

4 October 2022.

To: Councillors Martin Colston, Jo Day, Sue Farrant, Nigel Foot, Jon Gage, Stuart Gourley, Stephen Masters, Elizabeth O’Keeffe, Erik Pattenden and Sarah Slack.

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

Also: All Members of the Council for information.

Dear Councillor

You are summoned to attend a meeting of the **Policy & Resources Committee** to be held **in the Council Chamber, at 7.30 pm, Monday, 10 October 2022.**

The meeting will also be streamed live via Zoom using the following link:

<https://us02web.zoom.us/j/86855140307?pwd=WVcvaSt5YjB5YWJ3MFg2VWxZZ2lyZz09&from=addon>

Meeting ID: 868 5514 0307

Passcode: 036386

The meeting is open to the press and the public.

Yours sincerely,

Hugh Peacocke,
Chief Executive Officer

AGENDA

1. Apologies for absence

Chairperson

2. Declarations of interest and dispensations

Chairperson

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

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we can all be proud of.

3. Minutes (Appendix 1)

Chairperson

To approve the minutes of meetings of the Policy & Resources Committee held on Monday 13 June 2022.

4. Questions and Petitions from members of the public

Chairperson

5. Members' questions and petitions

Chairperson

(Please note that questions from Councillors and Members of the public must be submitted in writing by 2 pm on Friday 7 October 2022.)

6. Berkshire Youth (Appendix 2)

Chairperson

To receive a report from Berkshire Youth on the operation of the SLA with the Council for April to September 2022

7. Health and Safety Report (Appendix 3)

Chairperson

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

8. List of Payments (Appendix 4)

Chairperson

To note the payments made during the period 1 July 2022 to 30 September 2022 as attached at Appendix 4.

9. Income and Expenditure Account 2022/23 (Appendices 5, 5.1)

Chairperson

9.1. To receive the Income and Expenditure Account for the period ended 30 September 2022. (Appendix 5)

9.2 A) To consider the recommendation from The Community Services Committee to approve expenditure of £15,407.83 for the replacement of equipment at Wash Common playground.

B) To consider the recommendation from The Community Services Committee to approve expenditure of £1,520 for 1 bench at City Recreation Ground along the Andover Road. (Appendix 5.1)

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

Chairperson

To note the debts over £500 and more than three months old.

11. Recommendations from the Audit Working Group (Appendix 6)

Councillor Steve Masters, Chairperson of the Audit Working Group

To consider the recommendations of the Audit working Group and

11.1 To resolve to approve the amended Strategic Risk Register,

11.2 To receive an update on the Council's investment with the Public Sector Deposit Fund, and

11.3 To Approve a minor amendment to the Council's Financial Regulations

12. Climate Emergency Working Group Report & Recommendations (Appendix 7.)

Councillor Chris Foster, Chairperson of the Working Group

12.1 To receive a report from the Community Services Manager and the Climate Emergency Working Group and

12.2 To consider the recommendations from the Working Group

13. The Council Strategy 2019 to 2024 (Appendix 8)

Councillor Martin Colston, Chairperson of the Strategy Working Group

To note the Action Plan report at 30 September 2022 and any amendments arising from same.

14. Grants Sub-Committee (Appendix 9)

Councillor Gary Norman, Chairperson of the Council's Grants Subcommittee

To receive a report on the meeting held on 30 June 2022.

15. Forward Work Programme for Policy and Resources Committee meetings 2022/23 (Appendix 10)

Chairperson

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

16. Exclusion of the press and public

Chairperson

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

17. Staff Sub Committee

Councillor Martin Colston, Chairperson of the Council's Staff Subcommittee

To receive a report from the Staff Sub-committee meeting held on 29 September 2022.

**Minutes of a meeting of the Policy & Resources Committee held on
Monday 13 June 2022 at 7.30 pm, in The Council Chamber, Town Hall, Newbury.**

Present

Councillors: Martin Colston (Chairperson), Sue Farrant, Jon Gage, Roger Hunneman (substituting for Nigel Foot), Stuart Gourley, Erik Pattenden and Sarah Slack.

In attendance

Hugh Peacocke, Chief Executive Officer (CEO).

1. Apologies for absence

Councillors Jo Day, Nigel Foot, Stephen Masters and Elizabeth O’Keeffe.

2. Declarations of interest and dispensations

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

3. Minutes

Proposed: Councillor Stuart Gourley

Seconded: Councillor Erik Pattenden

Resolved: That the minutes of the meeting of the Policy & Resources Committee held on Monday 25 April be approved as a correct record and signed by the Chairperson.

4. Questions and petitions from members of the public

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

5. Members’ questions and petitions

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

6. Health and Safety Report

The meeting noted the health and safety report to 31 May 2022.

7. List of Payments

The Committee noted the payments made during the period 1 April to 31 May 2022.

8. Budget Monitoring 2022/23

The Committee noted the Income and Expenditure Account for the period ended 31 May 2022. There was a discussion around the level of expenditure to date on repairs and maintenance on playgrounds and Victoria Park and the following actions agreed:

- Ask Berkshire Youth if they can help to address the issue
- Make the Community Police officers aware of the situation

- Monitor problem areas and consider where letter drops might be appropriate.

Proposed: Councillor Martin Colston

Seconded: Councillor Jon Gage

Resolved: That the Council approves the following expenditure against cost centres that are over the approved budget levels:

Cost Centre	Code	Description	Amount of overspend	Reason
305	4405	Shaw Cemetery rates	£7,482	The Cemetery was re-valued in 2017. Since then the Council has benefitted from "Transitional Relief". This relief no longer applies.
335	4435	Recreation grounds- Maintenance contracts- unscheduled.	£1,524	This reflects committed expenditure of £3,524 for a purchase order issued last year. (This should have been treated as an earmarked reserve for this year)
295	4340	Weddings Expenditure	£609	The Council paid for the renewal of our wedding licence. This is for 3 years and will be recovered over the next 2 years.

9. To approve Earmarked Reserves for 2022-23

The meeting received the report from the Council's Responsible Financial Officer regarding the level of reserves at 31 March 2022 and proposals for Earmarked Reserves (EMR) from 1 April 2022. The proposals were amended to change EMR 12 from Lock Island- Lock Cottage to Lock Island Signage (£1,954) and to transfer EMR 46- Playground Repairs (£17,000) to EMR 47, playground upgrading.

Proposed: Councillor Martin Colston

Seconded: Councillor Sue Farrant

Resolved: That the Council earmarks reserves for 2022-23 as agreed above.

10. The Annual Governance Statement and the Accounting Statements 2021-22

The meeting received the report from the Council's Responsible Financial Officer on the Annual Governance Statement and the Accounting Statements 2021-22. It was noted that section 1 of the Annual Governance Statement had not been completed as the accounts were still subject to the final internal audit examination which would be reported to Full Council on 27 June.

The Committee also noted the Accounting Statements for 2021-22, in particular the following variations:

- Line 3- Total other receipts, up from £227,944 to £276,096- market receipts increased by £29,000 and Shaw Cemetery by £20,000.
- Line 6- All other payments, down from £1,101,673 to £848,637, as the previous year included CIL expenditure of almost £300,000
- Line 9- Total fixed assets plus long-term investments and assets- up from £5,999,557 to £6,087,667, reflecting expenditure during the year on the proposed Community café for Victoria Park.

The meeting was satisfied that the Statements as presented should be approved by Full Council.

11. Model Publication Scheme

The meeting noted that under the Freedom of information Act the Council is required to approve and maintain a publication scheme, setting out the types of information which the Council will publish. The current Scheme was last approved in 2008 and required updating. The Council was recommended to approve the Model Publication Scheme as issued from The Information Commissioner's Office.

Proposed: Councillor Erik Pattenden

Seconded: Councillor Sarah Slack

Resolved: That the Council approve the updated Model Publication Scheme for Newbury Town Council.

12. Procurement Policy

The meeting received a draft procurement policy, designed to maintain strong financial practice, give staff a clear guide and safeguard staff, and the Council, when spending public monies. The policy has regard to the recent procurement Legal Note issued by the National Association of Local Councils. The meeting proposed the following amendments to the draft:

- *The Council is not bound to accept the lowest ~~value~~ cost tender*
- *All sealed tenders shall be opened at the same time by the CEO or relevant manager in the presence of at least ~~one~~ two members of the Council.*
- *The Policy to be proof-read and all corrections made before publication.*

Proposed: Councillor Martin Colston

Seconded: Councillor Sue Farrant

Resolved: That the Council approve the Procurement Policy for Newbury Town Council, as amended above and to amend the Council's Financial Regulations to include this policy.

13. Public Relations Strategy

The meeting considered the report from the Council's Democratic Services Officer regarding the Council's social media channels and suggested Key Performance indicators for same.

The Committee requested that further work be done regarding the use of Instagram and the costs/ benefits which the Council might get from achieving a social media following of 8% of the population of Newbury and that this be added to the Forward Work Programme.

Proposed: Councillor Martin Colston

Seconded: Councillor Erik Pattenden

Resolved: That the Council approves the Public Relations Strategy.

14. Hutton Close

The meeting considered the consultation proposals presented for the future use of the Council's lands at Hutton Close. The proposal suggested the following options on which the Council might consult:

- A. To continue as public open space, in its current use: this would be the lowest cost option for the Council. Upgrades might include a footpath and some tree planting.
- B. To provide children's play equipment on some of the land
- C. To provide a formal garden/ park
- D. To provide an urban woodland
- E. To sell that section of the site which was used for a construction compound for use as social housing. Any funds realised would be used for future open space upgrades, at this location and perhaps, others, depending on the amount raised.
- F. Invite residents to submit ideas
- G. A combination of the above.

The meeting approved all of the above options, except E. as it was felt that social housing could not be guaranteed, that the Council may have to pay for a "ransom strip" to access and housing and that the green space lost could not be replaced.

The meeting then considered the communication channels for the consultation and agreed the following:

- i. The consultation to run for 3 months- mid-July to mid-October
- ii. Postal delivery of the consultation to all the premises within the black boundary on the attached map, supported by letter drop by Councillors and follow up by Councillors.
- iii. Notices on the site- ensure at entrance points
- iv. Notices in the shop and pub
- v. A press release
- vi. A paid advertisement in The Newbury Weekly News
- vii. An online version of the survey should also be available on the Council's website

- viii. A public information/coffee morning event before the consultation closes, to share ideas and information emerging from the process.

The consultation findings and any recommendations will be taken to the Community Services Committee meeting on 12 December.

Proposed: Councillor Sue Farrant

Seconded: Councillor Stuart Gourley

Resolved: To approve the above consultation options, process and schedule.

15. Working Groups

The meeting reviewed the terms of reference and the membership of the Committee's 2 Working Groups, the Audit Working Group and the Strategy Working Group.

Proposed: Councillor Martin Colston

Seconded: Councillor Jon Gage

Resolved: To approve the same memberships with no changes to the terms of reference.

16. Mayor's Benevolent Fund Accounts

The meeting noted the summary financial report for the Mayor's Benevolent Fund 2021/22

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

The Committee noted the Forward Work Programme for Policy and Resources Committee meetings 2022/23.

To be added to the next agenda: the use of Instagram and the costs/ benefits which the Council might get from achieving a social media following of 8% of the population of Newbury and that this be added to the Forward Work Programme.

18. Exclusion of the Press and Public

Proposed: Councillor Martin Colston

Seconded: Councillor Roger Hunneman

Resolved: That the press and public be excluded from the meeting for items 19 and 20 of business because publicity would be prejudicial to the public interest by reason of the confidential financial business to be discussed.

19. Debts over £500 and more than three months old and bad debts

The meeting noted that the Council was making progress in recovering debts owed from Town all tenants.

20. Staff Subcommittee Meeting on 26 April 2022

The meeting received the minutes of the meeting and noted the proceedings and decisions made at the meeting.

The business of the meeting concluded at 8.58 pm.

Signed: _____
Chairman

Date: _____

Detached Youth Work

Report for April 2022 to September 2022

October 2022
Newbury Town Council

Detached work

The youth team have been completing weekly detached sessions through out the summer terms. Summer months means that we see young people become more open to engaging with us as a team in every aspect of our work.

Young people become more positive (more sunlight and vitamin D!) and often are the ones to approach the youth workers when they see them in the area, compared to the winter months where it tends to be youth workers approaching young people.

At May half term, we said goodbye to one of our youth workers as he left to take a job closer to home. Colin had been a leading man on much of the previous years detached work, and left a legacy of good relationships with local young people that our team were keen to continue developing.

Whilst we advertised for new full time staff, some of our sessional staff stepped in to fill the gap and get a taste of detached work and how this differs to working with them in a Centre-based environment.



Detached work

With so much going on at Waterside Centre over the summer holiday break, our conversations during our Detached and Outreach sessions meant that we were often discussing the various opportunities we have on offer for young people, especially in comparison to other localities.

Young people voiced their thoughts on how it is good to know that there is a space in the community where they can go without feeling like they should not really be there.

It was important for the youth workers to be connecting with the Fire & Rescue team about water safety and how we could work together to highlight the dangers to young people better – for example as part of a partnership project in Pangbourne, we attended a water safety awareness event in the local park next to the river.

We are keen to be doing this more across the whole of West Berkshire; particularly within Newbury where we see so many jumping in to and swimming in the weir.

Detached work

When delivering detached sessions, the team choose locations and times based on information received from the local police teams, anti-social behaviour reports and our wider partner network. These tell us of the “hot spot” areas and the best times to be visiting.

Over the last 3 years the team have come to know that young people are predominantly out and about during twilight hours, and data shows that this also correlates with young people’s anti-social behaviour reports and when young people are seen to be most vulnerable.

We have joined the Town Centre Working group and more specifically built a relationship with the McDonalds on Northbrook street. By creating stronger working partnerships in this way, we can further the outcomes of our detached work and make the most of the positive rapport and relationships we build with young people whilst supporting interventions addressing reports of anti-social behaviour by young people.

Detached work

As always the warmer weather encouraged young people to be spending more time outdoors. For us, this means usually means spending more time in the larger parks, especially those that are close to the river.

The biggest “hot spot” for us from June to August is Northcroft Weir – from the time older students (school years 11, 12 & 13) are on study leave and their exam period, the area becomes a main meeting place for smaller groups that over time inevitably become a larger cohort that we have to try and engage with.

For the local community this can become intimidating and disruptive so our youth workers spend a lot of time during detached sessions emphasising to young people the importance of looking after and taking pride in their local spaces and challenging them to think about the wider community.

This approach has led to very interesting conversations with young people about potential social action opportunities in the future.

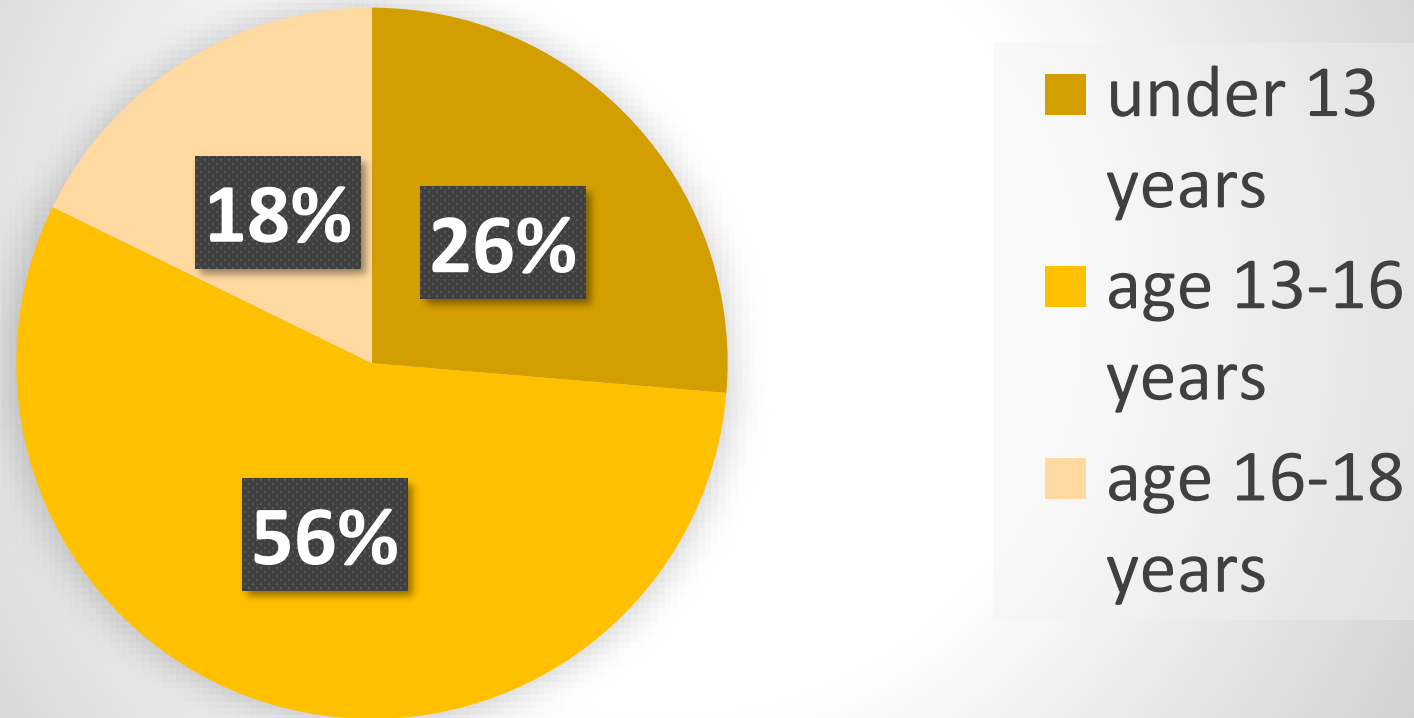
Sports in the Park – Pilot

The team piloted Sports in the Park sessions over the summer term, in response to various feedback received from young people and community partners who expressed an interest in creating access to sports opportunities for young people. These sessions are also a way for youth workers to encourage young people to use the parks for their intended use – sports & games.



