

24 April 2024

To: Councillors Vera Barnett, Alistair Bounds, Jo Day, Pam Lusby-Taylor, Steve Masters, Vaughan Miller, Andy Moore, Gary Norman (Chairperson), Elizabeth O’Keeffe and Meg Thomas.

Substitutes: All remaining Members of the Council.

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 29th April 2024 at 7.30pm**. The meeting is open to the press and public and will be streamed via Zoom:

<https://us02web.zoom.us/j/83143318100?pwd=Ui8yNkROdFNtUWVldVVBT1F4bURXdz09>

Meeting ID: 831 4331 8100

Passcode: 415396

Yours sincerely,

Liz Manship

Liz Manship
Finance & Corporate Services Manager

AGENDA

- 1. Apologies for absence**
Chairperson
- 2. Declarations of interest and dispensation**
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 15th January 2024 (appendix 1).
- 4. Questions and Petitions from members of the public**
Chairperson
- 5. Members’ questions and petitions**
Chairperson
All questions for this meeting must be submitted to the RFO by 2.00 pm on Friday 26th April 2024.

6. List of Payments (Appendix 2 & 3)

Chairperson

6.1 To approve the payments made during the period 1st January 2024 to 31st March 2024 (appendix 2).

6.2 To receive the reconciliation statements for 2023/24, previously verified by the Chair of P&R, as per financial regulations 2.2. (appendix 3).

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

7. Budget Monitoring Quarter 4, 2023/24 (Appendix 4, 5 & 6)

Chairperson

7.1. To receive the Income and Expenditure Account for the period ended 31st March 2024 (appendix 4)

7.2. To resolve to approve expenditure against cost centres that are over the annual budget, in accordance with this Council's financial regulation (4.2) (appendix 5).

7.3. To note the level of general and ear-marked reserves as at 31/03/24 **and to recommend** to Full Council their readjustment (appendix 6).

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

Chairperson

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

9. Grants Subcommittee (Appendix 7)

Chairperson

To receive the draft minutes from the meeting of the Grants Subcommittee on 29th April (appendix 7).

10. Internal Audit Report (Appendix 8 & 9)

Chairperson

10.1. To receive the final internal audit report for the financial year 2023/24 from Auditing Solutions Ltd, and to approve the recommendations (appendix 8).

10.2. To receive the Internal Audit report for the purposes of the Annual Governance & Accountability Return (AGAR) 2023/24 (appendix 9).

11. Annual Governance & Accountability Return (AGAR) – Annual Governance Statement 2023/24 (appendix 10)

To consider the Annual Governance Statement 2023/24 and **to make any recommendations** regarding the Statements to Full Council on May 8th 2024.

12. Annual Governance & Accountability Return (AGAR) – Accounting Statements 2023/24 (appendix 11 – 15)

To consider the Accounting Statements 2023/24 (appendix 11) together with the following supporting papers:

a) Year-end Reconciliation (appendix 12)

b) Reconciliation between Box 7 & 8 (appendix 13)

c) Explanation of Variances – Total Other Receipts (appendix 14)

d) Confirmation of Dates for the Exercise of Public Rights (appendix 15)

and to make any recommendations regarding the Statements to Full Council May 8th 24.

13. Climate Emergency Working Report (appendix 16)

13.1. To resolve to adopt the Single Use Plastics Audit, undertaken by Eco Friends, 20th December 2023. (appendix 16)

13.2 To resolve that Cllr Sarah Slack, at the recommendation of the Climate Emergency Working Group, is confirmed as the Council's representative on the Newbury Plastic Free Steering Group.

13.3. To note that the next meeting of the Climate Emergency Working Group is to be held May 14th 2024

14. Financial Regulations and Standing Orders

a) To resolve that the Audit Working Group meet to consider updates to the Financial Regulations.

b) To resolve that a working group is appointed to meet with the CEO for the purpose of reviewing and recommending amendments to the Standing Orders.

15. Agreement for additional signatory to the Bank and Business Card (Appendix 17)

To resolve an additional signatory to the Bank Mandate and approve an additional Business Card. (appendix 17)

16. Health and Safety Report (Appendix 18)

Chairperson

To receive the minutes of the Health & Safety Forum (appendix 18), together with a verbal report from the CEO.

17. Forward Work Programme for Policy and Resources Committee meetings 2024/25 (appendix 19)

Chairperson

To note and agree any other items that Members resolve to add to the Forward Work Programme (2023/24 programme attached - Appendix 19).

18. Exclusion of the Press and Public

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

19. Annual Governance & Accountability Return (AGAR) – Accounting Statements 2023/24 (appendix 20)

To consider the Explanation of Variances – Staff Costs (appendix 20) **and to make any recommendations** to Full Council May 8th 24.

**Minutes of a meeting of the Policy & Resources Committee held on
Monday 15th January 2024 at 7.30 pm, in The Council Chamber, Town Hall, Newbury.**

Present

Councillors Alistair Bounds, Jo Day, Jayne French-Drayton, Roger Honeyman (sub), Ian Jee (sub), Steve Masters, Vaughan Miller, Andy Moore, Gary Norman (Chairperson) and Elizabeth O'Keefe

In attendance

Liz Manship, Responsible Financial Officer (RFO).

42. Apologies for absence

Councillor Meg Thomas, substituted by Councillor Roger Honeyman
Councillor Pam Lusby-Taylor, substituted by Councillor Ian Jee

43. Declarations of interest and dispensations

Councillor Jayne French-Drayton, as an allotment holder, declared a prejudicial interest regarding agenda item 7, 2024/25 Service Revenues, which includes the Allotments. She would therefore not take part in discussion, nor vote.

44. Minutes

Proposed: Councillor Moore

Seconded: Councillor Day

Resolved: That the minutes of the meeting of the Policy & Resources Committee held on Monday 21st November 2023 be approved as a correct record and signed by the Chairperson.

45. Questions and petitions from members of the public

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

46. Members' questions and petitions

There were no questions or petitions from Members.

47. Review of the Council's Strategy 2024 – 2028

Proposed: Cllr Norman

Seconded: Cllr O'Keefe

Resolved: To recommend that Full Council on 22nd January 2024 approves the draft review of the Council Strategy 2024-2028, to include the changes suggested by the Strategy Working Group 12th December 2023.

48. Services Revenues for the 2024/25 Financial Year

Cllr Jayne French-Drayton, having declared prejudicial interests, abstained from this item.

Proposed: Cllr O'Keefe

Seconded: Cllr Moore

Resolved: That the recommendations of the Community Services Committee, agreed 11th December 2023, regarding the Services Revenues for 2024/25 for

football, cemetery, markets and 2025/26 for allotments, be approved. See appendix 1.

49. 2024-25 Budget and Precept

Further to general discussion:

Proposed: Cllr O'Keefe

Seconded: Cllr Moore

Resolved:

- a) **To approve** the budget for 2024/25 in order that the Council can consider its adoption and formally set its precept when it meets on 22 January 2024.
- b) When publishing the precept leaflet for residents, to consider whether there is any additional information, to that provided by West Berks, that may assist residents affected by the financial crisis.

50. Ear-marked Reserves

Proposed: Cllr O'Keefe

Seconded: Cllr Day

The proposed amendments to the EMRs had been previously circulated.

Resolved: To recommend to Full Council the amendments to the EMR's for approval.

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

It was noted that there are no debts over £500 or more than 3 months old. Cllr Masters commended the RFO for this achievement, who in turn commended her team for their work.

52. List of Payments

The Committee noted the payments made during the period 1 October to 31 December 2023.

53. Budget Monitoring Quarter 3, 2023/24

The meeting noted the Income and Expenditure Account for the period ended 31 December 2023. The RFO explained the over expenditures against the budget lines. The Committee is aware that the 2023/24 budget is likely to be exceeded for reasons outlined at the October 2023 meeting.

Proposed: Councillor Miller

Seconded: Councillor Moore

Resolved: to Approve expenditure against cost centres that are over the annual budget, in accordance with this Council's financial regulations.

54. Interim Internal Audit Report

The meeting received the second interim internal audit report for the financial year 2023/24 from Auditing Solutions Ltd. The recommendation in relation to the bank reconciliation is now current practice. The Locum Clerk has been made aware of the Internal Auditor's recommendation regarding the Standing Orders.

Proposed: Councillor Honeyman

Seconded: Councillor Bounds

Resolved: To Approve the Internal Auditor's recommendations.

55. Memorandum of Understanding – Allotments for the Labouring Poor

Proposed: Councillor Miller

Seconded: Councillor Masters

Resolved: To recommend to Council the agreement of the Memorandum of Understanding with the Charity 'Allotment for Labouring Poor'.

56. Health and Safety Report

The Committee noted the update. An important area, the Committee looks forward to receiving updated reports.

Proposed: Cllr O'Keefe

Seconded: Cllr Norman

Resolved: That the new Health & Safety contract with Worknest be reviewed after a year.

57. Forward Work Programme for Policy and Resources Committee meetings 2023/24

Proposed: Councillor Norman

Seconded: Councillor O'Keefe

Resolved: To Approve the following addition to the Forward Work Programme for Policy and Resources Committee meetings.

- a) That in addition to the quarterly Health and Safety reports, that the Committee receive a review of the contract with Worknest in about a year (January 2025).

The Chairman declared the meeting closed at 08:10 pm.

Signed: _____
Chairman

Date: _____

Appendix 1 to the Minutes of the Policy & Resources Committee meeting – 15th January 2024

SERVICES REVENUES AGREED

Football Charges – 2024/25

- i. £75 for adult games
- ii. £25 for full pitch or two 5-a side pitch
- iii. £15 for single small pitch 7 a side pitch

Market Charges – 2024/25

A 6.3% increase across all charges for example a 3m x 3m pitch on a casual basis will increase from £25.50 per day to £27 per day and for traders who pay monthly in advance the cost will increase from £16.50 per day to £17.50 per day for the standard daily rate.

Cemetery Charges – 2024/25

A 6.3% increase across all charges. See table below.

	2023/24	2024/25 Charges Rounded after CPI 6.3%	2023/24	2024/25 Charges Rounded after CPI 6.3%
Purchase of Rights	In-Parish		Out of Parish	
Exclusive right of burial for the period of 100 years in an ordinary grave	£495	£526	£1,425	£1515
Exclusive right of burial for the period of 100 years in a selected grave	£970	£1031	£2,850	£3030
Purchase of plot 0.6m x 0.6m for Interment of cremated remains	£170	£181	£500	£531
Purchase of a plot 0.6m x 1.2m as a baby or child's grave	£170	£181	£495	£526
Interments				
In an 'Ordinary' grave of a body of a stillborn child	£87	£92	£260	£276
In an 'Ordinary' grave of a body of a Person exceeding one month but under 14 years	£143	£152	£410	£436
In an 'Ordinary' grave of a Person exceeding 14 years	£310	£330	£960	£1020
In a 'Selected' grave of a body of a stillborn child	£170	£181	£495	£526
In a 'Selected' grave of a body of a Person exceeding one month but under 14 years	£264	£281	£785	£834

<i>In a 'Selected' grave of a body of a Person exceeding 14 years</i>	<i>£400</i>	<i>£425</i>	<i>£1,150</i>	<i>£1222</i>
<i>Interment of ashes</i>	<i>£170</i>	<i>£181</i>	<i>£480</i>	<i>£510</i>
<i>Ground work preparation by Council staff for the interment of ashes</i>	<i>£100</i>	<i>£106</i>	<i>£100</i>	<i>£106</i>
<i>Ancillary / Other Charges</i>				
<i>Use of Cemetery Chapel</i>	<i>£90</i>	<i>£96</i>	<i>£240</i>	<i>£255</i>
<i>Transferring deeds of rights of burial</i>	<i>£50</i>	<i>£53</i>	<i>£50</i>	<i>£53</i>
<i>Memorials</i>				
	<i>In-Parish</i>		<i>Out of Parish</i>	
<i>Right to erect a headstone, cross, Monument or any other memorial</i>	<i>£185</i>	<i>£197</i>	<i>£545</i>	<i>£579</i>
<i>Right to place an inscribed vase at the grave head position</i>	<i>£50</i>	<i>£53</i>	<i>£145</i>	<i>£154</i>
<i>Right to place a memorial on a cremated remains plot not exceeding 500mm (1' 8") in height above ground level</i>	<i>£50</i>	<i>£53</i>	<i>£145</i>	<i>£154</i>
<i>Additional inscription</i>	<i>£25</i>	<i>£27</i>	<i>£85</i>	<i>£90</i>

Allotments Charges – 2025/26

In line with the one year's agreed notice of any change in allotment service charges, the allotment charges for 2025/25 to increase from 49.5p per sq. metre to 52p (rounded) per sq. metre (6.3% increase in line with other Services increases).

Signed: _____
Chairman

Date: _____

25/01/2024

Newbury Town Council Current Year

Page 1971

08:59

List of Purchase Ledger Payments

User: MGG

Linked to Cashbook 1

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A20	A & S Meats						
<i>Market Management - January 20</i>	16/01/2024	105	1	1,560.00	0.00	1,560.00	0.00
					0.00	1,560.00	
Above paid on 25/01/2024 by Online Payment Ref A20							
A22	Active Heating Services Ltd						
<i>Service Boiler-T-Hall Servery</i>	18/01/2024	21879	1	186.00	0.00	186.00	0.00
					0.00	186.00	
Above paid on 25/01/2024 by Online Payment Ref 13872/1385							
A29	Appcentric						
<i>Hosting Citrix & Omega</i>	03/01/2024	1664	1	522.50	0.00	522.50	0.00
					0.00	522.50	
Above paid on 25/01/2024 by Online Payment Ref A29							
A41	Auditing Solutions Ltd						
<i>2nd Internal Audit</i>	08/01/2024	A8307	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 25/01/2024 by Online Payment Ref A41							
A62	Assoc Public SVCE Excellence (APSE)						
<i>Cemetery Masterclass - Martin</i>	01/01/2024	2324/1641	1	548.40	0.00	548.40	0.00
					0.00	548.40	
Above paid on 25/01/2024 by Online Payment Ref A62							
A7	McCarthy Marland (Recycling) Ltd						
<i>Skip-Shaw Cem for NTC Use</i>	19/01/2024	IN93669	1	364.19	0.00	364.19	0.00
					0.00	364.19	
Above paid on 25/01/2024 by Online Payment Ref A7							
B1	Biffa Waste Services Ltd						
<i>General waste bags</i>	01/01/2024	571C56642	1	658.80	0.00	658.80	0.00
					0.00	658.80	
Above paid on 25/01/2024 by Online Payment Ref N15485*1*5							

Continued over page

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B46 Mrs VM Barnett							
<i>Food - Mayor Festive Tea</i>	02/01/2024	REFUND	1	13.30	0.00	13.30	0.00
					0.00	13.30	
Above paid on 25/01/2024 by Online Payment Ref B46							
C26 C & D Security							
<i>Padlock - WC Allotments</i>	04/01/2024	1748	1	190.80	0.00	190.80	0.00
					0.00	190.80	
Above paid on 25/01/2024 by Online Payment Ref C26							
C3 Chubb Fire and Security Ltd							
<i>Extinguishers Shaw Cemetery</i>	12/01/2024	10227091	1	181.44	0.00	181.44	0.00
<i>Extinguishers VP Kiosk</i>	12/01/2024	10227092	1	90.72	0.00	90.72	0.00
<i>Extinguishers-VP Bowls Club</i>	12/01/2024	10227093	1	89.28	0.00	89.28	0.00
<i>Extinguishers-Town Hall</i>	12/01/2024	10227094	1	730.99	0.00	730.99	0.00
<i>Extinguishers-NTR Cemetery</i>	12/01/2024	10227095	1	90.72	0.00	90.72	0.00
					0.00	1,183.15	
Above paid on 25/01/2024 by Online Payment Ref C3							
C5 Cold Ash Brass							
<i>VP Banstand 02.09.2023</i>	22/01/2024	CAB166	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 25/01/2024 by Online Payment Ref C5							
D2 Mr B Digby							
<i>Civic payment Sept to Dec 23</i>	17/01/2024	CIVIC PAY - JAN 24	1	375.00	0.00	375.00	0.00
					0.00	375.00	
Above paid on 25/01/2024 by Online Payment Ref D2							
H27 Mr Anthony Hewitt							
<i>Civic Payment Sept to Dec 23</i>	17/01/2024	CIVIC PAY JAN 24	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 25/01/2024 by Online Payment Ref H27							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
L13 Link Up Local Mencap							
<i>Bus stop posters</i>	31/12/2023	1204/23	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 25/01/2024 by Online Payment Ref L13							
L2 Mrs J Lewis							
<i>Civic Payment Sept to Dec 23</i>	17/01/2024	CIVICPAY-JAN24	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 25/01/2024 by Online Payment Ref L2							
L25 Local Toilet Hire Ltd							
<i>Victoria Park 2 x Toilets</i>	15/01/2024	157617	1	336.00	0.00	336.00	0.00
					0.00	336.00	
Above paid on 25/01/2024 by Online Payment Ref L25							
M49 MG & SJ McGregor							
<i>Allot key refund x 3 DF31b</i>	11/01/2024	REFUND-DF31B	1	30.00	0.00	30.00	0.00
					0.00	30.00	
Above paid on 25/01/2024 by Online Payment Ref M49							
M53 Minerva Publications							
<i>Wedding Advert - Jan/Feb 24</i>	01/01/2024	MM10054517	1	358.80	0.00	358.80	0.00
					0.00	358.80	
Above paid on 25/01/2024 by Online Payment Ref M53							
M61 Microshade Business Consultants Ltd							
<i>Hosting Citrix - Omega</i>	19/01/2024	18834	1	328.84	0.00	328.84	0.00
					0.00	328.84	
Above paid on 25/01/2024 by Online Payment Ref M61							
N1 National Association of Civic Officers							
<i>Elisa, NACO Training 06.03.24</i>	10/01/2024	2449	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 25/01/2024 by Online Payment Ref INV1830							

