

30th April 2025

To: All Members of Newbury Town Council

Dear Councillor

Please arrive at 7.15pm for a run through of the Mayor Making Ceremony on Wednesday 7th May 2025.

You are summoned to attend a meeting of the Newbury Town Council on Wednesday 7th May 2025 at 7.30pm.

The meeting will be held in the Council Chamber, Town Hall, Market Place, Newbury, RG14 5AA. The meeting is open to the press and public and will be streamed via Zoom:

<https://us02web.zoom.us/j/86707579824?pwd=cftjfhN8fN8SltlKEwt8hLmAdRo3un.1>

Meeting ID: 867 0757 9824 Passcode: 718693

A briefing for the annual meeting of the Council (Mayor Making) will precede the meeting at 7:00 pm.

Yours sincerely,

Toby Miles-Mallowan
Chief Executive Officer

AGENDA

1. Apologies for absence

2. Declarations of interest and dispensations

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

3. Nomination of Mayor Elect for the 2025/26 municipal year

To resolve the Council's nominees for Mayor Elect for the 2025/2026 municipal year.

4. Election of Mayor for the 2025/26 Municipal year.

To elect the Town Mayor for the 2025/26 Municipal year

5. Declaration of acceptance of office and Mayor's announcements

To receive the Mayor's declaration of acceptance of office and announcements

Town Hall, Market Place, Newbury, RG14 5AA

☎ (01635) 35486

✉ towncouncil@newbury.gov.uk

☎ (01635) 40484

🌐 www.newbury.gov.uk

🐦 @NewburyTC

📘 NewburyTC

- 6. Nomination of Deputy Mayor for the 2025/26 municipal year**
To receive nominations for the Deputy Mayor for the 2025/26 year.
- 7. Election of Deputy Town Mayor for the 2025/26 municipal year.**
To elect the Deputy Town Mayor for the 2025/26 municipal year
- 8. Declaration of acceptance of office and deputy mayors announcements.**
To receive the Deputy Mayors declaration of acceptance of office and announcements.
- 9. Minutes (Appendix 1).**
To approve the minutes of a meeting of Extra Full Council held on Monday 24th March 2025
- 10. Questions and petitions from members of the public**
Town Mayor / Chief Executive Officer
All questions for this meeting must be submitted to the Chief Executive Officer by 14:00 on Friday 2 May 2025
- 11. Members' questions and petitions**
All questions for this meeting must be submitted to the Chief Executive Officer by 14:00 on Tuesday 2 May 2025
- 12. Outgoing Town Mayor's Report (Appendix 2)**
To receive the final report of the outgoing Town Mayor
- 13. Chief Executive Officer's Report (Appendix 3)**
To receive the Chief Executive Officer's report
- 14. Committees**
To receive the minutes of meetings of the Town Council's Committees:

Planning & Highways	(previously circulated)
Planning & Highways	(previously circulated)
Policy & Resources (Draft)	(previously circulated)
Civic Pride, Arts and Culture	(previously Circulated)
- 15. The Mayor's Charity**
To resolve that the Council supports the Mayor's Charity for 2025-26
- 16. Election of Leader and Deputy Leader of the Council for the 2025/26 municipal year**
To elect the Leader and Deputy Leader of the Council for the 2025/26 municipal year.
- 17. Committees / Sub-Committees for 2025/2026 municipal year (Appendix 4)**
 - 13.1 To approve** the Committee and Sub-Committee structure for the Municipal Year 2025/2026
 - 13.2 To appoint** the members to serve on each of the Council's Committees and Subcommittees for the Municipal Year 2025/2026

18. Councillor Surgery (Appendix 5)

To agree the Councillor Surgery rota for the municipal year 2025/26

19. Internal Audit Report Appendix (Appendix 6)

To approve Internal Auditor's third interim report 2024/25, on the approved recommendation of the Policy & Resources Committee held Monday 28th April 2025.

20. Newbury Town Council Four-Year Strategy (Appendix 7)

To receive the Four-Year Council Review.

21. Declaration of Market Authority Status (Appendix 8)

To make a declaration to take on the Market Authority Status for Newbury Under the Royal Market Charter of 1596 and Part 3 of the 1984 Food Provisions Act

22. Forward Work Programme for Full Council meetings 2025/26 (Appendix 9)

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

23. Exclusion of the Press and Public

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

24. Community Governance Review for Newbury Town Council Boundaries

To hear proposition from the chief executive around to request that West Berkshire Council initiate a Community Governance Review into the current Newbury Town Council Boundaries.

To resolve Council position regarding the community governance review.

If you would like a paper copy or large print copy of this agenda, please request this from the Reception Desk at the Town Hall.

NEWBURY TOWN COUNCIL**FULL COUNCIL**

**MINUTES OF A MEETING OF THE FULL COUNCIL COMMITTEE HELD IN THE COUNCIL CHAMBER,
NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON
MONDAY 24th MARCH 2025 AT 7 PM.**

PRESENT

Councillors, Vera Barnett, Alistair Bounds, Jo Day, Sam Dibas (19:03), Nigel Foot (19:01), David Harman, Chris Hood, Roger Hunneman, Ian Jee, Pam Lusby-Taylor, David Marsh, Stephen Masters, Vaughan Miller, Andy Moore (Town Mayor), Gary Norman, Elizabeth O’Keeffe, Sarah Slack, and Meg Thomas.

In Attendance

Toby Miles-Mallowan, Chief Executive Officer

Liz Manship, Responsible Finance Officer

Kym Heasman, Committee Clerk

164. APOLOGIES

Councillors Phil Barnett, Graham Storey and Tony Vickers.

Absent Councillors Billy Drummond and Martha Vickers.

165. DECLARATIONS OF INTEREST

The Committees Clerk declared that Councillors, Nigel Foot and David Marsh who are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

166. MINUTES

PROPOSED: Councillor Elizabeth O’Keeffe

SECONDED: Councillor Roger Hunneman

RESOLVED: That the minutes of the meeting of the Full Council Committee held on Monday 27th January 2025, be approved, and signed by the Town Mayor.

167. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

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

168. MEMBERS’ QUESTIONS AND PETITIONS

There were no questions or petitions received from Members.

169. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor David Harman

SECONDED: Councillor Vaughan Miller

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

170. STREET LIGHTING – ‘DUSK TO DAWN’ CONTRACT

PROPOSED: Councillor Gary Norman

SECONDED: Councillor Andy Moore

RESOLVED: That the RFO agree a 5-year ‘Dusk to Dawn’ electricity contract for the Council’s Footway Lighting, with Engie, via TUS, based on the proposed contract value of £9,769 per annum with a +15% margin, beyond which the RFO will agree the contract in consultation with two of the Council’s bank signatories.

Councillor O’Keefe asked, through the Chair, that the Council’s thanks be offered to the RFO for her work. This was unanimously agreed.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 19.26 HRS

CHAIRPERSON

Signature: _____ Date: _____

Out Going Mayor's Report to Council 7 May 2025

This will be my last report to Full Council as Mayor. Since it is written in time for the meeting (28 Apr), it won't quite cover everything I will have done – my final Saturday promises to be particularly busy – but I can report on 43 further engagements which I have grouped together below. Special thanks to Jo Aylott for organising the repair of the Mayor's pendant and to the Deputy Mayor for the loan of his on a couple of occasions while this was being done.

Openings

Four “ribbon & scissors” occasions: the beautifully restored Rectory Clinic at Toomers Wharf (dentistry and more); Hayes Travel in Northbrook Street with an enthusiastic saxophonist; Primark in Park Way with 90 new staff, a large crowd and a lot of razzamatazz and most recently KütchenHaus in the Market Place. In their own way, each business had a story to tell; it is good to welcome them to our town.

Overseas

The Coffee Morning and AGM of the Twin Towns Association, whilst both in the Chamber, did draw attention to our European twin towns. Entirely unexpectedly, I was a guest lecturer at the Gandhigram Institute in Tamil Nadu, India! During a visit for our charity (the Miriam Dean Fund – Newbury-based), it got out that I was Mayor, and this prompted the invitation.

Food

Passing by the EKO Café in Bartholomew Street to a talk to Friends Together in St Nic's, we were invited to “breakfast” – a few days later; we were served with a Turkish celebratory feast – they know how to celebrate! The Lady Mayoress and I managed parts of two Iftar meals due to a small muddle at the Riverside Centre! We were a little more organised for dinner in the Officer's Mess at Hermitage; the guests included a 101-year-old veteran of the Chindits. A Mayor's Coffee Morning was the last event for the Benevolent Fund in support of the West Berks Foodbank.

Music & Drama

Incredible variety here: opening with the play in the Chamber about the inquiry leading to the Newtown Road Cemetery, starring members of the Civic Team. The Mayor's Big Gig had variety within it – four great local acts – and the following evening the Newbury Symphony Orchestra entertained with two favourite pieces. Trinity School did Charlie & the Chocolate Factory, Newbury YoungStars performed Sister Act, and the Berkshire Music Trust put on two concerts with music from films in the Hexagon: primary schools choirs and the excellent Wind and Symphony Orchestras.

Remembrance

Holocaust Memorial Day was marked in WBC's foyer and with the flying of the UN Flag from the Town Hall. A pilgrimage on behalf of the Palestinian people was met as it passed through Newbury towards London. At RAF Welford the loss of a Wellington Bomber in March 1944 (crew 4xRAF, 2xRAAF, 2xRCAF) was remembered by a substantial gathering including relatives from overseas.

Awards

A recent invitation was to be guest speaker as the West Berkshire cohort of Thames Valley Police presented awards at their splendid Sulhampstead Training Centre. It was good to be welcomed by former town marshal and PC, Dave Stubbs, and to view "his" museum. The service given by all who received awards was universally awe-inspiring; we owe a huge debt to those who keep our community safe.

Paddington

The events of the early hours of 2 March have received massive publicity. I did radio and TV interviews on the Monday morning and was asked to comment again when the perpetrators were sentenced. The "resurrection" ceremony was a bigger affair than the original unveiling in October and, rightly, BID members did the honours.

Deputy

13th February - represented NTC at Trinity School's House ADT Competition. A very high standard of exhibits were on display from student's GCSE, AS and A Level course work.

15th February - attended a West Berks Food Bank promoted Barn Dance at St. George's Hall, Wash Common. A great time was had by all, with much enthusiastic participation, with funds being raised in support of this vital local charity.

22nd March - Further to invitation by The High Sheriff of the Royal County of Berkshire, represented NTC at the Magistrates' Court Mock Trial Competition at Reading Crown Court. 10 Berkshire secondary schools competed in the mock trials, including Trinity School, taking turns at defence and prosecution, with students performing as barristers, witnesses, the accused, court officials and supporting magistrates as jurors. The standard was very high, I'm sure a few budding barristers have been discovered!

25th March - represented NTC at Diamond Quality Care's Open Day at Greenham Business Park. Diamond Care provide support and encouragement to adults with acquired physical disabilities, neurological conditions and acquired brain injuries. During the Open Day they displayed the wide range of activities at their enablement centre and showcased arts and crafts, cooking skills, woodwork, their gym facilities, pool, and sensory room. It was a pleasure to meet the staff and their clients.

4th April - attended Hungerford Town Mayor's reception, hosted by Hungerford Town Council at The Royal British Legion in Hungerford. Hungerford's Mayor Simpson led the event, with thanks to staff, Cllrs and the local community for the last year's mayoral term.

5th April - represented NTC, presenting Newbury District Primary Schools Football Association with the winners' cup for the Cotswold league, a huge achievement, this being the first time the title has been held by Newbury DPSFA in the 57 year history of the club.

5th April - attended Beenham Wind Orchestra's 'Lights, Camera, Action' event at St. Nicolas Church. It was a delightful event, with musical performances of well-known film scores, at a very high standard.

12th April - represented NTC at The West Berks Indoor Bowls Club, for presentation of the West Berks Shield at the culmination of the strongly fought bowls competition.