Young People

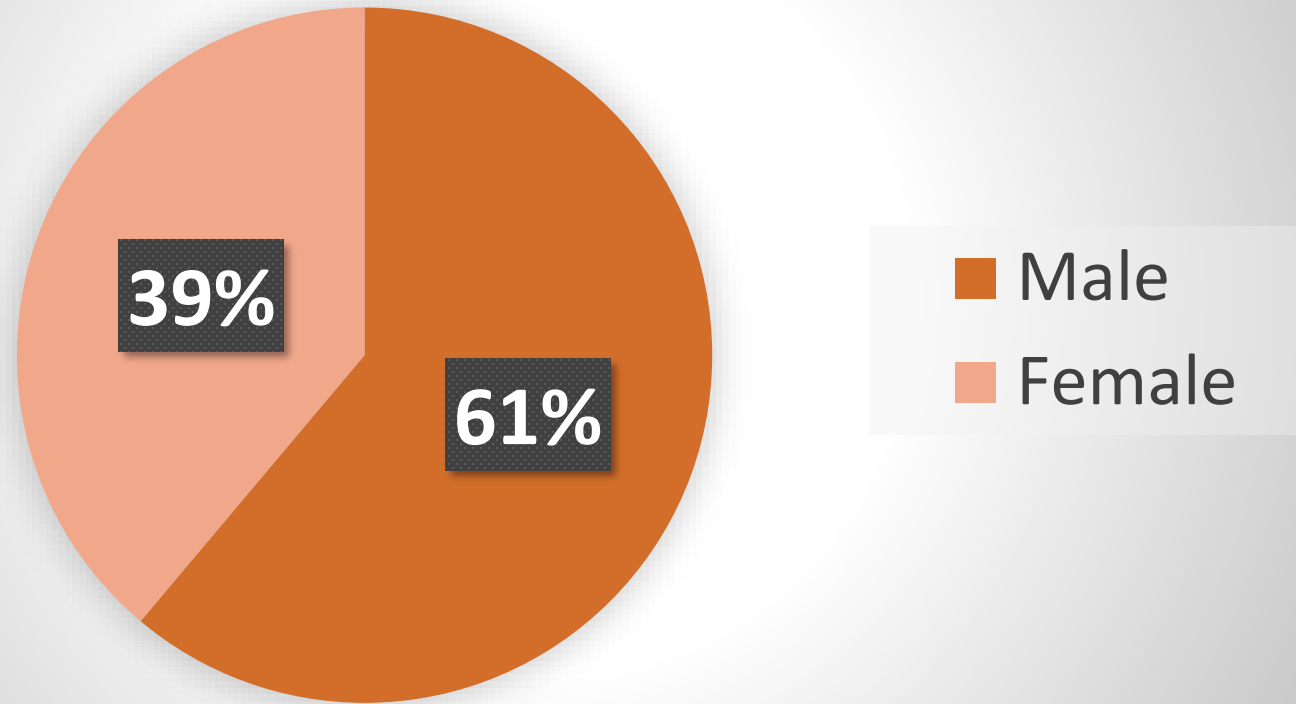
Age groups of young people



Data collation:
April-Sept 2022

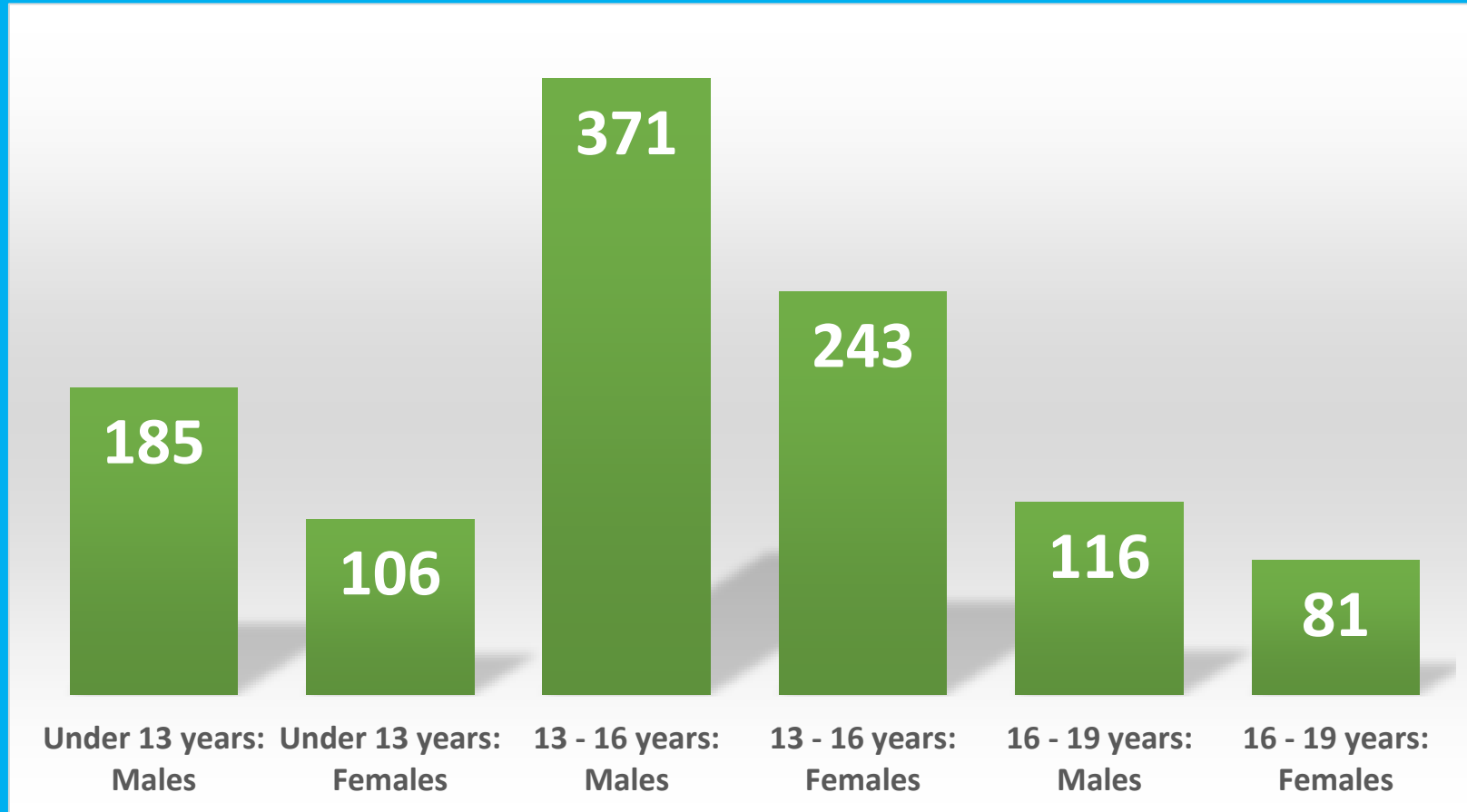
Young People

Gender



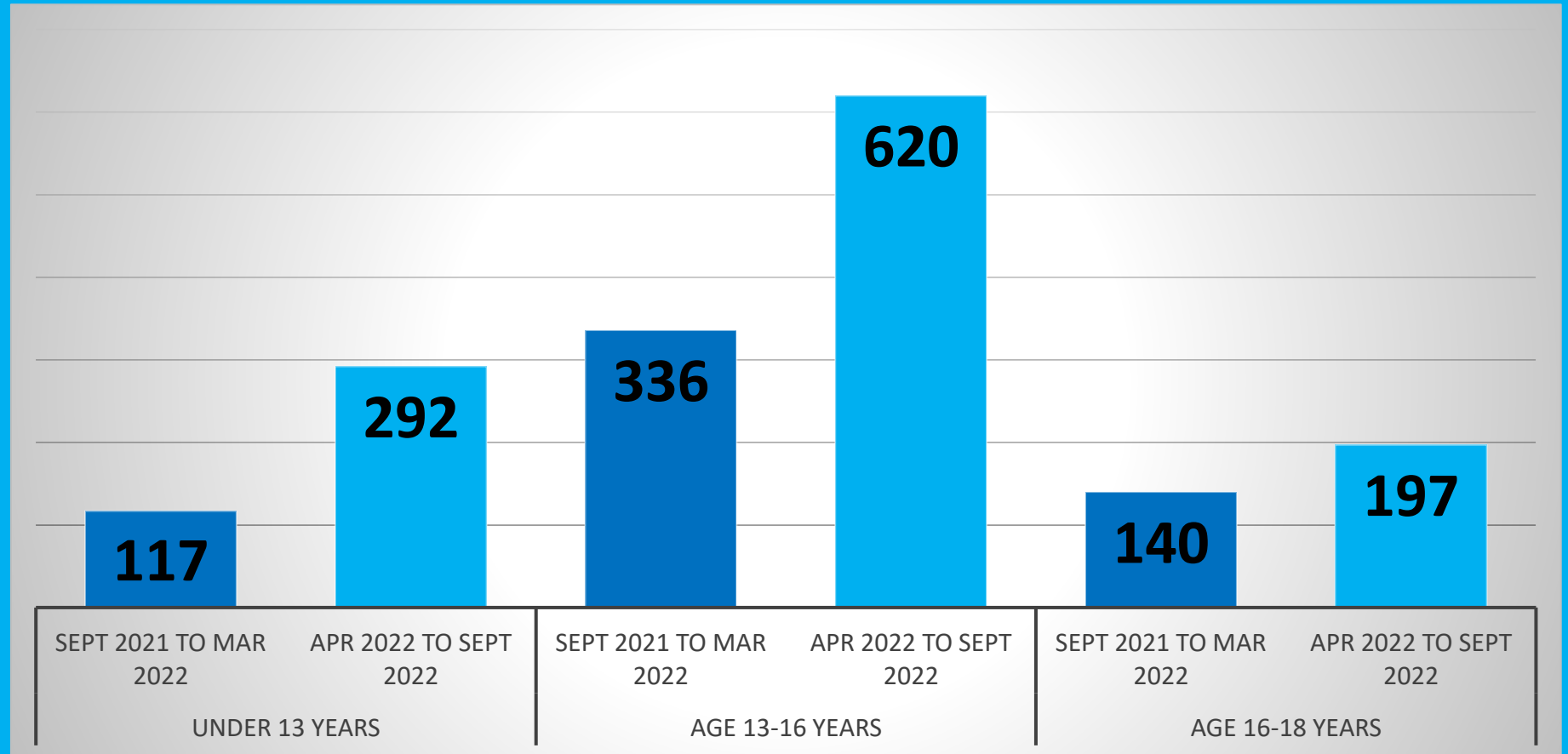
Data collation:
April-Sept 2022

Young People



Data collation:
April-Sept 2022

Young People Winter vs. Summer Comparison



Data collation:
Sept2021-Sept 2022

Waterside

Waterside has celebrated its first birthday over the summer holidays and we are celebrating the successes of the various projects and programmes we have delivered this year including:

- Detached work
- Youth Club Paddling
- BoxWise
- Youth Hub
- Holiday programmes
- Community events
- Schools work
- Youth Club Climbing
- Sport in Mind
- Community Larder
- School activity days
- Youth Conference

Delivery partnerships include:

- Colline's Kitchen
- Newbury Town Council
- Thames Valley ABC
- Sovereign Housing
- Berkshire Maestros
- Cloud 9 Pursuits
- MNR Coaching
- VoxFresh
- Westies
- DWP

This work has been successful in spite of the on-going challenges we face in regards to funding our programmes, whilst also keeping access to these opportunities at a nominal cost for young people and their families.



Vision – 2023 onwards

£25k NTC + match funding

- Detached
 - Plus
 - Sports in the Park
 - Friends of Skate Park
 - Skate Fest
 - Outreach
 - Local Partners

Detached

Vision – 2023 onwards

Detached work would continue throughout Newbury Town

Detached work is a valuable tool with youth work to engaging with young people in their own spaces and on their own terms. The relationships that are built through this form of youth work practice are often much more rewarding in the long term as young people have had the option to voluntarily build that relationship themselves.

Winter:

- Weekly detached sessions
- Plus an increased presence around special events (Halloween, Michaelmas fair, bonfire night, half terms) and if identified with partners

Summer:

- Weekly detached sessions & weekend sessions once a month
- Sports in the Park
- Plus an increased presence around community events (fairs, fun days, end of term) and if identified with partners

Sports in the Park

Vision – 2023 onwards

We would like to build a bigger programme of Sports in the Park sessions across Newbury.

Having received feedback from young people and other community groups that sporting opportunities are hard to access due to costs (venue hire, equipment & kit, coaching), we would like to commit to offering a programme in local parks during the summer months.

By continuing our partnership with MNR Coaching (who already support our detached work and other aspects of our wider programme) young people would have access to sports coaches for free or a nominal cost.

We would offer multi-sports sessions and if interested we could also offer sport-specific sessions.

The vision for this could include

- After-school sessions
- Weekend sessions
- Sessions in school holidays

Friends of Skate Park

Vision – 2023 onwards

Creating more of a working-relationship with young people

We'd like to create more opportunities for young people to shape the work and world around them, especially in relation the spaces and projects that they engage with most.

For us the skate park is a main point of external relationship with local young people.

We would like to do termly meetings at Waterside Centre regarding the skate park between youth workers, young people and representatives from NTC and other local organisations who could have something to offer the local area, young people and the wider community.

This could be a platform for regular social action project such as litter picks and fundraising for local projects.

Skate Fest

Outreach & Local Partners

Vision – 2023 onwards

Bringing established relationships to Waterside Centre & getting local partners invested in the community and young people

Young people have discussed with youth workers how they feel that many local events (like fairs) are aimed specifically at small children and families, which they feel they cannot access in the same way.

Our aim would be to get more local providers to commit to offering activities to young people. These could take place in local parks in the summer months, increasing use of community spaces. In the winter, these could be signposted into Waterside Centre in order to continue connections with the youth team in a warm and safe environment.

- Local gyms
- Work experience
- Crazy golf
- Sundaes gelato
- Arcade
- McDonalds

Thank you

Kelly Leach
Youth & Community Manager
Kelly.leach@berkshireyouth.co.uk

Health & Safety Report for P&R Committee - Last Updated 26/09/2022						Appendix 3		
<p>Note: Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.</p> <p>Service plans also contain details such as health and safety inspections where relevant. The Health and Safety officer continues to co-ordinate and provide advice on all services, while the health and safety responsibility for each of those services remains operationally with the principle service manager and ultimately with the Chief Executive Officer.</p>								
Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS1	Football changing rooms Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading, quarterly descaling of shower heads	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Recreation Ground R&M budget	To minimise risk of legionella / compliance with legislation
HS2	Town Hall Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading,	Safety Officer	Included in staff cost	On Going	Weekly / Monthly / On going	N/A	Staff costs budget	To minimise risk of legionella / compliance with legislation
HS3	Shaw Cemetery Domestic Water Services hygiene regimes following LRA - weekly purging, monthly temp reading,	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Shaw Cemetery R&M budget	To minimise risk of legionella / compliance with legislation
HS4	Town Hall Inspections (offices and communal areas). Including Quarterly Workplace Inspections by Safety Officer	Officers	Included in staff cost	On going / ad hoc	Daily / Weekly / Monthly / Quarterly / On going	N/A	Officer Time	Improved Town Hall Safety
HS5	Town Hall Fire Alarm Testing	Officers	Included in staff cost	On going	Weekly	N/A	Officer Time	Compliance with legislation
HS6	Town Hall Disabled Toilet Alarm Testing	Officers	Included in staff cost	On going	Monthly	N/A	Officer Time	Improved Town Hall Safety
HS7	Risk Management Strategy and Strategic Risk Register Review	Council	Included in staff cost	Oct 2021	Agreed at P&R 18/10/2021	October 2022	Audit Working Group to consider following Management Team input	Ensured risk strategy is up to date
HS8	Town Hall Safety Inspections (quarterly) CSM inspects the Town Hall by weekly walk round during lockdown period. Current position is that the quarterly inspection will be held pending return to office working. Annual inspection carried out in June 2021	Safety Officer / Caretaker	Included in staff cost	01 June 2022	Weekly Checks on going	Weekly Checks on going	Officer Time	Improved Town Hall Safety
HS9	Annual Play Area Inspection by ROSPA accredited inspection company	Contractor / Safety Officer / Community Services Manager	Approx. £758	End April 2021	Completed Week Comm. 25/04/2022	End April 2023	Playground R&M budget	Legal requirement Safety for users
HS10	Boiler Servicing & Gas Safety Certificate for Servery	Safety Officer / Subcontractor	£200.00	End Jan 2022	Completed 10/02/2022	End Feb 2023	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS11	Boiler Servicing & Gas Safety Certificate for Old Court House (Suite 1)	Safety Officer / Subcontractor	£200.00	End Sept 2022	Completed 14/09/2022	End Sept 2023	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS12	Town Hall Evacuation Chair Training - 2 yearly	Subcontractor / Safety Officer	£900.00	End July 2021	Completed 08/07/2021	End July 2023	Legal requirement	Improved Town Hall safety / compliance with legislation
HS13	1/4ly Lift Inspection / service	Subcontractor / Safety Officer	£320.00	End August 2022	Completed 14/09/2022	End Dec 2022	Legal requirement / R&M Budget	Improved Town Hall safety / compliance with legislation
HS14	Lift Inspection (annually by Insurers) - these are independent of NTC Control, The Insurers carry these out at their own discretions	Subcontractor / Safety Officer	Included in Insurance	End June 2019	Completed 20/06/2019	Outside of NTC Control	Legal requirement	Improved Town Hall safety / compliance with legislation
HS15	Fire Extinguishers Maintenance (annually) for All NTC Sites, requiring extinguishers (Shaw Cemetery, Victoria Park Changing Rooms & Kiosk, Bowling Club, Town Hall, Newtown Road Cemetery)	Safety Officer / Subcontractor	£1,043 Annually	End Aug 2022	Waiting date from Contractors	End Aug 2022	Various Contracts / R&M budgets	Improved safety / compliance with legislation
HS16	5 yearly Periodical Test & Inspections of the Town Hall Electrical System	Safety Officer / Subcontractor	£4,750.00	End April 2020	All Works Completed October 2020	April 2025	Town Hall R&M budget	Improved safety / compliance with legislation
HS17	Newtown Road Cemetery 5 yearly Electrical installation testing	Safety Officer / Subcontractor	£300.00	End April 2017	Completed 15/06/2022	May 2027	Newtown Road Cemetery R&M Budget	Improved safety / compliance with legislation
HS18	Independent Town Hall Annual Fire Risk Assessment Review (annually)	Safety Officer / Community Services Manager	£250.00	End May 2022	Completed 14/06/2022	End May 2023	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS19	Town Hall (PAT) Portable Electrical Appliance Testing (annually) Due to infrequent use of Offices, PAT Testing will be VISUAL only check for 2020/21 year wiring test completed, no current appliance issues . New MCB sockets being installed as added safety. Normal PAT testing will resume in June 2022	Safety Officer / Facilities Officer	Included in staff cost	Weekly on Going	Weekly on Going	June 2022	Officer Time	Improved Town Hall safety / compliance with legislation
HS20	Lightning Conductor Maintenance / Inspection (annually) Test Strike UK Limited	Safety Officer / Subcontractor	£110.00	End Nov 2021	Awaiting date from Contractor	End November 2022	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation

Health & Safety Report for P&R Committee - Last Updated 26/09/2022						Appendix 3		
<p>Note: Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.</p> <p>Service plans also contain details such as health and safety inspections where relevant. The Health and Safety officer continues to co-ordinate and provide advice on all services, while the health and safety responsibility for each of those services remains operationally with the principle service manager and ultimately with the Chief Executive Officer.</p>								
Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS21	Independent Legionella Risk Assessment - All NTC Premises	Safety Officer / Subcontractor	£1,500.00	End Jan 2020	Completed 20/01/2020	As required by Legislation	Town Hall R&M budget	Improved safety / compliance with legislation
HS22	Shaw Cemetery (PAT) Portable Electrical Appliance Testing (annually) Contractors to carry out 2021 test in November 2020 –	Safety Officer / Subcontractor	£130.00	End July 2021	Completed 26/07/2021	End July 2022	Shaw Cemetery R&M budget	Improved Shaw Cemetery safety / compliance with legislation
HS23	Town Hall Emergency Light Test (Annually)	Safety Officer / Subcontractor	£580.00	End June 2022	13 June 2022	End June 2023	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS24	Bandstand Electrical Supply Testing (annually)	Safety Officer / Subcontractor	£120.00	End Oct 2022	Order raised - Awaiting Date from Contractor	End October 2022	Victoria Park R&M budget	Improved Bandstand safety / compliance with legislation
HS25	Town Hall Fire Alarm Maintenance (half yearly)	Safety Officer / Subcontractor	Included in contract	End June 2022	Completed 22/06/2022	End Jan 2023	Town Hall Contract	Information for Emergency Services and Town Hall occupants
HS26	Town Hall Emergency Evacuation Drills	Community Services Manager / Safety Officer / Fire Marshals	Included in staff cost	Minimum of 2 per annum	Completed Not a Drill 27/08/2019	Minimum of 2 per annum - delayed due to lockdown	N/A	Improved Town Hall safety / compliance with legislation
HS27	Independent Commercial EPC Survey	Community Services Manager / Contractor	£375.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS28	Independent DEC Survey	Community Services Manager / Contractor	£475.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS29	Independent Asbestos management Survey	Community Services Manager / Contractor	£595.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS30	Independent Marketing style floor plan Survey	Community Services Manager / Contractor	£445.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS31	Independent 5 year Structural & Aerial Drone Surveys - All NTC Premises	Community Services Manager / Contractor	£8,606.00	End June 2019	Completed 30/06/2019	End June 2024	Town Hall R&M budget	Compliance with legislation
HS32	Independent Tree Condition Survey & Mapping - All NTC Land	Community Services Manager / Contractor	£15,700.00	End Jan 2020	Completed End January 2020	End January 2025	Town Hall R&M budget	Compliance with legislation
HS33	Shaw & Newtown Road Cemeteries Memorial survey (subject to available funding)	Community Services Manager / Contractor	£1,875.00	End March 2022	Completed 28/07/2022	As required by Legislation	Shaw Cemetery R&M budget	Compliance with legislation
HS34	Town Hall Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Town Hall R&M budget	Compliance with legislation
HS35	Market Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 28/05/2020	As required by Legislation	Market R&M budget	Compliance with legislation
HS36	Play Area Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Play Area R&M budget	Compliance with legislation
HS37	Cemeteries Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Shaw & Newtown Road R&M budget	Compliance with legislation
HS38	Review of Town Hall Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS39	Review of Victoria Park Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets

Health & Safety Report for P&R Committee - Last Updated 26/09/2022						Appendix 3		
<p>Note: Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.</p> <p>Service plans also contain details such as health and safety inspections where relevant. The Health and Safety officer continues to co-ordinate and provide advice on all services, while the health and safety responsibility for each of those services remains operationally with the principle service manager and ultimately with the Chief Executive Officer.</p>								
Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS40	Review of Newtown Road Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS41	Review of Shaw Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS42	Review of Market Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS43	Review of Recreation Grounds Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS44	Review of Playground Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS45	Review of Allotments Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS46	Review of Bus Shelter Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS47	Review of Clocks Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS48	Review of Public Seating (Benches) Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS49	Review of Skatepark Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS50	Review of Footway Lighting Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS51	Review of War Memorial Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets

08/06/2022

Newbury Town Council Current Year

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List of Purchase Ledger Payments

