

17<sup>th</sup> October 2023

**To:** Councillors Phil Barnett, Vera Barnett, Alistair Bounds, Jo Day, Sam Dibas, Billy Drummond, Nigel Foot, (Town Mayor), Jayne French-Drayton, David Harman, Chris Hood, Roger Hunneman, Ian Jee, Pam Lusby-Taylor, David Marsh, Stephen Masters, Vaughan Miller, Andy Moore, Gary Norman, Elizabeth O’Keeffe, Sarah Slack, Meg Thomas, Martha Vickers and Tony Vickers.

**From 7.15 pm:**

**Remembrance Sunday** - To receive a briefing on the arrangements for the Remembrance Day events on Sunday 12th November 2023

Dear Councillor,

You are summoned to attend a meeting of **Newbury Town Council** to be held in **The Council Chamber, Town Hall, Newbury** at **7.30 pm Monday 23<sup>rd</sup> October 2023**.

Yours sincerely,

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

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## **AGENDA**

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- 1. Apologies for absence**
- 2. Declarations of Interest**  
**To receive** any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes**  
*Town Mayor*  
**3.1 To approve** the minutes of the Full Council meeting held on Monday 12<sup>th</sup> June 2023. (Appendix 1.1)  
**3.2 To approve** the minutes of the Full Council meeting held on Thursday 21<sup>st</sup> September 2023. (Appendix 1.2)
- 4. Berkshire Youth**  
**To receive** a report from Berkshire Youth on the operation of the SLA with the Council for April to September 2023.
- 5. The Climate Emergency Grant made to the Loose Ends/ Newbury Cricket Club Partnership (Appendix 2)**  
**To Ratify** the grant made towards solar panels and  
**To Receive** an update from the partners on the success of the partnership.

- 6. Questions and Petitions from Members of the Public**  
*Town Mayor/ Chief Executive Officer*  
(Questions, in writing, must be with the CEO by 2.00 pm on Friday 20 October 2023)
- 7. Members' Questions and Petitions**  
*Town Mayor/ Chief Executive Officer*  
(Questions, in writing, must be with the CEO by 2.00 pm on Friday 20 October 2023)
- 8. Town Mayor's Report (Appendix 3, to follow)**  
*Councillor Nigel Foot, Town Mayor*  
**To receive** a report from the Town Mayor, Councillor Nigel Foot.
- 9. Leader's Report (Appendix 4, to follow)**  
*Councillor Gary Norman, Leader of the Council*  
**To receive** a report from the Leader of the Council, Councillor Gary Norman.
- 10. Chief Executive Officer's Report (Appendix 5)**  
*Chief Executive Officer*  
**To receive** a report from the Chief Executive Officer
- 11. Committees**  
*Committee Chairpersons*  
**To receive** the minutes of meetings of the Town Council's Committees (already circulated):

  - Community Services Committee    10 July (Draft)
  - Planning & Highways                      19 June, 17 July, 14 August, 11 September, 9 October (draft)
  - Civic Pride, Arts & Leisure              3 July (Draft)
  - Policy & Resources                      24 July and 16 October (Draft)
- 12. Local Democracy Working Group**  
*Councillor Jo Day, Chairperson, Civic Pride, Arts and Leisure Committee.*  
To receive a verbal update on LDW from the Chair of the Local Democracy Working Group
- 13. Climate Emergency Working Group (Appendix 6)**  
*Councillor David Harman, Chairperson of the Council's Climate Emergency Working Group.*  
**To Receive** the Carbon Footprint Appraisal for Newbury Town Council Assessment Period: 1st April 2022 – 31st March 2023 and the report from the Council's Climate Emergency Working Group.
- 14. External Audit report for the financial year ended 31 March 2023 (Appendix 7)**  
**To Receive** the External Audit Report for the financial year ended 31st March 2023 and to note the observations.

**15. Budget for 2024/25 (Appendix 8)**

15.1 **To note** the attached budget production plan with a target to produce a draft budget for e-mail distribution before Christmas, so that full discussions can take place at the Policy & Resources Committee meeting on 15 January 2024 and at the subsequent Council meeting on Monday 23 January 2024.

15.2 To invite members of the Council to submit proposals to officers for consideration by the relevant Committee for inclusion in the draft budget and the Council's Strategy when they consider their budget needs for 2024/25. Such proposals should be submitted with as much detail as possible by the 3rd of November 2023.

15.3 To note that Council and each Committee / Sub-Committee is asked to Consider its budget needs for 2024/25, in time for inclusion in the draft budget (and/or revised Strategy) being prepared for January 2024.

**16. Forward Work Programme for Full Council meetings 2023/24 (Appendix 9)**

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

**Minutes of the Meeting of Newbury Town Council  
Held in the Council Chamber, Town Hall, Newbury,  
at 7.30 pm on Monday 12 June 2023.**

**Present**

Councillors Alistair Bounds, Jo Day, Sam Dibas, Nigel Foot, Jayne French-Drayton, David Harman, Chris Hood, Roger Hunneman; Ian Jee, Pam Lusby-Taylor; David Marsh; Steve Masters, Vaughan Miller; Andy Moore; Gary Norman; Elizabeth O’Keeffe; Sarah Slack and Meg Thomas.

**Officers in Attendance**

Hugh Peacocke – Chief Executive Officer

**6. Apologies for absence**

Apologies received from Councillors Phil Barnett and Vera Barnett, Billy Drummond, Martha Vickers and Tony Vickers.

**7. Declarations of interest and dispensations**

The CEO told the meeting that Councillors Nigel Foot and David Marsh 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.

**8. Minutes of the meeting of Newbury Town Council held on Monday 30<sup>th</sup> January 2023.**

**Proposed:** Councillor Gary Norman

**Seconded:** Councillor Elizabeth O’Keeffe

**Resolved:** To approve the minutes of the meeting of Newbury Town Council held on Monday 30<sup>th</sup> January 2023 as a true record of the meeting.

**9. Minutes of the Annual Meeting of Newbury Town Council held in the Corn Exchange, Newbury, on Sunday 14<sup>th</sup> May 2023**

**Proposed:** Councillor Vaughan Miller

**Seconded:** Councillor Andy Moore

**Resolved:** To approve the minutes of the meeting of the Annual Meeting of Newbury Town Council held on Sunday 14<sup>th</sup> May as a true record of the meeting.