22nd April - attended United Nations Association Newbury Branch's AGM. AGM matters were discussed, plus presentations from P. Glover on Green Fest / West Berks Green Exchange, plus H. Shono, new Chair of UNA Conference Committee. Highlighted upcoming events were 22 May UN Peacekeepers Day, and 25 June Volunteer Centre event at Shaw House.

**Meeting of Newbury Town Council, Wednesday 07 May 2025.
Chief Executive Officer's Report.**

A) Staff Matters:

1) Recruitment is underway of the following positions:

- **Town Hall Officers:** 2 part time positions
- **Finance Apprentice**
- **Trainee Corporate Support Officer**
- **Trainee Parks and Open Spaces Officer**

B) Town Hall: The repairs to the roof have expanded due to the uncovering of additional issues requiring action. Services Deliver Manager is creating a full project plan to cover all works such as:

- Roofs
- Lift
- Internal Works

C) Strategy Review: Work is underway to develop a range of metrics to capture performance against the Newbury Town Council four year Strategy.

D) VE Day Celebrations: we have a full calendar of events for VE Day Celebrations and hope that they are well attended

E) Officer Commitments: over the next month or so there is a significant number of events requiring Council Officer Input to cover. I would ask that Councillors are mindful of this should they have new requests for Officers.

**NEWBURY TOWN COUNCIL
COMMITTEE AND SUBCOMMITTEE COMPOSITION 2025-26**

Total number of members: 23 Lib-Dems: 20 Greens: 3

Total Committee places to be filled: 66

Proportional allocation: Lib-Dems: 87%, Greens: 13%

PLANNING AND HIGHWAYS	POLICY AND RESOURCES	COMMUNITY SERVICES	CIVIC PRIDE, ARTS & CULTURE	STAFF SUB	GRANTS SUB	VP PROJECTS SUB	CE SUB	Totals
12 Members 11 Subs	10 Members 13 Subs	10 Members 13 Subs	10 Members 13 Subs	6 Members 6 Subs	6 Members 6 Subs	6 Members 6 Subs	6 Members 6 Subs	
10/2	9/1	9/1	9/1	5/1	5/1	5/1	5/1	58/8
Andy Moore	Gary Norman	Vaughan Miller	Jo Day	Gary Norman	Alistair Bounds	Meg Thomas	David Harman	
David Harman	Jo Day	Roger Hunneman	Billy Drummond	Jo Day	Sam Dibas	Vaughan Miller	Roger Honeman	
Tony Vickers	Elizabeth O'Keeffe	Ian Jee	Andy Moore	Pam Lusby-Taylor	Phil Barnett	Martha Vickers	Sarah Slack	
Phil Barnett	David Harman	Sarah Slack	Vera Barnett	Elizabeth O'Keeffe	Sarah Slack	Chris Hood	Meg Thomas	
Nigel Foot	Nigel Foot	Martha Vickers	Phil Barnett	Vaughan Miller	Billy Drummond	Roger Hunneman	Martha Vicker	
Roger Hunneman	Meg Thomas	Chris Hood	David Harman	Steve Masters	David Marsh	Graham Storey	Steve Masters	
Ian Jee	Pam Lusby-Taylor	Vera Barnett	Nigel Foot	NAMED SUBSTITUTES				
Jo Day	Andy Moore	Meg Thomas	Gary Norman	Chris Hood	Chris Hood	Ian Jee		
Vaughan Miller	Vaughan Miller	Nigel Foot	Chris Hood	Sarah Slack	Martha Vickers	Alistair Bounds		
Sam Dibas	Steve Masters	David Marsh	Graham Storey	Billy Drummond	Meg Thomas	Jo Day		
David Marsh				Ian Jee	Vaughan Miller	Sam Dibas		
Graham Storey				Nigel Foot	Elizabeth O'Keeffe	Sarah Slack		
				David Marsh	Graham Storey	Steve Masters		
12	10	10	10	6	6	6	6	66

Unless otherwise stated, any member of the Council not already on a committee may substitute for another on the above Committees.

Newbury Town Council
Saturday Town Hall Surgery Rota 2025-2026

Issued: FC Agenda 07.05.25

Week	Date	Councillor	Councillor	
1	10 May 2025	Chris Hood	Billy Drummond	
2	17 May 2025	Martha Vickers	Tony Vickers	
3	24 May 2025	Graham Storey	Nigel Foot	
4	31 May 2025	Elizabeth O'Keeffe	Ian Jee	
5	07 June 2025	Andy Moore	Nigel Foot	
6	14 June 2025	Vera Barnett	Phil Barnett	
7	21 June 2025	Pam Lusby-Taylor	Martha Vickers	
8	28 June 2025	Roger Hunneman	Graham Storey	
9	05 July 2025	Meg Thomas	Elizabeth O'Keeffe	
10	12 July 2025	David Marsh	Jo Day	
11	19 July 2025	Sam Dibas	Tony Vickers	
12	26 July 2025	Chris Hood	Sarah Slack	
13	02 August 2025	Gary Norman	Vaughan Miller	
14	09 August 2025	Ian Jee	David Marsh	
15	16 August 2025	Steve Masters	Alistair Bounds	
16	23 August 2025	Pam Lusby-Taylor	Nigel Foot	August BH w/e
17	30 August 2025	Andy Moore	Billy Drummond	
18	06 September 2025	Ian Jee	Tony Vickers	
19	13 September 2025	Roger Hunneman	Martha Vickers	
20	20 September 2025	Chris Hood	Jo Day	
21	27 September 2025	Sarah Slack	Elizabeth O'Keeffe	
22	04 October 2025	Sam Dibas	Graham Storey	
23	11 October 2025	Meg Thomas	Ian Jee	
24	18 October 2025	Gary Norman	Roger Hunneman	
25	25 October 2025	Vera Barnett	Chris Hood	
26	01 November 2025	Steve Masters	Gary Norman	
27	08 November 2025	David Harman	Sam Dibas	
28	15 November 2025	Pam Lusby-Taylor	Billy Drummond	
29	22 November 2025	David Marsh	Tony Vickers	
30	29 November 2025	Vaughan Miller	Martha Vickers	
31	06 December 2025	Alistair Bounds	Elizabeth O'Keeffe	
32	13 December 2025	Phil Barnett	Vera Barnett	
33	20 December 2025	Nigel Foot	Jo Day	
34	27 December 2025	Andy Moore	Sarah Slack	Christmas
35	03 January 2026	Pam Lusby-Taylor	Graham Storey	
36	10 January 2026	David Marsh	Gary Norman	
37	17 January 2026	Ian Jee	Sam Dibas	
38	24 January 2026	Roger Hunneman	Billy Drummond	
39	31 January 2026	Chris Hood	Tony Vickers	
40	07 February 2026	Martha Vickers	Nigel Foot	
41	14 February 2026	Graham Storey	Vaughan Miller	
42	21 February 2026	Elizabeth O'Keeffe	Alistair Bounds	
43	28 February 2026	Vera Barnett	Phil Barnett	
44	07 March 2026	Steve Masters	Sam Dibas	
45	14 March 2026	Andy Moore	Meg Thomas	
46	21 March 2026	Pam Lusby-Taylor	Sarah Slack	
47	28 March 2026	David Marsh	Jo Day	
48	04 April 2026	Ian Jee	Alistair Bounds	Easter w/e
49	11 April 2026	Roger Hunneman	Gary Norman	
50	18 April 2026	Chris Hood	Billy Drummond	
51	25 April 2026	Martha Vickers	Tony Vickers	
52	02 May 2026	Graham Storey	Nigel Foot	May Day BH w/e
53	09 May 2026	Elizabeth O'Keeffe	Vaughan Miller	