Linked to Cashbook 1

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
N7	Newbury News Ltd						
<i>New Year New You artical 24</i>	14/01/2024	I24170	1	312.00	0.00	312.00	0.00
					<u>0.00</u>	<u>312.00</u>	
Above paid on 25/01/2024 by Online Payment Ref SIN654247							
P23	Mr Garry Poulson						
<i>Civic Paymentr Sept - Dec 23</i>	17/01/2024	CIVIC PAY - JAN 24	1	50.00	0.00	50.00	0.00
					<u>0.00</u>	<u>50.00</u>	
Above paid on 25/01/2024 by Online Payment Ref P23							
R2	Rivar Sand & Gravel Ltd						
<i>Sandbags - Town Hall</i>	15/01/2024	N-IN115437	1	54.05	0.00	54.05	0.00
					<u>0.00</u>	<u>54.05</u>	
Above paid on 25/01/2024 by Online Payment Ref R2							
S4	Mr B Sylvester						
<i>Civic Payment+ Sept to Dec 23</i>	17/01/2024	CIVIC PAY - JAN 24	1	130.00	0.00	130.00	0.00
					<u>0.00</u>	<u>130.00</u>	
Above paid on 25/01/2024 by Online Payment Ref S4							
S42	SMS Ltd						
<i>Robe Room Annual Alarm</i>	03/01/2024	26598	1	533.50	0.00	533.50	0.00
<i>VP Kiosk Annual Monitoring</i>	03/01/2024	26600	1	183.17	0.00	183.17	0.00
					<u>0.00</u>	<u>716.67</u>	
Above paid on 25/01/2024 by Online Payment Ref 11769							
T30	Cybit South Limited						
<i>Telephone Support - Jan 24</i>	01/01/2024	INV7043	1	192.00	0.00	192.00	0.00
					<u>0.00</u>	<u>192.00</u>	
Above paid on 25/01/2024 by Online Payment Ref T30							
W8	Watership Brass						
<i>Retainer 2023-24</i>	17/01/2024	RETAINER23-24	1	650.00	0.00	650.00	0.00
					<u>0.00</u>	<u>650.00</u>	
Above paid on 25/01/2024 by Online Payment Ref W8							
Total Purchase Ledger Payments					<u>0.00</u>	<u>9,760.50</u>	

Linked to Cashbook 1

Entered Month 11
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
A13	Acclaim Fabrications						
Gate Latch SC, Latch WCommon	23/01/2024	PMM 97	1	125.00	0.00	125.00	0.00
					<u>0.00</u>	<u>125.00</u>	
					0.00	125.00	
	Above paid on 12/02/2024 by Online Payment Ref A13						
<hr/>							
A20	A & S Meats						
Market Management - Feb 2024	08/02/2024	106	1	1,560.00	0.00	1,560.00	0.00
					<u>0.00</u>	<u>1,560.00</u>	
					0.00	1,560.00	
	Above paid on 12/02/2024 by Online Payment Ref A20						
<hr/>							
A29	Appcentric						
Monthly Support & Retainer	03/02/2024	1680	1	522.50	0.00	522.50	0.00
					<u>0.00</u>	<u>522.50</u>	
					0.00	522.50	
	Above paid on 12/02/2024 by Online Payment Ref A29						
<hr/>							
C58	Mr Ian Campbell						
Expenses for January 2024	16/01/2024	JAN 24-EXPENSES	1	13.50	0.00	13.50	0.00
					<u>0.00</u>	<u>13.50</u>	
					0.00	13.50	
	Above paid on 12/02/2024 by Online Payment Ref Jan24-Expe						
<hr/>							
D12	DCK Payroll Solutions						
Salaries - January 2024	26/01/2024	P4894	1	164.40	0.00	164.40	0.00
					<u>0.00</u>	<u>164.40</u>	
					0.00	164.40	
	Above paid on 12/02/2024 by Online Payment Ref P1104						
<hr/>							
D2	Mr B Digby						
Refund - Cake, Ian's Retirement	06/02/2024	REFUND	1	50.00	0.00	50.00	0.00
					<u>0.00</u>	<u>50.00</u>	
					0.00	50.00	
	Above paid on 12/02/2024 by Online Payment Ref D2						
<hr/>							
E14	Environmental Solutions Ltd						
Secure Shredding - Dec 2023	01/01/2024	24552	1	67.84	0.00	67.84	0.00
Secure Shredding - Jan 2024	19/01/2024	24759	1	83.25	0.00	83.25	0.00
					<u>0.00</u>	<u>151.09</u>	
					0.00	151.09	
	Above paid on 12/02/2024 by Online Payment Ref E14						

Continued over page

Linked to Cashbook 1

Entered Month 11
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
F26 Farol Ltd							
Chainsaw Bar	16/01/2024	0316043	1	62.50	0.00	62.50	0.00
Chainsaw Trousers	16/01/2024	316128	1	216.68	0.00	216.68	0.00
Spare Chainsaw Chain	16/01/2024	316200	1	31.60	0.00	31.60	0.00
					<u>0.00</u>	<u>310.78</u>	

Above paid on 12/02/2024 by Online Payment Ref F26

F5 Foxes Tree Services & Son Ltd							
Work Trees South Newbury	23/01/2024	4955	1	7,320.00	0.00	7,320.00	0.00
					<u>0.00</u>	<u>7,320.00</u>	

Above paid on 12/02/2024 by Online Payment Ref F5

H41 Hoskins Electrical Services							
Inspect heater NTR Cem Chapel	07/02/2024	0314	1	85.00	0.00	85.00	0.00
Install 2 heater CS T-Hall	07/02/2024	0315	1	400.00	0.00	400.00	0.00
					<u>0.00</u>	<u>485.00</u>	

Above paid on 12/02/2024 by Online Payment Ref H41

H45 RoboHogg Cleaning							
Call out - Flood In Cellar	10/02/2024	NTC-001	1	180.00	0.00	180.00	0.00
					<u>0.00</u>	<u>180.00</u>	

Above paid on 12/02/2024 by Online Payment Ref H45

J21 John O'Conner GM Ltd							
Ground Maintenance - Jan 24	25/01/2024	105434	1	37,611.55	0.00	37,611.55	0.00
					<u>0.00</u>	<u>37,611.55</u>	

Above paid on 12/02/2024 by Online Payment Ref J21

L13 Link Up Local Mencap							
Bustop posters	31/01/2024	1417-23	1	51.00	0.00	51.00	0.00
					<u>0.00</u>	<u>51.00</u>	

Above paid on 12/02/2024 by Online Payment Ref L13

Linked to Cashbook 1

Entered Month 11
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
L25 Local Toilet Hire Ltd							
Toilet Hire - Victoria Park	08/02/2024	159058	1	336.00	0.00	336.00	0.00
					<u>0.00</u>	<u>336.00</u>	
Above paid on 12/02/2024 by Online Payment Ref L25							
M28 Minster Cleaning Services							
Office Cleaning - February 24	01/02/2024	14491	1	1,761.61	0.00	1,761.61	0.00
					<u>0.00</u>	<u>1,761.61</u>	
Above paid on 12/02/2024 by Online Payment Ref INV29354							
M61 Microshade Business Consultants Ltd							
Host Rialtas via Citrix	08/02/2024	18954	1	328.84	0.00	328.84	0.00
					<u>0.00</u>	<u>328.84</u>	
Above paid on 12/02/2024 by Online Payment Ref M61							
N7 Newbury News Ltd							
Advert Community Year Book	21/01/2024	124294	1	282.00	0.00	282.00	0.00
					<u>0.00</u>	<u>282.00</u>	
Above paid on 12/02/2024 by Online Payment Ref SIN654247							
P12 Penwood Nurseries Ltd							
Plants - Mixed Hedgrow etc	30/01/2024	15777	1	512.10	0.00	512.10	0.00
					<u>0.00</u>	<u>512.10</u>	
Above paid on 12/02/2024 by Online Payment Ref P12							
R30 Miss EV Randall							
Rent & key refund - WM015	30/01/2024	REFUND-WM15	1	28.90	0.00	28.90	0.00
					<u>0.00</u>	<u>28.90</u>	
Above paid on 12/02/2024 by Online Payment Ref R30							
S10 South-Down Engraving							
Engrave Civic Shield	26/01/2024	14036	1	84.99	0.00	84.99	0.00
					<u>0.00</u>	<u>84.99</u>	
Above paid on 12/02/2024 by Online Payment Ref S10							

Continued over page

Linked to Cashbook 1

Entered Month 11
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S13 Mole Country Stores							
NTC Wellies - Cellar Flood	08/01/2024	205798152	1	49.99	0.00	49.99	0.00
					<u>0.00</u>	<u>49.99</u>	
Above paid on 12/02/2024 by Online Payment Ref New068							
S27 The Society of Local Council Clerks							
Recruit - Town Clerk 2024	17/02/2024	696	1	3,692.88	0.00	3,692.88	0.00
					<u>0.00</u>	<u>3,692.88</u>	
Above paid on 12/02/2024 by Online Payment Ref S27							
S61 Surrey Hill Solicitors LLP							
Memo of Understanding Allot	01/02/2024	9770	1	1,323.00	0.00	1,323.00	0.00
					<u>0.00</u>	<u>1,323.00</u>	
Above paid on 12/02/2024 by Online Payment Ref Newbu01-01							
T30 Cybit South Limited							
Telephone support-February 24	01/02/2024	INV7603	1	192.00	0.00	192.00	0.00
					<u>0.00</u>	<u>192.00</u>	
Above paid on 12/02/2024 by Online Payment Ref T30							
Total Purchase Ledger Payments					<u>0.00</u>	<u>57,137.13</u>	

Linked to Cashbook 1

Entered Month 11
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
A43	APPLE PRINT & CREATIVE						
500 DL Leaflets - Art Trail	12/02/2024	IN-16030	1	275.00	0.00	275.00	0.00
Wedding Fair Leaflets 18.02.24	16/02/2024	IN-16052	1	231.00	0.00	231.00	0.00
					<u>0.00</u>	<u>506.00</u>	
Above paid on 23/02/2024 by Online Payment Ref A43							
<hr/>							
C10	Crescent Signs Ltd						
100 x NTC Bin Stickers	23/01/2024	INV-21305	1	166.80	0.00	166.80	0.00
					<u>0.00</u>	<u>166.80</u>	
Above paid on 23/02/2024 by Online Payment Ref 17108/1710							
<hr/>							
C51	Miss Olesia Cernych						
Allot Key Refund - P035b	15/02/2024	KEYREFUND-P035B	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
Above paid on 23/02/2024 by Online Payment Ref C51							
<hr/>							
C59	Canal & River Trust						
Lease Land Lock Island	14/02/2024	199913	1	300.00	0.00	300.00	0.00
					<u>0.00</u>	<u>300.00</u>	
Above paid on 23/02/2024 by Online Payment Ref 8083919							
<hr/>							
D28	Mr Alex Dawson						
Allot key Refund - WC13c/d	12/02/2024	REFUND KEY WC13C-D	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
Above paid on 23/02/2024 by Online Payment Ref D28							
<hr/>							
F5	Foxes Tree Services & Son Ltd						
Tree works - North List	21/02/2024	4998	1	9,420.00	0.00	9,420.00	0.00
					<u>0.00</u>	<u>9,420.00</u>	
Above paid on 23/02/2024 by Online Payment Ref F5							
<hr/>							
G6	Greentips						
Pollard 25 trees-NTR Cemetery	15/02/2024	TW.0089.IN	1	7,680.00	0.00	7,680.00	0.00
Pollard x5 Trees NTR Cemetery	15/02/2024	TW.0090.IN	1	1,440.00	0.00	1,440.00	0.00

Continued over page

Linked to Cashbook 1

Entered Month 11
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WC - Remove 23 Dead Pines	16/02/2024	TW.0091.IN	1	9,000.00	0.00	9,000.00	0.00
					0.00	18,120.00	

Above paid on 23/02/2024 by Online Payment Ref G6

H11 Healthmatic Ltd		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Wharf Toilet Clean Jan to Mar		12/12/2023	13423	1	3,630.00	0.00	3,630.00	0.00
						0.00	3,630.00	

Above paid on 23/02/2024 by Online Payment Ref INV7984

I5 Insideout Site Services		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Window Clean T-Hall 14.02.24		14/02/2024	VR12027	1	216.00	0.00	216.00	0.00
						0.00	216.00	

Above paid on 23/02/2024 by Online Payment Ref I5

J21 John O'Conner GM Ltd		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Ground Maintenance-February 24		19/02/2024	106174	1	37,611.55	0.00	37,611.55	0.00
Wharf Toilet - Clear rubbish		21/02/2024	106392	1	240.00	0.00	240.00	0.00
2 Pallets Brown Salt - Gri Bin		21/02/2024	1063936	1	960.00	0.00	960.00	0.00
						0.00	38,811.55	

Above paid on 23/02/2024 by Online Payment Ref J21

L25 Local Toilet Hire Ltd		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
VP Portaloo Repairs		19/02/2024	36075	1	105.60	0.00	105.60	0.00
						0.00	105.60	

Above paid on 23/02/2024 by Online Payment Ref L25

L34 LGRC Associates Ltd		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Locum Services - Dec 2023		12/02/2024	1773	1	6,860.28	0.00	6,860.28	0.00
Locum Services - Jan 2024		12/02/2024	1798	1	11,745.00	0.00	11,745.00	0.00
						0.00	18,605.28	

Above paid on 23/02/2024 by Online Payment Ref L34

N35 Mr Phillip Nutley		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Allot Key Refund - WM10a		12/02/2024	KEYREFUND-WM10A	1	10.00	0.00	10.00	0.00
						0.00	10.00	

Above paid on 23/02/2024 by Online Payment Ref N35

Continued over page

Linked to Cashbook 1

Entered Month 11
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R41 Mr Graham Reese							
Wedding Deposit Refund	12/02/2024	WED-REFUND	1	100.00	0.00	100.00	0.00
					<u>0.00</u>	<u>100.00</u>	
Above paid on 23/02/2024 by Online Payment Ref R41							
S2 Eneveo Limited. was sse contract							
Repair Col 3 Fairclose	14/02/2024	900030973	1	1,410.82	0.00	1,410.82	0.00
					<u>0.00</u>	<u>1,410.82</u>	
Above paid on 23/02/2024 by Online Payment Ref S2							
S24 Sundog Hire Ltd							
Additional scalping - Southbys	06/02/2024	4125	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
Above paid on 23/02/2024 by Online Payment Ref S24							
S41 Sundog Grounds Maintenance Ltd							
Trackworks-Southbys Allotment	16/02/2024	4041	1	768.00	0.00	768.00	0.00
Hamilton Court-Chalk Bund	16/02/2024	4105	1	1,680.00	0.00	1,680.00	0.00
					<u>0.00</u>	<u>2,448.00</u>	
Above paid on 23/02/2024 by Online Payment Ref S41							
Total Purchase Ledger Payments					<u>0.00</u>	<u>94,020.05</u>	

Linked to Cashbook 1

Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
Pest Control - W-Mills Allot	01/03/2024	13559SM35	1	125.40	0.00	125.40	0.00
Pest Control Southby Allotment	01/03/2024	13559SM36	1	138.60	0.00	138.60	0.00
Pest Control Dairy Farm Allot	01/03/2024	13559SM37	1	118.80	0.00	118.80	0.00
Pest Control WC Allotment	01/03/2024	13559SM38	1	92.40	0.00	92.40	0.00
Pest Control OTP Allotment	01/03/2024	13559SM39	1	105.60	0.00	105.60	0.00
Pest Control Parsons Allotment	01/03/2024	13559SM40	1	92.40	0.00	92.40	0.00
					0.00	673.20	
Above paid on 14/03/2024 by Online Payment Ref A15							
A20 A & S Meats							
Market Management - March 2024	16/02/2024	107	1	1,560.00	0.00	1,560.00	0.00
					0.00	1,560.00	
Above paid on 14/03/2024 by Online Payment Ref A20							
A29 Appcentric							
Monthly NTC Support & Retainer	03/03/2024	1699	1	522.50	0.00	522.50	0.00
					0.00	522.50	
Above paid on 14/03/2024 by Online Payment Ref A29							
B56 Berkshire Youth							
NbyYouthWork-2nd payment 23.24	01/02/2024	3484	1	12,500.00	0.00	12,500.00	0.00
					0.00	12,500.00	
Above paid on 14/03/2024 by Online Payment Ref B56							
D12 DCK Payroll Solutions							
Payroll - February 2024	28/02/2024	P5001	1	176.76	0.00	176.76	0.00
					0.00	176.76	
Above paid on 14/03/2024 by Online Payment Ref P1104							
E14 Environmental Solutions Ltd							
Secure Shredding	16/02/2024	25017	1	67.84	0.00	67.84	0.00
					0.00	67.84	
Above paid on 14/03/2024 by Online Payment Ref E14							