User: MGG

Linked to Cashbook 1

Entered Month 3
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
<i>sthby all</i>	01/06/2022	12074SM21	1	138.60	0.00	138.60	0.00
<i>wc all</i>	01/06/2022	12074SM23	1	92.40	0.00	92.40	0.00
<i>One Tree Allotment</i>	01/06/2022	12074SM24	1	105.60	0.00	105.60	0.00
<i>Parsons Allotment</i>	01/06/2022	12074SM25	1	92.40	0.00	92.40	0.00
<i>West Mills Allo</i>	01/06/2022	12074SM20	1	125.40	0.00	125.40	0.00
<i>Dairy Farm Allot</i>	01/06/2022	12074SM22	1	118.80	0.00	118.80	0.00
					0.00	673.20	
Above paid on 08/06/2022 by Online Payment Ref A15							
A28 Art on the Park							
<i>Funding for Art on the Park</i>	18/05/2022	ART-ON-PARK	1	500.00	0.00	500.00	0.00
					0.00	500.00	
Above paid on 08/06/2022 by Online Payment Ref A28							
A29 Appcentric							
<i>Monthly NTC Support & Ret</i>	03/06/2022	1376	1	522.50	0.00	522.50	0.00
					0.00	522.50	
Above paid on 08/06/2022 by Online Payment Ref A29							
A4 Ab-Fab Loos Limited							
<i>Disabled Unit</i>	04/06/2022	36511	1	153.60	0.00	153.60	0.00
					0.00	153.60	
Above paid on 08/06/2022 by Online Payment Ref A4							
A50 Aero Property Consultants							
<i>Quantity Surveying and C</i>	31/05/2022	22/045	1	720.00	0.00	720.00	0.00
<i>oposed remodelling and refurbi</i>	31/05/2022	22/046	1	480.00	0.00	480.00	0.00
					0.00	1,200.00	
Above paid on 08/06/2022 by Online Payment Ref A50							
B31 Blewburton Limited							
<i>Registration with BRE as Simpl</i>	24/05/2022	1088	1	4,296.00	0.00	4,296.00	0.00
					0.00	4,296.00	
Above paid on 08/06/2022 by Online Payment Ref B31							

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Linked to Cashbook 1

Entered Month 3
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B37 Boston Seeds							
<i>raditional Meadow</i>	23/05/2022	030031	1	186.50	0.00	186.50	0.00
					0.00	186.50	
Above paid on 08/06/2022 by Online Payment Ref B37							
B41 Berkshire Pressure Cleaning							
<i>Remove Graffiti - Clock House</i>	02/06/2022	P6069	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 08/06/2022 by Online Payment Ref B41							
B49 Beenham Wind Orchestra							
<i>playing vp</i>	05/06/2022	30-2022	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 08/06/2022 by Online Payment Ref B49							
B59 William Drummond							
<i>Cllr B Drummond-May 22 Expense</i>	30/05/2022	MAY EXPENSES	1	349.60	0.00	349.60	0.00
					0.00	349.60	
Above paid on 08/06/2022 by Online Payment Ref B59							
B60 Bluestone Planning							
<i>ighbourhood Development Pla</i>	16/05/2022	INV-0679	1	799.20	0.00	799.20	0.00
					0.00	799.20	
Above paid on 08/06/2022 by Online Payment Ref B60							
C10 Crescent Signs Ltd							
<i>. FAMILY DAY BANNERS</i>	18/05/2022	20274	1	110.40	0.00	110.40	0.00
<i>GRAPHIC FOR GATE</i>	19/05/2022	20285	1	308.40	0.00	308.40	0.00
<i>. BLACK A2 BOOSTER A FRAM</i>	20/05/2022	20299	1	343.20	0.00	343.20	0.00
<i>NO. BOOSTER A2 POSTER</i>	31/05/2022	20315	1	91.20	0.00	91.20	0.00
					0.00	853.20	
Above paid on 08/06/2022 by Online Payment Ref 17108/1710							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C36	Corn Exchange						
Mayor Making - May 2022	17/05/2022	986	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 08/06/2022 by Online Payment Ref C36							
C45	Miss Chloe L Payne						
Rock Choir-Beacon event	06/06/2022	06062022	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 08/06/2022 by Online Payment Ref C45							
C53	Mr Howard Caney						
Allotrent & key refund-WC35bb	31/05/2022	ALLOTREFUNDWC35BB	1	31.17	0.00	31.17	0.00
					0.00	31.17	
Above paid on 08/06/2022 by Online Payment Ref C53							
D10	Mrs J I Day						
Flowers - Mayor Making May 22	31/05/2022	M/MAKING FLOWERS	1	51.86	0.00	51.86	0.00
					0.00	51.86	
Above paid on 08/06/2022 by Online Payment Ref D10							
D12	DCK Payroll Solutions						
MAY	25/05/2022	P3182	1	152.28	0.00	152.28	0.00
					0.00	152.28	
Above paid on 08/06/2022 by Online Payment Ref P1104							
E14	Environmental Solutions Ltd						
shredding & recyclin	13/05/2022	19670	1	67.84	0.00	67.84	0.00
					0.00	67.84	
Above paid on 08/06/2022 by Online Payment Ref E14							
F25	FCS Live						
ocumentation and provide final	01/05/2022	24562	1	3,000.00	0.00	3,000.00	0.00
					0.00	3,000.00	
Above paid on 08/06/2022 by Online Payment Ref F25							

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Entered Month 3
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G1	Gardner Leader LLP						
canal river trust sol	30/05/2022	68931	1	3,441.60	0.00	3,441.60	0.00
VP Community Cafe	30/05/2022	68941	1	2,312.40	0.00	2,312.40	0.00
					0.00	5,754.00	
Above paid on 08/06/2022 by Online Payment Ref NEW103/105							
G6	Greentips						
tree allot	06/06/2022	TW.0008.IN	1	4,560.00	0.00	4,560.00	0.00
					0.00	4,560.00	
Above paid on 08/06/2022 by Online Payment Ref G6							
G8	Graffiti Removal Ltd						
es Heritage Spraycan Remo	22/05/2022	SI-11058	1	399.60	0.00	399.60	0.00
					0.00	399.60	
Above paid on 08/06/2022 by Online Payment Ref G8							
H11	Healthmatic Ltd						
esigns, Drawings & Plans for T	25/05/2022	11850	1	1,740.00	0.00	1,740.00	0.00
					0.00	1,740.00	
Above paid on 08/06/2022 by Online Payment Ref INV7984							
H31	Harbour Publications Ltd						
Wedding Advert	04/04/2022	60307	1	237.60	0.00	237.60	0.00
					0.00	237.60	
Above paid on 08/06/2022 by Online Payment Ref H31							
H33	Helen Moss						
Allot rent & key refund-H Moss	07/06/2022	REFUNDWC39-MOSS	1	66.50	0.00	66.50	0.00
					0.00	66.50	
Above paid on 08/06/2022 by Online Payment Ref H33							
K8	Kennet Community Radio						
Jubilee- Beacon Lighting event	07/06/2022	KR1000421	1	714.00	0.00	714.00	0.00
					0.00	714.00	
Above paid on 08/06/2022 by Online Payment Ref K8							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
L13	Link Up Local Mencap						
<i>Bus stop posters - April 22</i>	06/06/2022	1503/21	1	53.00	0.00	53.00	0.00
					0.00	53.00	
Above paid on 08/06/2022 by Online Payment Ref L13							
L57	Lotus Design						
<i>lanting plan, mood boards for</i>	20/05/2022	003-22	1	1,200.00	0.00	1,200.00	0.00
					0.00	1,200.00	
Above paid on 08/06/2022 by Online Payment Ref L57							
L7	Lift & Engineering Services Ltd						
<i>Annual service contract 22/23</i>	07/06/2022	NV248769	1	395.52	0.00	395.52	0.00
<i>Breakdown attendance 01.11.21</i>	07/06/2022	NV249324	1	210.00	0.00	210.00	0.00
					0.00	605.52	
Above paid on 08/06/2022 by Online Payment Ref L7							
M28	Minster Cleaning Services						
<i>soap disp</i>	31/05/2022	10228	1	30.00	0.00	30.00	0.00
					0.00	30.00	
Above paid on 08/06/2022 by Online Payment Ref INV29354							
M56	McCarthy Bainbridge Ltd						
<i>RIBA STAGE 4</i>	11/05/2022	4088	1	6,631.20	0.00	6,631.20	0.00
					0.00	6,631.20	
Above paid on 08/06/2022 by Online Payment Ref M56							
M61	Microshade Business Consultants Ltd						
<i>Citrix for Omegas System</i>	19/06/2022	16239	1	280.00	0.00	280.00	0.00
					0.00	280.00	
Above paid on 08/06/2022 by Online Payment Ref M61							
N11	NABMA						
<i>materials</i>	16/05/2022	22/313	1	49.80	0.00	49.80	0.00
					0.00	49.80	
Above paid on 08/06/2022 by Online Payment Ref N11							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
N13 Newbury Adventure Golf Ltd							
Summer Team Eve	23/05/2022	1	1	52.00	0.00	52.00	0.00
					0.00	52.00	
Above paid on 08/06/2022 by Online Payment Ref N13							
N7 Newbury News Ltd							
Wedding Guide	13/03/2022	19927	1	330.00	0.00	330.00	0.00
Corporate Support Officer	15/05/2022	11386	1	126.00	0.00	126.00	0.00
Jubilee Supplement	29/05/2022	111716	1	330.00	0.00	330.00	0.00
FUN	05/06/2022	11892	1	97.50	0.00	97.50	0.00
					0.00	883.50	
Above paid on 08/06/2022 by Online Payment Ref SIN654247							
O1 Oxford Charwell Brass							
VP B/stand 21.05.2022	29/05/2022	OCB-003	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 08/06/2022 by Online Payment Ref O1							
O11 Outdoor Academy Ltd							
Climbing Wall - VP Fun Day	31/05/2022	1677	1	750.00	0.00	750.00	0.00
					0.00	750.00	
Above paid on 08/06/2022 by Online Payment Ref O11							
R2 Rivar Sand & Gravel Ltd							
Bark Mulch loose tip m3	17/05/2022	IN101608	1	2,710.80	0.00	2,710.80	0.00
					0.00	2,710.80	
Above paid on 08/06/2022 by Online Payment Ref R2							
S2 Enerveo Limited. was sse contract							
fairclose	31/05/2022	278144	1	896.52	0.00	896.52	0.00
Street Light repairs-March Qtr	06/06/2022	273420	1	131.40	0.00	131.40	0.00
					0.00	1,027.92	
Above paid on 08/06/2022 by Online Payment Ref S2							

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Entered Month 3
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S73 SUITE 6, Town Hall							
<i>FEB-APR</i>	23/05/2022	5	1	540.71	0.00	540.71	0.00
					0.00	540.71	
Above paid on 08/06/2022 by Online Payment Ref S73							
T30 Technique Limited							
<i>Acrobat jo Teams - Subscripti</i>	16/05/2022	58789	1	61.49	0.00	61.49	0.00
					0.00	61.49	
Above paid on 08/06/2022 by Online Payment Ref T30							
T40 The Tadley Band							
<i>Music on B/stand 22.05.2022</i>	27/05/2022	TB1022	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 08/06/2022 by Online Payment Ref T40							
T7 Thomas Fattorini Ltd							
<i>Bespoke hand painted Sheild</i>	10/05/2022	1265573	1	112.92	0.00	112.92	0.00
<i>Years of Service Badges</i>	10/05/2022	1265574	1	652.14	0.00	652.14	0.00
					0.00	765.06	
Above paid on 08/06/2022 by Online Payment Ref T7							
W1 West Berkshire District Council							
<i>mainten ap</i>	12/05/2022	536576	1	29,166.90	0.00	29,166.90	0.00
					0.00	29,166.90	
Above paid on 08/06/2022 by Online Payment Ref W1							
Total Purchase Ledger Payments					0.00	72,516.55	

Linked to Cashbook 1

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by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A20 A & S Meats							
jun	09/06/2022	73	1	1,479.99	0.00	1,479.99	0.00
					<u>0.00</u>	<u>1,479.99</u>	
Above paid on 27/06/2022 by Online Payment Ref A20							
A41 Auditing Solutions Ltd							
he provision of Final Intern	22/06/2022	A7649	1	552.00	0.00	552.00	0.00
					<u>0.00</u>	<u>552.00</u>	
Above paid on 27/06/2022 by Online Payment Ref A41							
A7 Hughes & Salvidge t/a Aasvogel Skip Hire							
outhby Allotments	18/06/2022	282169	1	304.61	0.00	304.61	0.00
					<u>0.00</u>	<u>304.61</u>	
Above paid on 27/06/2022 by Online Payment Ref A7							
B20 Blue Sky Big Band							
band	15/06/2022	115	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
Above paid on 27/06/2022 by Online Payment Ref B20							
B33 Business Stream Revenue Account							
vp splash	18/06/2022	13	1	1,406.20	0.00	1,406.20	0.00
					<u>0.00</u>	<u>1,406.20</u>	
Above paid on 27/06/2022 by Online Payment Ref B33							
D12 DCK Payroll Solutions							
June 2022.	20/06/2022	P3254	1	176.28	0.00	176.28	0.00
					<u>0.00</u>	<u>176.28</u>	
Above paid on 27/06/2022 by Online Payment Ref P1104							
E14 Environmental Solutions Ltd							
paper shred	10/06/2022	19906	1	67.84	0.00	67.84	0.00
					<u>0.00</u>	<u>67.84</u>	
Above paid on 27/06/2022 by Online Payment Ref E14							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
F5 Foxes Tree Services & Son Ltd							
ree Work at Dairy Farm Allotme	16/06/2022	4258	1	1,020.00	0.00	1,020.00	0.00
					0.00	1,020.00	
Above paid on 27/06/2022 by Online Payment Ref F5							
G2 GoCardless Ltd							
Paid payments	07/06/2022	GCLTD0001418481Y	1	28.19	0.00	28.19	0.00
					0.00	28.19	
Above paid on 27/06/2022 by Online Payment Ref G2							
H11 Healthmatic Ltd							
01/04/2022 - 30/06/2022	13/06/2022	11941	1	3,630.00	0.00	3,630.00	0.00
					0.00	3,630.00	
Above paid on 27/06/2022 by Online Payment Ref INV7984							
I5 Insideout Site Services							
wind clean	04/06/2022	VR11146	1	216.00	0.00	216.00	0.00
					0.00	216.00	
Above paid on 27/06/2022 by Online Payment Ref I5							
K8 Kennet Community Radio							
amily Day event on Sunday 12th	15/06/2022	KR1000424	1	714.00	0.00	714.00	0.00
					0.00	714.00	
Above paid on 27/06/2022 by Online Payment Ref K8							
L13 Link Up Local Mencap							
MAY BUS STOP	23/06/2022	MAY 1603/21	1	53.00	0.00	53.00	0.00
					0.00	53.00	
Above paid on 27/06/2022 by Online Payment Ref L13							
M28 Minster Cleaning Services							
cleaning	01/06/2022	11014	1	1,601.46	0.00	1,601.46	0.00
					0.00	1,601.46	
Above paid on 27/06/2022 by Online Payment Ref INV29354							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
N17 Newbury Rotary Club							
Boules Event - 10 July 2022	09/06/2022	BOULES10.07.22	1	60.00	0.00	60.00	0.00
					0.00	60.00	
Above paid on 27/06/2022 by Online Payment Ref N17							
N28 Newbury BID CIC							
BID MARKET 70029396	06/06/2022	BID MARKET	1	168.75	0.00	168.75	0.00
bid levy	06/06/2022	BIDHALL 70023822	1	97.50	0.00	97.50	0.00
BID S 12 70028220	06/06/2022	BIS S 12	1	84.00	0.00	84.00	0.00
					0.00	350.25	
Above paid on 27/06/2022 by Online Payment Ref NbyBIDrate							
N7 Newbury News Ltd							
Family Day	12/06/2022	12046	1	142.50	0.00	142.50	0.00
					0.00	142.50	
Above paid on 27/06/2022 by Online Payment Ref SIN654247							
P39 P Cash The Cloisters							
Allotrent & key refund-P32a	15/06/2022	REFUNDP32A	1	49.58	0.00	49.58	0.00
					0.00	49.58	
Above paid on 27/06/2022 by Online Payment Ref P39							
P42 PAD Electrics Limited							
nstallation Condition Report (15/06/2022	INV-0108	1	300.00	0.00	300.00	0.00
ompliance test on ALL Emergenc	15/06/2022	INV-0109	1	696.00	0.00	696.00	0.00
new radial circuit to feed an	17/06/2022	INV-0110	1	438.60	0.00	438.60	0.00
					0.00	1,434.60	
Above paid on 27/06/2022 by Online Payment Ref P42							
P45 Polaris Medical Services Ltd							
ewbury Family Funday Ambulance	16/06/2022	SI-68455	1	486.00	0.00	486.00	0.00
					0.00	486.00	
Above paid on 27/06/2022 by Online Payment Ref P45							

Continued over page

Linked to Cashbook 1

Entered Month 3
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S15 Safe I. S. Limited							
attended the above site on 14/	15/06/2022	77366	1	300.96	0.00	300.96	0.00
					0.00	300.96	
Above paid on 27/06/2022 by Online Payment Ref S15							
S24 Sundog Hire Ltd							
Heras Fencing x 3 panels, feet	23/06/2022	2484	1	429.00	0.00	429.00	0.00
					0.00	429.00	
Above paid on 27/06/2022 by Online Payment Ref S24							
S41 Sundog Grounds Maintenance Ltd							
Cutting of grass at Sayers Clo	09/06/2022	3628	1	378.00	0.00	378.00	0.00
learance works at Newtown Road	23/06/2022	3630	1	1,740.00	0.00	1,740.00	0.00
					0.00	2,118.00	
Above paid on 27/06/2022 by Online Payment Ref S41							
T30 Technique Limited							
Backup for Microsoft Office 36	14/06/2022	T1118	1	2,251.21	0.00	2,251.21	0.00
Office 365 - Subscription - 12	14/06/2022	T1119	1	3,379.68	0.00	3,379.68	0.00
Rebuild - Hugh Peacocke	20/06/2022	T1184	1	306.00	0.00	306.00	0.00
					0.00	5,936.89	
Above paid on 27/06/2022 by Online Payment Ref T30							
W1 West Berkshire District Council							
may maint	12/05/2022	536577	1	29,166.90	0.00	29,166.90	0.00
					0.00	29,166.90	
Above paid on 27/06/2022 by Online Payment Ref W1							
W8 Watership Brass							
tand 12th June 2022 3-5p	13/06/2022	229	1	150.00	0.00	150.00	0.00
Retainer for 2022	21/06/2022	RETAINER2022	1	650.00	0.00	650.00	0.00
					0.00	800.00	
Above paid on 27/06/2022 by Online Payment Ref W8							
Total Purchase Ledger Payments					0.00	52,674.25	

Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A11 All Plumbing Services Ltd							
Install a new basin tap and ove	01/06/2022	9089	1	582.00	0.00	582.00	0.00
					0.00	582.00	
Above paid on 13/07/2022 by Online Payment Ref A11							
A15 HawkEye Pest Control Ltd							
Shaw Cemetery	30/06/2022	12080SM8	1	48.00	0.00	48.00	0.00
Victoria Park Re	02/07/2022	11423SM57	1	166.32	0.00	166.32	0.00
Newbury Bowling Green	02/07/2022	11423SM58	1	99.00	0.00	99.00	0.00
					0.00	313.32	
Above paid on 13/07/2022 by Online Payment Ref A15							
A29 Appcentric							
Monthly NTC Support & Retainer	03/07/2022	1392	1	522.50	0.00	522.50	0.00
					0.00	522.50	
Above paid on 13/07/2022 by Online Payment Ref A29							
A4 Ab-Fab Loos Limited							
Disabled Unit	28/06/2022	#36884	1	153.60	0.00	153.60	0.00
					0.00	153.60	
Above paid on 13/07/2022 by Online Payment Ref A4							
B30 Blewbury & District Brass Band							
06-2022	20/06/2022	03-2022	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 13/07/2022 by Online Payment Ref NewburyB/S							
B56 Berkshire Youth							
Paddle Activities for Newbury	29/06/2022	3216	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 13/07/2022 by Online Payment Ref B56							

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Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C5 Cold Ash Brass							
last yr	23/06/2022	CAB157	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 13/07/2022 by Online Payment Ref C5							
E12 elliswhittam							
Employment - Year 4	01/07/2022	SINV035305	1	2,359.63	0.00	2,359.63	0.00
					0.00	2,359.63	
Above paid on 13/07/2022 by Online Payment Ref E12							
F26 Farol Ltd							
FS361 C-EM	27/06/2022	373307	1	811.00	0.00	811.00	0.00
					0.00	811.00	
Above paid on 13/07/2022 by Online Payment Ref F26							
F5 Foxes Tree Services & Son Ltd							
Walton Way-Emergency callout	11/07/2022	4290	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 13/07/2022 by Online Payment Ref F5							
G22 The Good Exchange Ltd							
Grants agreed 30.06.22 (Min5)	06/07/2022	GS 30.06.2022	1	10,440.00	0.00	10,440.00	0.00
					0.00	10,440.00	
Above paid on 13/07/2022 by Online Payment Ref G22							
H1 Hags/SMP							
Various bolts-playarea repairs	16/07/2022	082951	1	361.70	0.00	361.70	0.00
					0.00	361.70	
Above paid on 13/07/2022 by Online Payment Ref H1							
H11 Healthmatic Ltd							
xtended opening on 02/06/20	28/06/2022	11973	1	47.41	0.00	47.41	0.00
					0.00	47.41	
Above paid on 13/07/2022 by Online Payment Ref INV7984							