NB1 - The Mayor does not do the Saturday Surgery as many mayor's duties fall on a Saturday



Newbury Town Council

Internal Audit Report 2024-25 (Third interim)

Susan Cook

*For and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2024-25 financial year, during our interim reviews of the Council's records for the year, which were undertaken on site on 25th September, 19th December 2024 and 19th February 2025 and at our offices. As the Clerk was on annual leave at the time of our visit, we wish to thank the RFO and other staff for assisting the process, providing all necessary documentation in either hard copy or electronic format to facilitate this review.

Internal Audit Approach

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

Overall Conclusions

We are pleased to advise that, based on the work undertaken to date, officers continue to maintain adequate and effective internal control arrangements with only one issue identified requiring attention. Details are set out in the following detailed report with any resultant recommendations further summarised in the appended Action Plan.

This report will be updated following our final review on 21st May 2025.

We ask that the report be presented to members and a formal response be provided in advance of our next visit / review to those recommendations indicating the actions taken and / or in hand at that time.

Review of Accounting Arrangements & Bank Reconciliations

The Council maintains its accounting systems using the RBS Rialtas Omega software, there are two bank accounts in place, the current account and instant access account for which cashbooks are maintained in the Omega accounts. Surplus funds are also on deposit with CCLA in the Public Sector Deposit Fund (PSDF) and various short term deposit accounts with Handelsbanken.

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

- Verified the accurate carry forward of the 2023-24 closing balances in Omega to the current year opening Trial Balance;
- Ensured that an appropriate Cost and Nominal Account coding structure remains in place;
- Reviewed two sample months transactions (August 2024 and December 2024) on the Current account cashbook and Instant Access account cashbook agreeing detail to supporting bank statements;
- Verified the year-to-date PSDF transactions and Term Deposit Interest receipts by reference to the underlying advice notices of interest earned; and
- Checked and agreed the software-based bank reconciliations as at 31st August 2024 and 31st December 2024 to ensure that there are no long-standing, uncleared items or other anomalous entries arising.

Conclusions

We are pleased to note that bank reconciliations continue to be signed off by a checking Councillor.

Interest received monthly on the PSDF account is not entered in the accounting month received but is included in the following month accounts as the statement is not received until after the close of the monthly accounts.

We will complete our work at our final review checking a further one months' transactions on the accounts for both the current account and instant access account. We will also continue to check that the interest received on the PSDF account is entered to the ledger, along with the interest received on the short-term deposits and that the balance recorded on the trial balance agrees to the supporting statements of deposit. At our final review we will also ensure the accurate disclosure of the combined year-end cash and bank balances in the AGAR at Section 2, Box 8.

Review of Corporate Governance

Our objective here is to ensure that the Council has robust corporate governance arrangements in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not

attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation.

We have commenced our examination of the minutes of Full Council and its extant Committee meetings (with the exception of Planning & Highways) for the year to date.

We have noted previously that the Council's extant SOs and Financial Regulations (FRs) are subject to periodic review and re-adoption, the latest NALC Model Finance Regulations were adopted by the Council in October 2024.

We note that the 2023-24 AGAR was signed off by the external auditors with the following comment.

'The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 9, and it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This response is consistent with the internal auditor's response to internal control objection 'O'.

Conclusions

We are pleased to note the Council has provided the proper opportunity for the exercise of public rights for the 2023-24 financial year in accordance with the requirements of the Accounts and Audit Regulations and that the Charity Accounts for 2023-24 are on the Charity Commission Website.

Whilst we are pleased to note that most minutes were on the website, the staffing committee minutes for two meetings were missing and some items from the staffing committee minutes were redacted from the published record. We have reviewed the paper records and will discuss the publishing of minutes with the Clerk at our final meeting.

Review of Expenditure and VAT

Our aim here is to ensure that: -

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

We have commenced our review of procedures and physical payments in this area noting that, invoices are no longer physically signed by staff, but instead an email trail of approval is in place for all invoices, along with a register of invoice queries.

We have selected a sample of payments processed in the year to 31st January 2025 to ensure compliance with the above criteria including all those payments individually in excess of £3,500, together with a more random selection of every 40th cashbook transaction (irrespective of value). Our test sample includes 66 payments totalling £619,109 and equating to 59% by value of all non-pay expenditure for the year to date.