**10. Questions and Petitions from Members of the Public**

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

## **11. Members' Questions and Petitions**

The CEO said that Cllr. Phil Barnett had submitted a question. Cllr. Barnett was not in attendance and the mayor asked the CEO to read the question to the meeting:

*Until covid, The Mayor's Drive became an important feature in the Mayor's calendar for the year and the one day in the year that many elderly residents had the chance to be taken from their home to sample the lovely West Berkshire countryside and meet up with long lost friends at a stately home to enjoy an afternoon tea.*

*This activity, which has been in existence for many decades, came to an end when it was decided by this Council to cease the drive last year for a variety of reasons.*

*I have been asked by many of the residents that previously attended the event when it would take place again.*

*I therefore ask this Town Council: firstly to put every effort into establishing if this event could be reinstated and, secondly advertise if individuals or organisations would be willing to help with the arrangements in putting on this event.*

The mayor responded as follows: *Councillor Barnett is correct when he says that this was an important feature in the Mayor's calendar for the year. While this event was popularly known as the Mayor's drive and tea party, it was organised by other persons who invited the Mayor to attend the event. At no stage was it ever organised by the Council and it is not correct to say that this Council ceased the drive last year.*

*Last year the organisers advised the Council that for a variety of reasons they were unable to continue this event. The matter was considered comprehensively by the Council's Civic Pride, Arts and Culture Committee last July, which was attended by the organisers and all parties agreed that it was no longer feasible or practicable to hold this event.*

*Since then the Mayor has introduced a Festive Afternoon Tea Party as part of the Christmas calendar, for people aged over 75 in Newbury. The Council's current position in this matter is as set out in our Strategy where we state that we will: Support the organisation of an annual event for the over 75s in Newbury to be attended by the Mayor.*

The CEO will send a written copy of the response to Councillor Barnett.

## **12. Previous Mayor's final Report**

The Council received a report from the former Town Mayor, Councillor Gary Norman, detailing the many civic engagements he had attended between the January meeting of the Council and the Annual Meeting on 14<sup>th</sup> May.

The Council thanked Councillor Norman for his outstanding service during his year as Town Mayor. The CEO also thanked him on behalf of the Officers and the Civic Team at the Council.

**13. Town Mayor's Report**

The meeting received the report of the Town Mayor, which included the Annual Meeting of the Council and the Family Day in Victoria Park.

**14. Chief Executive's Report (Appendix 3)**

The Council received the report from the CEO of the Council.

**15. Election of Leader and Deputy Leader of the Council**

15.1 The Mayor invited nominations for the position of Leader of the Council for the municipal year 2023-24.

**Proposed:** Councillor Nigel Foot

**Seconded:** Councillor Jo Day

That Councillor Gary Norman be elected Leader of the Council for the municipal year 2023-24. There were no other nominations for the post.

**Resolved:** That Councillor Gary Norman be elected Leader of the Council for the municipal year 2023-24.

Councillor Norman thanked his proposer and seconder and all members of the Council for their unanimous vote for him. He said that the council's ambition going forward would be to deliver more of the ambitions of the previous Council and he welcomed the continued co-operation and support of the 2 Green Party members on the Council.

15.2 The Mayor invited nominations for the position of Deputy Leader of the Council for the municipal year 2023-24.

**Proposed:** Councillor Andy Moore

**Seconded:** Councillor Sarah Slack

That Councillor Jo Day be elected Deputy Leader of the Council for the municipal year 2023-24. There were no other nominations for the post.

**Resolved:** That Councillor Jo Day be elected Deputy Leader of the Council for the municipal year 2023-24.

**16. Annual Governance Statement and End of Year Statutory Accounts 2022/23**

The Mayor told the meeting that the approval of the Annual Governance and Accountability Report (AGAR) must be carried out by the Full Council and that it must be done before the 30th of June.

The Chief Executive Officer referred members to the Internal Auditors Certificate in the Council's AGAR (page 3 of the Annual return) and it was noted that the Internal Auditors had given positive assurances in all relevant areas.

The CEO told the Council that they were required to approve each individual paragraph (1-9) of the AGAR.

**Proposed:** Councillor Nigel Foot

**Seconded:** Councillor Vaughan Miller

**Resolved:** To approve each individual paragraph (1-9) of the Annual Governance Statement 2022-23 as defined at Section 2 of the Annual Return and

**Resolved** that Newbury Town Council has:

1. Put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. Maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. Took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. Provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. Carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. Maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. Took appropriate action on all matters raised in reports from internal and external audit.
8. Considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
9. In our capacity as the sole managing trustee for the Wash Common Allotments, discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

The Mayor and the Chief Executive Officer then signed the Annual Governance statement 2022-23.

The CEO, in his role as Responsible Financial Officer, presented the signed end of year Statutory Accounts for 2022/23, subject to Audit (Section 2, Page 5 of the AGAR). He pointed out that Box 9, the total fixed assets plus long term investments and assets, at 31 March 2022 had been restated as last year's External Audit had reported that: *The AGAR was not accurately completed before submission for review. Information received from the smaller authority indicates that a £75,000 design and consultancy fee has been included in Section 2, Box 9. The Practitioners' Guide states this cell shows the value of all the fixed assets and long-term investments owned by the smaller authority.*

**Proposed:** Councillor Nigel Foot

**Seconded:** Councillor Gary Norman

**Resolved:** To approve the Accounting Statements 2022/23 as presented by the Responsible Financial Officer and to authorise their signing by The Town Mayor.

The Responsible Financial Officer advised the members that the external audit would be undertaken by PKF Littlejohn and that the date for the exercise of electors' rights has been set as 14 June 2023. Following approval of the Annual return the appropriate legal notice with regard to public inspection would be published on the Council's website and displayed on the Town Hall notice board. The external audit may generate further amendments. The final Annual Return, including the Auditor's Certificate, is due for publication by 30 September 2022.

## **17. Working Groups**

17.1 Strategy Working Group, including a long-term strategy for the Council:

**Proposed:** Councillor Nigel Foot

**Seconded:** Councillor Jo Day

**Resolved: To Approve** the Terms of reference as presented and appoint the following members: Councillors Gary Norman, Vaughan Miller, Andy Moore, Jo Day, David Marsh and Pam Lusby-Taylor.

17.2 The Climate Emergency Working Group:

**Proposed:** Councillor Gary Norman

**Seconded:** Councillor Steve Masters

**Resolved: To Approve** the Terms of reference as presented and appoint the following members: Councillors Steve Masters, Meg Thomas, Martha Vickers, Roger Hunneman, David Harman and Sarah Slack

17.3 Member Support and Development Working Group:

**Proposed:** Councillor Vaughan Miller

**Seconded:** Councillor Andy Moore

**Resolved: To Approve** the Terms of reference as presented and appoint the following members: Councillors David Marsh, Elizabeth O'Keeffe, Jo Day and Jayne French-Drayton.



## **18. Committees**

The Council received the minutes of meetings of the Town Council's Committees:

- Planning & Highways Committee Meetings: 3<sup>rd</sup> and 20<sup>th</sup> February 6<sup>th</sup> and 27<sup>th</sup> March and 24<sup>th</sup>
- Civic Pride, Arts and Culture Committee: 27<sup>th</sup> February (Draft)
- Policy and resources Committee: 17<sup>th</sup> April (Draft)
- Community Services Committee: 13<sup>th</sup> March (Draft)

## **19. Appointments to Outside Bodies**

The meeting received a report from Councillor Sarah Slack, in her capacity as trustee on Citizens' Advice, West Berkshire.