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Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
K7 K-Five Sales Limited							
PUWER Evacuation Chair Serv	22/06/2022	INV-1175	1	240.00	0.00	240.00	0.00
					0.00	240.00	
Above paid on 13/07/2022 by Online Payment Ref K7							
L13 Link Up Local Mencap							
Bus stops - March/April 22	01/04/2022	1291/21	1	52.00	0.00	52.00	0.00
Bus stop posters - June 22	01/07/2022	1735-21	1	52.00	0.00	52.00	0.00
					0.00	104.00	
Above paid on 13/07/2022 by Online Payment Ref L13							
L23 Lyreco UK Ltd							
YR BUDGET 12P C/BOARD	30/06/2022	6520235802	1	67.03	0.00	67.03	0.00
					0.00	67.03	
Above paid on 13/07/2022 by Online Payment Ref L23							
M28 Minster Cleaning Services							
cleaning services for July 20	01/07/2022	11242	1	1,601.46	0.00	1,601.46	0.00
					0.00	1,601.46	
Above paid on 13/07/2022 by Online Payment Ref INV29354							
M61 Microshade Business Consultants Ltd							
osted Application Service	19/07/2022	16402	1	313.20	0.00	313.20	0.00
					0.00	313.20	
Above paid on 13/07/2022 by Online Payment Ref M61							
N12 National Association of Local Councils							
Zoom event 27.07.22-Cllr Foot	06/07/2022	NALC ZOOM 01.07.22	1	38.93	0.00	38.93	0.00
					0.00	38.93	
Above paid on 13/07/2022 by Online Payment Ref N12							
N7 Newbury News Ltd							
Out & About Summ	26/06/2022	I12402	1	102.00	0.00	102.00	0.00
					0.00	102.00	
Above paid on 13/07/2022 by Online Payment Ref SIN654247							

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Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P19 Proludic Ltd							
- Beam Hanger	29/06/2022	SIN005802	1	2,356.20	0.00	2,356.20	0.00
					0.00	2,356.20	
Above paid on 13/07/2022 by Online Payment Ref P19							
R23 Royal Borough of Windsor & Maidenhead							
pension salaries	24/06/2022	IX2664196	1	210.00	0.00	210.00	0.00
					0.00	210.00	
Above paid on 13/07/2022 by Online Payment Ref R23							
S11 South West Hygiene							
ANITARY UNIT RENTAL/SERVIC	14/07/2022	272124	1	197.45	0.00	197.45	0.00
					0.00	197.45	
Above paid on 13/07/2022 by Online Payment Ref S11							
S13 Mole Country Stores							
oil	11/07/2022	202507866	1	22.30	0.00	22.30	0.00
					0.00	22.30	
Above paid on 13/07/2022 by Online Payment Ref New068							
S2 Enerveo Limited. was sse contract							
june maint	27/06/2022	230301265S	1	1,493.74	0.00	1,493.74	0.00
recharge repairs	27/06/2022	230301380S	1	113.42	0.00	113.42	0.00
					0.00	1,607.16	
Above paid on 13/07/2022 by Online Payment Ref S2							
S41 Sundog Grounds Maintenance Ltd							
VP-Re align manhole cover	12/07/2022	3643	1	552.00	0.00	552.00	0.00
					0.00	552.00	
Above paid on 13/07/2022 by Online Payment Ref S41							
W1 West Berkshire District Council							
change newtown	29/06/2022	NN03906190065015	1	885.73	0.00	885.73	0.00
					0.00	885.73	
Above paid on 13/07/2022 by Online Payment Ref W1							
Total Purchase Ledger Payments					0.00	24,648.62	

Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A20 A & S Meats							
Market rent - July 2022	13/07/2022	74	1	1,479.99	0.00	1,479.99	0.00
					0.00	1,479.99	
Above paid on 03/08/2022 by Online Payment Ref A20							
A29 Appcentric							
Monthly Support - July 2022	03/08/2022	1413	1	522.50	0.00	522.50	0.00
					0.00	522.50	
Above paid on 03/08/2022 by Online Payment Ref A29							
A4 Ab-Fab Loos Limited							
Disabled Unit	28/07/2022	37572	1	153.60	0.00	153.60	0.00
					0.00	153.60	
Above paid on 03/08/2022 by Online Payment Ref A4							
A60 Abbey Brass							
Sunday 17th July 2022.	25/07/2022	2022-7	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 03/08/2022 by Online Payment Ref A60							
B21 Barlows Woodyard							
New Oak Railway	27/07/2022	0001/10044703	1	177.00	0.00	177.00	0.00
					0.00	177.00	
Above paid on 03/08/2022 by Online Payment Ref B21							
C10 Crescent Signs Ltd							
EWBURY ALLOTMENT NOTICE BOARDS	29/07/2022	20405	1	9,729.60	0.00	9,729.60	0.00
AND FIT STOCK BLUE PLAQUE -	29/07/2022	20409	1	370.80	0.00	370.80	0.00
					0.00	10,100.40	
Above paid on 03/08/2022 by Online Payment Ref 17108/1710							
C11 Cove Brass							
VP Bandstand 23 June 2022	23/06/2022	000025	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 03/08/2022 by Online Payment Ref C11							

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Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C46 Nathalie Ciet							
Allot rent&key refund-WC34	02/08/2022	ALLOTREFUNDWC34	1	30.63	0.00	30.63	0.00
					<u>0.00</u>	<u>30.63</u>	
Above paid on 03/08/2022 by Online Payment Ref C46							
D12 DCK Payroll Solutions							
July 2022 Monthly Payroll	29/07/2022	P3326	1	193.44	0.00	193.44	0.00
					<u>0.00</u>	<u>193.44</u>	
Above paid on 03/08/2022 by Online Payment Ref P1104							
E14 Environmental Solutions Ltd							
Secure Shredding - June 2022	08/07/2022	20136	1	67.84	0.00	67.84	0.00
					<u>0.00</u>	<u>67.84</u>	
Above paid on 03/08/2022 by Online Payment Ref E14							
G1 Gardner Leader LLP							
e new Headlease, Rent Deposit	28/07/2022	70592	1	1,680.00	0.00	1,680.00	0.00
					<u>0.00</u>	<u>1,680.00</u>	
Above paid on 03/08/2022 by Online Payment Ref NEW103/105							
G2 GoCardless Ltd							
June 2022)	07/07/2022	GCLTD0001483043Y	1	26.76	0.00	26.76	0.00
					<u>0.00</u>	<u>26.76</u>	
Above paid on 03/08/2022 by Online Payment Ref G2							
P19 Proludic Ltd							
Seats & Caps (Repairs)	21/07/2022	SIN005860	1	559.68	0.00	559.68	0.00
					<u>0.00</u>	<u>559.68</u>	
Above paid on 03/08/2022 by Online Payment Ref P19							
P36 The Parisian Deli Ltd							
Market Rent Refund-July 22	21/07/2022	REFUND210722	1	101.13	0.00	101.13	0.00
					<u>0.00</u>	<u>101.13</u>	
Above paid on 03/08/2022 by Online Payment Ref P36							

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Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R20 RBS Software Solutions							
Month End - June 2022	18/07/2022	29970	1	225.00	0.00	225.00	0.00
Software Annual Support and M	30/08/2022	SM26048	1	210.00	0.00	210.00	0.00
					0.00	435.00	
Above paid on 03/08/2022 by Online Payment Ref R20							
S31 The Secret Garden Project							
Station Rd Beds (edible Crops)	12/07/2022	S31-12072022	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 03/08/2022 by Online Payment Ref S31							
S46 Nicola Snarey							
Allotrent/Key refund-S82b-Snar	19/07/2022	REFUNDS82B	1	28.75	0.00	28.75	0.00
					0.00	28.75	
Above paid on 03/08/2022 by Online Payment Ref S46							
T30 Technique Limited							
New laptop-for use of PF/Spare	21/07/2022	T1494	1	809.40	0.00	809.40	0.00
					0.00	809.40	
Above paid on 03/08/2022 by Online Payment Ref T30							
T38 The Play Inspection Company Ltd							
Operation Inspect Training-Jo	20/07/2022	55233	1	700.00	0.00	700.00	0.00
					0.00	700.00	
Above paid on 03/08/2022 by Online Payment Ref T38							
V9 Julie Vere-Whiting							
Allot Rent&Key- WC25h-Whiting	02/08/2022	ALLOTREFUNDWC25H	1	19.38	0.00	19.38	0.00
					0.00	19.38	
Above paid on 03/08/2022 by Online Payment Ref V9							
W1 West Berkshire District Council							
VP B/stand Premises Licence	15/07/2022	540520	1	70.00	0.00	70.00	0.00
Licence-Cherry Picker-CRANE110	02/08/2022	CRANE 110	1	175.00	0.00	175.00	0.00
					0.00	245.00	
Above paid on 03/08/2022 by Online Payment Ref W1							

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Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
W3	Royal Wootton Bassett Brass						
VP Bandstand - 10 July 2022	13/07/2022	13072022	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
Above paid on 03/08/2022 by Online Payment Ref W3							
W40	Mrs Clare Waters						
Allot rent & Key refund-WM77	01/08/2022	ALLOTREFUNDWM77	1	41.67	0.00	41.67	0.00
					<u>0.00</u>	<u>41.67</u>	
Above paid on 03/08/2022 by Online Payment Ref W40							
W41	Washware Essentials Ltd						
Wall mountedHand san bottles	20/07/2022	INV-39084	1	1,388.40	0.00	1,388.40	0.00
					<u>0.00</u>	<u>1,388.40</u>	
Above paid on 03/08/2022 by Online Payment Ref W41							
W8	Watership Brass						
VP Bandstand - 24.07.2022	02/08/2022	230	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
Above paid on 03/08/2022 by Online Payment Ref W8							
Z2	Zurich Management Services						
01/09/2022-31/08/2023	01/07/2022	516166859	1	10,891.07	0.00	10,891.07	0.00
					<u>0.00</u>	<u>10,891.07</u>	
Above paid on 03/08/2022 by Online Payment Ref YLL-272085							
Total Purchase Ledger Payments					<u>0.00</u>	<u>30,401.64</u>	

Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
12 mm bar bow top railings	12/08/2022	PMM 021	1	7,143.50	0.00	7,143.50	0.00
					0.00	7,143.50	
Above paid on 16/08/2022 by Online Payment Ref A13							
A20 A & S Meats							
aug	04/08/2022	75	1	1,479.99	0.00	1,479.99	0.00
					0.00	1,479.99	
Above paid on 16/08/2022 by Online Payment Ref A20							
A30 Mr S Adams							
Allotrent & Key refund-WC45a	09/08/2022	ALLOTRENT&KEYREFUN	1	28.75	0.00	28.75	0.00
					0.00	28.75	
Above paid on 16/08/2022 by Online Payment Ref A30							
D18 Document Despatch							
upply Paper - A3 100gsm Naviga	01/08/2022	36567	1	507.41	0.00	507.41	0.00
					0.00	507.41	
Above paid on 16/08/2022 by Online Payment Ref D18							
G1 Gardner Leader LLP							
Suite 10 to Beyond	01/08/2022	70613	1	1,140.00	0.00	1,140.00	0.00
Lease - Suite 6	01/08/2022	70614	1	2,220.00	0.00	2,220.00	0.00
finalising the deed of surrend	01/08/2022	70615	1	1,980.00	0.00	1,980.00	0.00
					0.00	5,340.00	
Above paid on 16/08/2022 by Online Payment Ref NEW103/105							
G2 GoCardless Ltd							
july	07/08/2022	GCLTD0001538535Y	1	26.76	0.00	26.76	0.00
					0.00	26.76	
Above paid on 16/08/2022 by Online Payment Ref G2							

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Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
L13 Link Up Local Mencap							
Bus Stops @ £1.00 each June 20	01/08/2022	0187 22 A	1	53.00	0.00	53.00	0.00
					0.00	53.00	
Above paid on 16/08/2022 by Online Payment Ref L13							
M28 Minster Cleaning Services							
ervices for August 2022	01/08/2022	11419	1	1,601.46	0.00	1,601.46	0.00
					0.00	1,601.46	
Above paid on 16/08/2022 by Online Payment Ref INV29354							
M61 Microshade Business Consultants Ltd							
Hosted Application Servic	19/08/2022	16530	1	318.60	0.00	318.60	0.00
					0.00	318.60	
Above paid on 16/08/2022 by Online Payment Ref M61							
N7 Newbury News Ltd							
hutt PUBLIC CONSULTATION – HAV	07/08/2022	13370	1	553.50	0.00	553.50	0.00
					0.00	553.50	
Above paid on 16/08/2022 by Online Payment Ref SIN654247							
R22 Ridge and Partners LLP							
cemetery surveys	01/08/2022	220510	1	2,250.00	0.00	2,250.00	0.00
					0.00	2,250.00	
Above paid on 16/08/2022 by Online Payment Ref R22							
S50 Anna Sobiech							
Allot rent&Key refund-DF27b	09/08/2022	ALOTTRENT& KEYREFUND	1	37.71	0.00	37.71	0.00
					0.00	37.71	
Above paid on 16/08/2022 by Online Payment Ref S50							
W1 West Berkshire District Council							
july gds maintenance	01/08/2022	538699	1	29,166.90	0.00	29,166.90	0.00
mark mana fee	05/08/2022	542505	1	180.00	0.00	180.00	0.00

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Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
jun maintenance	18/08/2022	538698	1	29,166.90	0.00	29,166.90	0.00
					<u>0.00</u>	<u>58,513.80</u>	
Above paid on 16/08/2022 by Online Payment Ref W1							
Total Purchase Ledger Payments					<u>0.00</u>	<u>77,854.48</u>	

Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C59 Canal & River Trust							
Access licence 3579-WM towpath	17/08/2022	0000173577	1	110.23	0.00	110.23	0.00
					0.00	110.23	
Above paid on 25/08/2022 by Online Payment Ref 8083919							
D12 DCK Payroll Solutions							
Salaries - August 2022	23/08/2022	P3378	1	185.04	0.00	185.04	0.00
					0.00	185.04	
Above paid on 25/08/2022 by Online Payment Ref P1104							
E14 Environmental Solutions Ltd							
Secure Shredding July 22	05/08/2022	20368	1	67.84	0.00	67.84	0.00
					0.00	67.84	
Above paid on 25/08/2022 by Online Payment Ref E14							
F26 Farol Ltd							
Repairs James Strimmer	12/08/2022	376488	1	122.26	0.00	122.26	0.00
					0.00	122.26	
Above paid on 25/08/2022 by Online Payment Ref F26							
G12 Newbury Building Society							
Contribution Liability Insuran	11/08/2022	GREEN GYM	1	100.00	0.00	100.00	0.00
Paid separately by direct payment as problem arose when trying to pay Building Society by BACS					0.00	100.00	
Above paid on 25/08/2022 by Online Payment Ref 7110011443							
G22 The Good Exchange Ltd							
ComCricket Project19624-00001	11/08/2022	FCMIN25 GRANT	1	2,500.00	0.00	2,500.00	0.00
					0.00	2,500.00	
Above paid on 25/08/2022 by Online Payment Ref G22							
N12 National Association of Local Councils							
NALC Webinar 26.10.22 Darius	16/08/2022	4315633529	1	51.71	0.00	51.71	0.00
					0.00	51.71	
Above paid on 25/08/2022 by Online Payment Ref N12							

Continued over page

Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
N18 Newbury Roofing & Building Ltd							
Town Hall Roof Repairs	18/08/2022	2879	1	1,656.00	0.00	1,656.00	0.00
					<u>0.00</u>	<u>1,656.00</u>	
Above paid on 25/08/2022 by Online Payment Ref N18							
S51 South Berks Concert Band							
VP Bandstand 14.08.2022	14/08/2022	202204	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
Above paid on 25/08/2022 by Online Payment Ref S51							
T30 Technique Limited							
Adobe sub renewal HP DZ MG	22/08/2022	T1880	1	989.57	0.00	989.57	0.00
					<u>0.00</u>	<u>989.57</u>	
Above paid on 25/08/2022 by Online Payment Ref T30							
Total Purchase Ledger Payments					<u>0.00</u>	<u>5,932.65</u>	

Actual BACS payment was £5,832.65**£100 paid to supplier G12 by direct payment due to issue paying
Building Society**

Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A11 All Plumbing Services Ltd							
ork completed on: 25/08/2022	30/08/2022	9584	1	1,776.00	0.00	1,776.00	0.00
					0.00	1,776.00	
Above paid on 14/09/2022 by Online Payment Ref A11							
A15 HawkEye Pest Control Ltd							
Southbys Allotment	01/09/2022	12279SM19	1	138.60	0.00	138.60	0.00
wc all	01/09/2022	12279SM20	1	92.40	0.00	92.40	0.00
One Tree Allotment	01/09/2022	12279SM21	1	105.60	0.00	105.60	0.00
Dairy Farm Allotmen	01/09/2022	12279SM29	1	118.80	0.00	118.80	0.00
Parsons Allotment	01/09/2022	12279SM32	1	92.40	0.00	92.40	0.00
West Mills Allotme	01/09/2022	12279SM28	1	125.40	0.00	125.40	0.00
					0.00	673.20	
Above paid on 14/09/2022 by Online Payment Ref A15							
A20 A & S Meats							
sept	06/09/2022	76	1	1,479.99	0.00	1,479.99	0.00
					0.00	1,479.99	
Above paid on 14/09/2022 by Online Payment Ref A20							
A29 Appcentric							
NTC Support & Retaine	02/09/2022	1424	1	522.50	0.00	522.50	0.00
					0.00	522.50	
Above paid on 14/09/2022 by Online Payment Ref A29							
A4 Ab-Fab Loos Limited							
Disabled Unit	26/08/2022	38052	1	153.60	0.00	153.60	0.00
					0.00	153.60	
Above paid on 14/09/2022 by Online Payment Ref A4							
A50 Aero Property Consultants							
Aero Property Consu	31/08/2022	22/073	1	2,880.00	0.00	2,880.00	0.00
					0.00	2,880.00	
Above paid on 14/09/2022 by Online Payment Ref A50							

Continued over page

Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B33 Business Stream Revenue Account							
16 June – 5 September 2022	07/09/2022	14	1	3,659.95	0.00	3,659.95	0.00
					0.00	3,659.95	
Above paid on 14/09/2022 by Online Payment Ref B33							
B61 Bear Electrical Contractors Ltd							
energy cons	22/08/2022	INV000670	1	5,460.00	0.00	5,460.00	0.00
					0.00	5,460.00	
Above paid on 14/09/2022 by Online Payment Ref B61							
C30 Steve Carter Haulage							
2 loads muck away - Speen	08/08/2022	2238	1	672.00	0.00	672.00	0.00
					0.00	672.00	
Above paid on 14/09/2022 by Online Payment Ref C30							
C5 Cold Ash Brass							
Sunday 4th September 2022.	07/08/2022	CAB160	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 14/09/2022 by Online Payment Ref C5							
D2 Mr B Digby							
Honorarium May-August 22	14/09/2022	CD MAY-AUGUST22	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 14/09/2022 by Online Payment Ref D2							
G1 Gardner Leader LLP							
lease of Lock Island	31/08/2022	71436	1	1,199.40	0.00	1,199.40	0.00
					0.00	1,199.40	
Above paid on 14/09/2022 by Online Payment Ref NEW103/105							
G2 GoCardless Ltd							
AUG	07/09/2022	GCLTD0001602843Y	1	24.36	0.00	24.36	0.00
					0.00	24.36	
Above paid on 14/09/2022 by Online Payment Ref G2							

Continued over page

Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
H19 House of Logos Ltd							
yor Bear antique silve	01/09/2022	21855	1	342.00	0.00	342.00	0.00
					0.00	342.00	
Above paid on 14/09/2022 by Online Payment Ref H19							
H27 Mr Anthony Hewitt							
Honorarium May-August 2022	14/09/2022	CD MAY-AUGUST 22	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 14/09/2022 by Online Payment Ref H27							
L2 Mrs J Lewis							
Honorarium May-August 2022	14/09/2022	CD MAY-AUGUST22	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 14/09/2022 by Online Payment Ref L2							
M28 Minster Cleaning Services							
September 2022	02/09/2022	11580	1	1,601.46	0.00	1,601.46	0.00
					0.00	1,601.46	
Above paid on 14/09/2022 by Online Payment Ref INV29354							
M54 Michael Pagliaroli Architects Ltd							
NTC Victoria Park	02/08/2022	SI-111442	1	2,310.00	0.00	2,310.00	0.00
					0.00	2,310.00	
Above paid on 14/09/2022 by Online Payment Ref M54							
M61 Microshade Business Consultants Ltd							
Hosted Application Ser	19/09/2022	16637	1	318.60	0.00	318.60	0.00
					0.00	318.60	
Above paid on 14/09/2022 by Online Payment Ref M61							
MARSHAL Marshalls Chartered Surveyors							
Ladybirds Pre-School, Roebut	01/08/2022	900140722	1	1,200.00	0.00	1,200.00	0.00
					0.00	1,200.00	
Above paid on 14/09/2022 by Online Payment Ref MARSHAL							