We note that VAT returns continue to be submitted electronically on a regular quarterly basis and have verified that the final 2023-24 quarters reclaim has been repaid by HMRC. The quarterly claims for June 2024, September 2024 and December 2024 have been submitted, with the totals agreeing to the relevant Omega nominal control account and all have been repaid by HMRC.

Conclusions and recommendation

We noted on our previous report that whilst the Council has good controls in place for the payment of invoices, there is one area where the full process is not complied with, which is the procedure for direct payments. Whilst the Financial Regulations have been amended to allow for urgent payments to be paid directly, approval by the Councillor's is still being missed. To ensure this loophole in procedures is closed, we recommend that an agenda item is included for the Policy & Resources committee meetings to resolve to retrospectively approve any Direct Payments

R1. Retrospective approval of direct payments should be included as an agenda item for Policy & Resources meetings.

Assessment and Management of Risk

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

A risk assessment has been completed for the financial year 2024-25, however the document is somewhat brief, and we understand that the risk assessment is due to be developed further in the 2025-26 financial year. As part of the review the Council should use the best practice model document produced by SLCC (Society for Local Council Clerks) as a guide to ensure it covers all risks.

The Council's insurance cover is provided by Zurich: we have examined the insurance schedule running from 1st September 2024 noting that the Council's premises, street furniture and other equipment are appropriately insured together with Public and Employer's Liability set at £12 million and £10 million respectively, Fidelity Guarantee cover at £2 million and "Business Interruption - Loss of Revenue" cover in place at £396,795 all of which we consider appropriate for the Council's present requirements.

The council has 16 different play areas, fitness areas and skate parks. The last annual report was carried out in May 2024, there were no very high or high-risk items identified, and all moderate risk items have now been completed. The next annual risk assessment has just been requested and will take place in the next two months.

In addition to the annual report, weekly risk assessments are carried out by ROSPA trained contractors and bi-monthly assessments by ROSPA trained staff. Staff renew their ROSPA training periodically.

Conclusion

To further reduce the risk outlined in R.07 the council should perhaps consider whether all staff should complete an enhanced DBS (Disclosure and Barring) on entering service.

Precept Determination and Budgetary Control

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

Since our last visit, the Council has met to approve the budget for 2025-26 and to approve the precept for 2025-26 at a value of £1,817,641.

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

We have reviewed the latest available Omega budget report (to 31st January 2025) noting some overspends that we have discussed with the RFO, who does not expect any shortfall at the year-end based on the additional income received and budget savings made in year.

Conclusion

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

Review of Income

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

We note that the Community Services Committee had reviewed the various scales of fees and charges for 2025-26 and these were reviewed by the Policy and Resources Committee at its meeting in January 2025.

Cemetery: We have reviewed detail of burials as recorded in the formal Burial register maintained by the Community Services Officer (CSO) selecting a sample of 7 interments

occurring in the year ensuring that each is supported by the relevant undertaker's application, together with the supporting legally required Burial / Cremation certificates. We have been able to confirm that the appropriate fees have been charged and recovered in accordance with the approved scales of fees and charges for all the samples.

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

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

Market Rents: The Council collects rent from stall holders, the majority of which are regulars with some ad hoc users. The majority of stall holders pay monthly in advance, others are collected on the day of use. All holders are required to complete a Pitch Application Form and hold Public Liability Insurance.

Town Hall Room Hire: Long term tenants renting space at the Town Hall do so under various leases, and rents are collected via a third party. Ad hoc use of council space is via a booking form, with invoices raised on a monthly basis. We reviewed a sample of 5 entries from the diary for October 2024, with no issues outstanding.

We reviewed the Debtors list as at 31st January 2025, noting 2 long term debts outstanding, one of which has now been paid and one which continues to be chased. We will check the outcome of this at our final review.

Conclusions

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

Review of Staff Salaries

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

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

We have, consequently, acquired detail of salaries paid to staff in post in August 2024; their salary points on the national spinal scale and their basic weekly hours where not employed full time: we have also examined the months' payslips, undertaking the following specific work: -

- We have agreed the salary rate paid to each employee in August for each employee to the approved salary scales;

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

Conclusion

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

Investments and Loans

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

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

The Council currently has £550,000 invested in the CCLA PSDF which we have verified to their third-party advice note and confirmed to the capital investment sum in the Omega control account. We have duly, as indicated in the first section of this report, checked the accurate recording of the year-to-date dividends received and will complete a further check at our final visit.

The Council also currently has £1,000,000 in four short term deposit accounts with Handelsbanken, which we have confirmed as part of our review of accounting arrangements and bank reconciliations.

Conclusions

No issues arise in this area currently to warrant formal comment or recommendation. We shall undertake further work at our year-end review, including ensuring accurate disclosure of the year-end balances in the AGAR Section 2, Boxes 8 & 10 respectively.

Rec. No.	Recommendation	Response
Review of Accounting Arrangements & Bank Reconciliations		
R1	Retrospective approval of direct payments should be included as an agenda item for Policy & Resources meetings.	

Subject: Review of Newbury Town Council Strategy Goals 2024–2028 and Key Performance Indicators for 2024/25

1. Introduction

This report provides a consolidated review of Newbury Town Council's **2024–2028 Strategy** and the corresponding **Key Performance Indicators (KPIs)** and **metrics** outlined for the 2024/25 performance year. It draws on content from the *Newbury Strategy* document and the *To Align Key Performance Indicators* paper. The aim is to support the Strategy Review Working Group in assessing alignment, measurability, and strategic focus to ensure a meaningful annual review process.