**Proposed:** Councillor Nigel Foot

**Seconded:** Councillor David Harman

**Resolved: To Appoint** Members to serve on outside bodies, as shown on Appendix 1 attached to these minutes.

## **20. School Link Councillors**

The meeting noted the Job description for this role, as circulated.

**Proposed:** Councillor Nigel Foot

**Seconded:** Councillor Steve Masters

**Resolved: To Appoint** Members to serve as school link councillors, as shown on Appendix 2 attached to these minutes.

## **21. Standing Orders**

The CEO presented the proposed amendments to Standing orders. He told the meeting that the changes proposed in this review address the following matters:

- Updates to reflect current practice and convention of the Council
- The Change in name of the Civic Pride, Arts and Leisure Committee to Civic Pride, Arts and Culture.
- An update regarding "Virtual" attendance at meetings, to reflect the current Government legislation around this (Standing Order 8.11)
- An amendment to say that in the case of the Council's committees, any member not appointed to a committee may act as a substitute ( Standing Order 11)
- Some corrections to numbering in the Standing Orders

**Proposed:** Councillor Elizabeth O'Keeffe

**Seconded:** Councillor Ian Jee

**Resolved: To Approve** the agreed amendments to Standing Orders.

## **22. Treasury Management Policy**

The CEO told the meeting that the Council holds substantial funds in its current account. This can often arise due to the cyclical nature of the precept payments (half in April and half in October.)

He pointed out that Councils are not covered by the Financial Services Compensation Scheme, which has an upper limit of £85,000. Therefore, the Council may need to move some funds from its main bank account, into some other secure deposits, to spread the risk, in the event of any financial failures. (This was not a reflection on the Council's bank, which has an excellent credit rating.)

**Proposed:** Councillor Gary Norman

**Seconded:** Councillor Andy Moore

**Resolved: To Approve** the following addition to the Council's Treasury Management Policy:

***Security of funds***

*The Council can at certain times of the year hold substantial funds in its current account. This can arise due to the cyclical nature of the precept payments (half in April and half in October.)*

*Councils are not covered by the Financial Services Compensation Scheme, which has an upper limit of £85,000. Therefore, the Council may need to move some funds from its main bank account, into some other secure deposits, to spread the risk, in the event of any financial failures.*

*Alternatives available include the following*

- *Short term investment with the District Council*
- *Increasing our investment with the Public Sector Deposit Fund*
- *Other investment managers in the sector*
- *A combination of the above.*

*The Council's Responsible Financial Officer will arrange any such transfer of funds. These will be subject to the Council's approval processes, which include the CEO and 2 members of the Council. Where time permits, all transfers should be approved beforehand by the Policy and Resources Committee. Where this is not feasible, the RFO may arrange transfers, after consulting the Chairperson of the Policy and Resources Committee and reporting to the Council at the next available opportunity.*

**23. Forward Work Programme for Full Council meetings 2023/24**

The meeting noted and agreed the Forward Work programme.

Agreed that Berkshire Youth be invited to make a presentation to the January meeting of the Council.

Agreed that the Council's representatives on outside bodies be invited to report to the meeting on 23<sup>rd</sup> October.

Agreed that the School Link Councillors be invited to report to the meeting on 22<sup>nd</sup> January.

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

**Proposed:** Councillor Steve Masters

**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 personal and financial business to be transacted.

**25. Finance and Corporate Services Manager**

The meeting received a report from Councillor Elizabeth O’Keeffe, the Chairperson of the Council’s Selection panel for this post.

The Selection Panel comprised Councillor Elizabeth O’Keeffe (Panel Chairperson), Councillor Gary Norman, Chair of the Council’s Policy and Resources Committee, Ms. Melanie Ellis, Chief Finance Officer, West Berks and Hugh Peacocke, CEO, Newbury Town Council. Four candidates were invited for interview and the interviews were completed on 7th June. The Panel unanimously scored one candidate as the best candidate for the role.

The Panel recommends that the position is offered to that candidate subject to satisfactory references, the Council’s normal terms and conditions, as well as special conditions relevant to the candidate/Post.

**Proposed:** Councillor Nigel Foot

**Seconded:** Councillor Sarah Slack

**Resolved: To Approve** the recommendations of the Council’s Selection Panel for recruitment to this post.

**26. Community Café for Victoria Park**

The meeting received an update on the position in relation to the proposed construction of a Community Café and new Sports Changing Rooms for Victoria Park.

**Proposed:** Councillor Roger Hunneman

**Seconded:** Councillor Steve Masters

**Resolved: To Authorise** officers to explore all the options for meeting the needs set out in the design brief for the proposed Community Café in Victoria Park and report back to the next appropriate Council/ Committee meeting.

**There being no further business, the Town Mayor declared the meeting closed at 8.53 pm.**

**Town Mayor:** \_\_\_\_\_

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

**Minutes of the Extraordinary Meeting of Newbury Town Council  
Held in the Council Chamber, Town Hall, Newbury,  
at 7.30 pm on Thursday 22 September 2023.**

**Present**

Councillors Alistair Bounds, Jo Day, Sam Dibas, Nigel Foot (Town Mayor), Jayne French-Drayton, David Harman, Chris Hood, Roger Hunneman; Ian Jee, Pam Lusby-Taylor; David Marsh; Steve Masters, Vaughan Miller; Andy Moore; Gary Norman; Elizabeth O’Keeffe and Sarah Slack.

**Officers in Attendance**

Hugh Peacocke – Chief Executive Officer (CEO)  
Martin Kavanagh, Services Delivery Manager (SDM)

**27. Apologies for absence**

Apologies received from Councillors Billy Drummond, Vaughan Miller ( Joined on Zoom), Meg Thomas and Tony Vickers.

Absent: Councillors Phil Barnett and Vera Barnett.

**28. Declarations of interest and dispensations**

The CEO told the meeting that Councillors Nigel Foot, David Marsh and Martha Vickers 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.

**29. Tributes to former Councillor Kim Hodges**

The Mayor, Councillor Nigel Foot, told the meeting that former Councillor Kim Hodges had passed away the previous night. Councillor Martha Vickers paid tribute to him for his service on the Council and to the communities of Newbury. The Meeting observed a minutes silence in his memory.

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

**Proposed:** Councillor Nigel Foot

**Seconded:** Councillor Steve Masters

**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.

### 31. Victoria Park Kiosk

The Mayor thanked the officers for arranging a site visit to the kiosk prior to the meeting. He invited the Leader of the Council, Councillor Gary Norman, to outline the issues and options referred to in the report from the CEO and the DSM, which presented 3 options for members to consider and a list of criteria which might be included.

