679)			103.8%	
1990 Miscellaneous Income	0	75	40	(35)			187.5%	
Allotments (except Wash Common :- Income	0	18,754	18,040	(714)			104.0%	0
4045 Salary Reallocation	3,193	21,859	27,665	5,806		5,806	79.0%	
4400 Rent Payable	213	638	850	213		213	75.0%	
4410 Water	372	4,557	3,000	(1,557)		(1,557)	151.9%	
4425 Repairs and Maintenance	671	4,914	9,400	4,486	675	3,811	59.5%	
4430 Maint. Contracts	560	4,477	6,780	2,303		2,303	66.0%	
4435 Maint. Contracts Unscheduled	0	577	1,730	1,153		1,153	33.3%	
4450 Extra security measures	0	(421)	3,000	3,421	421	3,000	0.0%	
4515 Tree Surveys & Works	0	0	292	292	292	0	100.0%	
Allotments (except Wash Common :- Indirect Expenditure	5,008	36,600	52,717	16,117	1,388	14,729	72.1%	0
Net Income over Expenditure	(5,008)	(17,846)	(34,677)	(16,831)				
<u>430 Wharf Toilets</u>								
4045 Salary Reallocation	768	5,258	6,655	1,397		1,397	79.0%	
4195 Wharf Toilets Contract	2,870	8,610	11,500	2,890		2,890	74.9%	
4405 Rates	0	7,084	7,000	(84)		(84)	101.2%	
4415 Energy Supplies	0	567	0	(567)		(567)	0.0%	
4425 Repairs and Maintenance	0	3,516	2,000	(1,516)		(1,516)	175.8%	1,436
Wharf Toilets :- Indirect Expenditure	3,638	25,035	27,155	2,121	0	2,121	92.2%	1,436
Net Expenditure	(3,638)	(25,035)	(27,155)	(2,121)				
6000 plus Transfer from EMR	0	1,436						
Movement to/(from) Gen Reserve	(3,638)	(23,598)						

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
490 S106 & CIL Received in Year								
1905 CIL income received	0	323,235	0	(323,235)			0.0%	323,235
S106 & CIL Received in Year :- Income	<u>0</u>	<u>323,235</u>	<u>0</u>	<u>(323,235)</u>				<u>323,235</u>
Net Income	<u>0</u>	<u>323,235</u>	<u>0</u>	<u>(323,235)</u>				
6001 less Transfer to EMT	323,235	323,235						
Movement to/(from) Gen Reserve	<u>(323,235)</u>	<u>0</u>						
500 CP,A&L General								
4045 Salary Reallocation	3,295	22,557	28,549	5,992		5,992	79.0%	
4600 CPA&L Committee Fund	0	0	1,500	1,500		1,500	0.0%	
4610 Environmental Improvement Sche	0	0	1,000	1,000		1,000	0.0%	
4625 Art Trail	0	0	1,000	1,000		1,000	0.0%	
CP,A&L General :- Indirect Expenditure	<u>3,295</u>	<u>22,557</u>	<u>32,049</u>	<u>9,492</u>	<u>0</u>	<u>9,492</u>	<u>70.4%</u>	<u>0</u>
Net Expenditure	<u>(3,295)</u>	<u>(22,557)</u>	<u>(32,049)</u>	<u>(9,492)</u>				
505 Civic Responsibility								
1600 Sponsorship	0	190	0	(190)			0.0%	
1990 Miscellaneous Income	0	1,225	0	(1,225)			0.0%	
Civic Responsibility :- Income	<u>0</u>	<u>1,415</u>	<u>0</u>	<u>(1,415)</u>				<u>0</u>
4045 Salary Reallocation	3,968	27,167	34,383	7,216		7,216	79.0%	
4652 Mayors Allowance 2019-20	40	144	2,500	2,357		2,357	5.7%	
4655 Honorarium	900	2,700	3,375	675		675	80.0%	
4660 Mayor Making	0	1,774	2,500	726		726	71.0%	
4665 Remembrance	0	882	1,400	519		519	63.0%	
4670 Regalia and Robes	0	1,428	0	(1,428)		(1,428)	0.0%	
4680 Civic Hospitality & Events	73	1,018	1,500	482		482	67.9%	
4690 Twin Towns	0	1,724	250	(1,474)		(1,474)	689.8%	1,594
4700 Civic Award Scheme	0	0	500	500		500	0.0%	
4705 Watership Brass	0	650	650	0		0	100.0%	
Civic Responsibility :- Indirect Expenditure	<u>4,981</u>	<u>37,486</u>	<u>47,058</u>	<u>9,572</u>	<u>0</u>	<u>9,572</u>	<u>79.7%</u>	<u>1,594</u>
Net Income over Expenditure	<u>(4,981)</u>	<u>(36,071)</u>	<u>(47,058)</u>	<u>(10,987)</u>				
6000 plus Transfer from EMR	0	1,594						
Movement to/(from) Gen Reserve	<u>(4,981)</u>	<u>(34,477)</u>						