Continued over page

Linked to Cashbook 1

Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
F5 Foxes Tree Services & Son Ltd							
Treeworks WMAIlot & Berkely Rd	04/03/2024	5011	1	96.00	0.00	96.00	0.00
					<u>0.00</u>	<u>96.00</u>	
Above paid on 14/03/2024 by Online Payment Ref F5							
G6 Greentips							
Emergency works Cedars NTR Cem	04/03/2024	TW.0093.IN	1	1,920.00	0.00	1,920.00	0.00
					<u>0.00</u>	<u>1,920.00</u>	
Above paid on 14/03/2024 by Online Payment Ref G6							
K5 Keep Britain Tidy							
Green Flag App - City Rec	26/02/2024	SI007511	1	442.80	0.00	442.80	0.00
Green Flag App-V-Park	27/02/2024	SI007510	1	442.80	0.00	442.80	0.00
					<u>0.00</u>	<u>885.60</u>	
Above paid on 14/03/2024 by Online Payment Ref K5							
L25 Local Toilet Hire Ltd							
Portaloos - Victoria Park	07/03/2024	106535	1	336.00	0.00	336.00	0.00
					<u>0.00</u>	<u>336.00</u>	
Above paid on 14/03/2024 by Online Payment Ref L25							
M28 Minster Cleaning Services							
Office cleaning - March 2024	01/03/2024	14667	1	1,761.61	0.00	1,761.61	0.00
					<u>0.00</u>	<u>1,761.61</u>	
Above paid on 14/03/2024 by Online Payment Ref INV29354							
M61 Microshade Business Consultants Ltd							
Hosting Citrix & Tele support	08/03/2024	19076	1	328.84	0.00	328.84	0.00
					<u>0.00</u>	<u>328.84</u>	
Above paid on 14/03/2024 by Online Payment Ref M61							
P50 Shelley Pike							
Refund-Duplicate payment-S054b	04/03/2024	REFUND-S054B	1	56.25	0.00	56.25	0.00
					<u>0.00</u>	<u>56.25</u>	
Above paid on 14/03/2024 by Online Payment Ref P50							

Continued over page

Linked to Cashbook 1

Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R40	R Allen House and Garden Maintenance						
Emergency-Pump out NTC Cellar	04/03/2024	2258	1	165.00	0.00	165.00	0.00
					<u>0.00</u>	<u>165.00</u>	
Above paid on 14/03/2024 by Online Payment Ref R40							
S41	Sundog Grounds Maintenance Ltd						
Move fence B-Field to Parsons	26/02/2024	4107	1	3,432.00	0.00	3,432.00	0.00
Works to NTR Cem Wall	08/03/2024	4125	1	5,472.00	0.00	5,472.00	0.00
					<u>0.00</u>	<u>8,904.00</u>	
Above paid on 14/03/2024 by Online Payment Ref S41							
S55	Mrs D S Smith & Mr GM Smith						
Refund-Keys for Market carpark	07/03/2024	REFUND-KEYS	1	19.00	0.00	19.00	0.00
					<u>0.00</u>	<u>19.00</u>	
Above paid on 14/03/2024 by Online Payment Ref S55							
S64	Mrs Candida Sharrett						
Refund-Duplicatepayment OTP27d	07/03/2024	REFUNDOTP27D	1	20.95	0.00	20.95	0.00
					<u>0.00</u>	<u>20.95</u>	
Above paid on 14/03/2024 by Online Payment Ref S64							
T30	Cybit South Limited						
Monthly support - March 24	01/03/2024	INV8241	1	192.00	0.00	192.00	0.00
					<u>0.00</u>	<u>192.00</u>	
Above paid on 14/03/2024 by Online Payment Ref T30							
W48	Mr R Wilton						
Allot Key refund - WC015	27/02/2024	KEYREFUND-WC15	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
Above paid on 14/03/2024 by Online Payment Ref W48							
W49	Leigh S Woodman						
Allot Key refund x2 - S092a	07/03/2024	KEYREFUNDS092A	1	20.00	0.00	20.00	0.00
					<u>0.00</u>	<u>20.00</u>	
Above paid on 14/03/2024 by Online Payment Ref W49							
Total Purchase Ledger Payments					<u>0.00</u>	<u>30,215.55</u>	

Linked to Cashbook 1

Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
A13	Acclaim Fabrications						
Repair VP Rose Garden Fence	11/03/2024	PMM 102	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
					0.00	150.00	
	Above paid on 25/03/2024 by Online Payment Ref A13						
<hr/>							
B51	Berkshire School of English						
Refund overpayment of Inv 8647	19/03/2024	REFUND OVERPAYMENT	1	20.00	0.00	20.00	0.00
					<u>0.00</u>	<u>20.00</u>	
					0.00	20.00	
	Above paid on 25/03/2024 by Online Payment Ref B51						
<hr/>							
D10	Mrs J I Day						
Refund - Flowers, Civic Awards	13/03/2024	REFUND-CIVIC AWARDS	1	28.12	0.00	28.12	0.00
					<u>0.00</u>	<u>28.12</u>	
					0.00	28.12	
	Above paid on 25/03/2024 by Online Payment Ref D10						
<hr/>							
D27	Mr Paul Dean						
Refund Key deposit x2 - WM55	13/03/2024	REFUND KEYS-WM58	1	20.00	0.00	20.00	0.00
					<u>0.00</u>	<u>20.00</u>	
					0.00	20.00	
	Above paid on 25/03/2024 by Online Payment Ref D27						
<hr/>							
G35	Janet Gray						
Allot key refund - WC35-J Gray	15/03/2024	REFUND-KEYWC35	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
					0.00	10.00	
	Above paid on 25/03/2024 by Online Payment Ref G35						
<hr/>							
H1	Hags/SMP						
Playarea equipment	19/03/2024	094930	1	29,064.00	0.00	29,064.00	0.00
					<u>0.00</u>	<u>29,064.00</u>	
					0.00	29,064.00	
	Above paid on 25/03/2024 by Online Payment Ref H1						
<hr/>							
H41	Hoskins Electrical Services						
Wharf Toilet - Replace heater	20/03/2024	0327	1	720.00	0.00	720.00	0.00
PAT Testing - Town Hall	20/03/2024	0328	1	345.00	0.00	345.00	0.00
Repair electrics-Defib CityRec	21/03/2024	0329	1	85.00	0.00	85.00	0.00
					<u>0.00</u>	<u>1,150.00</u>	
					0.00	1,150.00	
	Above paid on 25/03/2024 by Online Payment Ref H41						

Continued over page

Linked to Cashbook 1

Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
J21 John O'Conner GM Ltd							
Filling Grit Bins 2023/24	11/03/2024	106838	1	3,400.80	0.00	3,400.80	0.00
					0.00	3,400.80	
Above paid on 25/03/2024 by Online Payment Ref J21							
L13 Link Up Local Mencap							
Bus stop posters - Feb 24	29/02/2024	1646-23	1	51.00	0.00	51.00	0.00
					0.00	51.00	
Above paid on 25/03/2024 by Online Payment Ref L13							
L34 LGRC Associates Ltd							
Locum payment - February 24	11/03/2024	1825	1	11,105.10	0.00	11,105.10	0.00
					0.00	11,105.10	
Above paid on 25/03/2024 by Online Payment Ref L34							
L7 Lift & Engineering Services Ltd							
Contrct Renew1.2.24 -31.1.25	08/03/2024	NV278267	1	478.58	0.00	478.58	0.00
					0.00	478.58	
Above paid on 25/03/2024 by Online Payment Ref L7							
M54 Michael Pagliaroli Architects Ltd							
Survey existing VP Cafe Plans	20/03/2024	SI-000648	1	1,260.00	0.00	1,260.00	0.00
					0.00	1,260.00	
Above paid on 25/03/2024 by Online Payment Ref M54							
R20 Rialtas Business Solutions Ltd							
Pre Year End work - Ray & Liz	08/03/2024	31334	1	642.00	0.00	642.00	0.00
					0.00	642.00	
Above paid on 25/03/2024 by Online Payment Ref R20							
R40 R Allen House and Garden Maintenance							
Repair Water Trough - DF Allot	22/03/2024	2189	1	80.00	0.00	80.00	0.00
					0.00	80.00	
Above paid on 25/03/2024 by Online Payment Ref R40							

Continued over page

Linked to Cashbook 1

Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S41 Sundog Grounds Maintenance Ltd							
Added track works - Southbys	26/11/2023	4040	1	576.00	0.00	576.00	0.00
					<u>0.00</u>	<u>576.00</u>	
Above paid on 25/03/2024 by Online Payment Ref S41							
S71 Smart Integrated Solutions							
Repair UPS - CCTV in V-Park	18/03/2024	AM 9186	1	468.12	0.00	468.12	0.00
					<u>0.00</u>	<u>468.12</u>	
Above paid on 25/03/2024 by Online Payment Ref S71							
W1 West Berkshire District Council							
Continental final payment	01/03/2024	563591	1	6,512.90	0.00	6,512.90	0.00
					<u>0.00</u>	<u>6,512.90</u>	
Above paid on 25/03/2024 by Online Payment Ref W1							
W47 West Berkshire Funeral Directors							
Refund overpayment S/L inv8630	21/03/2024	REFUND-INV8630	1	650.00	0.00	650.00	0.00
					<u>0.00</u>	<u>650.00</u>	
Above paid on 25/03/2024 by Online Payment Ref W47							
Total Purchase Ledger Payments					<u>0.00</u>	<u>55,666.62</u>	

Linked to Cashbook 1

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
A15	HawkEye Pest Control Ltd						
Pest Management V-Park	02/01/2024	13434SM67	1	166.32	0.00	166.32	0.00
Pest Management - Bowling Cb	02/01/2024	13434SM68	1	99.00	0.00	99.00	0.00
					<u>0.00</u>	<u>265.32</u>	
Above paid on 11/01/2024 by Online Payment Ref A15							
<hr/>							
A29	Appcentric						
Monthly NTC Support	03/12/2023	1647	1	522.50	0.00	522.50	0.00
					<u>0.00</u>	<u>522.50</u>	
Above paid on 11/01/2024 by Online Payment Ref A29							
<hr/>							
B60	Bluestone Planning						
Advice -Nby Neighbourhood Plan	20/12/2023	INV-1363	1	518.40	0.00	518.40	0.00
					<u>0.00</u>	<u>518.40</u>	
Above paid on 11/01/2024 by Online Payment Ref B60							
<hr/>							
D12	DCK Payroll Solutions						
Payroll - Dec 2023	29/12/2023	P4797	1	181.80	0.00	181.80	0.00
					<u>0.00</u>	<u>181.80</u>	
Above paid on 11/01/2024 by Online Payment Ref P1104							
<hr/>							
J21	John O'Conner GM Ltd						
Hedge cutting Southbys Allot	14/12/2023	104370	1	570.00	0.00	570.00	0.00
GM Contract - Dec 23	19/12/2023	104587	1	37,611.55	0.00	37,611.55	0.00
					<u>0.00</u>	<u>38,181.55</u>	
Above paid on 11/01/2024 by Online Payment Ref J21							
<hr/>							
K8	Kennet Community Radio						
Public Address-Market 16.12.23	02/01/2024	KR1000584	1	714.00	0.00	714.00	0.00
					<u>0.00</u>	<u>714.00</u>	
Above paid on 11/01/2024 by Online Payment Ref K8							

Linked to Cashbook 1

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
L34 LGRC Associates Ltd							
Deposit Locum Salary	13/12/2023	1744	1	9,000.00	0.00	9,000.00	0.00
					<u>0.00</u>	<u>9,000.00</u>	
Above paid on 11/01/2024 by Online Payment Ref L34							
M28 Minster Cleaning Services							
Office Cleaning - Jan 24	02/01/2024	14328	1	1,761.61	0.00	1,761.61	0.00
					<u>0.00</u>	<u>1,761.61</u>	
Above paid on 11/01/2024 by Online Payment Ref INV29354							
N12 National Association of Local Councils							
Vacancy Advert CEO	20/12/2023	702714	1	360.00	0.00	360.00	0.00
					<u>0.00</u>	<u>360.00</u>	
Above paid on 11/01/2024 by Online Payment Ref N12							
N21 Newbury Baptist Church							
Hall Hire Mayor Festive Tea	13/12/2023	LET 564	1	165.00	0.00	165.00	0.00
					<u>0.00</u>	<u>165.00</u>	
Above paid on 11/01/2024 by Online Payment Ref N21							
N4 National Association of Memorial Masons							
NAMM Membership 2023	01/01/2024	1569	1	264.00	0.00	264.00	0.00
					<u>0.00</u>	<u>264.00</u>	
Above paid on 11/01/2024 by Online Payment Ref 4313							
P12 Penwood Nurseries Ltd							
Various Trees for planting	13/12/2023	15750	1	588.25	0.00	588.25	0.00
Trees for planting - Dec23	19/12/2023	15751	1	671.50	0.00	671.50	0.00
					<u>0.00</u>	<u>1,259.75</u>	
Above paid on 11/01/2024 by Online Payment Ref P12							
P19 Proludic Ltd							
Various Playarea parts	19/12/2023	SIN008564	1	1,468.92	0.00	1,468.92	0.00
					<u>0.00</u>	<u>1,468.92</u>	
Above paid on 11/01/2024 by Online Payment Ref P19							

Continued over page

Linked to Cashbook 1

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P47 Primmer Olds B.A.S							
VP Bandstand - Contract Admin	01/12/2023	INV-3260	1	5,505.84	0.00	5,505.84	0.00
					<u>0.00</u>	<u>5,505.84</u>	
Above paid on 11/01/2024 by Online Payment Ref P47							
S2 Nerveo Limited. was sse contract							
Replace latern Eight Bells Dec	20/12/2023	900028760	1	1,541.62	0.00	1,541.62	0.00
Repair light - 2 Meadow Cl	21/12/2023	900028799	1	548.28	0.00	548.28	0.00
Qtr Street Light Maintenance	21/12/2023	900028828	1	2,491.10	0.00	2,491.10	0.00
					<u>0.00</u>	<u>4,581.00</u>	
Above paid on 11/01/2024 by Online Payment Ref S2							
T30 Cybit South Limited							
APC 1000 Tower - installed	31/12/2023	INV6890	1	654.00	0.00	654.00	0.00
					<u>0.00</u>	<u>654.00</u>	
Above paid on 11/01/2024 by Online Payment Ref T30							
U3 Unova Consulting Ltd							
Works Refurb Wharf Toilets	18/12/2023	1803	1	1,650.00	0.00	1,650.00	0.00
					<u>0.00</u>	<u>1,650.00</u>	
Above paid on 11/01/2024 by Online Payment Ref U3							
W1 West Berkshire District Council							
Rent ShawCem 01.12. - 30.12.24	18/12/2023	582797	1	1,000.00	0.00	1,000.00	0.00
					<u>0.00</u>	<u>1,000.00</u>	
Above paid on 11/01/2024 by Online Payment Ref W1							
Total Purchase Ledger Payments					<u>0.00</u>	<u>68,053.69</u>	

List of Purchase Ledger Direct Payments

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	
C2	Citizens Advice West Berkshire							
<i>Annual Grant 2023-24</i>	28/03/2024	Grant 2023-24	1	20,000.00	0.00	20,000.00	0.00	
					0.00	20,000.00		
Above paid on 28/03/2024 by Online Payment Ref C2								
D12	DCK Payroll Solutions							
<i>Salaries – March 2024</i>	28/04/2024	P5137 & P5144	1	326.40	0.00	326.40	0.00	
					0.00	326.40		
Above paid on 28/03/2024 by Online Payment Ref D12								
S2	Energieo Ltd							
<i>Quarterly Maint Jan to March 24</i>	04/10/2023	900033739	1	1,831.60	0.00	1,831.60	0.00	
					0.00	1,831.60		
Above paid on 28/03/2024 by Online Payment Ref S2								
E14	Environmental Solutions							
<i>Secure Shredding – March 2024</i>	28/03/2024	Inv 25276	1	67.84	0.00	67.84	0.00	
					0.00	67.84		
Above paid on 28/03/2024 by Online Payment Ref E14								
G22	Greenham Trust							
<i>Grants (GS-Committee 27.03.24)</i>	27/03/2024	GS 27.03.24	1	12,145.47	0.00	12,145.47	0.00	
					0.00	12,145.47		
Above paid on 28/03/2024 by Online Payment Ref G22								
N23	Newbury & Thatcham Green Gym							
<i>Volunteers Contribution Old Hosp Green</i>	28/03/2024	Inv 20-23-23	1	200.00	0.00	200.00	0.00	
					0.00	200.00		
Above paid on 28/03/2024 by Online Payment Ref N23								

List of Purchase Ledger Direct Payments

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	
S41	Sundog Ground Maintenance Ltd							
<i>Works – Greenham House Garden</i>	13/03/202	Inv 4128	1	1,536.00	0.00	1,536.00	0.00	
					0.00	1,536.00		
Above paid on 28/03/2024 by Online Payment Ref S41								
S24	Sundog Hire Ltd							
<i>Hire & purchase Heras Fencing</i>	28/03/2024	4050 & 4251	1	1,686.60	0.00	1,686.60	0.00	
					0.00	1,686.60		
Above paid on 28/03/2024 by Online Payment Ref S24								
W1	West Berkshire Council							
<i>Elections – May 2023</i>	26/03/2024	591540	1	25,853.23	0.00	25,853.23	0.00	
					0.00	25,853.23		
Above paid on 28/03/2024 by Online Payment Ref W1								
L8	NTC Officer Final Payment							
<i>NTC Officer Final Payment</i>	08/03/2024	Final Pay	1	20,138.39	0.00	20,138.39	0.00	
					0.00	20,138.39		
Above paid on 08/03/2024 by Online Payment Ref L8								
C70	CFH Docmail Ltd							
<i>Printing Precept Leaflet</i>	22/02/2024	CS668968	1	776.63	0.00	776.63	0.00	
					0.00	776.63		
Above paid on 22/02/2024 by Online Payment Ref C70								
T33	Thomann							
<i>Microphones etc. for T/Hall</i>	14/02/2024		1	1,023.10	0.00	1,023.10	0.00	
					0.00	1,023.10		
Above paid on 14/02/2024 by Online Payment Ref T33								
Total Purchase Ledger Direct Payments 01.01.2024 – 31.03.2024					0.00	85,585.26		