The 3 options put forward for consideration by the meeting were:

- A) Do nothing is not an option in this case, as the Victoria Park lease imposes maintenance obligations on this Council. The kiosk building needs urgent repairs to the roof and interiors, which is the minimum requirement.
- B) Construction of the proposed community café, at a possible cost up to £890,000.
- C) To meet the requirements of Park users at a much lower cost by upgrading/improving the kiosk building already in the Park and the demolition and removal of the old boat store. (Former air raid shelter)

Members expressed their disappointment that while option B) was the preferred option that it was no longer affordable due to rising costs resulting from planning requirements and inflationary pressures. However, there was a strong desire to do more than the minimum required at option A).

Members supported all of the criteria for redevelopment set out in the Officers' report and made some amendments, with the result as follows:

- i. To provide public toilets, including baby changing facilities
- ii. To provide some cover/ shelter from the elements.
- iii. To provide an improved food and drink offering for users of the Park
- iv. To provide an outside drinking water dispenser
- v. To improve the surrounds and seating at the kiosk
- vi. Meeting the Council's repair and maintenance lease obligations
- vii. To improve the appearance of the kiosk
- viii. To demolish the old bomb shelter, which is unsightly and gives rise to anti-social behaviour and vandalism in the Park
- ix. That the proposals should require the minimum planning permission requirements
- x. To provide value for money
- xi. To provide sustainable options (e.g. PV panels on roof, etc.)
- xii. To future proof for possible extension to the current kiosk building.
- xiii. To provide changing rooms to support the amenities in the Park

Officers suggested the budget to be targeted for this project.

Members agreed that if external funding could be found towards option B) above, then this could run in parallel.

**Proposed:** Councillor Roger Hunneman

**Seconded:** Councillor Steve Masters

**Unanimously Resolved:** That officers should be authorised to continue to engage the relevant expertise to prepare the design brief for option C) above and costs, etc. required, as well as setting out the public procurement requirements which the Council would have to follow.

It was discussed that an operator had been identified for the new Community café proposed at option B) and the CEO replied that he would be advised of the outcome of the meeting.

**There being no further business, the Town Mayor declared the meeting closed at 8.34 pm.**

**Town Mayor:** \_\_\_\_\_

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

**Newbury Town Council**

**Public Report**

**To:** Council

**Date of meeting:** 23<sup>rd</sup> October 2023.

**1. Agenda item No. 5: The Climate Emergency Grant made to the Loose Ends/  
Newbury Cricket Club Partnership**

**Decision Required:**

- **To Ratify** the grant made towards solar panels and
- **To Receive** an update from the partners on the success of the partnership.

**Background**

The Council's budget for 2022-23 included provision of £10,000 for "Climate Emergency Grants".

The Grants Subcommittee of the Council, at its meeting on 21<sup>st</sup> November 2022 approved the payment of a grant of £10,000 towards the provision and installation of solar panels on the roof of Newbury Cricket Club. The minutes of that meeting record the following:

**7. Climate Emergency Grant**

*The subcommittee received a recommendation from The Climate Emergency Grant that a grant of £10,000 should be paid towards solar panels on the roof of the Newbury Cricket Club for a project in conjunction with Loose Ends. The total cost of the project is estimated at £20,000.*

*The Working Group recommended that the grant should be made subject to the following conditions:*

- *To approve a Grant funding of £10,000 subject to confirmation of the length of Tenure on the site, (min 20 years) on the agreement by the joint Management Committee*
- *for the building to accept the Grant as a Carbon Offset contribution by NTC in exchange for a 50% stake in the carbon reduction generated by this project in favour of NTC.*
- *This Offset arrangement is to be agreed and documented in a formal Deed.*

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Billy Drummond

**Resolved:** *That the Council awards a Climate Emergency grant of £10,000 to Loose Ends at Newbury Cricket Club subject to the conditions recommended by the Climate Emergency Working Group.*

(The recommendation from the Climate Emergency Working group is attached, as appendix 2.a and the signed agreement referred to above is attached as appendix 2.b)

### **Issues arising**

In the report from the Council's internal auditors dated 6<sup>th</sup> June 2023 ( Internal Audit report 2022-23 (Final Update)), Auditing Solutions Ltd. Recommended as follows:

*The ratification of the payment of the grant to Newbury Cricket Club should be requested at the next Council meeting to ensure compliance with para 5.4 of the Council's Financial Regulations.*

### **Conclusion/ Recommendation:**

**That the Council ratifies** the Climate Emergency Grant grant of £10,000 paid towards solar panels on the roof of the Newbury Cricket Club for a project in conjunction with Loose Ends, in accordance with the terms and conditions approved by the Council's Grants Subcommittee on 21 November 2022.

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

**Date: 10<sup>th</sup> October 2023.**



**Climate Change WG – New Grants to recommend to Grants Committee  
November 2022**

1. Ian Nichol (Treasurer, Loose Ends) and John O'Sullivan (Chari, Newbury Cricket Club)  
**Newbury Cricket Club, Northcroft Lane, Newbury RG14 1RS**

**CCWG – 9<sup>th</sup> Nov 2022 - Recommendation:**

- **To approve a Grant funding of £10,000 subject to confirmation of the length of Tenure on the site, (min 20 years) on the agreement by the joint Management Committee**
- **for the building to accept the Grant as a Carbon Offset contribution by NTC in exchange for a 50% stake in the carbon reduction generated by this project in favour of NTC.**
- **This Offset arrangement is to be agreed and documented in a formal Deed.**

Loose Ends and Newbury Cricket Club would like to install solar panels on the south-facing roof of the building to generate electricity which will be used to power and heat the building all year round. The projected energy generated will be 14.5kWh / year which is the equivalent 6.8 tonnes CO2 and will clearly save both organisations significant energy costs going forwards. NTC strategy is to reach net neutrality on CO2 by 2030 and to provide Carbon Grants to local organisations to help them reduce their CO2 footprint which can then be used to offset any remaining NTC CO2. This project fits the bill perfectly.

Annual statements will be provided showing the actual energy generated from the PV panels and corresponding CO2 emissions saved.

Applied for Grant Aid: £10,000

Cllrs Martha Vickers and Andy Moore will be putting their additional Members' bids, combined total of £6,000, towards this project.

We have been working with Cllr Martin Colston to assess options and ensure the project fits the requirements of the NTC grants and the Members' Bids.

Loose Ends supports some of the most vulnerable in Newbury and consumes the bulk of the energy needed in the building as it occupies it during the day and early evening most days. Part of the NTC strategy is to 'provide focused support for young people, the elderly, minorities and the vulnerable' and this Carbon Grant will also deliver against this.