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
600 Planning & Highways								
1120 Grants & Donations Received	257	577	100	(477)			576.7%	
Planning & Highways :- Income	<u>257</u>	<u>577</u>	<u>100</u>	<u>(477)</u>			<u>576.7%</u>	<u>0</u>
4045 Salary Reallocation	4,664	31,929	40,410	8,481		8,481	79.0%	
4800 P & H Committee Fund	0	728	2,000	1,272		1,272	36.4%	
4805 Heritage Working Group	0	1,278	0	(1,278)	263	(1,541)	0.0%	1,278
Planning & Highways :- Indirect Expenditure	<u>4,664</u>	<u>33,935</u>	<u>42,410</u>	<u>8,475</u>	<u>263</u>	<u>8,212</u>	<u>80.6%</u>	<u>1,278</u>
Net Income over Expenditure	<u>(4,407)</u>	<u>(33,358)</u>	<u>(42,310)</u>	<u>(8,952)</u>				
6000 plus Transfer from EMR	0	1,278						
Movement to/(from) Gen Reserve	<u>(4,407)</u>	<u>(32,080)</u>						
900 Capital & Projects								
1120 Grants & Donations Received	0	0	80,000	80,000			0.0%	
1805 Loan Proceeds	0	0	200,000	200,000			0.0%	
1900 S.106 income received	0	0	51,000	51,000			0.0%	
1905 CIL income received	0	0	49,300	49,300			0.0%	
Capital & Projects :- Income	<u>0</u>	<u>0</u>	<u>380,300</u>	<u>380,300</u>			<u>0.0%</u>	<u>0</u>
4905 CIL Expenditure	0	0	24,300	24,300		24,300	0.0%	
9010 CAPEX VP Cafe	4,814	26,129	349,099	322,970	10,651	312,319	10.5%	
9020 CAPEX VP changing Rooms	0	0	199,000	199,000		199,000	0.0%	
9040 CAPEX Tree Maintenance Reserve	1,250	8,895	5,000	(3,895)		(3,895)	177.9%	3,895
Capital & Projects :- Indirect Expenditure	<u>6,064</u>	<u>35,024</u>	<u>577,399</u>	<u>542,375</u>	<u>10,651</u>	<u>531,724</u>	<u>7.9%</u>	<u>3,895</u>
Net Income over Expenditure	<u>(6,064)</u>	<u>(35,024)</u>	<u>(197,099)</u>	<u>(162,075)</u>				
6000 plus Transfer from EMR	3,895	3,895						
Movement to/(from) Gen Reserve	<u>(2,169)</u>	<u>(31,129)</u>						
Grand Totals:- Income	16,653	1,498,150	1,615,202	117,052			92.8%	
Expenditure	119,096	865,284	1,812,301	947,017	41,441	905,576	50.0%	
Net Income over Expenditure	<u>(102,442)</u>	<u>632,866</u>	<u>(197,099)</u>	<u>(829,965)</u>				
plus Transfer from EMR	3,895	8,655						
less Transfer to EMT	323,235	323,235						
Movement to/(from) Gen Reserve	<u>(421,782)</u>	<u>318,286</u>						