Newbury Town Council 2023/2024

Bank - Cash and Investment Reconciliation as at 31 March 2024

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/03/2024 Current Account	26,808.85
4	31/03/2024 Instant Access Account	288,777.95
		315,586.80
<u>Other Cash & Bank Balances</u>		
	CCLA Account	530,314.70
	Fixed Term Interest Accounts	500,000.00
		1,030,314.70
		<u>1,345,901.50</u>
<u>Receipts not on Bank Statement</u>		
0	31/03/2024 All Receipts Cleared	0.00
		0.00
		<u>1,345,901.50</u>
<u>Closing Balance</u>		
		<u>1,345,901.50</u>
<u>All Cash & Bank Accounts</u>		
1	Current Account	26,808.85
4	Instant Access Account	288,777.95
	Other Cash & Bank Balances	1,030,314.70
	Total Cash & Bank Balances	<u>1,345,901.50</u>

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	29/02/2024		30,604.02
			<u>30,604.02</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			30,604.02
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			30,604.02
		Balance per Cash Book is :-	30,604.02
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 4 - Instant Access Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access Account	29/02/2024		228,677.10
			<u>228,677.10</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			228,677.10
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			228,677.10
		Balance per Cash Book is :-	228,677.10
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/01/2024		18,649.65
			<u>18,649.65</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			18,649.65
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			18,649.65
		Balance per Cash Book is :-	18,649.65
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 4 - Instant Access Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access Account	31/01/2024		401,837.52
			<u>401,837.52</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			401,837.52
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			401,837.52
		Balance per Cash Book is :-	401,837.52
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Newbury Town Council 2022-2023

Bank - Cash and Investment Reconciliation as at 31 March 2023

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	31/03/2023	Current account	889,493.06	
				889,493.06
<u>Other Cash & Bank Balances</u>				
		CCLA Account	259,899.29	
				259,899.29
				<u>1,149,392.35</u>
<u>Receipts not on Bank Statement</u>				
0	31/03/2023	All Receipts Cleared	0.00	
				0.00
				<u>1,149,392.35</u>
<u>Closing Balance</u>				
				<u>1,149,392.35</u>
<u>All Cash & Bank Accounts</u>				
1		Current Account		889,493.06
		Other Cash & Bank Balances		259,899.29
		Total Cash & Bank Balances		<u>1,149,392.35</u>

08/04/2024

Newbury Town Council Current Year

Page 1

15:26

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>							
4000 Salaries/NI/PAYE	571,090	512,624	(58,466)		(58,466)	111.4%	
4005 Agency / Locum Cover	53,339	0	(53,339)		(53,339)	0.0%	
4010 Misc Staff Expenses	6,240	7,000	760		760	89.1%	
4045 Salary Reallocation	(571,090)	(512,624)	58,466		58,466	111.4%	
Staff :- Indirect Expenditure	59,579	7,000	(52,579)	0	(52,579)	851.1%	0
Net Expenditure	(59,579)	(7,000)	52,579				
<u>110 Central Services</u>							
1076 Precept Received	1,272,879	1,272,879	0			100.0%	
1090 CCLA Interest	20,415	8,000	(12,415)			255.2%	
1091 Shares/Dividend Income	4	0	(4)			0.0%	
1092 Instant Access Ac Interest	3,279	0	(3,279)			0.0%	
1093 Fixed Term Accounts Interest	5,767	0	(5,767)			0.0%	
1094 Current Account Interest	4,343	0	(4,343)			0.0%	
1905 CIL income received	266,953	0	(266,953)			0.0%	266,953
Central Services :- Income	1,573,640	1,280,879	(292,761)			122.9%	266,953
4045 Salary Reallocation	163,332	146,368	(16,964)		(16,964)	111.6%	
4050 Bank & Card Reader Charges	2,246	3,000	754		754	74.9%	
4055 Election Expenses	26,252	0	(26,252)		(26,252)	0.0%	26,252
Central Services :- Indirect Expenditure	191,830	149,368	(42,462)	0	(42,462)	128.4%	26,252
Net Income over Expenditure	1,381,810	1,131,511	(250,299)				
6000 plus Transfer from EMR	26,252						
6001 less Transfer to EMR	266,953						
Movement to/(from) Gen Reserve	1,141,110						
<u>200 P&R General</u>							
4045 Salary Reallocation	31,410	28,380	(3,030)		(3,030)	110.7%	
4105 Members' travel & subsistence	59	800	741		741	7.3%	
4120 Precept Leaflet	647	1,000	353		353	64.7%	
4125 P&R Projects Fund	0	2,000	2,000		2,000	0.0%	
P&R General :- Indirect Expenditure	32,116	32,180	64	0	64	99.8%	0
Net Expenditure	(32,116)	(32,180)	(64)				
<u>210 Grants & Contributions</u>							
1122 Donations (Misc.)	400	0	(400)			0.0%	
Grants & Contributions :- Income	400	0	(400)				0

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4150 Grants for Climate Change Proj	0	10,000	10,000		10,000	0.0%	
4155 Berkshire Youth; Youth Worker	25,000	25,000	0		0	100.0%	
4160 Contribution to BID Xmas light	12,000	12,000	0		0	100.0%	
4165 Greenham Community Youth	2,500	2,500	0		0	100.0%	
4170 Volunteer Centre	500	500	0		0	100.0%	
4180 Grant Sub Committee	24,500	24,500	(0)		(0)	100.0%	
4182 Donations (Misc)	400	0	(400)		(400)	0.0%	
4185 CAB Grant	20,000	20,000	0		0	100.0%	
4210 Defibs	0	2,500	2,500		2,500	0.0%	
4212 Greenham & Crookham Common	500	500	0		0	100.0%	
4213 Diversity & Inclusivity	0	3,000	3,000		3,000	0.0%	
4215 Public support- Green Spaces	0	3,000	3,000		3,000	0.0%	
Grants & Contributions :- Indirect Expenditure	<u>85,400</u>	<u>103,500</u>	<u>18,100</u>	<u>0</u>	<u>18,100</u>	<u>82.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(85,000)</u>	<u>(103,500)</u>	<u>(18,500)</u>				
<u>220 Corporate Services</u>							
4200 Visitor Information Centre	0	500	500		500	0.0%	
4220 Training and Development	3,408	6,000	2,592	480	2,112	64.8%	
4225 Advertising Recruitment	5,949	2,000	(3,949)		(3,949)	297.5%	
4230 Telephone	11,120	8,000	(3,120)		(3,120)	139.0%	
4235 Postage	1,533	3,000	1,467		1,467	51.1%	
4240 Printing/Stationery	1,514	1,800	286		286	84.1%	
4245 Office Equipment	618	1,500	882		882	41.2%	
4250 IT	33,558	30,000	(3,558)		(3,558)	111.9%	
4255 Professional Fees	12,976	18,000	5,024		5,024	72.1%	
4260 Audit	4,525	4,800	275		275	94.3%	
4265 Subscriptions	4,738	5,000	262		262	94.8%	
4270 Photocopier Charges	2,136	2,000	(136)		(136)	106.8%	
4275 Advertising General	1,107	1,500	393		393	73.8%	
4280 Recycling Costs	1,280	1,200	(80)		(80)	106.7%	
4290 Capital exp computers etc	2,315	0	(2,315)		(2,315)	0.0%	
4420 Insurance	14,718	14,000	(718)		(718)	105.1%	
Corporate Services :- Indirect Expenditure	<u>101,497</u>	<u>99,300</u>	<u>(2,197)</u>	<u>480</u>	<u>(2,677)</u>	<u>102.7%</u>	<u>0</u>
Net Expenditure	<u>(101,497)</u>	<u>(99,300)</u>	<u>2,197</u>				
<u>290 Town Hall</u>							
1270 Suite Lease Income	39,860	36,000	(3,860)			110.7%	
1275 Solar Panel Income	0	1,500	1,500			0.0%	
1280 Chamber Hire	15,019	10,000	(5,019)			150.2%	
Town Hall :- Income	<u>54,880</u>	<u>47,500</u>	<u>(7,380)</u>			<u>115.5%</u>	<u>0</u>

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Salary Reallocation	36,550	33,034	(3,516)		(3,516)	110.6%	
4345 Replacement Solar Panel Invert	0	5,000	5,000	5,000	0	100.0%	
4402 Letting Agent	3,540	0	(3,540)		(3,540)	0.0%	
4405 Rates	9,916	11,430	1,514		1,514	86.8%	
4410 Water	349	500	151		151	69.8%	
4415 Energy Supplies	22,847	10,000	(12,847)		(12,847)	228.5%	
4416 Energy Conservation Projects	2,499	4,000	1,501	4,000	(2,499)	162.5%	
4425 Repairs and Maintenance	15,007	24,000	8,993	4,383	4,610	80.8%	
4427 Visual / Audio Equipment	1,273	0	(1,273)		(1,273)	0.0%	
4428 Health & Safety Compliance	2,960	0	(2,960)		(2,960)	0.0%	
4431 Town Hall cleaning contract	17,616	16,500	(1,116)		(1,116)	106.8%	
4432 Housekeeping	685	0	(685)		(685)	0.0%	
4440 Fire Extinguishers	577	1,200	623		623	48.0%	
4445 Security	434	1,200	766		766	36.1%	
Town Hall :- Indirect Expenditure	114,251	106,864	(7,387)	13,383	(20,770)	119.4%	0
Net Income over Expenditure	(59,372)	(59,364)	8				
<u>295 Weddings</u>							
1280 Chamber Hire	2,205	2,500	295			88.2%	
Weddings :- Income	2,205	2,500	295			88.2%	0
4045 Salary Reallocation	9,709	8,788	(921)		(921)	110.5%	
4275 Advertising General	680	0	(680)		(680)	0.0%	
4340 Weddings expenditure	77	1,000	923		923	7.7%	
Weddings :- Indirect Expenditure	10,466	9,788	(678)	0	(678)	106.9%	0
Net Income over Expenditure	(8,261)	(7,288)	973				
<u>300 Newtown Road Cemetery</u>							
1300 Cemetery Income	30	1,000	970			3.0%	
Newtown Road Cemetery :- Income	30	1,000	970			3.0%	0
4045 Salary Reallocation	5,711	5,253	(458)		(458)	108.7%	
4355 Toilet Hire	0	1,500	1,500		1,500	0.0%	
4405 Rates	574	950	376		376	60.4%	
4415 Energy Supplies	380	700	320		320	54.3%	
4425 Repairs and Maintenance	5,579	10,000	4,421		4,421	55.8%	
4430 Maint. Contracts	10,435	9,000	(1,435)		(1,435)	115.9%	
4435 Maint. Contracts Unscheduled	1,200	1,200	0		0	100.0%	
4436 Headstone Survey	0	500	500		500	0.0%	
4440 Fire Extinguishers	76	250	174		174	30.2%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4515 Tree Works	11,250	2,000	(9,250)		(9,250)	562.5%	9,250
Newtown Road Cemetery :- Indirect Expenditure	35,204	31,353	(3,851)	0	(3,851)	112.3%	9,250
Net Income over Expenditure	(35,174)	(30,353)	4,821				
6000 plus Transfer from EMR	9,250						
Movement to/(from) Gen Reserve	(25,924)						
<u>305 Shaw Cemetery</u>							
1300 Cemetery Income	72,387	50,000	(22,387)			144.8%	
Shaw Cemetery :- Income	72,387	50,000	(22,387)			144.8%	0
4045 Salary Reallocation	19,988	18,015	(1,973)		(1,973)	111.0%	
4250 IT	1,068	0	(1,068)		(1,068)	0.0%	
4265 Subscriptions	150	300	150		150	50.0%	
4400 Rent Payable	1,333	1,000	(333)		(333)	133.3%	
4405 Rates	4,042	9,200	5,158		5,158	43.9%	
4410 Water	4,433	1,600	(2,833)		(2,833)	277.0%	
4415 Energy Supplies	777	1,000	223		223	77.7%	
4425 Repairs and Maintenance	2,555	4,500	1,945	1,200	745	83.4%	
4428 Health & Safety Compliance	424	0	(424)		(424)	0.0%	
4430 Maint. Contracts	80,633	70,000	(10,633)		(10,633)	115.2%	
4435 Maint. Contracts Unscheduled	2,030	2,860	830		830	71.0%	
4440 Fire Extinguishers	151	700	549		549	21.6%	
4470 Tree Maintenance	0	0	0	300	(300)	0.0%	
4515 Tree Works	0	3,000	3,000		3,000	0.0%	
Shaw Cemetery :- Indirect Expenditure	117,585	112,175	(5,410)	1,500	(6,910)	106.2%	0
Net Income over Expenditure	(45,198)	(62,175)	(16,977)				
<u>310 Markets</u>							
1320 Market Income	42,804	50,000	7,196			85.6%	
Markets :- Income	42,804	50,000	7,196			85.6%	0
4045 Salary Reallocation	13,135	11,801	(1,334)		(1,334)	111.3%	
4265 Subscriptions	497	500	3		3	99.4%	
4275 Advertising General	1,500	1,500	0		0	100.0%	204
4360 Market Management	15,600	17,500	1,900		1,900	89.1%	
4361 Market income dd costs	239	0	(239)		(239)	0.0%	
4405 Rates	3,444	6,200	2,756		2,756	55.5%	
4415 Energy Supplies	1,054	1,200	146		146	87.9%	
4425 Repairs and Maintenance	199	1,000	801	940	(139)	113.9%	
Markets :- Indirect Expenditure	35,668	39,701	4,033	940	3,093	92.2%	204
Net Income over Expenditure	7,136	10,299	3,163				
6000 plus Transfer from EMR	204						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>7,340</u>						
<u>315</u> <u>War Memorial</u>							
4045 Salary Reallocation	1,713	1,647	(66)		(66)	104.0%	
4425 Repairs and Maintenance	690	1,500	810	255	555	63.0%	
4850 Sinking Fund	0	2,000	2,000		2,000	0.0%	
War Memorial :- Indirect Expenditure	<u>2,403</u>	<u>5,147</u>	<u>2,744</u>	<u>255</u>	<u>2,489</u>	<u>51.6%</u>	<u>0</u>
Net Expenditure	<u>(2,403)</u>	<u>(5,147)</u>	<u>(2,744)</u>				
<u>320</u> <u>Footway Lighting</u>							
4045 Salary Reallocation	3,998	3,840	(158)		(158)	104.1%	
4415 Energy Supplies	6,971	8,000	1,029		1,029	87.1%	
4425 Repairs and Maintenance	17,509	12,000	(5,509)	2,587	(8,096)	167.5%	6,570
4855 Street Lighting Upgrade	1,633	7,000	5,367	2,570	2,797	60.0%	
Footway Lighting :- Indirect Expenditure	<u>30,111</u>	<u>30,840</u>	<u>729</u>	<u>5,157</u>	<u>(4,428)</u>	<u>114.4%</u>	<u>6,570</u>
Net Expenditure	<u>(30,111)</u>	<u>(30,840)</u>	<u>(729)</u>				
6000 plus Transfer from EMR	6,570						
Movement to/(from) Gen Reserve	<u>(23,541)</u>						
<u>325</u> <u>Clock House</u>							
4045 Salary Reallocation	1,713	1,647	(66)		(66)	104.0%	
4415 Energy Supplies	997	850	(147)		(147)	117.3%	
4425 Repairs and Maintenance	750	1,000	250	250	0	100.0%	
Clock House :- Indirect Expenditure	<u>3,460</u>	<u>3,497</u>	<u>37</u>	<u>250</u>	<u>(213)</u>	<u>106.1%</u>	<u>0</u>
Net Expenditure	<u>(3,460)</u>	<u>(3,497)</u>	<u>(37)</u>				
<u>330</u> <u>Street Furniture</u>							
1605 Clear Channel (INC)	55,000	60,000	5,000			91.7%	
Street Furniture :- Income	<u>55,000</u>	<u>60,000</u>	<u>5,000</u>			<u>91.7%</u>	<u>0</u>
4045 Salary Reallocation	6,282	5,451	(831)		(831)	115.2%	
4111 Bus Shelter Provision & Maint	55,000	60,000	5,000		5,000	91.7%	
4415 Energy Supplies	0	400	400		400	0.0%	
4425 Repairs and Maintenance	3,975	11,000	7,025	3,701	3,323	69.8%	
4460 Grit Bins	3,634	2,000	(1,634)		(1,634)	181.7%	
Street Furniture :- Indirect Expenditure	<u>68,891</u>	<u>78,851</u>	<u>9,960</u>	<u>3,701</u>	<u>6,258</u>	<u>92.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(13,891)</u>	<u>(18,851)</u>	<u>(4,960)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>335 Recreation Grounds</u>							
1355 Income - Pitches	915	3,300	2,385			27.7%	
1500 Other open spaces income	735	0	(735)			0.0%	
Recreation Grounds :- Income	<u>1,650</u>	<u>3,300</u>	<u>1,650</u>			<u>50.0%</u>	<u>0</u>
4045 Salary Reallocation	20,559	18,429	(2,130)		(2,130)	111.6%	
4410 Water	474	650	176		176	73.0%	
4415 Energy Supplies	2,187	3,000	813		813	72.9%	
4425 Repairs and Maintenance	8,221	5,000	(3,221)	615	(3,836)	176.7%	3,246
4428 Health & Safety Compliance	560	0	(560)		(560)	0.0%	
4430 Maint. Contracts	39,162	34,000	(5,162)		(5,162)	115.2%	
4435 Maint. Contracts Unscheduled	1,079	2,500	1,421		1,421	43.2%	
4515 Tree Works	7,954	4,000	(3,954)		(3,954)	198.8%	3,954
Recreation Grounds :- Indirect Expenditure	<u>80,196</u>	<u>67,579</u>	<u>(12,617)</u>	<u>615</u>	<u>(13,232)</u>	<u>119.6%</u>	<u>7,200</u>
Net Income over Expenditure	<u>(78,546)</u>	<u>(64,279)</u>	<u>14,267</u>				
6000 plus Transfer from EMR	7,200						
Movement to/(from) Gen Reserve	<u>(71,346)</u>						
<u>336 City Recreation Ground</u>							
4591 Green Flag submission	0	700	700		700	0.0%	
City Recreation Ground :- Direct Expenditure	<u>0</u>	<u>700</u>	<u>700</u>	<u>0</u>	<u>700</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(700)</u>	<u>(700)</u>				
<u>340 Play Areas</u>							
1500 Other open spaces income	300	0	(300)			0.0%	
1990 Miscellaneous Income	497	0	(497)			0.0%	
Play Areas :- Income	<u>797</u>	<u>0</u>	<u>(797)</u>				<u>0</u>
4045 Salary Reallocation	33,694	30,007	(3,687)		(3,687)	112.3%	
4423 Upgrading	24,220	40,000	15,780	23,609	(7,829)	119.6%	
4425 Repairs and Maintenance	18,187	25,000	6,813	3,270	3,543	85.8%	758
4430 Maint. Contracts	29,911	26,000	(3,911)		(3,911)	115.0%	
4435 Maint. Contracts Unscheduled	0	1,000	1,000		1,000	0.0%	
Play Areas :- Indirect Expenditure	<u>106,012</u>	<u>122,007</u>	<u>15,995</u>	<u>26,879</u>	<u>(10,884)</u>	<u>108.9%</u>	<u>758</u>
Net Income over Expenditure	<u>(105,215)</u>	<u>(122,007)</u>	<u>(16,792)</u>				
6000 plus Transfer from EMR	758						
Movement to/(from) Gen Reserve	<u>(104,458)</u>						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>345 Victoria Park</u>							
1360 Income - Tennis Courts	7,149	22,000	14,851			32.5%	
1380 Income - Bowling Club	900	950	50			94.7%	
1385 Income - Kiosk/Cafe	4,354	4,000	(354)			108.8%	
1390 Income - Victoria Park Hire	3,100	0	(3,100)			0.0%	
1391 Income - Mini Golf	5,000	5,000	0			100.0%	
1500 Other open spaces income	2,350	5,000	2,650			47.0%	
1990 Miscellaneous Income	170	0	(170)			0.0%	
Victoria Park :- Income	<u>23,023</u>	<u>36,950</u>	<u>13,927</u>			62.3%	0
4537 Upgrade VP Bandstand	54,294	0	(54,294)		(54,294)	0.0%	54,294
4541 Repairs to Victoria and Lions	0	500	500		500	0.0%	
4543 Splashpark	2,650	2,500	(150)		(150)	106.0%	
4591 Green Flag submission	369	850	481		481	43.4%	
Victoria Park :- Direct Expenditure	<u>57,313</u>	<u>3,850</u>	<u>(53,463)</u>	0	(53,463)	1488.6%	54,294
4045 Salary Reallocation	66,818	60,151	(6,667)		(6,667)	111.1%	
4355 Toilet Hire	3,598	8,800	5,202		5,202	40.9%	
4410 Water	7,351	9,000	1,649		1,649	81.7%	
4415 Energy Supplies	5,063	4,500	(563)		(563)	112.5%	
4425 Repairs and Maintenance	6,435	22,000	15,565	2,840	12,725	42.2%	1,902
4428 Health & Safety Compliance	310	0	(310)		(310)	0.0%	
4430 Maint. Contracts	86,291	75,000	(11,291)		(11,291)	115.1%	
4435 Maint. Contracts Unscheduled	2,140	6,000	3,860		3,860	35.7%	
4440 Fire Extinguishers	146	500	354		354	29.2%	
4445 Security	1,121	500	(621)		(621)	224.1%	
4465 Tennis Courts Maintenance Fund	0	3,600	3,600		3,600	0.0%	
4480 Music at the Bandstand	3,125	3,000	(125)		(125)	104.2%	
4490 VP Fun Day	2,333	2,500	167	150	17	99.3%	
4515 Tree Works	0	2,000	2,000		2,000	0.0%	
4530 Community Cafe	1,650	0	(1,650)		(1,650)	0.0%	1,650
Victoria Park :- Indirect Expenditure	<u>186,379</u>	<u>197,551</u>	<u>11,172</u>	2,990	8,182	95.9%	3,552
Net Income over Expenditure	<u>(220,669)</u>	<u>(164,451)</u>	<u>56,218</u>				
6000 plus Transfer from EMR	57,845						
Movement to/(from) Gen Reserve	<u>(162,824)</u>						
<u>350 Open Spaces</u>							
1395 Wayleave Income	25	25	0			100.0%	
Open Spaces :- Income	<u>25</u>	<u>25</u>	<u>0</u>			100.0%	0