**2. The Corn Exchange (Newbury) Trust, Market Place, Newbury, RG14 5BD**

**CCWG – 9<sup>th</sup> Nov 2022- Recommendation: to confirm that NTC would be willing to consider a Grant for a sum up to £1,000 subject to confirmation of the project being otherwise fully funded and the facility for charging be available for general public use out of operating hours of the Corn Exchange**

The Corn Exchange Newbury wishes to install two electric vehicle charging points in its dedicated staff car park at the rear of the Corn Exchange building. The transport industry is the highest-emitting sector of the UK economy, accounting for 22% of total UK greenhouse gas (GHG) emissions (Climate Change Committee, 2020) and electric vehicles will help reduce CO2 emissions. Installing EV charge points will help us reach our sustainability goals, demonstrate our environmental

commitment and shrink employee carbon footprints. The primary use of the charge points will be for staff and supplier use, but we would also anticipate allowing local residents and visitors to the Newbury town centre to use the charge points outside of office hours when they will not typically be used by our staff. We would like to install two Rolec SecuriCharge EV OpenCharge 22KW units at a cost of £1,377 each. In addition, we have a quote for installation costs of £975 making the total cost for the project to be £3,729.

The Corn Exchange will monitor, and record usage data and we will pass this usage data (in an anonymised form) on to our funders at agreed intervals.

Any contribution from Newbury Town Council would be greatly appreciated. A grant of £1,000 from NTC would be a fabulous start, or alternatively a pledge of matched funding from NTC would provide a great incentive to other potential funders.

Applied for Grant: £1,000

We have looked into the Government's Workplace Charging Scheme (WCS) which provides eligible applicants with support towards the up-front costs of the purchase and installation of electric vehicle (EV) charge points of up to £340 per socket, but unfortunately it appears we are not eligible due to our Arts Council funding. Fortunately, we have strong relationships with many local trusts and foundations, and local businesses, and will approach these as well as make applications to other green funding streams such as NTC's Climate Emergency - Grant Aid.

CCWG Recommendation September 22:

If you could just Clarify, Members will I am sure be happy to support this project with some form of funding.

I believe Members would be able **to Grant up to £1,000 initially** and more should this be needed at some stage in the future.

The second question asked is on a further application through the Good Exchange for the new project, this would boost your funding at there may be provision for the Good Exchange to double any award by this Council.

Members suggest this be considered & investigated.

### **3. The West Berkshire Mencap Centre, Enborne Gate, Newbury RG14 6AT.**

**- Recommendation: That a Grant of £1,000 be provide via the Good Exchange in support of this project subject to annual feedback from Mencap on the water savings made by the project.**

Over the last year we have been working on re-siting and re-developing our horticultural training and social inclusion project. Moving the project from a remote site several miles away to the field adjacent to the Mencap Centre. Providing a more inclusive, vibrant and accessible project for our members. We have raised funds and engaged some pro bono support and the ground works, poly tunnels, raised flower beds and some of the outside structures are now in place. We want to install a simple but effective rain harvesting system. Robust guttering, water collection and distribution points across the site. At present we use mains water for our horticultural programme. The rain harvesting system will reduce this use by 60%.

This is a saving in energy and water filtration wider than the centre itself. A reduction in the use of mains water means less water will need to be artificially drawn from the environment, a supply that is better used for drinking etc.

West Berkshire Mencap will see a reduction in their mains water usage and cost. We can measure the impact for us in 'days' e.g., how many days we have replaced using mains water for the project with rainwater we have captured. We will provide reports to the Climate Change Working Group.

Applied for Grant aid: £5,000

We have a programme of applications to trusts and foundations who have already funded some of this work. The project was successful on the Good Exchange last year in raising funds for equipment and resources.

The project hit delays through Covid 19 and supply chain issues. Over this year we have made good progress with the all the ground works and foundations for outside structures in place. The building company, Verogen, are providing their services free of charge and as the outside structures are now taking shape, we have been able to look in more detail at how and where we can be environmentally more effective. The rain harvesting is a relatively simple but important action which has an impact far wider than just the project itself. Saving both water and energy needed for the local community. We were unable to install such a system at our 'old' site as there were no external structures belonging to us

CCWG Recommendation September 22: If you could just Clarify, Members will I am sure be happy to support this project with some form of funding.

I believe Members would be able to **Grant up to £1,000 initially** and more should this be needed at some stage in the future.

The second question asked is on a further application through the Good Exchange for the new project, this would boost your funding at there may be provision for the Good Exchange to double any award by this Council.

Members suggest this be considered & investigated.

**Footnote - Recommendation that should the current Grant pot be exhausted, the Grants sub committee should petition Policy & Resources Committee to release additional funds from Reserves to facilitate these awards.**

**Updated 9<sup>th</sup> November 2022**



**Climate Change Working Group & Grants sub-Committee  
of Newbury Town Council**

**Agreement to provide Carbon offset credits from Solar Power installation provide by  
Newbury Town Council Grant to Newbury Cricket Club.**

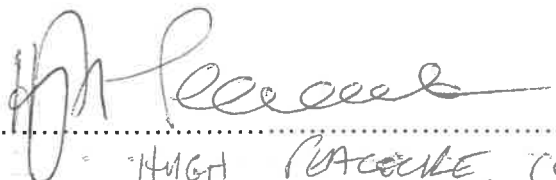
1. This Agreement date 8 March 2023 if between Newbury Cricket Club at Northcroft Park, Northcroft Lane, Newbury RG14 1RS and Newbury Town Council, Town Hall, Market Place Newbury RG14 5AA.
2. This Agreement will commence on 28 March 2023 (14 days after the installation in completed and certified for use) and will be for a period of 20 years from that date unless termination is mutually Agreement in writing.
3. This Agreement is for Newbury Town Council to be awarded Carbon saving credits based on Solar power generated by the investment of Newbury Cricket Clun of sums to provide Solar powered electricity to feed the Cricket Club building (s).
4. Newbury Town Council will invest a capital sum of £10,000 by way of a Climate Change Grant toward that installation.
5. The installation approved by this Grant award is as set out in the Quotation & supporting paperwork provided by GHE Solar Ltd Quotation; Newbury Cricket Club dated 25/10/2022 NCC-PV-V2 in the sum of £16,432.30 (excluding VAT) to generate 18.48 Kwp.
6. The Carbon saving based on this project is estimated at 9,483 kg CO2 per annum
7. In exchange for the Grant invested, Newbury Cricket Club agreed that Newbury Town Council shall be entitled to a Carbon Offset Investment gain equivalent to Carbon saving by generation in the ratio of 10/16 based on the generation outputs & carbon savings calculated by GHE Solar Ltd as above.
8. For clarity this equates to approx. 9.25 Kwp of saved energy produced by the Solar installation described and or 5,926 kg CO2 saved.
9. The generated electricity supply meter will be read biannually, at the commencement of this Agreement then at the end of March and September annually.  
Meters will be read & photographed for Audit purposed & copies sent to the CEO, Newbury Town Council at the address above.