Newbury Town Council

Policy and Resources Committee 14 January 2020

Item 9: In Year Budget Monitoring 2019/20

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

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

Overspent budget lines

Cost Centre	Code	Description	Reason
100	4000	Salaries	Predicted overspend of £4,000 following merit awards and holiday pay.
220	4200	Visitor Information	£452 to be taken from Earmarked Reserves
290	4415	Energy Supplies	Refunds Received
305	4410	<i>Shaw Cemetery Water</i>	<i>We are awaiting a refund of some of this money.</i>
330	4425	Street Furniture	Move of Bus Shelter to be recovered.
335	4410	Water	Oct/Nov invoice more than average. Meter is not being read on a monthly or quarterly basis.
335	4425	Recreation Grounds R&M	Repairs to roof of Wash Common changing rooms – caused by vandalism therefore subject to an insurance claim.
340	4435	Maint. Contracts Unscheduled	Digby Road Wood Chips
345	4415	Victoria Park-energy	Most of this will be reclaimed from the Kiosk tenant
420	4410	Wash Common Allotment Water	When accurate readings submitted some of this overspend should be refunded.
421	4410	All other Allotments Water	When accurate readings submitted some of this overspend should be refunded.
430	4415	<i>Wharf Toilet Energy Supplies</i>	<i>This relates to an electricity bill dating from before the contractor took over. The bill was contested, and reduced by nearly half, but then no invoice was issued for nearly two years! There was an accrual for this in last year's accounts, but as the invoice had not been issued, the accrual was not carried forward into this year, hence the overspend.</i>
430	4425	Wharf Toilet – R&M	Cost of new defibrillator to be taken from S.106
505	4690	Twin Towns	£1,594 to come from earmarked reserves
505	4670	<i>Regalia and Robes New Mayor's Robe</i>	<i>The money for this was received by donation and appears elsewhere in an income code</i>
600	4805	Heritage Working Group	Taken from EMR
900	9040	CAPEX Tree Maint. Reserve	Taken from EMR

Newbury Town Council

Internal Audit 2019-20

Summary of Work Undertaken at First Interim Visit on 15th October 2019

Accounting Records and Bank Reconciliations

- The Council remains a full Omega software user, with two separate cashbooks for the Current & Officers bank accounts operated at Handelsbanken: subsequent to previous audit reports in this area we note that the NatWest account has finally be closed in full;
- We have again verified that an appropriate cost centre and nominal ledger structure remains in place for 2019-20;
- We have checked the opening Trial Balance in the accounting software for 2019-20 to the closing Financial Statements for 2018-19 to ensure that all the detailed balances have been properly rolled forward with no matters arising;
- We have checked and agreed two sample months receipts and payments transactions (April and August 2019) from both Handelsbanken accounts to the appropriate cashbooks; and
- Finally in this area, we have checked and agreed the software based bank reconciliations as at 30th April and 31st August 2019 for both accounts with no matters arising worthy of note.

Review of Corporate Governance

- We have commenced our examination of the minutes of Full Council and its extant Committee meetings (with the exception of Planning & Highways) to mid-September 2019 with no significant financial matters arising at present;
- We have previously noted during 2018-19 that the Council's Standing Orders and Financial Regulations had been the subject of periodic review and re-adoption and our examination of current year's minutes has not identified any further requirement for changes to date in 2019-20; and
- We are pleased to note the Council properly considered the criteria for re-adoption of the General Power of Competence subsequent to the local elections in May 2019 and this was duly recorded in the minutes.

Review of Payments

- We are pleased to note that there continues to be sound control over the authorisation of, and payments for, supplier invoices and other similar expenditures (as noted previously in 2017-18, this is now undertaken primarily through the BACS payments system);

- We have commenced our testing of payments at this first interim stage, examining a sample of all those items individually in excess of £4,000 together with a further selection of every 40th cashbook transaction (irrespective of value) to 30th September 2019. This sample comprised approximately 40 items in all, totalling just under £222,000 and representing 54% of all non-pay related costs in the period to that date;
- We identified that each payment was supported by a relevant invoice, that an official order had been placed for all goods and services where appropriate (a number of utilities and other services are already contractually provided), that VAT had been properly separated and accounted for via the standard nominal ledger control account and that the items had been correctly analysed to the correct expenditure code; and
- Other than noting that VAT returns continue to be submitted on a regular quarterly basis, utilising the HMRC on-line facility as required under extant legislation, no further testing was considered necessary at present, with the exception of ensuring that the Q1 submission (for June 2019) was in accord with the Omega control account balance.

Assessment and Management of Risk

- We have noted previously that the Council's insurance cover was transferred from Aviva to Zurich under the conditions of a revised longer-term agreement with effect from August 2018 at substantial (in excess of £4,000) savings in annual premiums and have considered the current levels of coverage therein. Public Liability stands at £15 million, that Employer Liability stands at £10 million, that Fidelity Guarantee stands at £2 million and that there is appropriate Loss of Revenue cover in place at £400,000; and
- We again note that the Council has a formal Strategic Risk Register (most recently circulated to the Policy & Resources Committee in October 2019), supplemented by a detailed Risk Register and extensive Health & Safety assessments and no further work was considered in this area at present.