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Salary Reallocation	11,993	10,609	(1,384)		(1,384)	113.0%	
4400 Rent Payable	850	500	(350)		(350)	170.0%	
4410 Water	0	110	110		110	0.0%	
4425 Repairs and Maintenance	2,206	2,000	(206)		(206)	110.3%	907
4430 Maint. Contracts	89,923	78,000	(11,923)		(11,923)	115.3%	
4435 Maint. Contracts Unscheduled	475	2,000	1,525		1,525	23.8%	
4515 Tree Works	1,121	3,000	1,879		1,879	37.4%	451
4750 Greenham House Gdns	10,499	0	(10,499)		(10,499)	0.0%	3,840
4760 Litter Picking Equipment	0	500	500		500	0.0%	
4770 Biodiversity Survey	0	1,000	1,000		1,000	0.0%	
Open Spaces :- Indirect Expenditure	117,067	97,719	(19,348)	0	(19,348)	119.8%	5,198
Net Income over Expenditure	(117,042)	(97,694)	19,348				
6000 plus Transfer from EMR	5,198						
Movement to/(from) Gen Reserve	(111,845)						
<u>355 Floral Displays and Trees</u>							
1990 Miscellaneous Income	2,640	1,500	(1,140)			176.0%	
Floral Displays and Trees :- Income	2,640	1,500	(1,140)			176.0%	0
4045 Salary Reallocation	7,424	6,690	(734)		(734)	111.0%	
4430 Maint. Contracts	29,910	26,000	(3,910)		(3,910)	115.0%	
4435 Maint. Contracts Unscheduled	0	1,500	1,500		1,500	0.0%	
4470 Tree Maintenance	13,950	0	(13,950)	2,790	(16,740)	0.0%	13,950
4500 Tree planting	428	3,000	2,572		2,572	14.3%	
4505 Edible Crops	0	450	450		450	0.0%	
4510 Additional Floral Displays NIB	18,120	18,500	380		380	97.9%	
4512 Floral Baskets - Businesses	2,640	0	(2,640)		(2,640)	0.0%	
Floral Displays and Trees :- Indirect Expenditure	72,472	56,140	(16,332)	2,790	(19,122)	134.1%	13,950
Net Income over Expenditure	(69,832)	(54,640)	15,192				
6000 plus Transfer from EMR	13,950						
Movement to/(from) Gen Reserve	(55,882)						
<u>360 Britain & Newbury In Bloom</u>							
1600 Sponsorship	400	500	100			80.0%	
Britain & Newbury In Bloom :- Income	400	500	100			80.0%	0
4045 Salary Reallocation	9,709	8,626	(1,083)		(1,083)	112.5%	
4710 Newbury In Bloom	2,592	4,500	1,908		1,908	57.6%	
Britain & Newbury In Bloom :- Indirect Expenditure	12,301	13,126	825	0	825	93.7%	0
Net Income over Expenditure	(11,901)	(12,626)	(725)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>420 Wash Common Allotment</u>							
1400 Allotment Income	4,552	4,070	(482)			111.8%	
Wash Common Allotment :- Income	<u>4,552</u>	<u>4,070</u>	<u>(482)</u>			111.8%	0
4045 Salary Reallocation	2,855	2,801	(54)		(54)	101.9%	
4255 Professional Fees	1,103	0	(1,103)		(1,103)	0.0%	
4410 Water	1,236	1,500	264		264	82.4%	
4425 Repairs and Maintenance	756	3,000	2,244		2,244	25.2%	
4430 Maint. Contracts	3,192	2,800	(392)		(392)	114.0%	
4435 Maint. Contracts Unscheduled	0	2,000	2,000		2,000	0.0%	
4450 Extra security measures	259	1,000	741	100	641	35.9%	
4515 Tree Works	0	1,500	1,500		1,500	0.0%	
Wash Common Allotment :- Indirect Expenditure	<u>9,401</u>	<u>14,601</u>	<u>5,200</u>	<u>100</u>	<u>5,100</u>	<u>65.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,849)</u>	<u>(10,531)</u>	<u>(5,682)</u>				
<u>421 Allotments (except Wash Common</u>							
1400 Allotment Income	23,397	22,000	(1,397)			106.4%	
Allotments (except Wash Common :- Income	<u>23,397</u>	<u>22,000</u>	<u>(1,397)</u>			106.4%	0
4045 Salary Reallocation	17,704	16,000	(1,704)		(1,704)	110.6%	
4250 IT	153	0	(153)		(153)	0.0%	
4400 Rent Payable	638	900	263		263	70.8%	
4410 Water	4,287	4,000	(287)		(287)	107.2%	
4425 Repairs and Maintenance	4,191	4,000	(191)	100	(291)	107.3%	
4430 Maint. Contracts	12,088	10,500	(1,588)		(1,588)	115.1%	
4435 Maint. Contracts Unscheduled	3,895	4,000	105		105	97.4%	260
4450 Extra security measures	1,172	2,000	828	500	328	83.6%	
4515 Tree Works	80	2,500	2,420		2,420	3.2%	
Allotments (except Wash Common :- Indirect Expenditure	<u>44,207</u>	<u>43,900</u>	<u>(307)</u>	<u>600</u>	<u>(907)</u>	<u>102.1%</u>	<u>260</u>
Net Income over Expenditure	<u>(20,809)</u>	<u>(21,900)</u>	<u>(1,091)</u>				
6000 plus Transfer from EMR	260						
Movement to/(from) Gen Reserve	<u>(20,549)</u>						
<u>430 Wharf Toilets</u>							
4417 Refurbishment	1,375	0	(1,375)	4,075	(5,450)	0.0%	
Wharf Toilets :- Direct Expenditure	<u>1,375</u>	<u>0</u>	<u>(1,375)</u>	<u>4,075</u>	<u>(5,450)</u>		0
4045 Salary Reallocation	11,422	10,185	(1,237)		(1,237)	112.1%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4195 Wharf Toilets Contract	12,100	15,000	2,900		2,900	80.7%	
4405 Rates	191	0	(191)		(191)	0.0%	
4425 Repairs and Maintenance	2,147	2,000	(147)		(147)	107.3%	
Wharf Toilets :- Indirect Expenditure	25,860	27,185	1,325	0	1,325	95.1%	0
Net Expenditure	(27,235)	(27,185)	50				
<u>500 CP,A&L General</u>							
4642 Coronation event	396	1,500	1,104		1,104	26.4%	
CP,A&L General :- Direct Expenditure	396	1,500	1,104	0	1,104	26.4%	0
4045 Salary Reallocation	27,412	24,519	(2,893)		(2,893)	111.8%	
4600 CPA&L Committee Fund	500	500	0		0	100.0%	
4625 Art Trail	1,025	1,000	(25)		(25)	102.5%	
4637 Local Democracy WG	0	500	500		500	0.0%	
4639 Art on the Park	500	500	0		0	100.0%	
CP,A&L General :- Indirect Expenditure	29,437	27,019	(2,418)	0	(2,418)	109.0%	0
Net Expenditure	(29,833)	(28,519)	1,314				
<u>505 Civic Responsibility</u>							
4045 Salary Reallocation	27,983	24,403	(3,580)		(3,580)	114.7%	
4650 Mayors Allowance	404	1,000	596		596	40.4%	
4655 Honorarium	2,245	3,500	1,255		1,255	64.1%	
4660 Mayor Making	2,335	2,500	165		165	93.4%	
4665 Remembrance	1,858	3,000	1,142		1,142	61.9%	
4670 Regalia and Robes	7	2,000	1,993		1,993	0.3%	
4680 Civic Hospitality & Events	1,107	1,500	393		393	73.8%	
4690 Twin Towns	86	250	164		164	34.5%	
4700 Civic Award Scheme	618	1,000	383		383	61.8%	
4705 Watership Brass	650	650	0		0	100.0%	
Civic Responsibility :- Indirect Expenditure	37,293	39,803	2,510	0	2,510	93.7%	0
Net Expenditure	(37,293)	(39,803)	(2,510)				
<u>600 Planning & Highways</u>							
1120 Grants Received (NDP)	6,878	15,000	8,122			45.9%	6,878
1121 Grants & Dons Rec. (Heritage)	522	0	(522)			0.0%	
Planning & Highways :- Income	7,400	15,000	7,600			49.3%	6,878
4045 Salary Reallocation	39,976	35,980	(3,996)		(3,996)	111.1%	
4800 P & H Committee Fund	40	1,000	960		960	4.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4805 Heritage Working Group	1,171	1,000	(171)		(171)	117.1%	171
4810 Neighbourhood Development Plan	1,536	15,000	13,464		13,464	10.2%	
Planning & Highways :- Indirect Expenditure	42,723	52,980	10,257	0	10,257	80.6%	171
Net Income over Expenditure	<u>(35,323)</u>	<u>(37,980)</u>	<u>(2,657)</u>				
6000 plus Transfer from EMR	171						
6001 less Transfer to EMR	6,878						
Movement to/(from) Gen Reserve	<u>(42,030)</u>						
Grand Totals:- Income	1,865,231	1,575,224	(290,007)			118.4%	
Expenditure	1,710,893	1,575,224	(135,669)	63,715	(199,384)	112.7%	
Net Income over Expenditure	<u>154,338</u>	<u>0</u>	<u>(154,338)</u>				
plus Transfer from EMR	127,657						
less Transfer to EMR	273,831						
Movement to/(from) Gen Reserve	<u>8,165</u>						

Newbury Town Council

Policy and Resources Committee

19th April 2024

Item: Budget Monitoring Quarter 4 - 2023/2024

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

Quarter Four

Cost Centre	Code	Description	Spent	Amount of overspend	% of Budget	Reason
100 – Staff	4000	Salaries, NI, PAYE	Budget: £512,624 Spent: £571,090	£58,466	111	Q4: Final salary payment agreed and annual leave payments due.
100 – Staff	4005	Agency & Locum Cover	Budget: £0.00 Spent: £53,339	£53,339		Agency Staff in Q4: £27,153 (£7,500 deposit refundable over whole contract).
220 – Corporate Services	4225	Advertising Recruitment	Budget: £2,000 Spent: £5,949	£3,949	298	Recruitment has continued since Q1
220 – Corporate Services	4230	Telephone	Budget: £8,000 Spent: £11,120	£3,120	139	No additional costs other than the comms cabinet (Q3). 2023/24 budget: insufficient. 2024/25 budget: £10,250. Landline, Officer Mobiles & ipads; Internet. 2024/25 at March '24 costs: £10,685 + inflation
290 – Town Hall	4415	Energy Supplies	Budget: £10,000 Spent: £22,847	£12,847	229	An increase in costs was expected, related to increased bookings, noted in Q1. However, not to the extent experienced, which result from significantly increased electricity costs in months 9 – 12, alongside a new contract. To offset this, 2023/24 budgeted income for Chamber & EK Room: £10,000. Actual income: £15,019. <u>Reviewing Electricity and Gas costs across all our sites:</u> Electricity: Whilst all sites are affected by the increased electricity costs, in 2023/24 only the Town Hall, Victoria Park and to a lesser extent, the Clock House spent overbudget. However, in 2024/25 these increased costs will likely hit us harder. I am therefore seeking advice as to whether we should continue with the contract or move. And will consult the CEO in this decision. This to provide realistic costs for 2024/25 and any resulting budget that needs to be found. Gas: 2023/24 cost c.£7,000. But with a change of contract in Dec 2024, we anticipate savings of c.£2,000 over 2024/25 and further reductions in 2025/26.

305 – Shaw Cemetery	4410	Water	Budget: £1,600 Spent: £4,433	£2,833	277	Scrutiny of the invoices and monthly meter checks prior to invoicing, referred to in Q2 has paid dividends. Using less water over the winter period, as of 13 th May '24 we remained £2,005 in credit with our supplier. With this consideration, across all our sites, our 2023/24 waters costs remained within budget.
330 – Grit Bins	4460	Grit Bins	Budget: 2,000 Spent: £3,634	£1,634	182	This is as a result of a significant increase in the cost of salt, as referenced in Q3.
345 – Victoria Park	4445	Security	Budget: 500 Spent: £1,121	£621	224	These costs relate to the R&M of our CCTV and VP Café Intruder alarm.