**Climate Change Working Group & Grants sub-Committee  
of Newbury Town Council**

**Agreement to provide Carbon offset credits from Solar Power installation provide by  
Newbury Town Council Grant to Newbury Cricket Club.**

This Agreement is signed on behalf of Newbury Town Council & authorising the release of  
the Grant fund of £10,000 by

  
..... (Authorised person)  
HUGH PEARCE, CEO, NEWBURY TOWN COUNCIL  
15/3/2023

This Agreement is approved & authorised y Newbury Cricket Club as recipients of this  
Grant Finding by



(John O'Sullivan, Chair)

And witnessed by



(Paul Monger, Secretary)

**Meeting of Newbury Town Council, Monday 23<sup>rd</sup> October 2023.**

**Agenda Item 7: Chief Executive Officer's Report.**

**A) Council Chamber Maintenance**

The Services Delivery Manager has arranged the cleaning of the curtains in the Chamber, which was long overdue. The tracks and pulleys for the curtains have also been repaired. Essential maintenance has been carried out to the plaster in some corners of the chamber and all the light bulbs have been renewed. Martin has also worked to improve the audio arrangements, saving us money by utilising the infrastructure already in place.

**B) Town Hall Weddings**

The above works are timely as we have had a number of weddings recently in the Town Hall. The Chamber has been beautifully dressed for these events, which have been very successfully managed by Kym Heasman.

We were delighted to receive the following feedback from one of the weddings:

*Hello Kym,*

*I would like to thank you so much for your dedication & attention to detail. You made our wedding day go so much smoother by advising our bridesmaids & pageboys what to do, what would happen & guiding everyone around. You thought of things I had missed and they listened to you.*

*You and your husband were great. It was also above & beyond, staying over time to fix the chair cover problem. The room looked lovely AND the music was loud enough.*

**C) Staff Matters**

- i) **Absences:** The team continues to support staff absences- one staff member on prolonged sick leave and another returning with light duties for the moment. We also have one maternity leave until January 2024.
- ii) **Finance and Corporate Services Manager:** Mrs. Liz Manship was appointed to this post on 24 July 2023.
- iii) **Chief Executive Officer:** On 9<sup>th</sup> October I advised the Chairman of the Council's Staff Subcommittee of my intention to resign my post on 31 December of this year. It was a difficult decision for me but for family reasons we are re-locating and it would not be possible to continue to effectively deliver the requirements of the post, even with hybrid working arrangements. I wish to express my sincere appreciation to all of the Councillors and officers with whom I worked over my eight and a half years here, for the support and respect which I have always received from all of you. It has been a privilege to have worked with you in this role.



Carbon Footprint Appraisal  
for  
Newbury Town Council

Assessment Period:  
1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023

## Executive Summary

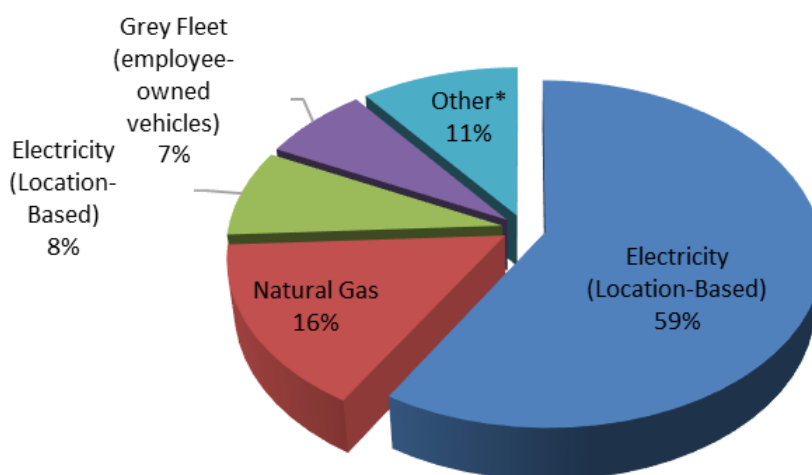
### Current Performance

- NTC's total location-based emissions are 38.43 tCO<sub>2</sub>e, a decrease of 43.6 % compared with the baseline year of 2018/19.
- The most significant emission source is electricity accounting for 58.62% of NTC's carbon footprint.
- The estimated error margin is a quite low given the accuracy of data provided (+/- 0.93 tCO<sub>2</sub>e).

### Recommendations

- Offset the GHG emissions created within this data period to maintain your carbon neutrality.
- Switch to 100% renewable energy tariffs to reduce emissions associated with electricity use.
- Evaluate the business case for installing additional renewable energy generation e.g., solar and hydro (the business case for these may be far stronger given steeply rising energy prices).
- Investigate swapping owned sites from gas-powered heating to sustainable alternatives.
- Investigate opportunities to reduce site energy consumption across all sites through implementing regular energy monitoring and conducting an energy audit.

### Location-based emissions breakdown (excl. WTT)



\*Other= Transmission & Distribution (Location-Based), Water, Home-working, Wastewater.

Year/Element	Location based
Total number of employees (FTE)	10
Turnover in £ million	1.13
<b>Tonnes of CO<sub>2</sub>e</b>	<b>38.43</b>
<b>Tonnes of CO<sub>2</sub>e per employee</b>	<b>3.84</b>
<b>Tonnes of CO<sub>2</sub>e per £ million turnover</b>	<b>34.01</b>



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## Quality Control

<b>Report issue number:</b>	1.0
<b>Date:</b>	13 July 2023
<b>Calculations completed by:</b>	James Fryer
<b>Calculations reviewed by:</b>	Jenny Webb
<b>Report produced by:</b>	James Fryer
<b>Report reviewed by:</b>	Jenny Webb
<b>Director approval:</b>	Dr. Wendy Buckley

# 1. Introduction

## 1.1. Company Overview

This report represents the fifth consecutive year of carbon emissions assessment for Newbury Town Council (NTC). Over this period NTC has reduced its absolute emissions year on year by 43.6% since its baseline year of 2018/19 by implementing energy saving and emissions reduction measures. Please see section 4 for a detailed comparison between reporting periods.

## 1.2. Goals & objectives

- NTC has declared a climate emergency and set an intended reduction target of 10% year on year from its 2018/19 baseline (of its assessed scope 1,2 and 3 emissions).

## 1.3. Data supplied for the Carbon Footprint Appraisal

A summary of the data supplied by NTC for the appraisal can be provided on request.