2. Overview of Strategic Goals (2024–2028)

Newbury Town Council's strategy is centred around four primary strategic objectives:

1. Help make Newbury a unique, welcoming, safe and well cared-for town
2. Be the voice of the communities in Newbury
3. Take action to address the climate emergency
4. Provide focused support for young people, the elderly, minorities, and the vulnerable

3. Key Areas of Alignment: Strategy & KPIs for 2024/25

Strategic Focus	Notes
Parks & Playgrounds	<ul style="list-style-type: none"> Installed new outdoor gym equipment in Victoria Park. 120 football matches booked across town parks, with strong participation levels maintained. Victoria Park Café project initiated with planning permissions granted and tendering for construction underway. Tennis Courts were utilised Bowls Club had 40 active users between May and September 2024. Band Stand hosted the Summer band events 80 new Trees were planted across Newbury Town Council land. Art on the Park Splash Park ran a full season Playgrounds operating throughout the year
Market Vibrancy	<ul style="list-style-type: none"> NTC looking to launch the "Newbury Markets" brand Development of themed markets to build on the success of Artisan Markets.
Allotment Use	<ul style="list-style-type: none"> Achieved 92% occupancy across all allotment sites.

	<ul style="list-style-type: none"> • Allotment associations established across Newbury allotments. • Regular gardening participation estimated at over 65% of tenants (at least twice weekly). • Councillors conducted annual site visit across all allotments.
Cemeteries	<ul style="list-style-type: none"> • Quarterly safety checks completed with 100% of issues resolved within 7 days. • Commenced assessment of Shaw Cemetery soil quality; findings to be reviewed in Q2 2025. • New digital mapping of plots completed to assist with future planning and extension strategies • There were a total of 70 internments, of those 30 were cremated remains, 40 full burials.
Public Building Usage	<ul style="list-style-type: none"> • Future: town hall strategy, focus on increasing capacity and income targets
Town Centre and Amenities	<ul style="list-style-type: none"> • Town Hall bookings increased 18% YoY; income up 22%. • Town Hall conservation strategy adopted, with external repairs scheduled for summer 2025

Strategic Focus	Notes
Community Engagement	<ul style="list-style-type: none"> • “On the Steps” councillor sessions engaged with a total of 180 residents. • Local Democracy Week saw participation from 9 Primary Schools, 3 secondary schools and Newbury College, over 600 young people were engaged with.
Civic Representation Recognition and Celebration	<ul style="list-style-type: none"> • Civic Awards 2025 expanded to six categories, with 38 nominations received. • Three new Blue Plaques awarded through the Heritage Working Group. • Over 128 Letters of Congratulations issued
Event Participation	<ul style="list-style-type: none"> • Over 200 Mayoral (and Deputy mayoral) engagements recorded; 60% linked to strategic goal themes. • Family Fun Day. • D-Day commemoration. • Remembrance Day drew attendance of over 3,500. • Newbury in Bloom Celebrations

Partner Collaboration	<ul style="list-style-type: none"> • Mayor attendance at AGM's • Town Councillors are members of various boards of Governors.
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Strategic Focus	Notes
Carbon Emissions	<ul style="list-style-type: none"> • Achieved a reduction of 8.1 tonnes of CO2 across council operations, surpassing the 7-tonne target. • LED lighting installed in 55% of council-maintained streetlights.
Green Infrastructure/ Renewable Energy	<ul style="list-style-type: none"> • Green Grants awarded to six local sustainability projects, including school gardens and tree-planting efforts. • Biodiversity increased through planting of 300+ trees and native shrubs in parkland areas. • Upgrading solar panels on the roof of the Town Hall.
Governance & Oversight	<ul style="list-style-type: none"> • Climate Emergency Sub-Committee established; first public report published in March 2025. • Supporting the establishment of the Flood Forum as a separate independent organisation

Strategic Focus	Notes
Youth initiatives	<ul style="list-style-type: none"> • Grant of £25,000 awarded to Berkshire Youth; supported over 200 young people through outreach.
Elderly and Vulnerable	<ul style="list-style-type: none"> • Mayor's Festive Tea Party welcomed 130 elderly residents.
Minority Inclusion	<ul style="list-style-type: none"> • Grants issued to Citizens Advice and Community United to expand services for underrepresented groups. • Completion of first fully accessible Changing Places facility in a town-managed building.
Accessibility of council facilities	<ul style="list-style-type: none"> • Signer at Council Events such as Remembrance Day.

4. Recommendations for Annual Review 2025-28

1. Standardise Monitoring Tools:
 - Ensure service areas use consistent templates to collect data on agreed KPIs.
 - Establish a central dashboard to track KPIs across departments.
2. Introduce Baseline Measures:

- Record baseline data for items such as carbon emissions, building usage, and community feedback to allow year-on-year comparison.
- 3. Strengthen Social Value Integration:
 - Use HACT's Social Value Bank to translate outcomes (e.g. park use, volunteering) into measurable social impact.
- 4. Establish Strategic Leads:
 - Assign named officers or councillors to champion each of the four strategic goals, improving accountability.
- 5. Schedule Biannual Review Meetings:
 - Hold mid-year (October 2025) and end-of-year (March 2026) reviews to assess progress, address challenges, and inform planning.
- 6. Consultation Panel Activation:
 - Prioritise the creation of the Consultation Panel to reflect the voices of all communities and feed into the annual review process.

See Appendix A for list of KPI's

5. Conclusion

Newbury Town Council's strategy for 2024–2028 is ambitious, inclusive, and aligned with delivering real value for residents. The proposed KPIs provide a strong foundation for tracking performance and ensuring strategic aims are delivered effectively.

The Working Group is asked to consider the recommendations within this report and approve the structure for **the first formal annual review process for the 2025/26 year**, using the KPIs and metrics outlined.