Quarter Three

Cost Centre	Code	Description	Spent	Amount of overspend	% of Budget	Reason
100 – Staff	4000	Salaries, NI, PAYE	Budget: £512,624 Spent: £436,956	£52,488	85	Budget under mthly costs, plus temporary staff covering maternity and long-term sickness.
100 – Staff	4005	Agency & Locum Cover	Budget: £0.00 Spent: £20,467	£20,467		Quarter 1: Agency staff. Quarter 3: Deposit for Locum CEO. Q4: Projected spend of £45,500: Health & Safety support to cover long-term sickness and Locum CEO.
220 – Corporate Services	4225	Advertising Recruitment	Budget: 2,000 Spent: £2,872	£872	144	Recruitment continuing and extended since Q1.
220 – Corporate Services	4230	Telephone	Budget: £8,000 Spent: £7,784 Committed: £665	£849	105	Budget under mthly costs. New comms cabinet required associated with the server removal.
290 – Town Hall	4416	Energy Conservation Costs	Budget: £4,000 Spent: £2,499 Committed: £4,000	£0.00		Additional Solar Panels on Roof – additionally utilising budget from Nominal Codes 4345 (Solar Panels invert) 4425 (R&M) and EMR 415 (Solar Panels)
290 – Town Hall	4431	Cleaning Contract	Budget: 16,500 Spent: 13,212	£837	80	Budget under mthly costs by approx. £93 per mth.
Various	4430	Grounds Maintenance Contracts	Budget: £325,230 Spent: £282,087		85	Budget under mthly costs.
305 – Shaw Cemetery	4425	Repairs & Maintenance	Budget: 4,500 Spent: £2,843 Committed: £1,200		89	Committed: Part of soil sampling and survey work required to ascertain how best to extend space within the cemetery. As noted in budget, will move to a separate code.

330 – Street Furniture	4460	Grit Bins	Budget: £2,000 Spent: £0.00 Committed: £2,834	£834	142	Costs to refill have escalated. Since 1 st January a further £800 has been spent and a further £800 is anticipated. Note one grit bin on a C – non-gritted traffic route is being heavily used due to flooding, alongside freezing, which could escalate the budget further.
335 – Recreation Grounds	4425	Repairs & Maintenance	Budget: £5,000 Spent: £5,861 Committed: £861	£1,842	137	Additional invoice in respect to August water leaks, requiring changing room floor to be dug up. Plus, electrical repairs.
350 – Open Spaces	4425	Repairs & Maintenance	Budget: £2,000 Spent: £1,780 Committed £339		106	Includes planting for Greenhouse Gardens – transfer to EMR 435
421 – Allotments other than WC	4425	Repairs & Maintenance	Budget: £4,000 Spent: £4,749 Committed: 180		123	Includes security costs – transfer to EMR 407
430 – Wharf Toilets	4195	Wharf Toilets Contract	Budget: £15,000 Spent: £12,100		81	Budget under monthly costs. Approx. £6k overspend for year.

Notes:

Income received exceeds the budget in the areas of: Suite Lease income – 87%; Chamber Hire – 104%; Shaw Cemetery – 108% and Interest Received – 222%. This will help a little to off-set over expenditure.

Projected income over expenditure is -£75k at year-end, with a projected shortfall in our 3-mth reserves of approx. £150k. I have brought this to the attention of Officers and asked for their support to seek to reduce this between now and year-end. I will also be looking into our ear-marked reserves for any leeway. Calls on the R&M budgets though remain high. Agreement is sought to exceed these budgeted areas where emergency repairs are required, in the main resulting from vandalism and to cover any required remedial works on receipt of our commissioned health and safety report.

The recent excessive rain has resulted in the cellar flooding. Anticipated costs up to £5,000. The Locum CEO and SD Manager are considering an insurance claim.

Quarter Two

Cost Centre	Code	Description	Spent	Amount of overspend	% of Budget	Reason
110 – Central Services	4050	Bank Charges	Budget: £3,000 Spent: £2,436		81	Bank charges relate to the level of Council business. Direct Debits and BACS payments are the most economical and those most used. I propose a small uplift in the 2024/25 budget to ensure these costs are covered.
220 – Corporate Services	4245	Office Equipment	Budget: £1,500 Spent: £1,456	Monitors & chairs: £1,085	97	Equipment to support health and safety of existing and new staff, primarily monitors and chairs over quarters 1&2.

220 – Corporate Services	4250	IT	Budget: £30,000 Spent: £28,054	Server: £3,925	94	Replacement of the Server and associated expenditure to support the security of the Council's IT. IT equipment, replacing old, plus that needed for new staff. Subscriptions requiring pre-payment adjustments for 2024/25. IT audit required regarding equipment and subscriptions to support a forward plan and the 2024/25 budget.
220 – Corporate Services	4280	Recycling	Budget: £1,200 Spent: £928	£333	77	Major clear out on the back of COVID, including items requiring secure disposal.
290 – Town Hall	4410	Water	Budget: £500 Spent: £349		70	Based on previous readings/estimates and charged two months in advance, invoices do not take account for seasonal variations. Scrutiny of the invoices showed incorrect billing of £2,000 against one of our meters which has credited. We have worked proactively with the supplier for old meters to be replaced and with the return of a staff member from long term sick, we have introduced monthly readings of our 13 metres to work towards accurate bills. Underestimates as well as overestimates have come to light. It will take a few months until we have a true picture of the annual spend. When invoices are under control, we hope meter readings can be reduced, taking the 2-mth lag into consideration.
305 – Shaw Cemetery			Budget: £1,600 Spent: £4,433		277	
335 – Rec Grounds			Budget: £650 Spent: £474		73	
420 – Wash Common Allotment			Budget: £1,500 Spent: £1,236		82	
305 – Shaw Cemetery	4250	IT	Budget: £0	Est. £1,263		The Council is in the process of moving its cemetery records from Cemetery Administration System (CAS) to the Rialtas Cemetery Package. At the time of writing the 2023/24 budget it was envisaged that the CAS licence would not be required further to 31/10/23, but due to technical issues we need to renew this for a further year.
305 – Shaw Cemetery	4425	Repairs & Maintenance	Spent: £1,473 Committed: £2,240	£1,850	83	New under sink hot water heater for the toilet, needed before the winter (£650). Land investigations in connection with extending the Burial Grounds (£1,200)
335 – Rec. Grounds	4425	Repairs & Maintenance	Budget: £5000 Spent: £4,836 Committed: £1,531	£650	127	In addition to repairs highlighted in quarter one, a series of water leaks beneath the floor of Wash Common Football Changing Rooms are causing additional expenditure.
345 – Victoria Park	4425	Repairs & Maintenance	Budget: £22,000 Spent: £5,524	£0	276	276% overspend relates to £55,000 committed expenditure for the bandstand. This is covered by EMR 439 – Band Stand - £27,219 + £30,000 agreed P&R 24/07/23 App. 9.1. Bringing EMR total to £57,219. Total project budget inc. £2,000 contingency = £59,601, difference to be taken from R&M budget if needed. Excluding the bandstand this nominal code is not overspent.
350 – Open Space	4400	Rent Payable	Budget: £500 Spent: £600	£600	120	Lock Island Lease is £250 per quarter. The 2024/25 budget requires increasing slightly to reflect this.

421 – Allotments (except WC)	4425	Repairs & Maintenance	Budget: £4,000 Spent: £2,744 Committed: £547		82	All relatively small expenditure. A mixture of a burst pipe, trough repairs, tree works, clearance and pest control
600 – Planning & Highways	4800	P&H Committee Fund	Budget: £1000 Spent: £740		74	£700 for “Dendro Analysis – The Monument”. This is covered by EMR 403 - Heritage Working Group and will be journalled across. Without this expenditure the P&H Committee Fund is not over budget.

Quarter One

Cost Centre	Code	Description	Spent	Amount of Overspend	% of Budget	Reason
100 Central Services	4010	Staff Expenses	£12,352	£5,352	177	Under the Council’s accounting requirements, agency fees cannot be included in Salaries and are accounted here.
220 (Corporate Services)	4225	Advertising recruitment	£1,963	N/A	98	Staff vacancies- at 93% of annual budget already.
290 Town Hall	4415	Energy supplies	£4,060	£10,000	41	Increased bookings in Town Hall (reflected in income performance. Also impacting carbon footprint)
320 Footway Lighting	4425	Repairs and Maintenance			91	Includes £6,570 earmarked reserves
335 Recreation grounds	4425	Repairs and Maintenance		£3,840	104	Includes Purchase Order for urgent repairs to the roof of the changing rooms at Wash Common
345 Victoria Park	4543	Splash Park	£2,650	£2,500	106	Annual commissioning and set up
421 Allotments (except WC)	4410	Water	£4,188	£4,000	105	Taken by Direct debit. Matter being pursued with suppliers.

Policy & Resources Committee Meeting – 29th April 2024

Appendix 6

7.3 To note the level of general and ear-marked reserves as at 31/03/24 and to recommend to Full Council their readjustment.

	31st March 2023	31st March 2024
General Reserves	568.456	447,901
Ear-marked Reserves	583,946	858,839

The key reason for the drop in general reserves, as expected, is the overspend within 2023/24, for reasons outlined within appendix 5, across all four quarters.

The key reason for the difference in ear-marked reserves is the level of CIL received in 2023/24, which amounted to: £256,953.

The Council, at its budget meeting of 22nd January 2024, agreed to set aside part of the CIL for 2024/25 capital projects. This has been set aside within EMR's for the purpose, **leaving £129,123 within the CIL EMR.**

Analysing the ear-marked reserves, the key area that gives Council scope for readjustment is the Victoria Park café project, for which in the January 2024 budget meeting, £400,000 was set aside. Made up of: £125,451 CIL and £274,549 Council Reserves. With £1,050 spent on the plans, the remaining £398,950 is made up of **£125,451 CIL and £273,499 Council Reserves.**

My recommendation to Council is that an amount up to £129,123 from the CIL EMR is transferred to the Victoria Park café EMR. And the same amount from the Council Reserves within the café EMR is transferred to General Reserves.

To guide the Policy & Resources Committee as to the amount to recommend to Full Council:

- The Joint Panel on Accountancy & Governance (JPAG) recommends General Reserves for a Council of our size, should be a **minimum** of 3 months net revenue expenditure. In round figures, £500,000.
- The month Council receives its precept from West Berks can vary, often not until May. The Council's General Reserves currently stand at £391,993.
- We are expecting, at some point over the next few weeks, CIL from West Berks of approximately **£40,140**, to cover the period October 2023 – March 2024.

Minutes of a meeting of the Grants Sub-Committee of Newbury Town Council held at 6.30 pm on Wednesday 27th March 2024 in The Chamber, Town Hall, Newbury.

Present: Councillors: Sam Dibas, Chris Hood, David Marsh (chairperson) & Sarah Slack

In Attendance: Liz Manship, Responsible Financial Officer

1. Apologies for absence

Councillor Phil Barnett

2. Declarations of interest and dispensations

- a) Councillor David Marsh is a Member of West Berkshire Council and has a general dispensation to discuss any matters relating to the business of that Council.
- b) Councillor Sam Dibas – Governor at Newbury College
- c) Councillor David Marsh – Trustee to Wash Common Library, Trustee to Wash Common Community Association, Chair of Governors at John Rankin School, Parent of a pupil at St Bartholomew's School and Husband to a Governor at St Bartholomew's School.
- d) Councillor Sarah Slack – Trustee of the CAB, West Berkshire.

3. Minutes

Proposed: Councillor Chris Hood

Seconded: Councillor David Marsh

Resolved: That the minutes of the meeting of the Grants Sub-Committee held on 23rd October 2023 be approved as a correct record and signed by the Chairperson.

4. Grant Aid Criteria

The meeting noted the Grant Aid Criteria.

5. Award of Grant Aid

Having regard to the Council's criteria for awarding grants and the Council's Strategic objectives to support youth, the elderly, the vulnerable and the diverse in communities.

The Committee noted the exceptional donation of £400 towards the 6th June 2024 D-Day celebrations from members of the public supporting the Councillors coffee morning on 23rd March 2024. Within the donations agreed below, the Committee added an additional £200 to this cause.

Proposed: Councillor David Marsh

Seconded: Councillor Chris Hood

Resolved: That the Council makes the following grant awards, payable through The Good Exchange:

App. ID	Organisation Name	Project title	Balance Required	NTC Award	Matched Funding (The Good Exchange)	Matched Funding (Greenham Trust Top-Up Funding)	Total Value
19427	Community Youth Project	CYP Youth Work in Greenham and Surrounding Areas - 2022-2025	£185,300.00	£2,500.00		£2,500.00	£5,000.00
20442	Greenham Control Tower Ltd	80th Celebration of D-Day - 6th June 2024 – “We will remember them”	£3,150.00	£600.00	£600.00		£1,200.00
20419	The Corn Exchange (Newbury) Trust	Old Library Fundraising Campaign	£1,000,150.00	£1,000.00	£1,000.00		£2,000.00
20401	The Newbury Community Resource Centre Limited	Let's Get Active Supported Walking Group	£6,825.75	£1,000.00	£64.93	£935.07	£2,000.00
20355	1st Newbury Scout Group	Improved bathroom facilities for all stakeholders	£11,071.69	£1,000.00	£1,000.00		£2,000.00
20204	West Berks Action for Refugees	Case worker for Asylum Seekers and refugees in West Berkshire	£23,060.00	£604.86	£604.86		£1,209.72
20268	City Arts Newbury	ART in the HeART of the Community: City Arts 2024 Operating Costs	£9,645.84	£500.00		£500.00	£1,000.00
20279	3rd Newbury Scout Group	Sound Proofing / Dampening	£2,987.20	£1,000.00	£1,000.00		£2,000.00
20205	Time to Talk West Berkshire	Time to Talk Counselling and Support for Young People	£3,377.00	£1,000.00	£1,000.00		£2,000.00
20159	My Cancer My Choices	Supporting people with a cancer diagnosis with complementary therapy in West Berkshire 2023-24	£671.49	£335.75	£335.75		£671.50
19779	Newbury Soup Kitchen	Newbury Soup Kitchen Day to Day Running Costs 2023-2024	£22,148.57	£604.86	£604.86		£1,209.72
19897	Mary Hare Foundation	Mary Hare School - Swimming pool liner renovation	£19,038.40	£1,000.00	£1,000.00		£2,000.00
			Total Funding Awarded	£11,145.47	£7,210.40	£3,935.07	£22,290.94

6. Individual Grants

Proposed: Cllr Slack

Seconded: Cllr Marsh

Resolved: The Committee requested the RFO release the following grants, agreed by Full Council:

- a) CAB West Berkshire - £20,000
- b) Voluntary Centre – West Berkshire - £500
- c) Berkshire Buckinghamshire and Oxfordshire Wildlife Trust, which manages the Greenham & Crookham Common - £500
- d) Climate Change Projects – The Committee was disappointed to note no specific funding request. To raise with the Climate Emergency Working Group, with the suggestion NTC match fund climate change projects registered with The Good Exchange.

There being no further business the Chairperson declared the meeting closed at 7.50 pm.

Chairperson:

Date:



Newbury Town Council

Internal Audit Report 2023-24 (Final)

Susan Cook

*For and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2023-24 financial year, during our interim reviews of the Council's records for the year, which were undertaken on site on 28th September 2023, 3rd January 2024, 21st March 2024 and 11th April 2024. We wish to thank the Council staff for assisting the process, providing all necessary documentation in either hard copy or electronic format to facilitate our second review for the year.

Internal Audit Approach

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

Overall Conclusions

We are pleased to advise that, based on the work undertaken to date, officers continue to maintain adequate and effective internal control arrangements with a few issues identified requiring attention. Details of those issues are set out in the following detailed report with any resultant recommendations further summarised in the appended Action Plan. We ask that the report be presented to members and a formal response be provided.

Based on the overall satisfactory conclusions drawn from our review programme for the year, we have signed off the IA Certificate in the year's AGAR assigning positive assertions in each relevant area, except for Box 'O'.

We also take this opportunity to remind the Chief Executive Officer (CEO) of the requirements of the guidance notes in the preface to the year's AGAR in relation to the documentation that should be displayed on the Council's website.

Review of Accounting Arrangements & Bank Reconciliations

The Council maintains its accounting systems using the RBS Rialtas Omega software with at the time of our visit four bank accounts in place, the operating account, an instant access account and two term deposit accounts, all with Handelsbanken. The relevant cash books are in place in the Omega accounts. Additional funds are also on deposit with CCLA in the Public Sector Deposit Fund (PSDF).

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

- Verified the accurate carry forward of the 2022-23 closing balances in Omega to the current year opening Trial Balance;
- Ensured that an appropriate Cost and Nominal Account coding structure remains in place;
- Reviewed four sample months transactions (April, June and November 2023 and March 2024) on the Current account cashbook agreeing detail to supporting bank statements;
- Verified the transfer of funds to the Instant Interest Account and the new Term Deposit accounts from the current account;
- Verified the year to date PSDF transactions by reference to the underlying monthly advices notices of interest earned; and
- Checked and agreed the software based bank reconciliations as at 30th April 2023, 30th June 2023, 30th November 2023 and March 2024 to ensure that there are no long-standing, uncleared items or other anomalous entries arising.

Conclusions

On reviewing the March 2024 bank reconciliations, we also checked to confirm that the bank reconciliations were being signed by a nominated Councillor. This is now happening, with ad hoc visits being made to the Parish Offices.