## 1.4. Methodology for the Carbon Footprint Appraisal

The methodology document can be downloaded using this link,

[https://www.carbonfootprint.com/docs/carbon footprint appraisal - methodology document.pdf](https://www.carbonfootprint.com/docs/carbon_footprint_appraisal_-_methodology_document.pdf)

## 1.5. Abbreviations

A/C	Air Conditioning
CO <sub>2</sub>	Carbon Dioxide
CO <sub>2</sub> e	Carbon Dioxide Equivalent
Defra	Department for Environment, Food and Rural Affairs
EV	Electric Vehicle
GHG	Greenhouse Gas
km	Kilometres
kWh	Kilowatt Hours
T&D	Transmission & Distribution
WTT	Well-To-Tank

## 2. Calculation Scope and Accuracy

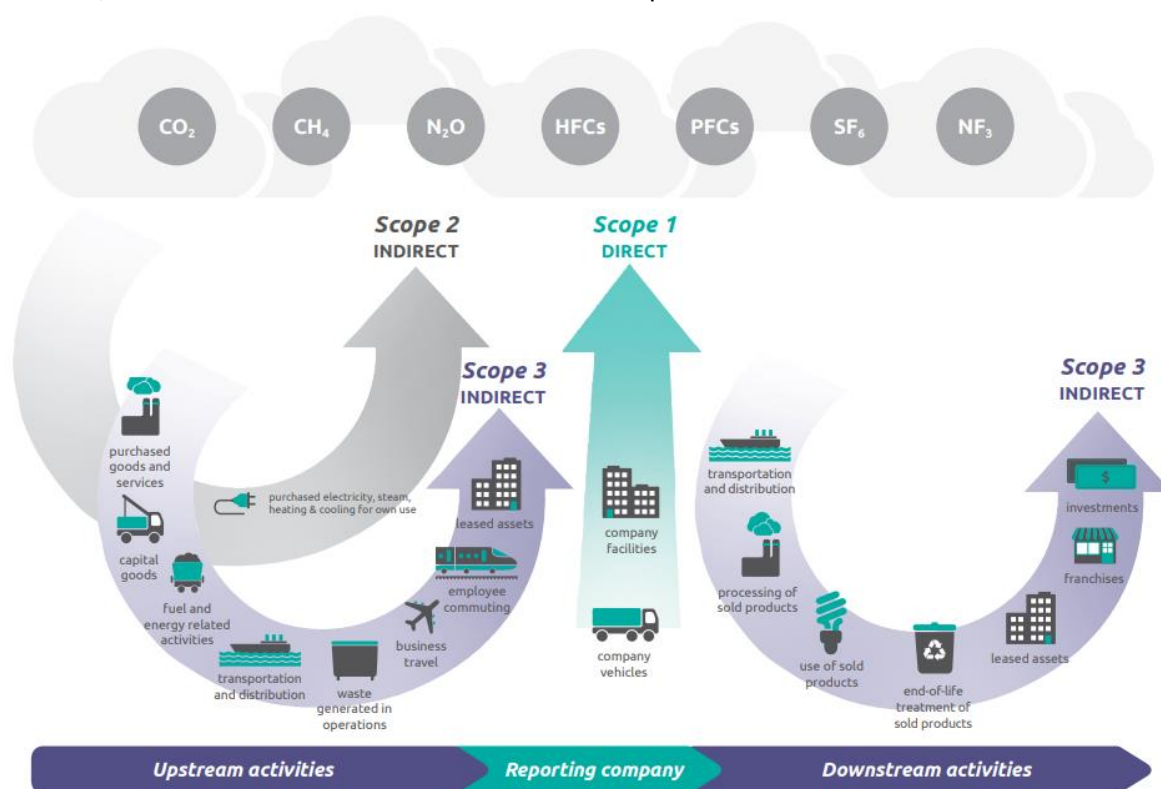
### 2.1. Scope of this work

Carbon Footprint has assessed the GHG emissions from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 resulting from the energy consumption at NTC's facilities and its business transport activities.

NTC's baseline year data and emissions can be found in the 2018/19 report.

### 2.2. Organisational & reporting boundaries

Figure 1 shows the full boundaries of the *Greenhouse Gas Protocol Corporate and Value Chain Standards*. The organisation has accounted for all quantified GHG emissions and/or removals from facilities over which it has operational control. This assessment covers the reporting boundaries shown in Table 1, in line with the Greenhouse Gas Protocol Corporate Standard.



**Figure 1: Overview of emissions scopes (GHG Protocol - Scope 3 Calculation Guidance v1.0 - 2013)**

**Table 1: NTC's GHG Assessment boundary based on the Greenhouse Gas Protocol Corporate Standard***(All green rows have been included in this assessment; all grey rows are not applicable; orange rows have been excluded)*

Scope	Activity	Calculation Type	Completion Status	Justification
1	Electricity, heat or steam generated on-site		Not relevant	
1	On-site fuel use		Not relevant	
1	Company owned vehicles		Not relevant	
1	Fugitive emissions (incl. Refrigerant gases and AC)		Not relevant	
2	On-site Consumption of purchased electricity, heat steam and cooling	Activity Data	Complete	
3	1. Purchased goods and services	Activity Data	Partial	Water has been included in this assessment. Additional emissions sources may be relevant.
3	2. Capital goods		Excluded	Not required for the GHG Protocol Corporate Standard
3	3. Fuel- and energy related activities (not included in scope 1 or scope 2)	Activity Data	Partial	Transmission and Distribution is included. Well-To-Tank has not been included.
3	4. Upstream transportation and distribution		Not relevant	
3	5. Waste generated in operation		Excluded	Not required for the GHG Protocol Corporate Standard
3	6. Business travel (not included in scope 1 or scope 2)	Activity Data	Complete	
3	7. Employee commuting	Activity Data	Partial	Homeworking emissions have been assessed.
3	8. Upstream leased assets		Not relevant	
3	9. Downstream transportation and distribution		Not relevant	
3	10. Processing of sold products		Not relevant	
3	11. Use of sold products		Not relevant	
3	12. End-of-life treatment of sold products		Not relevant	
3	13. Downstream leased assets	Activity Data	Complete	
3	14. Franchises		Not relevant	
3	15. Investments		Excluded	Not required for the GHG Protocol Corporate Standard

### 2.3. Calculation uncertainty assessment & materiality

The result of a carbon footprint calculation varies in accuracy depending on the data set provided. The more accurate the data supplied, the more accurate the final result. Materiality is determined by the percentage contribution of each element to the overall footprint.

Based on the accuracy of the data provided (Table 2), a simple uncertainty analysis has been used to estimate the potential error margin for the appraisal results.