Appendix A

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

A. Provide outstanding parks, playgrounds and public spaces.

Goal	Metric	Figures
Use of frequent and mild exercise	Based on numbers of matches booked	28 per match plus 3 match officials
	Park Run figures (once up and running)	Number of participants
	Tennis Court	Number of Court Bookings
Victoria Park Café Development	
Park improvements	Installation of gym facilities	Report on improvement
	Improvement of Play Park Equipment	Report on improvements

	Other Park improvements	Report on improvements
Park Events	Band Stand Summer Music events	Number of bookings over summer

B. Run vibrant markets.

Goal	Metric	Figures
Vibrant Market	Average proportion of market places	(agree capacity of market and monitor number of stalls quarterly basis)
Vibrant Market	Deliver a net profit for the year	
To coordinate market activities	Achieve market authority status	Creation of Newbury Markets Branding
Vibrant Markets	Deliver themed quarterly markets	Report on impact of themed markets
Vibrant Markets	Installation of pop up electrical supply points/ infrastructure energy	

C. Run thriving allotments.

Goal	Metric	Figures
Regular Gardening	Numbers Regularly gardening	Based on number of allotment tenants
Thriving allotments	Achieve 80% occupancy rate	Based on total number of available plots for let.
Allotment associations	Establishment of Allotment associations in each allotment site	NTC to establish an allotment association SLA. Each allotment to have its own association
Feedback from allotment tenants	Feedback from associations	
	Annual Allotment tenant meetings	
	Annual Stewards Meeting	
	Councillor Site Visits	
Thriving Allotments	Annual Allotment awards	Four categories

D. Provide well-kept and peaceful cemeteries.

Goal	Metric	Figures
Extend the life span of Shaw Cemetery	Explore ground quality to estimate cemetery capacity	

Extend the life span of shaw cemetery	Review Cremation offer and use of Columbarium's as an alternative to interring	
Ensure that cemeteries are safe and well kept	That ... checks are made each quarter and that any ... are acted upon within a timely manner	
Well Kept Cemeteries	... complaints received per quarter and complaints resolved within.	
NTC remain a burial authority	Develop cemetery strategy	
	Purchase additional land for use as cemetery	

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

Goal	Metric	Figures
NTC to take on section 215 responsibilities from West Berks Council	Explore potential to take on devolved powers	
NTC to develop a holistic approach to protecting historic buildings in Newbury		
To ensure that the Town Hall is in a good state for the next 100 years	Development of town hall strategy	
	Development of schedule of works for the Town Hall focusing on repairs and improvements	

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

Goal	Metric	Figures
Newbury is a safe and attractive destination	Achievement of accreditations such as Green Flags and Purple Flag	Number of Parks with Green Flag Awards Newbury in Bloom awards and outcome of Britain in Bloom entry
	Town Centre Working Groups	Number of meetings, outcome of meetings
Wharf Toilets	Wharf Toilet improvements	

Parks	Achievement of Green flag status	Number of parks with green flag status
Accessibility	Accessible toilets	Completion of accessible toilet in Victoria Park

Section 2: To be the Voice of the communities in Newbury

A. Provide a strong voice for Newbury by lobbying and working with WBC, Newbury BID, Newbury Flood Forum and others.

Goal	Metric	Figures
Strong voice for lobbying	Supported the flood forum to become an established independent community organisation	
Town Centre Partnerships	Attending Talk on town – CEO and Councillors	
Newbury Developments	Planning and Highways Committee	Impact report on
Newbury Heritage	Heritage Working Group – acts as a mechanism to recognise and protect Newbury's Heritage	Number of blue plaques awarded.

B. To promote, represent and support the views of the communities in Newbury.

Goal	Metric	Figures
Local Democracy Week	Reach of local democracy events	Numbers of participants and number of educational establishments
Councillor engagements	On the Steps	Number of on the steps sessions achieved. Number of members of the public engagements on the steps
	Attendance at Community events	Number of Councillors and events attended
Berkshire Youth	Support to Berkshire Youth	Number of Councillors attending Berkshire Youth

C. Inspiring Civic events and Mayoral calendar

Goal	Metric	Figures
Mayoral engagements	Mayoral Engagements	Number of Mayoral Engagements on quarterly basis. Number of events linked to Strategy Goal areas

D. Enjoyable and inclusive community events

Goal	Metric	Figures
Inclusive events	Number of events	Family fun day, Fun Fair, VE Day Celebrations, etc.
Civic Events	Number of civic events	Remembrance Day, Mayor Making, Civic Awards, Newbury In Bloom, etc

E. Celebrate and recognise individual and community achievements.

Goal	Metric	Figures
Recognising Civic Involvement	Civic Awards Ceremony	Number of categories, number of nominations, list awards
	Newbury in Bloom/ Thames and Chiltern in Bloom	
	Allotment awards	Number of categories, number of nominations, list awards
	Letters of Congratulations	Number and type of letter issued

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

Goal	Metric	Figures
Recognising Civic Involvement	Civic Awards Ceremony	Number of categories and number of nominations.
Community Volunteering	Local businesses and community groups volunteering	Number of volunteering days on council projects

G. Celebrate and encourage appreciation of public art and Newbury's heritage.

Goal	Metric	Figures
Public art	Art in the Park	Number of Artists displaying

	Graffiti Art Festival	Establish an arts festival in Victoria Park
Heritage	Heritage Working Group	Number of Blue Plaques awarded.
		Successful section 215 interventions

H. Establish a Consultation Panel to hear the views of the diverse communities of Newbury.

Goal	Metric	Figures
To Establish a Consultation Panel	Engage with Community United to establish panel	Outcomes from consultation panel.

Section 3: Take actions to address the climate emergency.

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

Goal	Metric	Figure
NTC to achieve carbon reduction	Reduce Carbon footprint by 7 tonnes every year	CS Figures
Improving Energy Efficiency	Switching Street Lighting to LED lights.	Set target for proportion of lights to be switched each year
Reduce dependency on Gas	Elimination of Gas Supply to Council Facilities	End gas supply to Town Hall

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

Goal	Metric	Figures
To encourage biodiversity	Tree planting ratio	Progress against targets
Improve the energy efficiency of NTC Buildings	Complete range of measures to improve the energy ratings of council building	Agree a target Where improvements can be made link to Social Value figure
Supporting Green Initiatives	Green Grant Awards	Award of award outcomes

Section 4: Provide focused support for young people, the elderly, minorities and the vulnerable

- A. Provide funding and other support to organisations which support youth work in Newbury

Goal	Metric	Figures
Supporting young people of Newbury	Grant Awards to Berkshire Youth	Annual report to NTC
	Volunteering at Berkshire Youth	Number of councillors volunteering and number of events
	Mayors Charity	Funds raised over the year