To strengthen the internal controls, it would be preferable for the signing of the bank reconciliations to be completed and reported on within the minutes of the Policy and Resources Committee.

We have also checked the accurate disclosure of the combined year-end cash and bank balances in the AGAR at Section 2, Box 8.

Review of Corporate Governance

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

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

We have noted previously that the Council's extant SOs and Financial Regulations (FRs) are subject to periodic review and re-adoption: from our examination of the current financial year's minutes, we note that the SOs have been revised and re-adopted in June 2023, however, the amended SOs still make no reference to contracting arrangements and are not wholly in line with the latest NALC model document.

We note that the Financial Regulations were presented to Council in January 2024 and adopted.

We are pleased to note that the Council properly considered the criteria for re-adoption of the General Power of Competence subsequent to the local elections in May 2023 as minuted appropriately.

We note that the 2022-23 AGAR has been signed off by the external auditors however with the following comment.

The AGAR was not accurately completed before submission for review:

- Trust fund transactions and balances have not been excluded from the figures in Section 2.
- The figures in Section 2, Box 8 of the prior year comparative column do not agree to the prior year final signed AGAR.

Conclusions and recommendation

Following discussion with the RFO, who had become aware, we have confirmed from the Charity Commission website that the Council did not file accounts with the Charity Commission for the Allotment for the Labouring Poor for 2022-23 financial year, within the specified timescale. Whilst we note that the RFO sought to correct this situation as quickly as possible, filing the Annual Return on 16th April 2024, the Council has not met its responsibilities as a trustee for the 2023-24 AGAR and we are unable to provide a positive assertion for Box 'O' of the Internal Control Objectives.

We note that the 2022-23 Section 2 accounts in the current year AGAR have been restated, excluding the Trust fund transactions, however 'restated' needs to be included above the figures in boxes 3 and 6, before being sent to the external auditor.

In our previous report we suggested that further consideration should be given to the inclusion of more detailed content in the Standing Orders in relation to the Council's contracting arrangements, also bringing the document more closely into line with the NALC model and we note from the March 2024 minutes that a working group is to be setup to review the Standing Orders. .

- R1. *As the Council did not file the charity accounts for 2022-23 with the Charity Commission, it will be unable to provide a positive assertion in response to assertion 9 of Section One of the AGAR for 2023-24.*
- R2. *The Section 2 Accounting statements require 'restated' to be included in boxes 3 and 6 in the prior year accounts.*

Review of Expenditure and VAT

Our aim here is to ensure that: -

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

We have commenced our review of procedures and physical payments in this area noting that, invoices are no longer physically signed by staff, but instead an email trail of approval is in place for all invoices, along with a register of invoice queries. We have completed a full review of the approval process, noting that a printed copy of the approving emails is kept alongside the list of invoices approved for payment and we are happy that this is a suitable practise.

We have selected a sample of payments processed in the year to 31st March 2024 to ensure compliance with the above criteria including all those payments individually in excess of £3,500, together with a more random selection of every 40th cashbook transaction (irrespective of value). Our test sample includes 85 payments totalling £940,462 and equating to 61% by value of all non-pay expenditure for the year to date. We are pleased to report that no issues have been identified in this respect with all payments meeting the above criteria.

We note that VAT returns continue to be submitted electronically on a regular quarterly basis and have verified that the final 2022-23 quarters reclaim and the first three quarterly reclaims for 2023-24 have been submitted and repaid by HMRC, with the totals agreeing to the relevant Omega nominal control account. At the time of our visit, the March 2024 claim had not yet been submitted.

Conclusions

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

Assessment and Management of Risk

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

We have noted previously that the Council has a formal Risk Management Strategy in place supplemented by a detailed Strategic Risk Register which has been reviewed and re-adopted by the Policy and Resources Committee at the October 2023 meeting.

We have checked the annual ROSPA reports for all the play areas and skate park, noting that the works for the few high-risk areas have been completed. The Council also has weekly sight checks completed by the external grounds' maintenance team and a bi-monthly check by its own staff, who have the relevant up to date training.

The Council's insurance cover is provided by Zurich: we have examined the insurance schedule running from 1st September 2023 noting that the Council's premises, street furniture and other equipment are appropriately insured together with Public and Employer's Liability set at £12 million and £10 million respectively, Fidelity Guarantee cover at £2 million and "Business Interruption - Loss of Revenue" cover in place at £396,795 all of which we consider appropriate for the Council's present requirements.

Conclusion

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

Precept Determination and Budgetary Control

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

Since our last visit the Council has met to approve the budget for 2024-25 and to approve the precept for 2024-25 at a value of £1,526,953.

We are pleased to record that members continue to be provided with sound, periodic and comprehensive management accounting information to provide an appropriate means for monitoring budgetary performance during the current year.

We have reviewed the latest available Omega budget report (to 31st March 2024) noting a number of variances, particularly for salary for Locum, and various repairs and maintenance. These were offset by underspends in some areas and additional income, including for CIL, bank interest (an additional £25k) town hall hire and cemetery income, although Victoria Park income was below that budgeted.

We note that the Total Reserves as at 31st March 2024 have increased to £1,314,283 (1,152,402 at 31st March 2023) comprising specific Earmarked Reserves (EMRs) totalling £885,730 (£583,946 at the prior year-end) with a reduced residual General Fund balance of £428,553 (£568,456 as 1st April 2023): the latter presents approximately three months revenue spending at 2023-24 levels and sits within the generally recognised range of three to six months revenue spending.

Conclusion

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

Review of Income

The Council receives income from a variety of sources in addition to the annual precept.

We noted last year that members had approved various scales of fees and charges for 2023-24 and that the fees for 2024-25 have also now been approved.

Cemetery: We have reviewed detail of burials as recorded in the formal Burial register maintained by the Community Services Officer (CSO) selecting a sample of 13 interments occurring in the year ensuring that each is supported by the relevant undertaker's application, together with the supporting legally required Burial / Cremation certificates. We have been able to confirm that the appropriate fees have been charged and recovered in accordance with the approved scales of fees and charges for all the samples with two remaining unpaid at our visit, we will confirm receipt for those outstanding at our final visit.

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

Whilst the rental year runs from 1st April, invoices are generally issued early in the calendar year with a number of tenants paying their fees well in advance of 1st April. Consequently, income received in advance of 31st March is coded to a control account (Code 560) as "Receipts in Advance" which is then effectively "reversed" in the new financial year to show the allotment income appropriately in the relevant financial year's accounts.

Market Rents: The Council collects rent from stall holders, the majority of which are regulars with some ad hoc users. The majority of stall holders pay monthly in advance, others are collected on the day of use. All holders are required to complete a Pitch Application Form and hold Public Liability Insurance. The Council maintains a list of stall holders and we completed an ad hoc check of 13 of the 30 regular users, confirming receipt of payment in the cashbook.

Conclusions

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

Petty Cash Account

The Council no longer operates a Petty Cash Account, officers have debit cards for expenditure. The expenditure review includes items purchased via debit card.

Review of Staff Salaries

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

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

We have, consequently, acquired detail of salaries paid to staff in post in August 2023; their salary points on the national spinal scale and their basic weekly hours where not employed full time: we have also examined the months' payslips, undertaking the following specific work: -

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

Conclusion

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

Fixed Asset Registers

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

As mentioned in the year-end report for 2022-23 an appropriate formal fixed asset register continues to be in place: we have reviewed its content and consider that it generally meets the needs of a Council the size of Newbury. Again, as previously reported the details of assets with registration or serial numbers, should ideally also be recorded in the register.

The RFO would prefer a more robust register to be in place and intends to undertake further work on the asset register during the new financial year.

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

As mentioned previously we have confirmed the value of the asset register to Box 9 of Section two of the AGAR

Conclusion

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

Investments and Loans

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

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

The Council invested £250,000 in the CCLA PSDF which we have previously verified to their third-party advice note and we note that an additional £250,000 was deposited in August 2023: we note from subsequent statements that dividends are duly received monthly and added to the capital investment sum in the Omega control account. We have duly, as indicated in the first section of this report, checked the accurate recording of the year-to-date dividends received and will complete further checks at our future visits.

Since our last visit the Council has opened an Instant Access savings account with Handelsbanken, it is expected that the current accounts will maintain a balance of approximately £20,000 to cover standing orders and direct debits, with transfer from the instant access account to cover the monthly payment list and salaries. Two short term deposit accounts have also been opened with Handelsbanken, with decisions to be made at the end of the each term in regard to re-investment.

Conclusion

No issues arise in this area currently to warrant formal comment or recommendation. We have checked the accurate disclosure of the year-end balances in the AGAR Section 2, Boxes 8 & 10 respectively.

Statement of Accounts and AGAR

Our objective here is to ensure that the financial data to be reported in the AGAR Section 2 is consistent with the year-end detail in the Omega accounting software and complies with current legislation on local government accounting as it applies to a Council of this size.

Conclusions

No matters arise from our work in this area and, based on the satisfactory conclusions drawn from our work programme during the year, we have duly signed off the IA Certificate in the Council’s AGAR assigning positive assurances in all relevant areas except for ‘Box ‘O’ as previously mentioned in this report.

Rec. No.	Recommendation	Response
Review of Corporate Governance		
R1	As the Council did not file the charity accounts for 2022-23 with the Charity Commission, it will be unable to provide a positive assertion in response to assertion 9 of Section One of the AGAR for 2023-24.	
R2	The Section 2 Accounting statements require 'restated' to be included in boxes 3 and 6 in the prior year accounts.	

Annual Internal Audit Report 2023/24

EN Newbury Town Council

www.newbury.gov.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		N/A	✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>		N/A	✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.		✓	

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

28/09/2023

03/01/2024

21/03/2024

Susan Cook for Auditing Solutions Ltd

+ 11/04/2024

Signature of person who carried out the internal audit

Date 23/04/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

We acknowledge as the members of:

EN Newbury Town Council TY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
		✓	

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.newbury.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

EN Newbury Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,241,380	1,152,402	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,180,623	1,272,879	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	324,757	587,800	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	488,756	571,090	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,105,602	1,135,251	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,152,402	1,306,740	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,149,392	1,345,902	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,096,089	6,134,571	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a credit and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: **Newbury Town Council**

County area (local councils and parish meetings only): **West Berkshire**

Financial year ending 31 March 2024

Prepared by (Name and Role): **Liz Manship, Responsible Financial Officer**

Date: **10/04/2024**

		£	£
Balance per bank statements as at 31/3/24:			
Current Account	account 1	26,808.85	
Instant Access Account	account 2	288,777.95	
CCLA Account	account 3	530,314.70	
Fixed Term Interest Accounts	account 4	500,000.00	
	account 5		
	account 6		
	account 7		
	account 8		
			1,345,901.50
Petty cash float (if applicable)			0.00
Less: any unpresented cheques as at 31/3/24 (enter these as negative numbers)			
None	item 1		
	item 2		
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
			0.00
Add: any un-banked cash as at 31/3/24			
None			
			0.00
Net balances as at 31/3/24 (Box 8)			1,345,901.50

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma**(applies to Accounting Statements prepared on an income and expenditure basis only)**

Please complete the highlighted boxes.

Name of smaller authority:

Newbury Town Council

County area (local councils and parish meetings only):

West Berkshire

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		1,306,740.38
Deduct: Debtors (enter these as negative numbers)		
Debtors	(5,272.98)	
VAT Control	(46,839.76)	
	(52,112.74)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Prepayments	(16,417.89)	
Refundable Franking Deposit	(300.00)	
	(16,717.89)	
Total deductions		-68,830.63
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Creditors	56,701.59	
Allotment Key Deposits	9,065.00	
Rent Deposits	6,375.00	
Wedding holding deposits	499.98	
Accruals	7,544.39	
Changing Room Key Deposits	100.00	
	80,285.96	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
Allotments Receipts in Advance	27,705.79	
	27,705.79	
Total additions		107,991.75
Box 8: Total cash and short term investments		1,345,901.50

Explanation of variances – pro forma

Name of smaller authority: **Newbury Town Council**
 County area (local councils and parish meetings only): **West Berkshire**

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

	2022/23 £	2023/24 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)																																																			
1 Balances Brought Forward	121,380	1,152,402				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this																																																				
2 Precept or Rates and Levies	1,180,623	1,272,879	92,256	7.81%	NO																																																					
3 Total Other Receipts	324,757	587,800	263,043	81.00%	YES	<table border="1"> <thead> <tr> <th></th> <th>2022/23</th> <th>2023/24</th> </tr> </thead> <tbody> <tr><td>Bank Interest</td><td>10,314</td><td>33808</td></tr> <tr><td>CIL</td><td>29539</td><td>266953</td></tr> <tr><td>Donation - D-Day Celebrations</td><td>0</td><td>400</td></tr> <tr><td>Suite Lease Income</td><td>35642</td><td>39860</td></tr> <tr><td>Chamber Hire</td><td>10907</td><td>15019</td></tr> <tr><td>Weddings</td><td>402</td><td>2205</td></tr> <tr><td>Cemetery Income</td><td>59557</td><td>72417</td></tr> <tr><td>Market Income</td><td>43660</td><td>42804</td></tr> <tr><td>Advertising</td><td>55000</td><td>55000</td></tr> <tr><td>Rec Grounds / Open</td><td>24911</td><td>25495</td></tr> <tr><td>Grants/Donations - Bandstand</td><td>21669</td><td>0</td></tr> <tr><td>Floral Displays</td><td>1997</td><td>3040</td></tr> <tr><td>Allotments Income</td><td>20394</td><td>23397</td></tr> <tr><td>Grants Received (NDP)</td><td>10455</td><td>6878</td></tr> <tr><td>Grants Received (Heritage)</td><td>310</td><td>524</td></tr> <tr><td>Totals</td><td>324,757</td><td>587,800</td></tr> </tbody> </table>		2022/23	2023/24	Bank Interest	10,314	33808	CIL	29539	266953	Donation - D-Day Celebrations	0	400	Suite Lease Income	35642	39860	Chamber Hire	10907	15019	Weddings	402	2205	Cemetery Income	59557	72417	Market Income	43660	42804	Advertising	55000	55000	Rec Grounds / Open	24911	25495	Grants/Donations - Bandstand	21669	0	Floral Displays	1997	3040	Allotments Income	20394	23397	Grants Received (NDP)	10455	6878	Grants Received (Heritage)	310	524	Totals	324,757	587,800	
	2022/23	2023/24																																																								
Bank Interest	10,314	33808																																																								
CIL	29539	266953																																																								
Donation - D-Day Celebrations	0	400																																																								
Suite Lease Income	35642	39860																																																								
Chamber Hire	10907	15019																																																								
Weddings	402	2205																																																								
Cemetery Income	59557	72417																																																								
Market Income	43660	42804																																																								
Advertising	55000	55000																																																								
Rec Grounds / Open	24911	25495																																																								
Grants/Donations - Bandstand	21669	0																																																								
Floral Displays	1997	3040																																																								
Allotments Income	20394	23397																																																								
Grants Received (NDP)	10455	6878																																																								
Grants Received (Heritage)	310	524																																																								
Totals	324,757	587,800																																																								
4 Staff Costs	488,756	571,090	82,334	16.85%	YES	Breakdown - Appendix 20 - Exempt Session																																																				
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO																																																					
6 All Other Payments	1,105,602	1,135,251	29,649	2.68%	NO																																																					
7 Balances Carried Forward	32,402	1,306,740				VARIANCE EXPLANATION NOT REQUIRED																																																				
8 Total Cash and Short Term Investments	1,149,392	1,345,902				VARIANCE EXPLANATION NOT REQUIRED																																																				
9 Total Fixed Assets plus Other Long Term Investments and	6,096,089	6,134,571	38,482	0.63%	NO																																																					
10 Total Borrowings	0	0	0	0.00%	NO																																																					

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

This form is only for use by smaller authorities subject to a review and should not be published on your website

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: **Newbury Town Council** _____

County Area (local councils and parish meetings only): **West Berkshire** _____

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on: **Monday 3rd June 2024** _____

and ending on: **Friday 12th July 2024** _____

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2024 (i.e. Monday 1 July – Friday 12 July).

We have suggested the following dates: Monday 3 June – Friday 12 July 2024 The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2024.)

Signed: _____

Role: Responsible Financial Officer _____

Newbury Town Council

*Single Use Plastics Audit
20th December 2023*



We need to end our addition to single use plastics

Firstly, thank you for being part of the journey to reduce single use plastics, by both supporting us and also inviting us to undertake this audit. We would especially like to thank Martin Kavanagh for his time on the day, who was incredibly welcoming. He helped in showing us around, as well as discussing the fantastic work that Newbury Town Council has been doing to not only reduce waste to landfill, but also increase local biodiversity with tree and flower planting.

As you know, plastic pollution is one of the major environmental issues we face today. Every year, millions of tons of plastic waste end up in our oceans, harming marine life and contaminating our food chain. Removing single use plastics can also help you reduce costs by eliminating unnecessary packaging and reducing waste. This can reduce budget spend and boost the Council's reputation as responsible corporate citizens.

Thank you,

Nikki Coome & Jenny Kirby

Eco-Friends (West Berkshire)



Here are some stats

The UK uses a staggering 38.5 million single-use plastic bottles every day, of which around half end up in landfill, being burnt or in the environment

Less than 1% of the 2.5 billion coffee cups used in the UK each year are recycled

Plastic bags fragment in 100-300 years depending on thickness and size, but will remain at large in the environment indefinitely.