Continued over page

Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P19 Proludic Ltd							
405 - Swing Barrier Rope O1975	26/08/2022	SIN006116	1	440.30	0.00	440.30	0.00
					0.00	440.30	
Above paid on 14/09/2022 by Online Payment Ref P19							
P23 Mr Garry Poulson							
Honorarium May-August 2022	14/09/2022	CD MAY-AUGUST22	1	25.00	0.00	25.00	0.00
					0.00	25.00	
Above paid on 14/09/2022 by Online Payment Ref P23							
S4 Mr B Sylvester							
Honorarium May-August 2022	14/09/2022	CD MAY-AUGUST22	1	25.00	0.00	25.00	0.00
					0.00	25.00	
Above paid on 14/09/2022 by Online Payment Ref S4							
S71 Smart Integrated Solutions							
Smart Integrated Solution	02/09/2022	AM 7238	1	744.00	0.00	744.00	0.00
					0.00	744.00	
Above paid on 14/09/2022 by Online Payment Ref S71							
S99 Spectrum Signs							
signright boards	01/09/2022	2400063	1	336.00	0.00	336.00	0.00
					0.00	336.00	
Above paid on 14/09/2022 by Online Payment Ref S99							
V3 Mr AJM & Mrs MM Vickers							
Plants Green Spaces-MVickers	01/08/2022	REFUND GS	1	47.95	0.00	47.95	0.00
					0.00	47.95	
Above paid on 14/09/2022 by Online Payment Ref V3							
W1 West Berkshire District Council							
aug man-335	09/08/2022	542532	1	28,776.90	0.00	28,776.90	0.00
					0.00	28,776.90	
Above paid on 14/09/2022 by Online Payment Ref W1							
Total Purchase Ledger Payments					0.00	55,018.21	

Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A22 Active Heating Services Ltd							
ondensate cleaned out - extern	16/09/2022	19988	1	147.60	0.00	147.60	0.00
					<u>0.00</u>	<u>147.60</u>	
Above paid on 27/09/2022 by Online Payment Ref 13872/1385							
A4 Ab-Fab Loos Limited							
NTCemetery Ab-Fab Loos	22/09/2022	38528	1	153.60	0.00	153.60	0.00
					<u>0.00</u>	<u>153.60</u>	
Above paid on 27/09/2022 by Online Payment Ref A4							
B58 BHIB							
For Neighbourhood Development	26/09/2022	62604	1	46.71	0.00	46.71	0.00
					<u>0.00</u>	<u>46.71</u>	
Above paid on 27/09/2022 by Online Payment Ref B58							
B60 Bluestone Planning							
Plan Advice Hedgehog Highway	23/09/2022	INV-0803	1	475.20	0.00	475.20	0.00
					<u>0.00</u>	<u>475.20</u>	
Above paid on 27/09/2022 by Online Payment Ref B60							
C10 Crescent Signs Ltd							
PARE PARTS FOR CITY RECREATIO	13/09/2022	20486	1	90.00	0.00	90.00	0.00
					<u>0.00</u>	<u>90.00</u>	
Above paid on 27/09/2022 by Online Payment Ref 17108/1710							
E14 Environmental Solutions Ltd							
Secure Shredding - August	02/09/2022	20602	1	83.25	0.00	83.25	0.00
					<u>0.00</u>	<u>83.25</u>	
Above paid on 27/09/2022 by Online Payment Ref E14							
G8 Graffiti Removal Ltd							
Graffiti Removal VP	23/09/2022	SI-11326	1	349.50	0.00	349.50	0.00
					<u>0.00</u>	<u>349.50</u>	
Above paid on 27/09/2022 by Online Payment Ref G8							

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Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
H2 Hungerford Town Band							
31st July 2022.	20/09/2022	31ST JULY 2022.	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 27/09/2022 by Online Payment Ref H2							
L20 Naomi Lunn							
6 Lazy Susan's @ £55.	20/09/2022	19092022NB	1	330.00	0.00	330.00	0.00
					0.00	330.00	
Above paid on 27/09/2022 by Online Payment Ref L20							
M14 Maverick Industries Ltd							
VP Splash Park repairs	20/09/2022	13243	1	666.00	0.00	666.00	0.00
					0.00	666.00	
Above paid on 27/09/2022 by Online Payment Ref M14							
N28 Newbury BID CIC							
TOILETS	01/09/2022	TOILETS	1	210.00	0.00	210.00	0.00
					0.00	210.00	
Above paid on 27/09/2022 by Online Payment Ref NbyBIDrate							
N7 Newbury News Ltd							
Out & About Autumn	11/09/2022	14109	1	102.00	0.00		0.00
REMOVED from payment list at Hugh Peacocke's request as still in dispute 27.09.2022						0.00	
Above paid on 27/09/2022 by Online Payment Ref SIN654247							
R12 Ramsbury Silver Band							
music in vp	17/09/2022	22/002	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 27/09/2022 by Online Payment Ref R12							
S24 Sundog Hire Ltd							
Heras fence-Rotovator Digby Rd	22/09/2022	2703	1	568.80	0.00	568.80	0.00
					0.00	568.80	
Above paid on 27/09/2022 by Online Payment Ref S24							

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Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S41 Sundog Grounds Maintenance Ltd							
o rake and cut wildflower	16/09/2022	3707	1	1,752.00	0.00	1,752.00	0.00
					0.00	1,752.00	
Above paid on 27/09/2022 by Online Payment Ref S41							
T30 Technique Limited							
veeam Backup Essentials	15/09/2022	T2140	1	480.01	0.00	480.01	0.00
					0.00	480.01	
Above paid on 27/09/2022 by Online Payment Ref T30							
Total Purchase Ledger Payments					0.00	5,754.67	

New total payment after removal of Nby BIB £210.00 = £5,544.67

Customer: NEWBURY TOWN COUNCIL
Sort code: 405162
Account: 34761954
Account name: CURRENT ACCOUNT
IBAN: GB31HAND40516234761954

Value date range: 01 Jun 2022 - 30 Sep 2022
Sort by: Ascending date
Particulars: BACS SUPPLIERS
Debit and/or credit: Debit

Account balance: GBP 1,692,942.36
Available balance: GBP 1,692,673.02

Value date	Particulars	Date BACS file created	Debit	Credit	Balance
10 Jun 2022	BACS SUPPLIERS	08.06.2022	72,516.55		
30 Jun 2022	BACS SUPPLIERS	24.06.2022	52,674.25		
18 Jul 2022	BACS SUPPLIERS	13.07.2022	24,648.62		
05 Aug 2022	BACS SUPPLIERS	03.08.2022	30,401.64		
22 Aug 2022	BACS SUPPLIERS	12.08.2022	77,854.48		
30 Aug 2022	BACS SUPPLIERS	23.08.2022	5,832.65		* £100.00 removed - Paid by direct payment same day
21 Sep 2022	BACS SUPPLIERS	14.09.2022	55,018.21		
30 Sep 2022	BACS SUPPLIERS	27.09.2022	5,544.67		** £210.00 removed from BACS at last minute

* Issue arose paying Newbury Building Society. Payment was removed from ORIGINAL BACS and paid by Direct Payment on same day

** Payment to NewburyBID for Wharf Toilet Rates removed from final ORIGINAL BACS as still in dispute as we no longer pay WBC Rates for this building

04/10/2022

Newbury Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 04/10/2022

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 Staff</u>							
4000 Salaries/NI/PAYE	457,377	229,586	468,323	238,737		238,737	49.0%
4010 Misc Staff Expenses	4,815	3,212	4,000	788		788	80.3%
4045 Salary Reallocation	(457,377)	(229,482)	(468,323)	(238,841)		(238,841)	49.0%
Staff :- Indirect Expenditure	4,815	3,315	4,000	685	0	685	82.9%
Net Expenditure	(4,815)	(3,315)	(4,000)	(685)			
<u>110 Central Services</u>							
1076 Precept Received	1,135,249	590,312	1,180,623	590,312			50.0%
1090 Interest Received	906	2,767	1,000	(1,767)			276.7%
1091 Shares/Dividend Income	2	4	0	(4)			0.0%
1120 Grants & Donations Received	100	0	0	0			0.0%
1905 CIL income received	28,695	9,357	0	(9,357)			0.0%
1990 Miscellaneous Income	40	0	0	0			0.0%
Central Services :- Income	1,164,992	602,439	1,181,623	579,184			51.0%
4045 Salary Reallocation	27,935	49,798	101,982	52,184		52,184	48.8%
4050 Bank Charges	2,573	1,193	2,100	907		907	56.8%
4055 Election Expenses	4,826	0	0	0		0	0.0%
4425 Repairs and Maintenance	2,700	0	0	0		0	0.0%
Central Services :- Indirect Expenditure	38,034	50,991	104,082	53,091	0	53,091	49.0%
Net Income over Expenditure	1,126,958	551,448	1,077,541	526,093			
6000 plus Transfer from EMR	4,826	0					
6001 less Transfer to EMR	28,695	9,357					
Movement to/(from) Gen Reserve	1,103,089	542,091					
<u>200 P&R General</u>							
4045 Salary Reallocation	40,256	7,343	15,679	8,336		8,336	46.8%
4105 Members' travel & subsistence	0	0	800	800		800	0.0%
4110 Bus Shelter Advertising	218	0	0	0		0	0.0%
4120 Precept Leaflet	1,099	0	1,300	1,300		1,300	0.0%
4125 P&R Projects Fund	23	0	3,000	3,000		3,000	0.0%
P&R General :- Indirect Expenditure	41,597	7,343	20,779	13,436	0	13,436	35.3%
Net Expenditure	(41,597)	(7,343)	(20,779)	(13,436)			
<u>210 Grants & Contributions</u>							
1600 Sponsorship	900	0	0	0			0.0%
Grants & Contributions :- Income	900	0	0	0			