Precept Determination and Budgetary Control

Other than noting from examination of current Council and Committee minutes that periodic budget monitoring reports continue to be considered by members (generally quarterly) no further work was undertaken in this area, the first visit being too early for any meaningful variances to be identified or for any considerations of the Precept for 2020-21.

Review of Income

Other than noting that members had approved various scales of fees and charges for 2019-20 in the previous municipal year and sample testing two month's cashbook receipts to relevant bank statements as noted earlier in this resume, no further work was undertaken in this area at present.

Petty Cash and Corporate Credit / Charge Cards

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

Salaries and Wages

Other than noting that the Council has duly implemented the previously agreed national pay awards for 2019-20 and that DCK Accounting Services continue to provide a third party bureau service for the completion of the monthly payroll process, no further work was undertaken in this area at present.

Investments and Loans

- The Council has previously (September 2016) invested £250,000 in the CCLA Public Sector Deposit fund and we have verified the current balance from Omega to their third party advice note for September 2019; and
- The Council previously had one outstanding Public Works Loan Board loan, repayable half-yearly on receipt of their third party demand notice and we note that this has been fully repaid with the final instalment settlement in September 2019.

**Addendum to the Council Resolution agreed on 20 November 2017
which approved the use of Debit Cards by the Council**

Item 5 of the original resolution stated:

Any two of the following persons are hereby authorised to complete and sign the Business Debit Card Application Form and to complete and sign (including by nominating Authorised Users) Business Debit Card Authorised User Application Forms from time to time and each of the following persons is hereby authorised to take any other action or decision in connection with any Business Debit Card or any Document:

Hugh Peacocke, Chief Executive Officer, Newbury Town Council

Gillian Durrant, Finance and Corporate Services Officer, Newbury Town Council

Newbury Town Council resolves that the following two people are now authorised to take any other action or decision in connection with any Business Debit Card or any Document:

Hugh Peacocke, Chief Executive Officer, Newbury Town Council

David Ingram, Community Services Manager, Newbury Town Council

The Chief Executive Officer of the Council be authorised to certify the truthfulness and accuracy of the minutes of the meeting or an extract from the minutes of the meeting to the Bank.

I hereby certify that the foregoing is a true and accurate extract from the Minutes of a Meeting of the Council committee at which (all appropriate interests having been properly declared) a quorum entitled to vote was present was duly held on the 20th day of January 2020 and that a true copy of each Document has been retained by the Council.

.....
Chief Executive Officer

.....
Date

Newbury Town Council

Work Programme for Policy and Resources Committee Meetings

Standing Items on each (ordinary meeting) agenda:

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

Meeting Date	Item
April	To resolve to earmark reserves and deferred grants
	Financial Regulations Review. It is good practice to review Financial Regulations annually.
	Standing Orders/ scheme of delegations –to Full Council
	Review of Contributions for Newbury Library
	Write off bad debts
July 2019	Report from grants Sub-Committee (re June meeting)
	Review Working Groups and their membership (AWG)
	Mayor's Benevolent Fund Accounts
	Review of Contributions for Newbury Library
October	Prep for Budget
	Risk management strategy and Strategic risk register
	Investments
	Review of Contributions for Newbury Library
	Recommendations to Full Council re Council Strategy
	Receive report from Climate Emergency Working Group
January	To receive a report from the Staff sub-Committee
	Budget
	Review of Contributions for Newbury Library
	Review of S.106 and CIL moneys
	Recommendations to Full Council re Council Strategy
	Report from Grants subcommittee (if met)

Public Report

To Policy and Resources Committee

20 January 2020

Agenda item 18: Finance and Corporate Services Manager

To approve the Recruitment process, Job Description, Person Specification and Contract of Employment for the Post of Finance and Corporate Services Manager, as recommended by the Staff Subcommittee on 7 January 2020.

Background:

The Council's Finance and Corporate Services Manager, Mrs. Gillian Durrant, resigned on 31st December 2019, after just over 4 years of service. During that time she maintained effective management of the Council's finances, as demonstrated by consistently satisfactory reports from both our internal and external auditors. The Council is in a healthy financial position at the time of her leaving and Gillian played an important role in delivering this.