Millions of toothbrushes are discarded every year in order to preserve our dental health

28 wet wipes are found per mile of beach. 93% of sewage blockages are made up of wipes.

ECO FRIENDS
be part of the solution
West Berkshire

**PLASTIC FREE
NEWBURY**
SURFERS AGAINST SEWAGE

Executive Summary

Overview

We were very impressed with the low volume of single use plastics used at the Newbury Town Council Offices, endeavouring to be as sustainable as possible. The following pages detail the plastics uncovered and suggested alternatives. Should you have any questions, please do not hesitate to come back to us.

Scope

- We visited all three areas; 1) admin, customer and community services 2) the civic sector 3) the Court House.
- We did not include leased units or the underground storage rooms.
- We have split the sections into offices, cleaning, kitchen and other.

Conflict of Interest

We must note here that Jenny owns Thatcham Refillable, an eco-friendly consumer and commercial product refill company and as such this could be considered a conflict of interest. Therefore, where refills are available we have noted as such, but there are of course several refill companies that should be considered.

Thank you,

Nikki Coome & Jenny Kirby

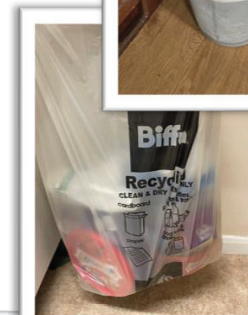
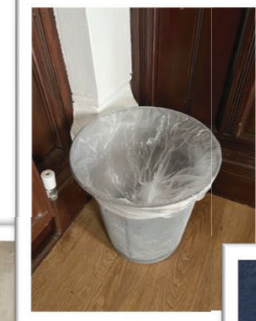
Eco-Friends (West Berkshire)



Single Use Plastics : Offices



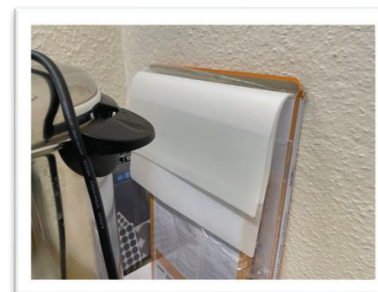
Current Item	Plastic Reduction
Office bins	Consider removing general waste bins from the office and replacing with one recycling bin (as in the kitchen). Also placing a food recycling bin in the kitchen, so that it does not contaminate dry waste and can be recycled. This will remove the need for plastic bags in every bin.
Cable ties	Single use cable ties are used to lift electrical 'bollards' in the high street. There are a number of reusable cable ties on the market that could be used as an alternative: Examples on Amazon
Wet Floor Signs	New wet floor signs are wrapped in single use plastics. If there is a regular supplier of these, we recommend discussing the removal of these unnecessary bags.
Fire Extinguishers	Although not single use, we noted that the backboards of the fire extinguishers are plastic. We understand that when these are replaced, that eco-fire extinguisher alternatives will be used.
Cellotape	We recommend replacing with FSC (Forest Stewardship Council) paper tape, which can be recycled after use.



Single Use Plastics : Offices



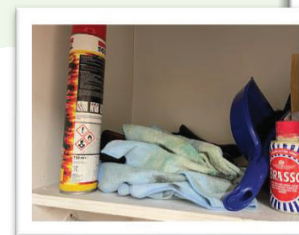
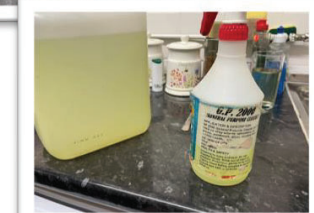
Current Item	Plastic Reduction
Laminated Signage. Not only are they plastic, but they are also wrapped in plastic in the box, which is in turn wrapped in plastic.	This is a tricky one as there are no direct alternatives to lamination, where the document is going to be in damp environment. There seems to be a lot of eco-laminations on the internet that are simply greenwashing. However, we recommend that a poster be placed above the laminator with prompts to suggest the user only uses the laminator where reusable poly pockets could be used or if the document will be used indoors. These will reduce the volume used and save money. Here is an interesting article on alternatives that could be used in different outdoor activities as appropriate: Laminate alternatives . Example of: Recycled plastic pockets



Single Use Plastics : Cleaning



Current Item	Plastic Reduction
Wet wipes	Consider using re-fillable antibacterial spray as an alternative. Refillable or tablet sprays are available from a number of providers. Some examples: <ul style="list-style-type: none"> - oceansaver - smol - Thatcham Refillable - Neat
Hand sanitisers throughout the building	Should be refilled from larger containers that can be returned to the seller for reuse.
Handwash	Should be refilled from larger containers that can be returned to the seller for reuse or bars of soap in paper packaging could be considered.
Washing up liquid	Should be refilled from larger containers that can be returned to the seller for reuse.
General Purpose Cleaner	Should be refilled from larger containers that can be returned to the seller for reuse. Alternatively tablet cleaners could be used, where just water needs to be added.
Microfibre Clothes	Contain plastics. When replacing, please consider soft, lint free cloths.



Single Use Plastics : Cleaning



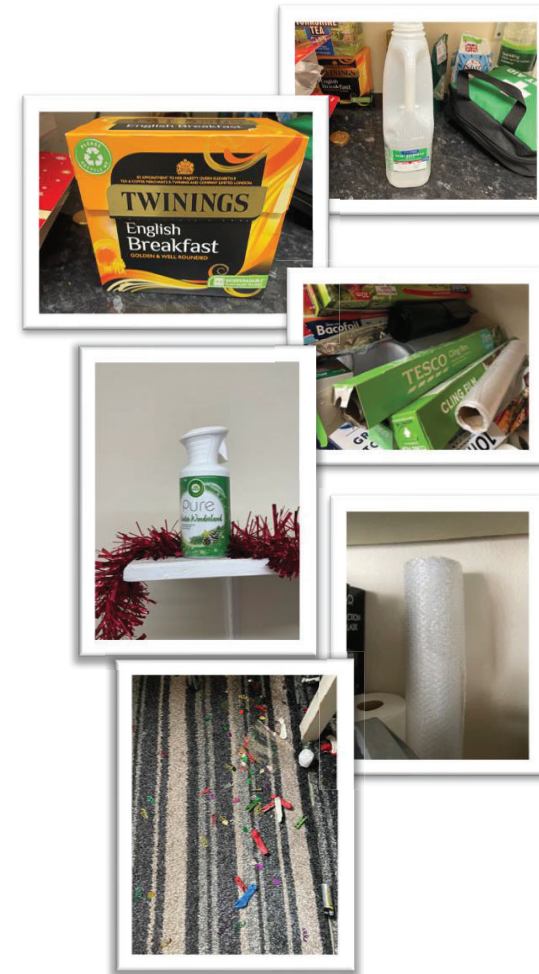
Current Item	Plastic Reduction
Cleaning sponges	Can be replaced with compostable sponges, which are available from several suppliers such as: <ul style="list-style-type: none">- Peace with the wild- Seep- Thatcham Refillable
Rubber gloves	Can be replaced with Natural latex gloves, which are available from several suppliers such as: <ul style="list-style-type: none">- Seep- Thatcham Refillable



Single Use Plastics : Kitchen & Other



Current Item	Plastic Reduction
Milk	Consider regular deliveries of bottled milk. There are several suppliers in the area e.g Milk & More Modern Milkman Office Groceries
Tea Bags	Please check that all tea bags are plastic free. Several still contain plastic. https://www.greencompostables.com/blog/plastic-free-tea-bags
Cling film	This can be replaced with: - Reusable containers - Bees wax wraps - eco clingfilm that is home compostable
Air spray	I don't believe that these are necessary, however please consider glass reed diffusers if there is a concern regarding food smells.
Bubble Wrap	There is a paper alternative to bubble wrap called Hive wrap . This is 100% recyclable and biodegradable.
Events – Balloons and plastic party glitter	There were several plastic items in the cupboard, which we assumed have been left from events in the chamber. Items such as party balloons and plastic glitter. We would like to recommend that the Council adopts an Events Charter that is given to all event holders, that clearly states that plastic decorations cannot be used. We can provide a template for amendment and use. We would also recommend a plastic free borrow box of reusable event items that can be borrowed or rented from the Council for events.



Single Use Plastics : Regular Markets



Although not specifically within the scope of this audit, we are aware that the Council manages several markets and events in Newbury.

We would also like to recommend that an events charter be adopted for the market, requesting that stall holders remove unnecessary their single use plastic and promote reuse.

We need to end our addition to single use plastics

I hope you're found this audit helpful and hope that changes can be made to reduce the volume of single use plastics in the environment.

I have also added some information in the following pages regarding:

- the recent ban on Single Use Plastics in England*
- biodegradable and compostable plastics*

Should you have any questions, please don't hesitate to contact me.

Thank you,

Nikki Coome

Chair, Eco-Friends (West Berkshire)

plasticfree@eco-friends.org.uk



For Information: Items banned by law in England

<https://www.gov.uk/guidance/single-use-plastics-ban-plates-bowls-trays-containers-cutlery-and-balloon-sticks>



For Information: Items banned by law in England

ENGLAND



- From 1st October 2023
- Applies to a 'person, in the course of business'
- online and over-the-counter sales & supply
- all types of single-use plastic, including biodegradable, compostable
- new and existing stock
- items wholly or partly made from plastic, including coating or lining

For Information: Items banned by law in England

ENGLAND

Exemptions

You can still supply single-use plastic plates, bowls and trays if:

1. you are supplying them to another business
2. the items are packaging (pre-filled or filled at the point of sale)

Examples of this type of packaging include:

- a pre-filled salad bowl or ready meal packaged in a tray
- a plate filled at the counter of a takeaway
- a tray used to deliver food



Exemptions

You can still supply food or drink in polystyrene containers if it needs further preparation before it is consumed.

Further preparation could mean:

- adding water
- microwaving
- toasting

For Information: Biodegradable and Compostable Plastics

Compostable and biodegradable plastics may sound eco-friendly, but their reality is nuanced.

While they break down faster than traditional plastics, conditions matter. Compostable plastics require specific industrial facilities, not typical home compost bins.

In natural environments, biodegradable plastics might not degrade as swiftly as expected, leaving behind microplastic fragments. Additionally, some require precise conditions to biodegrade effectively, conditions often not met in landfills.

Mismanaged expectations can lead to unintentional environmental harm. While they offer potential benefits, understanding disposal requirements is crucial to ensure these alternatives align with sustainable waste management practices.

So, if in doubt, avoid plastics altogether in favour of alternatives.

Board Resolution

Extract from the Minutes of a Meeting of the members of Newbury Town Council – Policy and Resources Committee (the “**Council**”) held Monday 29th April 2024 at Newbury Town Council.

Present: Councillors: Vera Bampton, Alistair Bounds, Jo Day, Pam Lusby Taylor, Steve Masters, Vaughan Miller, Andy Moore, Gary Norman and Elizabeth O’Keeffe.

In Attendance: Elizabeth Manship (RFO) and Tobias Miles-Mallowan (CEO)

The purpose of the meeting was to consider whether or not the Council should apply for Business Debit Cards to be issued by Handelsbanken plc (the “**Bank**”) from time to time for use by authorised users in connection with all or some of the accounts held by the Council with the Bank.

It was noted that the terms and conditions relating to each Business Debit Card were contained in the following documents which were produced to the meeting and considered by members of the Newbury Town Council – Policy & Resources Committee:

1. The Business Banking Terms and Conditions (and in particular, Part F);
2. The Tariff of Charges;
3. The Business Debit Card Application Form; and
4. A Business Debit Card Authorised User Application Form, (together, the “**Documents**”).

It was further noted that signing a Business Debit Card Authorised User Application Form would enable the person or persons nominated in such form (each, an “**Authorised User**” and the meeting noted that for the purposes of the meeting such expression shall include all further Authorised Users nominated by or on behalf of the Council from time to time) to use a Business Debit Card in relation to the relevant accounts of the Council (to make payments, withdraw cash and give instructions to the Bank in relation to Business Debit Cards (and the related accounts)) and that the Council would be liable for the use (including any unauthorised use) by each Authorised User of a Business Debit Card.

In addition, it was noted that the Council has provided a mandate to the Bank which sets out amongst other matters (i) persons who are entitled to give instructions to the Bank concerning the Council’s accounts and to make withdrawals from and carry out other payment transactions in relation to such accounts and (ii) persons who may apply for and request the availability of certain payment services. It was further noted that the nomination of Authorised Users from time to time would allow persons (who are not necessarily named, referred to or identified in such mandate or any other relevant agreement between the Council and the Bank) to draw on, have access to, make use of and give instructions to the Bank regarding Business Debit Cards and that the signing of the Business Debit Card Application Form and/or a Business Debit Card Authorised User Application Form by or on behalf of the Council would not necessarily be carried out in accordance with the current terms of the mandate or any other relevant agreement between the Council and the Bank.

After due consideration of all of the circumstances and being satisfied that it was in the Council’s best interests, it was resolved that:

1. The Council should apply for the Business Debit Card by signing the Business Debit Card Application Form;
2. The Council agrees to, accepts and will be bound by the Business Banking Terms and Conditions and the other Documents;

3. The Council will be liable for any overdraft (whether authorised or unauthorised) or any other obligations arising in connection with the use of any Business Debit Card;
4. Notwithstanding the existing terms of the mandate provided to the Bank and any other relevant agreements between the Council and the Bank, the Bank is hereby authorised to accept and act on instructions from Authorised Users in relation to Business Debit Cards and to allow Authorised Users to draw on, have access to, make use of and give payment instructions in relation to the relevant accounts of the Council where any of the foregoing is in connection with a Business Debit Card and to accept and act upon the Business Debit Card Application Form and any Business Debit Card Authorised User Application Forms signed by or on behalf of (or which purport to be signed by or on behalf of) the Council;
5. The following person is hereby authorised to act as one of two required signatories, to complete and sign Business Debit Card Application Forms, to complete and sign (including by nominating Authorised Users) Business Debit Card Authorised User Application Forms and is hereby authorised to take any other action or decision in connection with any Business Debit Card or any Document:
 - Tobias Miles-Mallowan (Chief Executive Officer)
6. The Chairman of the Policy and Resources Committee 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 Newbury Town Council – Policy and Resources Committee at which (all appropriate interests having been properly declared) a quorum entitled to vote was present was duly held on the 29th April 2024 and that a true copy of each document has been retained by the Council.

.....
Chairman of Policy & Resources Committee

.....
Date

Newbury Town Council Health and Safety Forum

Minutes of the Health and Safety Forum 22 April 2024.

Present:

Toby Miles-Mallowan, Liz Manship (Teams), Elisa Mullen, Martin Kavanagh

Apologies for absence

No apologies.

1. Terms of Reference:

Currently NTC does not have a Health and Safety Forum to review all matters relating to H&S. Agreed that H&S forum will be responsible for the following:

- Ensure that NTC is compliant with all H&S requirements
- Prioritise all H&S actions and ensure completion
- Monitor and Review all H&S incidents

The Health and Safety Forum will report to the Policy and Resources Committee. The forum will be made up of the NTC leadership team and officers by invitation.

Action: TMM to draw up and circulate Terms of Reference to managers.

2. Frequency of Meetings:

Agreed that these meetings will be Weekly initially to ensure that actions are underway; moving to monthly, once the forum is happy that compliance is achieved.

3. Risk Assessments:

Discussed various templates and agreed that moving forward NTC will use the IOSH Risk Assessment Template.

Action: MK to attach Risk Assessment Template to NTC H&S policy as appendix and circulate to all staff.

Action: LM to identify location on V:Drive to centrally store all risk assessments.

MK outlined that he is pulling together all our risk assessments to be filed centrally.

Action: Register of Risk to be collated centrally on V:Drive

Action: MK to approach other local governments for copies of Risk Assessments to support risk assessment review.

Action: Brendon Ferreria to support review of risk assessments.

Action: LM to provide login details to NALC and HALC to EM and MK.

MK outlined that Play areas have their own specific legislation and RA's that will be in a different format to NTC Risk Assessments. Agreed that this will continue but that these RA's need to be included on central register.

4. Health and Safety Training:

Discussed the minimum level of training all staff require to complete their jobs.

Agreed a review will consider what needs to be completed as part of probation, and checked at staff annual reviews. For example: DSE assessment (annually), introduction to H&S (annually). Some training considered to be optional but requirement that NTC have trained staff: Fire Marshall training, First Aid training, Evac Chair Training.

Action: all staff to complete introduction to H&S training on West Berks Training Portal annually.

Action: LM to contact West Berks HR department to explore available training.

Action: MK to book Fire Marshall Training, First Aid Training and Evac chair training for staff.

Agreed that all managers to complete IOSH Managing Safely training.

5. Items for next meeting:

- a. **Business Continuity Planning**
- b. **Fire Procedures**
- c. **Fire Extinguishers**
- d. **Asset Register**
- e. **Risk Assessment Update**
- f. **Training Update**

6. Next Meeting: Wednesday 8th May at 10am (due to Bank Holiday)

Newbury Town Council

Work Programme for Policy and Resources Committee Meetings 2023-2024

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
July	KPI's
	Review Working Groups and their membership (AWG)
	Mayor's Benevolent Fund Accounts
	Report from grants Sub-Committee (re June meeting)
October	Prep for Budget/ Strategy
	Risk management strategy and Strategic risk register
	Investments
	Receive report from Climate Emergency Working Group
	To receive a report from the Staff sub-Committee, if any
	Financial Regulations Review
January	Budget
	Ear-Marked Reserves
	Recommendations to Full Council re Council Strategy Review
	Report from Grants subcommittee (if met)
April	Write off bad debts.