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4150 Grants for Climate Change Proj	4,495	0	10,000	10,000		10,000	0.0%
4155 Berkshire Youth; Youth Worker	25,000	0	25,000	25,000		25,000	0.0%
4160 Contribution to BID Xmas light	12,000	0	12,000	12,000		12,000	0.0%
4165 Greenham Community Youth	2,500	0	2,500	2,500		2,500	0.0%
4170 Volunteer Centre	500	0	500	500		500	0.0%
4180 Grant Sub Committee	29,306	10,440	24,500	14,060		14,060	42.6%
4185 CAB Grant	20,000	0	20,000	20,000		20,000	0.0%
4190 CCTV	12,000	0	0	0		0	0.0%
4205 WBC - contribution to library	10,000	0	0	0		0	0.0%
4210 Defibs	3,266	1,070	2,500	1,430		1,430	42.8%
4211 Riverside Centre	0	0	2,500	2,500		2,500	0.0%
4212 Greenham & Crookham Common	500	0	500	500		500	0.0%
4213 Diversity & Inclusivity	0	2,500	3,000	500		500	83.3%
4214 Cicket Club contribution	0	0	5,000	5,000		5,000	0.0%
Grants & Contributions :- Indirect Expenditure	119,567	14,010	108,000	93,990	0	93,990	13.0%
Net Income over Expenditure	(118,667)	(14,010)	(108,000)	(93,990)			
<u>220 Corporate Services</u>							
1990 Miscellaneous Income	118	0	100	100			0.0%
Corporate Services :- Income	118	0	100	100			0.0%
4200 Visitor Information Centre	0	0	500	500		500	0.0%
4220 Training and Development	6,449	875	8,000	7,125		7,125	10.9%
4225 Advertising Recruitment	2,060	768	1,000	232		232	76.8%
4230 Telephone	7,303	3,694	7,000	3,306		3,306	52.8%
4235 Postage	1,929	1,401	1,800	399		399	77.8%
4240 Printing/Stationery	1,771	265	1,000	735	284	452	54.8%
4245 Office Equipment	860	0	1,500	1,500		1,500	0.0%
4250 IT	20,148	14,391	20,000	5,609		5,609	72.0%
4255 Professional Fees	10,833	9,383	12,500	3,117		3,117	75.1%
4260 Audit	3,395	(2,000)	4,500	6,500		6,500	(44.4%)
4265 Subscriptions	4,510	4,244	4,800	556		556	88.4%
4270 Photocopier Charges	1,640	945	1,300	355		355	72.7%
4275 Advertising General	1,016	407	1,300	894		894	31.3%
4280 Recycling Costs	974	521	1,100	579		579	47.4%
4285 GM contract admin fee (WBC)	2,700	0	2,800	2,800		2,800	0.0%
4290 Capital exp computers etc	2,069	0	2,000	2,000		2,000	0.0%
4420 Insurance	12,304	12,087	11,500	(587)		(587)	105.1%
Corporate Services :- Indirect Expenditure	79,961	46,981	82,600	35,619	284	35,336	57.2%
Net Income over Expenditure	(79,843)	(46,981)	(82,500)	(35,519)			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>290 Town Hall</u>							
1270 Suite Lease Income	13,236	11,295	32,000	20,705			35.3%
1275 Solar Panel Income	0	0	500	500			0.0%
1280 Chamber Hire	6,096	3,989	7,000	3,011			57.0%
1285 Projector Hire	60	0	50	50			0.0%
Town Hall :- Income	19,391	15,285	39,550	24,265			38.6%
4045 Salary Reallocation	48,979	16,293	33,656	17,363		17,363	48.4%
4255 Professional Fees	0	0	12,350	12,350		12,350	0.0%
4310 Reconnect Drinking Fountain	0	0	2,760	2,760		2,760	0.0%
4345 Replacement Solar Panel Invert	0	0	1,870	1,870		1,870	0.0%
4405 Rates	11,557	10,785	11,500	715		715	93.8%
4410 Water	452	121	500	379		379	24.2%
4415 Energy Supplies	8,712	3,121	11,000	7,879		7,879	28.4%
4416 Energy Conservation Projects	5,486	3,945	4,000	55		55	98.6%
4425 Repairs and Maintenance	23,824	9,927	22,500	12,573	1,445	11,128	50.5%
4430 Maint. Contracts	16,396	8,187	15,900	7,713		7,713	51.5%
4440 Fire Extinguishers	667	475	1,950	1,475		1,475	24.4%
4445 Security	993	463	1,600	1,137		1,137	28.9%
4580 PPE	49	0	0	0		0	0.0%
Town Hall :- Indirect Expenditure	117,114	53,318	119,586	66,268	1,445	64,824	45.8%
Net Income over Expenditure	(97,722)	(38,033)	(80,036)	(42,003)			
<u>295 Weddings</u>							
1280 Chamber Hire	910	402	2,500	2,098			16.1%
Weddings :- Income	910	402	2,500	2,098			16.1%
4045 Salary Reallocation	3,950	4,819	9,923	5,104		5,104	48.6%
4340 Weddings expenditure	1,129	2,609	2,000	(609)		(609)	130.4%
Weddings :- Indirect Expenditure	5,079	7,428	11,923	4,495	0	4,495	62.3%
Net Income over Expenditure	(4,169)	(7,026)	(9,423)	(2,397)			
<u>300 Newtown Road Cemetery</u>							
1300 Cemetery Income	300	240	1,000	760			24.0%
Newtown Road Cemetery :- Income	300	240	1,000	760			24.0%
4045 Salary Reallocation	3,147	3,442	6,857	3,415		3,415	50.2%
4355 Toilet Hire	1,347	640	1,250	610	576	34	97.3%
4405 Rates	488	886	650	(236)		(236)	136.3%
4415 Energy Supplies	2,851	149	600	451		451	24.9%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4416 Energy Conservation Projects	134	0	0	0		0	0.0%
4425 Repairs and Maintenance	1,482	391	15,670	15,279	250	15,029	4.1%
4430 Maint. Contracts	11,093	4,815	8,650	3,835		3,835	55.7%
4435 Maint. Contracts Unscheduled	1,125	1,450	1,560	110		110	92.9%
4436 Headstone Survey	0	1,875	2,240	365		365	83.7%
4440 Fire Extinguishers	59	63	225	162		162	27.9%
4515 Tree Surveys & Works	0	800	1,850	1,050		1,050	43.2%
4540 NRC Composting Toilet (25%)	0	0	14,000	14,000		14,000	0.0%
Newtown Road Cemetery :- Indirect Expenditure	21,727	14,512	53,552	39,040	826	38,214	28.6%
Net Income over Expenditure	(21,427)	(14,272)	(52,552)	(38,280)			
<u>305 Shaw Cemetery</u>							
1300 Cemetery Income	68,691	28,626	40,000	11,374			71.6%
Shaw Cemetery :- Income	68,691	28,626	40,000	11,374			71.6%
4045 Salary Reallocation	22,899	7,114	14,443	7,329		7,329	49.3%
4250 IT	1,792	0	1,180	1,180		1,180	0.0%
4265 Subscriptions	150	260	95	(165)		(165)	273.7%
4400 Rent Payable	1,000	0	1,000	1,000		1,000	0.0%
4405 Rates	1,410	8,982	1,500	(7,482)		(7,482)	598.8%
4410 Water	724	917	750	(167)		(167)	122.3%
4415 Energy Supplies	962	165	1,200	1,035		1,035	13.7%
4416 Energy Conservation Projects	1,860	0	0	0		0	0.0%
4425 Repairs and Maintenance	8,459	1,142	5,540	4,398		4,398	20.6%
4430 Maint. Contracts	60,120	26,041	67,500	41,459		41,459	38.6%
4435 Maint. Contracts Unscheduled	0	0	2,860	2,860		2,860	0.0%
4440 Fire Extinguishers	227	126	860	734		734	14.7%
4515 Tree Surveys & Works	680	0	3,420	3,420		3,420	0.0%
Shaw Cemetery :- Indirect Expenditure	100,283	44,747	100,348	55,601	0	55,601	44.6%
Net Income over Expenditure	(31,593)	(16,121)	(60,348)	(44,227)			
<u>310 Markets</u>							
1320 Market Income	50,826	21,491	50,000	28,509			43.0%
1990 Miscellaneous Income	200	0	0	0			0.0%
Markets :- Income	51,026	21,491	50,000	28,509			43.0%
4045 Salary Reallocation	24,362	6,426	12,939	6,514		6,514	49.7%
4265 Subscriptions	369	384	450	66		66	85.3%
4275 Advertising General	1,328	574	1,500	927		927	38.2%
4360 Market Management	14,172	6,347	14,800	8,453		8,453	42.9%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4405 Rates	5,783	5,783	6,000	218		218	96.4%
4415 Energy Supplies	621	202	1,200	998		998	16.9%
4425 Repairs and Maintenance	810	28	2,000	1,972	400	1,572	21.4%
Markets :- Indirect Expenditure	47,443	19,743	38,889	19,146	400	18,746	51.8%
Net Income over Expenditure	3,583	1,749	11,111	9,362			
<u>315 War Memorial</u>							
4045 Salary Reallocation	4,156	688	1,577	889		889	43.7%
4425 Repairs and Maintenance	330	0	2,500	2,500	360	2,140	14.4%
4850 Sinking Fund	0	0	2,000	2,000		2,000	0.0%
War Memorial :- Indirect Expenditure	4,486	688	6,077	5,389	360	5,029	17.3%
Net Expenditure	(4,486)	(688)	(6,077)	(5,389)			
<u>320 Footway Lighting</u>							
4045 Salary Reallocation	4,156	2,065	4,094	2,029		2,029	50.4%
4415 Energy Supplies	7,666	2,430	9,000	6,570		6,570	27.0%
4425 Repairs and Maintenance	15,403	1,449	21,900	20,451	7,233	13,218	39.6%
4855 Street Lighting Upgrade	830	747	10,000	9,253	6,421	2,832	71.7%
Footway Lighting :- Indirect Expenditure	28,055	6,691	44,994	38,303	13,655	24,648	45.2%
Net Expenditure	(28,055)	(6,691)	(44,994)	(38,303)			
<u>325 Clock House</u>							
4045 Salary Reallocation	4,156	688	1,577	889		889	43.7%
4415 Energy Supplies	794	282	850	568		568	33.2%
4425 Repairs and Maintenance	1,670	250	3,000	2,750		2,750	8.3%
Clock House :- Indirect Expenditure	6,620	1,220	5,427	4,207	0	4,207	22.5%
Net Expenditure	(6,620)	(1,220)	(5,427)	(4,207)			
<u>330 Street Furniture</u>							
1605 Clear Channel (INC)	47,797	0	48,000	48,000			0.0%
Street Furniture :- Income	47,797	0	48,000	48,000			0.0%
4045 Salary Reallocation	4,165	2,754	5,397	2,643		2,643	51.0%
4111 Bus Shelter Provision & Maint	47,797	0	48,000	48,000		48,000	0.0%
4415 Energy Supplies	0	0	300	300		300	0.0%
4425 Repairs and Maintenance	2,376	5,891	7,000	1,109		1,109	84.2%
4435 Maint. Contracts Unscheduled	0	0	500	500		500	0.0%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4460 Grit Bins	0	0	2,000	2,000		2,000	0.0%
Street Furniture :- Indirect Expenditure	54,338	8,645	63,197	54,552	0	54,552	13.7%
Net Income over Expenditure	(6,541)	(8,645)	(15,197)	(6,552)			
6000 plus Transfer from EMR	1,210	5,650					
Movement to/(from) Gen Reserve	(5,331)	(2,995)					
<u>335 Recreation Grounds</u>							
1355 Income - Pitches	2,307	202	3,000	2,798			6.7%
Recreation Grounds :- Income	2,307	202	3,000	2,798			6.7%
4861 football pitch management	0	0	9,870	9,870		9,870	0.0%
Recreation Grounds :- Direct Expenditure	0	0	9,870	9,870	0	9,870	0.0%
335 Wash Common Upgrade- Phase 1	0	0	18,600	18,600		18,600	0.0%
4045 Salary Reallocation	17,016	12,392	25,182	12,790		12,790	49.2%
4410 Water	265	296	650	354		354	45.6%
4415 Energy Supplies	3,941	807	2,300	1,493		1,493	35.1%
4423 Upgrading	0	0	3,000	3,000		3,000	0.0%
4425 Repairs and Maintenance	1,532	869	7,000	6,131	906	5,225	25.4%
4430 Maint. Contracts	26,913	11,665	32,200	20,535		20,535	36.2%
4435 Maint. Contracts Unscheduled	346	0	2,000	2,000	3,524	(1,524)	176.2%
4515 Tree Surveys & Works	2,600	0	6,780	6,780		6,780	0.0%
4580 PPE	97	0	1,000	1,000		1,000	0.0%
4585 Drinking Water Tap	0	2,637	2,760	123		123	95.5%
4590 Consultation	0	0	1,250	1,250		1,250	0.0%
Recreation Grounds :- Indirect Expenditure	52,711	28,666	102,722	74,056	4,430	69,626	32.2%
Net Income over Expenditure	(50,404)	(28,464)	(109,592)	(81,128)			
<u>336 City Recreation Ground</u>							
4425 Repairs and Maintenance	0	11	0	(11)		(11)	0.0%
4585 Drinking Water Tap	0	0	1,800	1,800		1,800	0.0%
City Recreation Ground :- Indirect Expenditure	0	11	1,800	1,789	0	1,789	0.6%
Net Expenditure	0	(11)	(1,800)	(1,789)			
<u>340 Play Areas</u>							
4045 Salary Reallocation	19,302	17,900	36,449	18,549		18,549	49.1%
4423 Upgrading	0	7,144	115,000	107,857	113,507	(5,650)	104.9%
4425 Repairs and Maintenance	26,879	8,379	21,000	12,621	6,844	5,777	72.5%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4430 Maint. Contracts	21,230	9,209	25,400	16,192		16,192	36.3%
4435 Maint. Contracts Unscheduled	0	0	2,000	2,000		2,000	0.0%
Play Areas :- Indirect Expenditure	67,411	42,630	199,849	157,219	120,351	36,868	81.6%
Net Expenditure	(67,411)	(42,630)	(199,849)	(157,219)			
6000 plus Transfer from EMR	500	0					
Movement to/(from) Gen Reserve	(66,911)	(42,630)					
<u>345 Victoria Park</u>							
1360 Income - Tennis Courts	14,798	4,297	20,000	15,703			21.5%
1380 Income - Bowling Club	1,350	450	950	500			47.4%
1385 Income - Kiosk/Cafe	4,136	2,142	3,000	858			71.4%
1391 Income - Mini Golf	0	5,500	5,000	(500)			110.0%
1500 Other open spaces income	4,380	3,250	4,000	750			81.3%
1990 Miscellaneous Income	165	21,669	500	(21,169)			4333.8%
Victoria Park :- Income	24,829	37,307	33,450	(3,857)			111.5%
4537 Upgrade VP Bandstand	0	150	51,000	50,850		50,850	0.3%
4538 Pond liner	0	0	19,000	19,000		19,000	0.0%
4539 Replace disability swing	0	(10,000)	25,000	35,000	15,439	19,561	21.8%
4541 Repairs to Victoria and Lions	0	0	5,000	5,000		5,000	0.0%
4543 Splashpark	0	0	4,870	4,870		4,870	0.0%
Victoria Park :- Direct Expenditure	0	(9,850)	104,870	114,720	15,439	99,281	5.3%
4045 Salary Reallocation	35,679	22,948	47,023	24,075		24,075	48.8%
4325 PWLB Loan Interest	0	0	10,000	10,000		10,000	0.0%
4355 Toilet Hire	0	735	700	(35)		(35)	105.0%
4405 Rates	0	210	0	(210)		(210)	0.0%
4410 Water	5,177	6,581	3,000	(3,581)		(3,581)	219.4%
4415 Energy Supplies	4,392	890	4,500	3,610		3,610	19.8%
4425 Repairs and Maintenance	16,672	10,174	20,000	9,826	4,470	5,356	73.2%
4430 Maint. Contracts	60,315	26,039	71,000	44,961		44,961	36.7%
4435 Maint. Contracts Unscheduled	100	1,460	2,000	540		540	73.0%
4440 Fire Extinguishers	115	116	650	534		534	17.9%
4445 Security	133	0	500	500		500	0.0%
4465 Tennis Courts Maintenance Fund	0	0	3,600	3,600		3,600	0.0%
4475 VP LTA Registration Fee	0	0	380	380		380	0.0%
4480 Music at the Bandstand	1,350	2,200	3,000	800		800	73.3%
4485 VP tennis court promotion	1,128	1,200	1,500	300		300	80.0%
4490 VP Fun Day	375	2,433	2,500	67	150	(83)	103.3%
4515 Tree Surveys & Works	1,250	0	4,530	4,530		4,530	0.0%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4525 Fees	22,259	0	0	0		0	0.0%
4530 Community Cafe	5,251	19,892	364,500	344,608		344,608	5.5%
Victoria Park :- Indirect Expenditure	154,196	94,879	539,383	444,504	4,620	439,884	18.4%
Net Income over Expenditure	(129,367)	(47,722)	(610,803)	(563,081)			
6001 less Transfer to EMR	0	19,159					
Movement to/(from) Gen Reserve	(129,367)	(66,880)					
<u>350 Open Spaces</u>							
1395 Wayleave Income	25	0	25	25			0.0%
1500 Other open spaces income	240	0	0	0			0.0%
1990 Miscellaneous Income	4,000	0	0	0			0.0%
Open Spaces :- Income	4,265	0	25	25			0.0%
4771 Hutton Close Upgrade	0	2,074	35,000	32,926		32,926	5.9%
Open Spaces :- Direct Expenditure	0	2,074	35,000	32,926	0	32,926	5.9%
4045 Salary Reallocation	27,708	7,573	15,674	8,101		8,101	48.3%
4400 Rent Payable	82	92	180	88		88	51.0%
4410 Water	29	8	110	102		102	7.1%
4425 Repairs and Maintenance	4,752	177	4,000	3,823	551	3,272	18.2%
4430 Maint. Contracts	71,372	30,578	76,240	45,662		45,662	40.1%
4435 Maint. Contracts Unscheduled	1,224	315	3,000	2,685		2,685	10.5%
4515 Tree Surveys & Works	5,925	950	4,530	3,580		3,580	21.0%
4750 Greenham House Gdns	0	0	10,500	10,500		10,500	0.0%
4760 Litter Picking Equipment	92	0	500	500		500	0.0%
4765 Speen Moor Friends Group	199	0	500	500		500	0.0%
4770 Biodiversity Survey	0	0	1,500	1,500		1,500	0.0%
Open Spaces :- Indirect Expenditure	111,384	39,693	116,734	77,041	551	76,490	34.5%
Net Income over Expenditure	(107,119)	(41,767)	(151,709)	(109,942)			
6000 plus Transfer from EMR	2,800	0					
Movement to/(from) Gen Reserve	(104,319)	(41,767)					
<u>355 Floral Displays and Trees</u>							
1990 Miscellaneous Income	1,135	997	1,500	503			66.5%
Floral Displays and Trees :- Income	1,135	997	1,500	503			66.5%
4045 Salary Reallocation	5,963	3,213	6,514	3,301		3,301	49.3%
4425 Repairs and Maintenance	0	0	500	500	52	448	10.4%
4430 Maint. Contracts	21,170	9,178	23,890	14,712		14,712	38.4%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4435 Maint. Contracts Unscheduled	0	0	1,435	1,435		1,435	0.0%
4470 Tree Maintenance	5,000	850	7,680	6,830		6,830	11.1%
4500 Tree planting	2,297	0	6,750	6,750		6,750	0.0%
4505 Edible Crops	0	0	450	450		450	0.0%
4510 Additional Floral Displays NIB	1,599	561	1,800	1,239		1,239	31.1%
Floral Displays and Trees :- Indirect Expenditure	36,029	13,802	49,019	35,217	52	35,165	28.3%
Net Income over Expenditure	(34,894)	(12,805)	(47,519)	(34,714)			
<u>360 Britain & Newbury In Bloom</u>							
1600 Sponsorship	500	400	500	100			80.0%
Britain & Newbury In Bloom :- Income	500	400	500	100			80.0%
4712 Lock Island Upgrade	0	3,875	5,460	1,585		1,585	71.0%
Britain & Newbury In Bloom :- Direct Expenditure	0	3,875	5,460	1,585	0	1,585	71.0%
4045 Salary Reallocation	19,380	4,590	9,571	4,981		4,981	48.0%
4710 Newbury In Bloom	3,479	1,070	7,000	5,930	450	5,480	21.7%
Britain & Newbury In Bloom :- Indirect Expenditure	22,858	5,660	16,571	10,911	450	10,461	36.9%
Net Income over Expenditure	(22,358)	(9,135)	(21,531)	(12,396)			
6001 less Transfer to EMR	500	0					
Movement to/(from) Gen Reserve	(22,858)	(9,135)					
<u>420 Wash Common Allotment</u>							
1400 Allotment Income	3,584	3,695	3,700	5			99.9%
Wash Common Allotment :- Income	3,584	3,695	3,700	5			99.9%
4451 Notice Boards	0	1,848	1,850	3	3	0	100.0%
Wash Common Allotment :- Direct Expenditure	0	1,848	1,850	3	3	0	100.0%
4045 Salary Reallocation	5,743	1,147	4,775	3,628		3,628	24.0%
4410 Water	408	1,063	600	(463)		(463)	177.2%
4425 Repairs and Maintenance	1,101	358	3,400	3,042	50	2,992	12.0%
4430 Maint. Contracts	1,454	639	2,300	1,661		1,661	27.8%
4435 Maint. Contracts Unscheduled	0	0	3,720	3,720	680	3,040	18.3%
4450 Extra security measures	0	0	1,500	1,500		1,500	0.0%
4515 Tree Surveys & Works	0	0	2,100	2,100		2,100	0.0%
Wash Common Allotment :- Indirect Expenditure	8,705	3,208	18,395	15,187	730	14,457	21.4%
Net Income over Expenditure	(5,121)	(1,360)	(16,545)	(15,185)			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>421 Allotments (except Wash Common</u>							
1400 Allotment Income	20,599	20,264	20,500	236			98.8%
Allotments (except Wash Common :- Income	20,599	20,264	20,500	236			98.8%
4451 Notice Boards	0	5,853	5,850	(3)		(3)	100.0%
Allotments (except Wash Common :- Direct Expenditure	0	5,853	5,850	(3)	0	(3)	100.0%
4045 Salary Reallocation	31,656	11,474	19,100	7,626		7,626	60.1%
4400 Rent Payable	850	425	900	475		475	47.2%
4410 Water	2,185	2,756	1,100	(1,656)		(1,656)	250.6%
4425 Repairs and Maintenance	12,293	3,732	3,400	(332)	300	(632)	118.6%
4430 Maint. Contracts	6,995	3,040	9,870	6,830		6,830	30.8%
4435 Maint. Contracts Unscheduled	0	1,025	11,760	10,735	746	9,989	15.1%
4450 Extra security measures	1,371	0	3,000	3,000		3,000	0.0%
4515 Tree Surveys & Works	500	1,150	2,800	1,650		1,650	41.1%
Allotments (except Wash Common :- Indirect Expenditure	55,850	23,602	51,930	28,328	1,046	27,282	47.5%
Net Income over Expenditure	(35,251)	(9,190)	(37,280)	(28,090)			
6000 plus Transfer from EMR	2,000	0					
Movement to/(from) Gen Reserve	(33,251)	(9,190)					
<u>430 Wharf Toilets</u>							
4417 Refurbishment	0	1,850	150,000	148,150	3,150	145,000	3.3%
Wharf Toilets :- Direct Expenditure	0	1,850	150,000	148,150	3,150	145,000	3.3%
4045 Salary Reallocation	7,616	1,377	2,914	1,537		1,537	47.3%
4195 Wharf Toilets Contract	11,480	3,025	12,450	9,425		9,425	24.3%
4405 Rates	(6,776)	0	0	0		0	0.0%
4425 Repairs and Maintenance	285	20	1,800	1,780		1,780	1.1%
Wharf Toilets :- Indirect Expenditure	12,605	4,422	17,164	12,742	0	12,742	25.8%
Net Expenditure	(12,605)	(6,272)	(167,164)	(160,892)			
<u>500 CP,A&L General</u>							
4640 Queens Platinum Jubilee	0	1,499	1,500	1		1	100.0%
4641 NTC 25th Anniversary	619	1,238	2,500	1,262		1,262	49.5%
CP,A&L General :- Direct Expenditure	619	2,738	4,000	1,262	0	1,262	68.4%
4045 Salary Reallocation	30,961	13,769	28,083	14,314		14,314	49.0%
4600 CPA&L Committee Fund	0	0	500	500		500	0.0%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4625 Art Trail	1,366	0	1,000	1,000		1,000	0.0%
4637 Local Democracy WG	515	43	600	557		557	7.1%
4638 Youth Voice Event	235	0	5,000	5,000		5,000	0.0%
4639 Art on the Park	0	500	500	0		0	100.0%
CP,A&L General :- Indirect Expenditure	33,077	14,312	35,683	21,371	0	21,371	40.1%
Net Expenditure	(33,696)	(17,050)	(39,683)	(22,633)			
<u>505 Civic Responsibility</u>							
4045 Salary Reallocation	32,761	11,245	23,139	11,894		11,894	48.6%
4650 Mayors Allowance	326	386	1,000	614		614	38.6%
4655 Honorarium	2,340	1,650	4,000	2,350		2,350	41.3%
4660 Mayor Making	810	1,847	2,500	653		653	73.9%
4665 Remembrance	1,549	0	4,000	4,000		4,000	0.0%
4670 Regalia and Robes	2,739	331	3,000	2,669		2,669	11.0%
4680 Civic Hospitality & Events	1,291	879	1,500	621		621	58.6%
4690 Twin Towns	250	(250)	250	500		500	(100.0%)
4700 Civic Award Scheme	1,180	0	1,000	1,000		1,000	0.0%
4705 Watership Brass	650	650	650	0		0	100.0%
Civic Responsibility :- Indirect Expenditure	43,895	16,738	41,039	24,301	0	24,301	40.8%
Net Expenditure	(43,895)	(16,738)	(41,039)	(24,301)			
<u>600 Planning & Highways</u>							
4045 Salary Reallocation	35,430	20,424	41,775	21,351		21,351	48.9%
4800 P & H Committee Fund	396	0	1,000	1,000		1,000	0.0%
4805 Heritage Working Group	498	301	3,000	2,699		2,699	10.0%
4810 Town Design St. & Town Plan	1,228	1,109	5,000	3,891		3,891	22.2%
4820 Canal Corridor	0	0	5,000	5,000		5,000	0.0%
Planning & Highways :- Indirect Expenditure	37,552	21,834	55,775	33,941	0	33,941	39.1%
Net Expenditure	(37,552)	(21,834)	(55,775)	(33,941)			
6000 plus Transfer from EMR	276	0					
Movement to/(from) Gen Reserve	(37,276)	(21,834)					
<u>900 DNU -Capital & Projects</u>							
9000 Using EMR	0	0	0	0	1,753	(1,753)	0.0%
DNU -Capital & Projects :- Indirect Expenditure	0	0	0	0	1,753	(1,753)	
Net Expenditure	0	0	0	0			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	1,411,345	731,348	1,425,448	694,100			51.3%
Expenditure	1,306,014	597,475	2,326,418	1,728,943	169,543	1,559,400	33.0%
Net Income over Expenditure	<u>105,331</u>	<u>133,873</u>	<u>(900,970)</u>	<u>(1,034,843)</u>			
plus Transfer from EMR	11,612	5,650					
less Transfer to EMR	29,195	28,516					
Movement to/(from) Gen Reserve	<u>87,749</u>	<u>111,007</u>					

Audit Working Group Meeting

On Zoom at 4.00 pm on Tuesday 27 September 2022.

Agenda

Present: Councillor Steve Masters (Chair), Martin Colston and Gary Norman.

1. Apologies

Councillor Vaughan Miller

2. Review of the Strategic Risk Register

The meeting noted that the annual review is scheduled for Policy & Resources on 10 October and that the Audit Working Group reviews the Register and makes recommendations to P & R.

The CEO advised members that Council Officers suggested that the following factors be considered in this year's review:

- A. The proposed Community café in Victoria Park
- B. The new grounds maintenance contract
(both of these carry significant financial and reputational risks for the Council)
- C. The current rate of inflation, impacting wages, materials and utilities.
(Poses financial risks, with pressure to maintain existing services)

The meeting reviewed the draft SRR presented by the CEO and recommended the changes shown tracked on the attached.

The meeting also agreed that information be provided to P & R Committee on the following matters:

- interest rates on the loan for the café and the costs of early repayment
- The Council's electricity contract, prices and duration.

3. The Council's Treasury Management Policy and the funds held by the Public Sector Deposit Fund

Members agreed to recommend the changes shown on the review circulated by the CEO.

4. Approved signatories on the Council's bank account.

In accordance with the Council's Financial Regulations, these need updating.

Officers are recommending the attached list, which adds former mayors, who are still Councillors, as they will have experience of carrying out this role.

The Audit Working Group agreed this recommendation to P & R on 10 October.