The Council now needs to recruit a replacement Finance and Corporate Services Manager (FCSM). This is a key position for the Council, filling the statutory role of Responsible Financial Officer (RFO), as well as managing the delivery of the council's Corporate support services.

The post is also part of the Council's management team and is line-managed by the Chief Executive Officer.

Objective

To approve arrangements for the recruitment of a suitable candidate to fill the vacant post of Finance Corporate Services manager. This includes the Recruitment process, Job Description, Person Specification and Contract of Employment for the Post. All of these documents, as approved by the Staff Subcommittee on 7 January are attached.

Options

The Council's current employees have been consulted and no-one has expressed an interest in taking on this post. We discussed other options, including a restructure and re-allocating responsibilities, but staff felt that the best solution was a direct recruitment to the vacant post. The only change recommended was a strengthening of the Council's resources by making the post 37 hours a week, rather than the current 28 worked by Gillian.

This recommendation was approved by the Staff Subcommittee for the following reasons:

1. The Council continues to expand in responsibilities, roles and functions, including Climate Change, Youth Work, Homelessness and Visitor information.
2. The Council's budget looks set to expand significantly.

3. The Subcommittee agreed that the RFO be more involved in contract negotiations and reviews.
4. The role attracts substantial TOIL and extra hours will make this easier to manage.

Legal Implications

Standing Orders state that the Staff Sub-Committee has authority to approve appointment, recruitment and terms and conditions for all employees for the Council, except in the case of the Chief Executive Officer and the Responsible Financial Officer where the Subcommittee recommends to the Policy and Resources Committee appropriate staffing arrangements for these posts and relevant salary scales and conditions. This includes related Job Description and Person Specification and such recruitment and selection processes as are required for appointment to these posts. (See attached).

The Staff Subcommittee also resolved to appoint Councillors Martin Colston, Elizabeth O'Keeffe and Jeff Beck and the Council's Chief Executive Officer to the Selection Panel to process applications, interview applicants and make any consequent recommendations to the Staff Sub-Committee. It was further agreed to invite Mr. Andy Walker, Head of Finance and Property at West Berkshire District Council as an independent observer to assist the Selection Panel in their work.

Financial Implications

Employment on a 37-hour week basis, rather than the current 28 hours, will increase the salary costs for this post and provision has been made for this in the salary provisions recommended by the Staff Subcommittee on 3 December, 2019.

Equality and Diversity impacts

The Council will comply with all requirements under these Regulations when recruiting to this Post.

Consultation:

The Council's Staff and the Staff Subcommittee have been consulted in making these recommendations.

Recommendation(s)

That the Policy and Resources Committee approve the Recruitment process, Job Description, Person Specification and Contract of Employment for the Post of Finance and Corporate Services Manager, as recommended by the Staff Subcommittee on 7 January 2020.

Signed: Hugh Peacocke
 Chief Executive Officer

14 January 2020

	Event	Date	Actions
1.	Publish notice of Staff Sub	Jan	Prepare agenda and papers for Staff Sub
2.	Staff sub convenes Jan	w/c 6 Jan	Recommend JD, PS and Terms, recruitment process, selection panel
3.	P & R considers Staff sub recommendations	20 Jan	Approve JD, PS and Terms
4.	Prepare application forms and guidance for applicants	Dec/ Jan	Online, email and paper copies of Application forms, guidance, JD and Person Spec
5.	Advertise post for 3 weeks	from 21 Jan	NWN, Facebook? Reading Chronicle? Hampshire? NTC Website? Recruitment website? SLCC?
6.	Closing date for applications	16 Feb	
7.	Convene selection panel	w/c 17/2	Assess applications and prepare shortlist Agree list of questions and 2 scenarios Decide who asks what Decide weighting and scores for answers
8.	<ul style="list-style-type: none"> Respond to unsuccessful applicants Invite short-listed applicants for interview 	w/c 17/2	<ul style="list-style-type: none"> Respond to unsuccessful applicants Invite short-listed applicants for interview
9.	Publish notice of Staff Sub	24/3	Prepare agenda and papers for Staff Sub
10.	Interviews	4 March	3 or 4 interviews, followed by Panel assessments.
11.	Convene Staff sub to approve outcome of Selection Panel	4 March	Present report of selection panel
12.	Offer job, subject to referees, etc.	By 5/3	
13.	Terms agreed	By 31/3	
14.	Take up post	After Easter (14 April)	Commence induction programme