- B. Support initiatives to make Newbury a more inclusive town

Goal	Metric	Figures
Make Newbury more inclusive	Grant awards to Citizens Advice	Annual report to NTC
	Grant awards to Community Initiative	
Make Newbury More inclusive	Mayor's Fund	Support to local charities/community organisations
	Gay Pride	Flying of Gay Pride Flag outside Town Hall Support for Gay Pride in Victoria Park
	Community United Cricket Festival	Impact report of festival

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

Goal	Metric	Figures
Supporting the elderly	Mayors Festive Tea Party	Numbers attending the Festive Tea Party
	Mayoral Engagements	Number of community groups engaged with

Declaration of Market Powers

Newbury Town Council

1. Introduction and Historical Context

Newbury Market has a rich history dating back to the medieval period when it was first granted a **market charter by Queen Elizabeth I in 1596**. In 1996, Queen Elizabeth II visited Newbury to celebrate the **400th anniversary** of the charter.

For centuries, the market has played a crucial role in the local economy, providing a hub for traders, farmers, and artisans. It has continuously evolved to adapt to economic changes and consumer needs while maintaining its significance as a key regional Market Place. Today, **Newbury Charter Market continues to support local businesses and attract visitors every Thursday and Saturday**, preserving its heritage and contributing to the town's economic and cultural vibrancy.

2. Current Market Operations

Newbury Town Council has operated the **Charter Market since 1997**, following its establishment as a local authority. This operation is governed by an agreement with **West Berkshire District Council, signed on 26 November 2002**, for a **25-year term**.

The **Charter Market runs weekly on Thursdays and Saturdays**, offering a diverse selection of goods and services, including:

1. Fresh produce
2. Artisan crafts
3. Clothing
4. Street food
5. Household items

The market features **long-standing independent traders**, some of whom have operated for over **60 years**. It primarily takes place in the **Market Place** but extends to **Northbrook Street and Bartholomew Street**.

Additionally, **Newbury hosts several specialist markets**, including:

- **Thames Valley Farmers' Market** – Held on the first **Sunday of each month**, featuring local farmers and food producers.
- **Monthly Artisan Market** – Showcasing handcrafted and locally made products.

- **Twice-yearly Vegan Market** – Organised by **Newbury BID**, promoting plant-based and sustainable goods.

3. **Newbury Town Council's Market Strategy**

Newbury Town Council is committed to ensuring that markets contribute positively to the town's **economic vitality, cultural identity, and community experience**. As part of its **2024–2028 Strategy**, the Council aims to:

1. **Support independent traders and small businesses** to foster a diverse and resilient local economy.
Ensure markets enhance the town's vibrancy and cultural richness.
2. **Encourage sustainable practices**, such as waste reduction and promotion of locally sourced products.
3. **Ensure accessibility and inclusivity**, so all members of the community can benefit from market activities.
4. **Review market policies regularly** to adapt to evolving community and economic needs.

4. **Declaration of Market Powers**

This **Declaration formally affirms Newbury Town Council's authority** to establish, manage, and regulate markets within the parish under:

- a. **The Royal Charter of 1596**
- b. **Part III of the Food Act 1984**

Under the **Food Act 1984**, local authorities have the power to:

- Establish and regulate markets.
- Determine market days and allocate stalls.
- Set trading conditions and enforce compliance.
- Charge fees to stallholders.
- Take action against unauthorised markets to protect chartered or licensed markets.

Newbury Town Council exercises these powers in **compliance with national and local legislation**, ensuring that markets:

- Benefit the **local economy**
- Support **small businesses and local enterprise**
- Provide **residents with access to fresh produce and goods**
- Promotes **sustainability**

- Reflects the **character and needs of Newbury**

5. Amendments and Review

This Declaration shall be **periodically reviewed** to ensure its relevance and effectiveness. Any amendments will be made by **resolution of the Town Council**, following appropriate consultation.

6. Adoption and Enforcement

This Declaration was **adopted by Newbury Town Council on [Date]** and shall be enforced from this date forward.

Forward Works Programme

Work Programme for Full Council Meetings for the Municipal Year 2025/26.

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensations
3. Approval of Minutes of previous meeting
4. Questions/ Petitions from members of the Public
5. Questions/ Petitions from Members of the Council
6. Town Mayor's Report
7. The Leader's Report
8. The Chief Executive Officer's Report
9. Minutes from Committees

Scheduled Council Business	
27 January 2025	Berkshire Youth Presentation Review of Town Council Strategy 2025/26 Precept Schedule of Meetings for the Municipal Year 2025/26 Financial Regulations
07 May 2025	Nomination and Election of Mayor and Deputy Mayor Election of Leader and Deputy Leader To nominate the membership of each Committee/Sub Committee for 2025/26 Saturday Surgeries Review and Schedule for 25/26 Reports from Outside Bodies
Q2 2025/26	24 June End of Year Statutory Accounts To receive the Annual Return, Approve each section of the Annual Governance Statement and adopt the accounts and the Mayor to sign them, To note the date for the exercise of electors' rights Review terms of refence and memberships of any working groups that the council wishes to appoint To receive any reports from School Link Councillors

	<p>To receive any reports from the Council's representation on outside bodies</p> <p>To review the Council's Standing orders, if required</p>
Q3 2025/26	<p>Local Democracy Working Group: a verbal update on LDW from the Chair of the Local Democracy Working Group</p> <p>Budget for 2025/26 Councillors are invited to make the Leader of the Council and the RFO aware of any particular projects that may need to be undertaken in 2025/26, so that they may be considered for inclusion in the draft budget and / or service plans and / or project list.</p> <p>Climate Emergency grant</p> <p>Commence Review of Town Council Strategy</p> <p>Cricket Club/ Loose Ends</p>
Q4 2025/26	<p>Berkshire Youth Presentation</p> <p>Review of Town Council Strategy</p> <p>2026/27 Precept</p> <p>Schedule of Meetings for the Municipal Year 2026/27</p> <p>Financial Regulations</p>