Newbury Town Council Strategic Risk Register 2022-2023

	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
R.01a	<u>Grounds Maintenance contractor not performing</u>	<u>9</u>	<u>3</u>	<u>27</u>	<u>Terms of contract</u>	<u>Subcontract</u> <u>New interim contract</u>	<u>7</u>	<u>3</u>	<u>21</u>
R.01b	Contractors not supplying agreed services	<u>48</u>	<u>57</u>	<u>2056</u>	All tasks are controlled by defined contracts and/or service level agreements. All contracts/agreements are monitored with corrective action taken and reported as required. Written procurement procedures are used and credit checks made on all potential suppliers. <u>The Council has employed a Facilities Officer who is doing much of the work previously carried out by small contractors</u>	Review, and extend, if possible, the list of preferred suppliers. To be used to find alternatives quickly.	<u>26</u>	<u>25</u>	<u>430</u>
R.16	<u>Community Café in Victoria Park</u>	<u>8</u>	<u>4</u>	<u>32</u>	<u>Design Consultants</u> <u>Community Services Manager</u> <u>VP Subcommittee</u>	<u>Building Contract</u> <u>Lease with tenant</u> <u>Annual rent reviews</u>	<u>7</u>	<u>3</u>	<u>21</u>
R.06	Sudden loss of key staff	8	6	48	Use of agencies, locums etc	Train up other members of staff to do part of role and identify possible alternatives. Purchase outside expertise	6	6	36
R.04	Significant change in funding, sudden large unexpected expenditure, <u>inflation, abnormal materials inflation</u>	<u>86</u>	8	<u>6448</u>	Reserves policy in place. Insurance to cover major identifiable risks. Reserves position frequently monitored. Four-year budget planning in place.	Use of Public Works Loan Board and other sources to obtain funds. Use reserves. Increase precept. Increase income from services. Longer-term financial planning	<u>64</u>	<u>87</u>	<u>4828</u>

R.03	Malicious misrepresentation and Media Misreporting	6	7	42	Relevant senior Councillors made available to issue statements and meet journalists. Use of the procedure for dealing with persistent and abusive complainers. Press Releases issued whenever possible to announce projects/events. Relevant Councillors made available to issue statements, meet journalists. Better reports presented to decision-making meetings and available to the public and the media_ <u>“Handling the press” training provided to relevant Councillors and staff.</u>	Make “Handling the press” training available to relevant Councillors and staff, within the next 6 months. Record instances of media misreporting in a log. Review and assess significance of this risk.	45	45	1625
R.08	Sudden loss of staff	7	4	28	Flexible allocation of tasks to create ease of workload sharing. Annual review/updating of job descriptions. Updating of succession plans. Staff development to increase resilience.	Continue preparing/ reviewing manuals for each service function. Cross training of staff. Ask the Council’s HR service about the counselling services provided, and about an attitude/morale/health and wellbeing survey. Arrange more all-staff events.	5	4	20
R.11	Loss of I.T. facilities	9	3	27	Disaster recovery service in place. Daily data back-up in place. Hardware replacement service in place. All documents and emails in ‘the Cloud’ Accounts software hosted with a provider	Regular testing of disaster recovery service and data backup Warranty in place for onsite server with NBD Response Email Backup in place for testing 1 spare laptop to provide to an affected user	3	1	3
R.05	Disaster impacting on the town	6	54	3024	Emergency contact list and list of resources maintained by the Community Services Team. Key individuals will make themselves available. Active monitoring of information sources. Accept instructions from Category 1 responders, i.e. emergency services, West Berkshire Council.	Take part in consultations and exercises run by Category 1 responders. Initiate and/or take part in post-incident reviews. Undertake Counter-terrorism training.	5	54	2520
R.09	One off activities - experiencing problematic delivery or unexpected consequences	6	54	3024	One-off activities given individual risk assessment, risk management plans, discussed with WBC Safety Advisory Group. Expert/professional advice sought when appropriate.	Ensure post-event reviews are always undertaken and, where appropriate, measures introduced to prevent recurrence. Insurance to mitigate impacts	4	32	128
R.02	Council action(s) having unintended negative impact on other parties	7	3	21	Transparent procedures and processes in place to minimise risk in day-to-day service operations. Effective project management, action-planning and risk management	Incidents discussed and analysed at Leader/Chief Exec. Meetings and at management team meetings. Risk assessments completed.	4	2	8

					procedures for all defined projects, events and services. Regular inspections of all assets and facilities to which the public have access. Insurance in place. Councillors available to discuss any issues at any time. Expert advice sought when appropriate.	Any recommendations tabled at appropriate Council Committee. Training and development for members and officers.			
R.14	Loss of non-precept income	2	10	20	Accounting procedures	Budget adjustments CIL money to be ring-fenced to cover the PWLB loan repayments on the VP Cafe, to avoid affecting the precept. Use of reserves. Debt recovery.	2	10	20
R.10	Confidential or sensitive information being disclosed	5	4	20	Councillor and staff induction and training in place. Security measures in place, e.g. use of safe(s), shredder. (Very little confidential information is held).	Regular review of training to ensure it is up-to-date with latest advice. Regular review of the impact on processes arising from changes in procedures, e.g. credit card payments, on-line banking. Councillor training needed for new Data Protection Regs and use of email	5	3	15
R.07	Fraud, misconduct, gross underperformance	6	3	18	Preventative measures in place, including payments authorisation, quarterly internal audits, spot checks. Audit reports reviewed. Insurance cover for identifiable risks. Performance management procedures in place, including monthly reviews and annual appraisals. List of payments and Income and Expenditure presented quarterly to P & R. <u>Procurement Policy now in place</u>	Review of recruitment process effectiveness. Consider obtaining news management service if an incident occurs. Additional management performance training. Risks covered by insurance	4	2	8
R.15	Loss of telecommunications	8	2	16	Incoming call routing on main number is handled in the cloud, so has resilience built in. Additionally, routing can easily be deployed to a backup cloud instance if required..	Routing of main number via multiple IVR options terminates on mobiles, and can be rerouted to alternative mobile numbers as required	4	1	4
R.12b	Loss of access to Town Hall	3	4	12	Zoom/ Virtual events	Zoom/ remote working. Covid-secure measures	3	4	12
R.13	Loss of Town Hall contents including civic regalia	5	2	10	All contents including regalia insured. Most valuable regalia kept in alarmed Town Hall safe. Attendant with Mayor at all times when full chain is worn. All regalia and contents insured with up to date valuations. All important paperwork scanned and in cloud.		4	1	4

					CCTV installed in Town Hall				
R.12a	Physical Loss of Town Hall due to fire, flood or similar major event	3	1	3	<p>Management Team called together to agree priorities.</p> <p>Set up short term recovery in an alternative location.</p> <p>Establish medium/long term plan to return to Town Hall <u>or other Town Centre offices-</u></p> <p>Insurance in place to cover costs.</p> <p>'the Cloud' in use so staff can work remotely.</p>	<p>Staff have technology to enable flexible and remote working.</p> <p>Some meetings can be virtual</p> <p>Other venues can be used</p>	2	1	2

*The impact relates solely to the impact on Newbury Town Council as a corporate body.

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

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

Considered by Audit Working Group ~~2730.09.21~~

Newbury Town Council

Treasury Management policy

Introduction

Newbury Town Council's Financial Regulations state that "~~The Council will normally maintain the following specific named earmarked~~ reserves funded from revenue."

- ~~a) Capital Equipment Reserve (usually £5,000)~~
- ~~c) Committee Reserves (comprising unspent balances and budget allocations for specific projects—agreed at April Policy and Resources committee meeting)~~
- ~~d) Election Administration Fund (based on projected elections)~~

The sum total of the above named reserves ~~plus the general fund balance~~ must always be a minimum of ~~three~~ four months' annual revenue expenditure".

(the following are excluded for the above, as they may be repaid to other organisations/ persons:

- Community infrastructure levies
- Election expenses
- Any Section 106 monies received in the future
- Any refundable deposits, securities or other guarantees held by the Council.

This means that we regularly have ~~appropriate~~ surplus funds available and it is important that such funds are invested prudently with due regard to the Council's fiduciary responsibility to the Council Tax payers and to the priority for security and liquidity of those investments.

Currently the Council's funds are automatically dealt with by Handelsbanken, and interest is applied to any excess funds which the Council holds. Additionally, the Council has invested £250,000 into the CCLA Deposit Fund.

The Town Council is required by the Local Government Act 2003 to determine an annual Investment Strategy and must have regard to "Guidance on Local Government Investments 2010". This strategy must be approved by the Council but may be varied from time to time as circumstances dictate. The Strategy will be a public document as defined by the Freedom of Information Act 2000.

Investment Strategy

All of the Town Council's investments will be Specified Investments which means that:

- a) All investments will be made in sterling and any payments or repayments will also be made in sterling, with UK registered institutions only.
- ~~b) All investments will be short term investments not to exceed 12 months~~
- c) All investments will be made with a body or an investment scheme which has been awarded a high credit rating by a credit rating agency
- d) A credit rating agency will be taken as one of the following:
 - Standard and Poor's
 - Moody's Investors Services Ltd
 - Fitch Ratings Ltd

A high credit rating will be defined as 'A' 'High Credit Quality', referring to the Long Term grade issued in relation to an institution.

Credit ratings will be monitored regularly and if the rating falls consideration will be given at the next Council meeting of the appropriate action to be taken.

Current Investments

The Council invested £250,000 with the Public Sector deposit fund in 2016. The investment was made in line with the above Strategy. Since then, until recently, interest rates have been at record low levels. The investment was worth £255,956.31 at 31 August 2022. It is expected that the Council will cash in this investment when funding the construction of the Community Café in Victoria Park later in this financial year.

External Borrowing

No borrowing approval is required for temporary loans or borrowing by way of an overdraft. However in order to borrow to fund capital expenditure approval must first be given by the Department for Communities and Local Government. The process to be followed and the criteria applied in deciding whether or not approval should be forthcoming are detailed in the Guide to Parish and Town Council Borrowing in England jointly published by the Department and NALC.

Current External Borrowing

The Council currently has no external borrowing. 's existing borrowing as at 1 April 2019 totals £2,500 with the Public Works Loans Board, which will be repaid in September 2019 at an interest rate of 5.5%. The Council currently has approval to for further borrowing borrow up to of £300250,000 for the café in Victoria Park, permission for which expires on 7 February 2023.28 November 2019.

Loans

Councils may make loans so long as they can demonstrate that the financial exposure is proportionate; they have appropriate credit control arrangements in place; they formally agree the limit they are prepared to loan and the risk of non-repayment of the loan and interest has been considered.

The Council is currently in a strong financial position and this will continue to be the case, pending the capital expenditure expected on the new Community Café in Victoria Park developments, later this year. ~~Arising from this, the Council intends to loan the first half of the 2019/20 precept, £512,491.50, to West Berkshire Council for four months in return for interest at 0.65%~~

~~(This compares favourably to the interest rate of 0.35% offered by our bank for fixed term lending, or 0.2% on our current account and is expected to yield an additional £768 for the Council.~~

————— Approved at P&R committee 10 October 2022.

29 April 2019

STATEMENT

Mr H T Peacocke
Newbury Town Council
Town Hall
Market Place
NEWBURY
Berkshire
RG14 5AA
UK

CLIENT: NEWBURY TOWN COUNCIL

ACCOUNT NAME: Newbury Town Council CCLA

ACCOUNT NUMBER: 0115090001PC

Statement at 31 August 2022

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/08/22	Brought Forward			255,723.14	
01/08/22	Dividend reinvested		233.17	255,956.31	4
31/08/22	Carried Forward			255,956.31	4

Statement of Dividends paid during the month to 31 August 2022

Date	Receiving Account	Amount Paid £
01-08-22	Dividend reinvested	233.17

From May 2020, prices and yields for CCLA's Funds will no longer appear in the Financial Times. To view the fund prices and yields, please visit www.ccla.co.uk

The Public Sector Deposit Fund

UK domiciled short-term LVNAV Qualifying Money Market Fund rated AA+mmf
Fact Sheet – 31 August 2022

Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

Investment policy

The Fund will be invested in a diversified portfolio of high quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short term credit rating or an equivalent and correspondingly strong long term rating.

The weighted average maturity of the investments will not exceed 60 days. The Fund will not invest in derivatives or other collective investment schemes.

Target investors

The Fund is designed for local authorities and public sector investors seeking a high level of capital security and a competitive rate of interest for their short-term investments.

Who can invest?

Any public sector organisation can invest in the Fund.

Responsible investment policy

We monitor our counterparties' environmental, social and governance risk management on a regular basis. Our research utilises external data resources and our in-house Ethical and Responsible Investment Team.

Key risks

Investors should consider the following risk factors before investing: Issuer/Credit Risk (issuer/financial institution may not pay), Market Risk (investment value affected by market conditions), Operational Risk (general operational risks), Maturity Profile (timings of investment maturity), Liquidity Risk (investment in non-readily realisable assets), Concentration Risk (need for diversification and suitability of investment) and Interest Rate Risk (changes to interest rate affecting income). Please see the Fund Prospectus for further details.

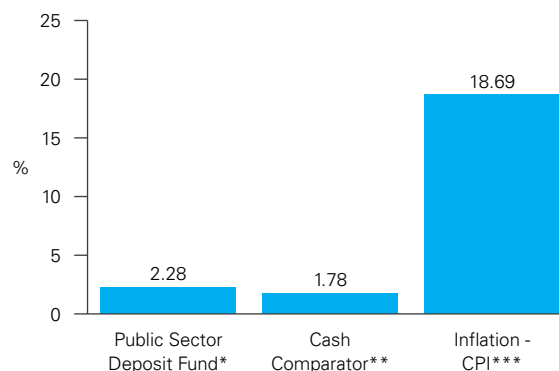
Top 10 counterparty exposures (%)

8.8%	Bank of Montreal
8.8%	Landesbank Baden-Wuerttemberg
8.8%	Yorkshire Building Society
6.5%	DBS Bank Limited
4.2%	Handelsbanken plc
3.9%	Nationwide Building Society
3.7%	Credit Industriel et Commercial
3.7%	Landesbank Hessen-Thüringen Girozentrale
3.7%	Sumitomo Mitsui Trust Bank
3.7%	Toronto Dominion Bank (The)

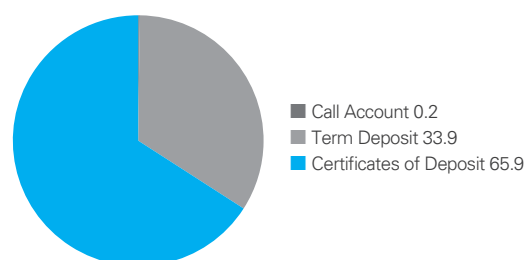
Share class 4 yield as at 31 August 2022

1.6205%

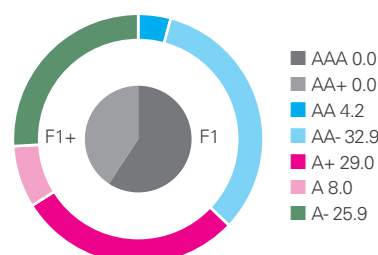
5 years cumulative performance



Asset type (%)



Credit rating† (%)



Top 10 country exposures (%)

25.3%	United Kingdom
13.9%	Canada
12.9%	France
12.9%	Germany
9.7%	Singapore
7.9%	Japan
5.5%	Sweden
3.2%	Finland
2.8%	Netherlands
1.8%	Norway

*Source: CCLA - Net performance shown after management fees and other expenses with gross income reinvested. The yield on the Fund will fluctuate and past performance is not a reliable indicator of future results. **Comparator Benchmark - Sterling Overnight Index Average (SONIA) from 1 January 2021. Prior to that, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate (7-Day LIBID). ***Consumer Price Index (CPI) is lagged one month. †Using Fitch Ratings methodology.

Income - period to end August

Average yield over the month	1.5377%
Yield at the month end	1.6205%

Discrete year total return performance

	2022	2021	2020	2019	2018
12 months to 31 August					
The Public Sector Deposit Fund	+0.53%	+0.05%	+0.52%	+0.75%	+0.42%
Comparator Benchmark	+0.58%	+0.00%	+0.26%	+0.58%	+0.34%
Relative	-0.05%	+0.05%	+0.26%	+0.17%	+0.08%

Annualised total return performance

	1 year	3 years	5 years
Performance to 31 August			
The Public Sector Deposit Fund	+0.53%	+0.36%	+0.45%
Comparator Benchmark	+0.58%	+0.28%	+0.35%
Relative	-0.05%	+0.08%	+0.10%

Net performance shown after management fees and other expenses with gross income reinvested. Comparator Benchmark - SONIA from 1 January 2021. Prior to that, the comparator benchmark was 7-Day LIBID. Past performance is not a reliable indicator of future results. Source: CCLA

Market update

The Bank of England's Monetary Policy Committee (MPC) raised the official rate of interest from 1.25% to 1.75%. The increase of 0.5% was the largest since before the Bank took independent responsibility for monetary policy in 1997. The accompanying quarterly report on the Bank's view of the economic outlook was deeply despondent, noting the deterioration in household finances caused principally by sharply rising energy prices. With the latest inflation data showing the CPI rising by 10.1% the MPC once again revised upwards its forecast for the peak of inflation, to more than 13% towards the end of 2022. It also projected that the UK economy would enter recession by the end of 2022 with output continuing to fall throughout 2023. The latest jobs data indicated that the labour market remained tight, with unemployment still at 3.8% - exceptionally low by historical standards and in line with the level seen just before the pandemic. However, the MPC report anticipated that as economic activity slowed, unemployment could be expected to rise, to over 5% by the end of 2023 and over 6% by mid-2025.

Key facts

Fund size	£1,082m
Credit quality and sensitivity rating by Fitch	AAAmf
Weighted average maturity (Maximum 60 days)	47.84 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	End of each month
Ongoing charges figure (OCF)**	0.08%***

*Dealing instructions (including cleared funds for purchases) must be received by 11.30 am. **The OCF is based on the annual management charge ("AMC") but excludes portfolio transaction costs. The AMC for the Fund is 0.10% and is inclusive of all other costs and expenses of operating and administering the Fund such as depositary, custody, audit and regulatory fees. The AMC was reduced to 0.08% on a temporary basis in November 2015 to improve the income distribution, due to low interest rates. In May 2021, the AMC was temporarily reduced further to 0.06%. ***With effect from 1 April 2022 and until further notice, the AMC applied to the Fund reverted to the previously discounted rate of 0.08%.

Please Contact

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Risk warning and disclosures

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Newbury Town Council

Proposed amendment to Financial Regulations, October 2022.

Current Regulations	Proposed
<p>5.6. All bank transactions relating to Town Council Accounts other than the No 2 Account referred to in 5.8 shall be signed by two of the following Councillors:</p> <p>Mayor of Newbury Deputy Mayor of Newbury Leader of the Council/Chairperson of Policy and Resources Committee Deputy Leader of the Council Chairperson of Community Services Committee Vice-chairperson of Community Services Committee Chairperson of Civic Pride, Arts and Leisure Committee Vice-chairperson of Civic Pride, Arts and Leisure Committee Chairperson of Planning and Highways Vice-chairperson of Planning and Highways</p>	<p>5.6. All bank transactions relating to Town Council Accounts other than the No 2 Account referred to in 5.8 shall be signed by two of the following Councillors:</p> <p>Mayor of Newbury Deputy Mayor of Newbury Former Mayors still on the Council Leader of the Council/Chairperson of Policy and Resources Committee Deputy Leader of the Council Chairperson of Community Services Committee Vice-chairperson of Community Services Committee Chairperson of Civic Pride, Arts and Leisure Committee Vice-chairperson of Civic Pride, Arts and Leisure Committee Chairperson of Planning and Highways Vice-chairperson of Planning and Highways</p>

Newbury Town Council

Public Report to: Policy & Resources Committee,

10 October 2022

Agenda Item No 12

Climate Emergency Working Group Report & Recommendations

Background

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

- i) the steps the Council should take to develop a clear evidence-based and **fully costed strategy to ensure the Council's activities are carbon neutral by 2030**
- ii) how best to engage, consult and work with relevant experts, potential partner organisations, outside bodies and community groups in the development of the strategy
- iii) the processes and structures the Council should employ to monitor and evaluate the implementation of the strategy
- iv) Explore how NTC can support and promote a wider program of activities to help Newbury become more sustainable.

At the P&R Committee Meeting of 14th October 2019, it was further Resolved that the recommendations of the Climate Change Working Group Appendix 6.1 be adopted, subject to the following amendments:

- 2.6 To review the energy supply contract and seek opportunities for cost savings or reduction in carbon emissions with the aim of using a totally green energy supply as soon as financially viable.
- 3.2 Use the Newbury Town Council website and social media to promote community work, schemes, ideas etc on climate change and associated environmental issues. To facilitate information exchange to show leadership e.g., through coffee mornings type events in the chamber.
- 4.1 To Procurement items – to consider carbon assessment of all procurement (including green space, consumables etc)
- 4.2 To include an environmental assessment report on future reports to the council (along with financial impact, etc)
- 4.3 To review all business tenancy agreements to ensure tenants minimise energy usage by considering energy efficiency and monitoring its use and supporting carbon reduction initiatives.

Updated position October 2022

Climate Change Working Group meetings

Since last update, October 2021, the CCWG have regularly to discuss and take forward the recommendations of the Council, this includes the 5th Workshops held in the Town Hall & on Zoom on Saturday 1st October 2022.

There were 37 in attendance at the Town Hall, a further 7 joined via Zoom link with Cllrs Martin Colston & Chris Foster leading the Presentations on the afternoon.

There were 3 participating organisation who provided display stand and refreshments by 8 Bell Charity.

Feedback & the presentation slides will be loaded onto the Council Web in due course.

Energy efficiency & supply

The Council set its base for Carbon in March 2019 at 68.11 tonnes then calculated. The agreed reduction was set at 7 tonne per annum over 10 years.

Since then, the Council has investment in efficiency work & conscious efforts to reduce its emission, new heaters, lighting, controls, etc, the Carbon Footprint dropped steadily as shown below.

Covid did have an impact as well as additional calculation such as water consumption being added to the Report.

Home working became a new feature as well as more refined energy management, offsetting third part usage.

The like for like calculation on the Carbon Footprint of the Council was 40.6 Tonnes, roughly in line with the 2021/22 target a 40% reduction so far.

This also has financial benefits in that on a like for like tariff basis, the reduction equates to approved £14,000 in savings on the Supply bills to the Council.

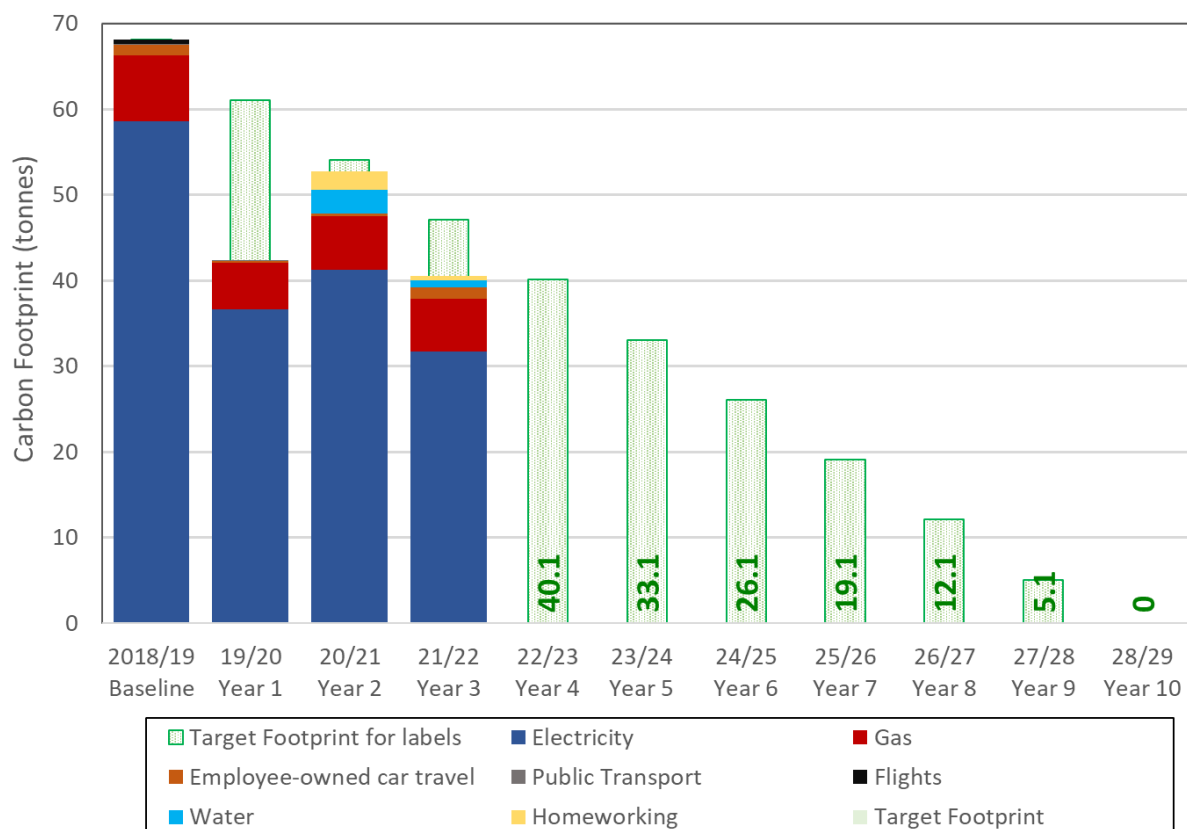
Where next

The Council will in the next year or so need to consider further options to achieve its Zero carbon aspirations. The final investments into energy savings, additional Solar Panel installations and other efficiency works will have secured the best saving by April 2023. The balance, expected to be circa 34 tonnes, will be difficult to achieve with just investment into areas such as Thermal efficiency, currently 38-year payback for example in the Town Hall.

Members will need to consider what options are available and how the Council will wish to deal with the subject of Carbon Offset.

There will be an opportunity to reconsider the Council energy Supplies in 2023/24 and some of the additional generation project, Solar PV as part of the mitigation strategy for the Café consumption and Splash Park.

Newbury Town Council - Carbon Footprint Reduction vs Target



Procurement and Projects / waste & re-cycling

The new Café is the first new Council project which will be Carbon neutral and with an aim to achieve BREEAM Excellent. Other matters are being considered such as:

- Elevated to give more permeable surface under building
- Passive house thermal standard
- Solar power generation
- Heat recovery & redistillation
- Rain garden
- Air source heat pumps

The Café Operator Lease Agreement includes a Green Lease proving to encourage sustainable operations.

New letting of the Town Hall facilities include new modern low energy lighting & controlled heating to encourage Tenants to reduce carbon consumption.

Green management

The Green Spaces Working Group is instrumental in setting out plans for better environmental management. The new wildflower meadow in City Recreation ground has again been a success. The change in management pattern in Newtown Rd cemetery has allowed unusual species to flourish, major tree planning programmes are completed

The revision of the Grounds Maintenance provision post January 2023 has now incorporated a number of new measures around low mow, only 8 Contacted annual cuts, wildlife strips around the hedges, wildlife bands around major trees, use of electric machinery where possible, changes to planting routines etc.

Managing & tackling water from our Green Spaces is an integral part of the new processes. Taking management of hanging baskets back in house will allow for more innovative ways of providing colour and contrast in a more environmentally sustainable way.

Climate Change Working Group

The Climate Change Working Group has monitored, directed & overseen the achievement set out in the years of its being set up.

The recommendation to the Committee is for the Working Group to continue with its work in reducing the Council's carbon emissions and the requirement as set out in the Resolution of 10th June 2019, above.

Recommendation: To maintain the current Working Group structure to monitor, manage and keep reviewing ideas to move this agenda forward. Make necessary Budget recommendations to support the reduction programme.

David W Ingram

5th October 2022

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

A. Provide outstanding parks, playgrounds and public spaces

Strategy	Item	Deadline	Lead	Position at 30 September 2022	Status (RAG)
1.	Open a new café in Victoria Park	Summer 2023	CSM	Contract to be awarded at Council on 17 October, 2022 Commence construction January 2023	
2.	Retain Green Flag for Victoria Park	September 2022	CSM	Green flag retained	Completed
3.	Consultation and plan on Green Flag for Wash Common	Consultation re Wash Common	CSM	Consultation complete	Completed
		Decision and plan by Dec 2021		Draft plan for end of 2021	Completed
4.	Wash Common upgrade	By end 2023	CSM	Include proposals in budget 2022-23 - Re consultation in Autumn 2022 on phase 1 works	
5.	Explore options for our land at Hutton Close	By Q3 2022	CEO	Consultation closes 30 October 2022	
6.	Explore taking ownership of Greenham House Gardens from WBC	decision taken 2020	CSM	Remedial works completed by WBC. NTC programme agreed. With WBC legal	
	Finalise plans for upgrades to the City Recreation Ground	January 2020	CSM	Completed	Completed
	Upgrade City Recreation Ground	2020 to 2022	CSM	Completed	Completed
	Refurbishment / replacement of playground and other park equipment	Rolling programme from March 2020	CSM	Plan for long-term funding – Phase 2, Fifth Rd to be completed Dec. 2022	

B. Run vibrant markets

1.	Run an annual meeting with all market traders and agree joint action plan to enhance our market	September 2021	CSM	Working group to be set up October 2022.	Completed
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C. Run thriving Allotments

1.	Maintain and run high quality allotments, and promote allotments to new tenants targeting > 97% occupancy	ongoing	CSM	All performing to plan.	
2.	Encourage and support competitions within and between allotments	ongoing	CSM	2022/23 Awards to be presented 13 October	
3.	Organise an annual meeting with allotment holders to agree action plan for the following year	October 2022	CSM	Scheduled.	
4.	Explore options for additional allotment sites	April 2022	CSM	No further action taken	

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

Strategy	Item	Deadline	Lead	Position at 30 September 2022	Status (RAG)
1.	Ensure safety and quality, start implementation of long-term rolling plan for the upkeep and refurbishment of the public buildings in our care	From March 2020,	CSM	Ongoing subject to Budget constraints. Town Hall re-opened to the public and staff after Covid restrictions lifted.	

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

1.c)	Continue to pressure BT to improve the appearance of the BT tower, and work with any interested parties who can make this happen		CEO	Poor response from BT	
2.a)i	Explore options for the best location for a specialist hoist in at least one public toilet in Newbury	Completed	CSM	Awaiting design brief for toilets at The Wharf. Not successful in obtaining funds for Changing Places facility.	
3.a)	Work with West Berkshire District Council to identify what additional signage and footpaths are required for walking and cycling routes to and from the Town Centre and local schools, and agree a programme for their delivery	By 2021 By Q3 2022	DSO	Got suggestions from SPOKES and volunteers. Options approved by P & H- with WBC No progress on WBC side.	
b)	Consider additional signage to countryside paths and open space within the parish of Newbury or immediately adjacent to it			Asked members which footpaths	
4.b)	Provide defibrillators in appropriate locations and assist other bodies who wish to provide them		CSM	2 new facilities provided on Football Changing Rooms. Purchased 1 to be installed in Market Place Provide a further defib on Café when built	
5.a)	Working with Newbury BID, agree a co-operation plan with coach operators who bring visitors to the town to make them feel welcome and encourage them to continue to stop off in Newbury	By end 2021	CEO	Delayed due to pandemic	
5.b)	Work with Newbury BID and other organisations to encourage sustainable tourism growth in the interest of the town's economy		CEO	Allocated £300 to the BID towards promotional video promoting the re-opening of the town Centre after lockdown 1.	
5. d)	Work with partners to ensure Newbury "arrival points" (Tesco roundabout, train stations, car parks etc) give visitors a good impression		DSO	New "Welcome" sign at new bus station	Completed
				Explore options at Railway station	
6	Upgrade/ refurbish the public toilets at The Wharf, including the provision of a Changing Places facility	End 2022	CSM	Awaiting design brief for toilets at The Wharf. Not successful in obtaining funds for Changing Places facility.	

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

Strategy	Item	Deadline	Lead	Position at 30 September 2022	Status (RAG)
1.a	Neighbourhood Development Plan By end 2020, explore the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions	End 2020	DSO		Completed
1.b	Decide whether to move forward with a Neighbourhood Development Plan based on both the cost benefit investigation and the success or otherwise of G2-G7 below	By end Q1 2021	DSO	Amend to Q2 2021	Completed
1.c	Establish a Neighbourhood Development Plan Steering Group to produce a draft NDP	By end 2022	DSO	First meeting of Steering Group on 20/12/21 Initial public consultation started.	
2.	"Progress with the Canal Corridor Action Plan for the for the future development and protection of the Canal Corridor."		DSO	Convened WG in June 2021. Now running again.	
3.	Promote and encourage investment in the Town Centre, especially south of the Canal Bridge, including a coherent plan for the Kennet Centre	Ongoing	DSO	Submissions to Town Centre Master Plan and Kennet Centre planning application	
4.	Pedestrianisation- Work with Newbury BID and other relevant organisations to lobby for a decision from WBC for the Market Place, excluding Mansion House and Wharf Streets.		DSO	Working with TCWG and BID Press WBC/Masterplan consultants	
5.	Ensure the views of our residents form a central part of the input to any consultation on the new Newbury Town Centre Masterplan 2036.	Ongoing	DSO	TCWG met consultants. Keeping dual-hatted members and P & H appraised	Completed
6.	Ensure full participation and input into any consultation on the redevelopment of the LRIE.	ongoing	DSO	Formal response has been provided 2020/21. Standing item on P & H Agenda	
7	Lobby West Berkshire Council regarding the Local Plan Review	ongoing	DSO	NTC has responded. Asked our dual-hatted members to pursue	
8.	Lobby WBC to: a) Provide a first-class football ground and stadium to enable Newbury's Men's, Ladies and Youth teams to aspire to play football at a level equivalent to the size and importance of the town (National League for a men's team, Southern Premier for a women's team). The aspiration of this council is for the ground to remain within a short walking distance of the town centre, allowing for footfall to increase as the clubs grow up their league structures and attract more home and away fans, with all the benefits to the town's businesses that that implies.	ongoing	DSO	Met LRIE consultants. Standing item on P & H agenda. Responded to planning application for sports hub at Monk's Lane.	

Inability to provide a suitable alternative site should result in the ground on Faraday Road being redeveloped with 3G pitches, providing higher availability for matches and training for the community, and be scalable so it can grow from an initial Step 4 level to higher levels up to Step 1 (National League/Southern Premier) should our teams' success require it.				
b)Take action where appropriate under S215 of the Planning against owners of lands or buildings which detract from the amenity of the area (See also 1.G.11.e)	ongoing	DSO	Ongoing.	
c)Complete a Conservation Area Appraisal for the town	ongoing	DSO	Town Centre CAA underway by Masterplan Consultants	
d)Consider making Newbury a low emission zone and so discourage through traffic on the A339	ongoing	DSO	Sent to Masterplan consultants	
e)Consider providing an additional 'at grade' pedestrian crossing of the A339	ongoing	DSO	Sent to Masterplan consultants	

2. Foster a real sense of community

B. Stage and support enjoyable and inclusive community events

Strategy	Item	Deadline	Lead	Position at 30 September 2022	Status (RAG)
1.	Work with and support the tennis coaches to stage a Victoria Park tennis championship.	Target first one in 2022	CSM	New SLA with NTA, Newbury Tennis Club and Thatcham Tennis for management of Tennis in Newbury as 1 st April 2022	Completed
2.	Support the re-establishment of Art on the Park and other public arts events	Summer 2022	CM	Art organisations keen to re-establish for Summer 2022. Working group arranging event for Summer 2022.	Completed
3.	Work with Newbury BID and other parties to explore options for a Christmas Market in Newbury from 2021	Dec 2021	CSM	Working with the BID on Christmas Fayre 2022, 3 and 4 December.	
4.	Hold an Annual Family Day in Victoria Park for the enjoyment of our residents and to promote the Park and its facilities	Summer 2022	CSM	Successful day held on 12 June 2022	
5.	Organise and support the annual Mayor's Drive	July 2022	CM	Agreed to support any organisation who wishes to provide this event.	
6.	Installation of 2 'interpretation / information board' similar to those along the canal, and in Speen, and Goldwell park, with historical facts and information on sites below: <ul style="list-style-type: none"> At the junction of Kiln Road/Pear Tree and highlighting the significance of the site in the 2nd battle of Newbury. The old factory on Turnpike, which supported the building of Spitfires during the 2nd world war 	Q3 2022	CSM/ DSO	In Budget	

C. Celebrate and recognise individual and community achievements

1.	Run and sponsor Newbury's annual Civic Award scheme to recognise the contributions of our residents to the town		CM	Successful stand-alone event hosted 16 March 2022	
	a) Add an award for best environmental contribution				
	b) Display full list of all those who have been congratulated by the Mayor during the preceding year	Ongoing	CM	Available on website and social media platforms	

3. Take actions to address the climate emergency

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

Strategy	Item	Deadline	Lead	Position at 31 March 2021	Status (RAG)
1.b)	reduce its annual carbon footprint by an average of at least 7 tonnes every year	December every year, starting in 2020	CSM	Currently ahead of Target. Successful workshop held on 1 October 2022	
1.c)	Audit our street lighting to determine what lights can be removed and to plan replacement of the ones we need to keep with new energy efficient lights. Begin replacements as funds allow.	Q3 2021	CSM	With NTC Supplier, SSE to provide suggested action Plan. Funding not provided – Annual budget provision being used for progressive upgrading.	
4. a)	Establish new sown wildflower meadows where possible using local seed sources and/or those appropriate to the ecological and cultural heritage of the site	Completed VP & OHG	CSM	New beds planted in VP, City Rec and other locations Herb garden at Andover Road	
4. b)	Conduct biodiversity surveys in our major open spaces to provide benchmarks and give basis for future enhancements	Oct 2022	CSM	Base-line survey for Wash Common & other sites completed BioDiversity study for NTC owned land and water ways instructed with ARK, later Summer 2022.	

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

Strategy	Item	Deadline	Lead	Position at 31 March 2021	Status (RAG)
1.	NTC will hold at least one Climate Change Community Workshop per year		CSM	Workshop completed 1 st October 2022	
2.	Launch a Climate Fund to support local environmental groups with projects that will reduce CO2 emissions and other actions that benefit the climate in the parish of Newbury	By mid March 2020	CSM	£10K allocated in budget. Second round of Grants awarded	
3.b)	Support a local 'Green Directory' to ensure residents know what resources, offers and support they can access		CSM	Promote support through 2 above.	
4.	Reconnect the drinking water fountain on the Town Hall	April 2022	CSM	On hold, Covid concerns with touch points – investigate alternative unit design	
	Install new drinking water taps in the City recreation Ground and Blossoms Field	April 2022	CSM	Completed	Completed
5.	Investigate cost effective ways of increasing the current recycling rate from waste collected from our parks	During 2021	CSM	Trial completed for City Rec only.	
	Decide whether to implement new arrangements	Q1 2022	CSM	Included in new grounds maintenance contract	
7.	Encourage local community groups to set up market stalls at no / heavily reduced fees to promote green initiatives e.g. refillables		CSM	No responses received	

4. Focused support for youth, the elderly and the vulnerable

A. Provide funding to support youth work in Newbury

1. a	Launch a new fund dedicated to delivering much needed youth work for Newbury, running from March 2020 to March 2024.	From March 2020	CEO	Funds provided in budget. 3- year SLA in place from 1 December 2020 Regular reporting to P & R Committee	Completed
2	Provide funding support for youth work initiatives at the Greenham Community Youth Project at the Nightingales, and the Riverside Centre in Clay Hill		CEO	Funds provided in budget.	Completed

B. Support initiatives to make Newbury a more inclusive town

1.	Support our minority communities where possible by working with relevant local groups such as Community United		CEO	Invited to TCWG Invite Community United to respond on relevant consultations	ongoing
2.a	Explore NTC becoming an accredited dementia-friendly organisation		CEO	Workshop completed 20/04	Completed
2.b	Organise dementia-awareness training for all members and officers by Q1 2020, and then display accreditation on NTC website	Q1 2020	CEO	Training provided 13/1/20	Completed

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

1.	Ensure NTC has permanent representation on WBC Homeless committee to stand up for the needs of the homeless in Newbury		CEO	Cllr. Martha Vickers appointed. Cllr. Vickers reported in November.	Completed
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Suspended due to coronavirus emergency



Minutes of a meeting of the Grants Sub-Committee of Newbury Town Council held at 7.30 pm on Thursday 30 June 2022 in the Council Chamber, Town Hall, Newbury.

Present: Councillors Gary Norman, Chairman; Martin Colston, Billy Drummond, and Martha Vickers

In Attendance: Elisa Mullen, Civic Manager

1. Apologies for absence

Councillor David Marsh & Olivia Lewis

2. Declarations of interest and dispensations

The Civic Manager declared that Councillors Billy Drummond and Martha Vickers are members of West Berkshire Council and that they have a general dispensation to discuss any matters relating to the business of that Council.

Councillor Billy Drummond declared an interest as a Director of Greenham Business Park.

Councillor Gary Norman declared an interest as Chair of Trustees for Eight Bells for Mental Health.

3. Minutes

Proposed: Councillor Martin Colston

Seconded: Councillor Billy Drummond

Resolved: That the minutes of the meeting of the Grants Sub-Committee held on 7 February 2022 be approved as a correct record and signed by the Chairperson.

4. Questions and petitions from members of the public

There were none.

5. Members' questions and petitions

There were none.

6. Award of Grant Aid

Members noted that the Council had £24,500 in this year's budget for grants towards projects registered on the Good Exchange.

The subcommittee reviewed the Council's criteria for awarding grants and then considered the applications registered on the Good Exchange.

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.

Proposed: Councillor Martin Colston

Seconded: Councillor Billy Drummond

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

Project no.	Name of Organiser	Award
19628	Newbury Family Counselling Service	£1000
19630	Friends of Castle School	£1000
19568	Newbury Soup Kitchen	£1000
19410	The Newbury Community Resource Centre	£1000
19565	West Berkshire Homeless (Newbury Area)	£1000
19522	Time to Talk West Berkshire	£1000
19481	Newbury Community Apple Day	£170
19434	Newbury Riding for the Disabled	£1000
19422	Home-Start West Berkshire	£1000
19309	Friends of Wash Common Library	£270
19346	Young People and Children First	£1000
19289	Daisy's Dream	£1000
	TOTAL	£10,440

The following points were also made:

- While the majority of projects on the list were requesting core funding rather than for projects, Members felt that they should still support those that align with the objectives and priorities of the Council.
- The Mayor's Charities this year of Newbury Speakability and Eight Bells for Mental Health
- Suggest to the Climate Change working group that they might consider project ref no. 19523 for grant aid (Fair Close Day Centre), following further consultation about the project.

There being no further business the Chairperson declared the meeting closed at 8.10 pm.

Chairperson:

Date:

Newbury Town Council**Work Programme for Policy and Resources Committee Meetings 2022-2023****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
June	KPI's and social media platforms for the public relations Strategy
	Hutton Close Consultation.
	Review Working Groups and their membership (AWG)
	Mayor's Benevolent Fund Accounts
	Accounts/ end of previous financial year.
	To approve earmarked reserves and note the level of general reserves
October	Report from grants Sub-Committee (re June meeting)
	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
	To receive report from Berkshire Youth
January	Budget
	Recommendations to Full Council re Council Strategy Review
	Report from Grants subcommittee (if met)
April	Financial Regulations Review. It is good practice to review Financial Regulations annually.
	Standing Orders/ scheme of delegations –to Full Council
	Write off bad debts
	To receive report from Berkshire Youth