**Table 2: Assessment accuracy, materiality and simple error analysis**

Emission Source	Data source / comments	Materiality	Uncertainty	Error Margin (tCO <sub>2</sub> e)
Electricity (Location-Based)	Meter readings provided (kWh) covering the full assessment period.	Very High (>40%)	1%	0.25
Home-working	Details of home-working hours and occupancy status were provided for all staff.	Low (1-5%)	50%	0.22
Wastewater	Percentage returned as wastewater estimated based on knowledge and previous allocations per site.	Low (1-5%)	50%	0.19
Grey Fleet (employee-owned vehicles)	Vehicle details (engine size and fuel type) were provided along with distance travelled (miles).	Medium (5-20%)	5%	0.14
Natural Gas	Meter readings (m <sup>3</sup> ) provided covering the full assessment period.	Medium (5-20%)	1%	0.06
Water	Meter readings provided (m <sup>3</sup> ) covering the full assessment period.	Low (1-5%)	5%	0.04
Victoria Park Kiosk Electricity (Location-Based)	Submeter recharged consumption provided (kWh) covering the full assessment period.	Medium (5-20%)	1%	0.03
<b>Total</b>			<b>2.4%</b>	<b>0.93</b>



### 3. Carbon Footprint Results

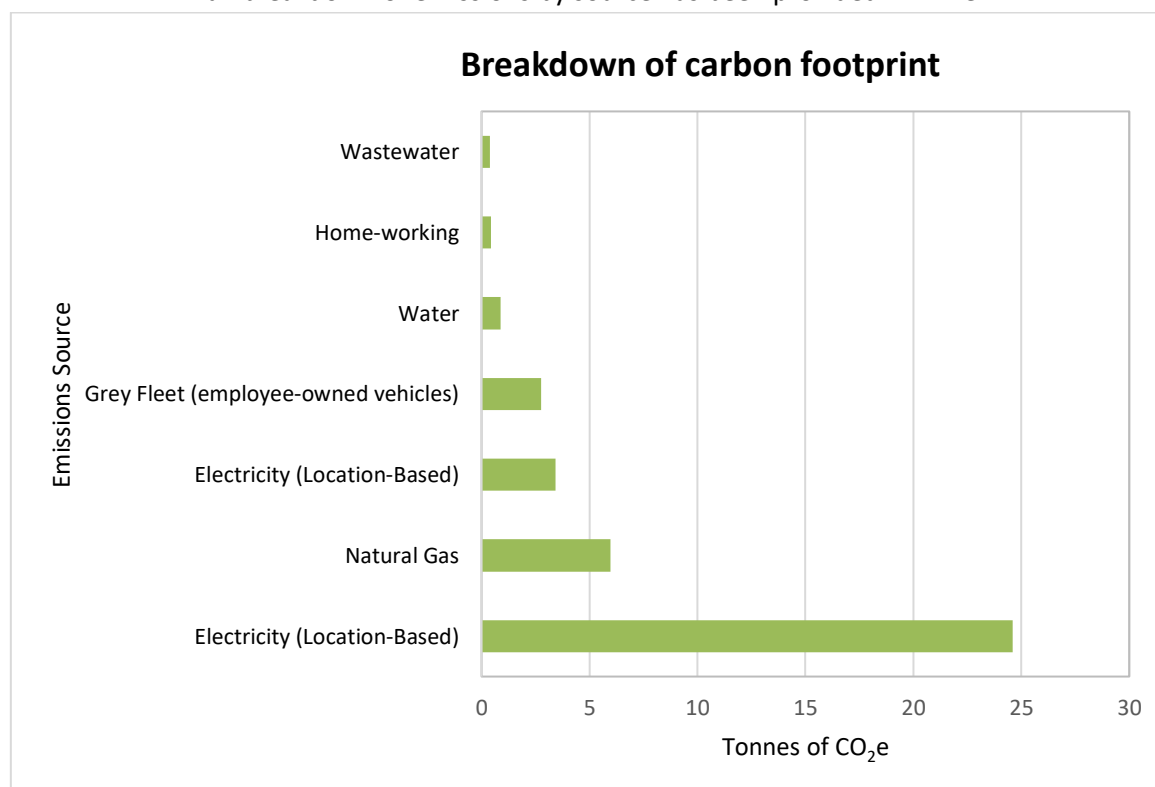
#### 3.1. Summary of results

The total location-based carbon footprint for NTC for the period ending 31<sup>st</sup> March 2023 is 46.8 tonnes CO<sub>2</sub>e.

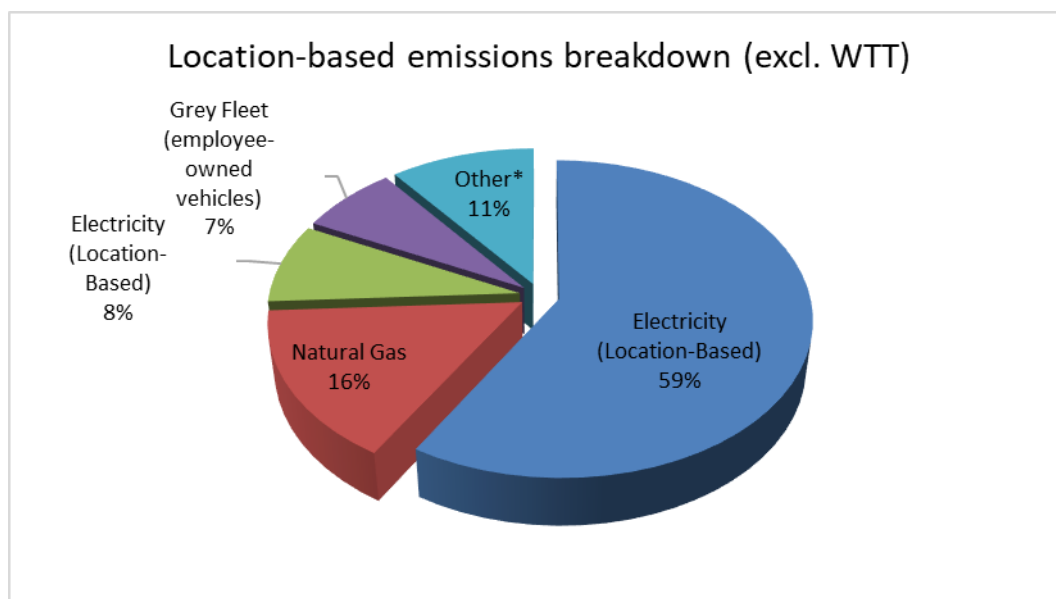
**Table 3: Results of NTC's carbon footprint assessment by scope and GHG Protocol emission categories**

Scope	Emission Source	Location-Based (tCO <sub>2</sub> e)
1	Natural Gas	5.97
<b>1</b>	<b>Scope 1 Total</b>	<b>5.97</b>
2	Electricity	22.53
<b>2</b>	<b>Scope 2 Total</b>	<b>22.53</b>
3.1	Water	0.88
3.3	Transmission & Distribution	2.35
3.5	Wastewater	0.38
3.6	Grey Fleet (employee-owned vehicles)	2.75
3.7	Home-working	0.44
3.13	Electricity	3.13
<b>3</b>	<b>Scope 3 Total</b>	<b>9.93</b>
<b>All</b>	<b>Tonnes of CO<sub>2</sub>e</b>	<b>38.43</b>
<b>All</b>	<b>Tonnes of CO<sub>2</sub>e per employee</b>	<b>3.84</b>
<b>All</b>	<b>Tonnes of CO<sub>2</sub>e per £ million turnover</b>	<b>34.01</b>

A full breakdown of emissions by source has been provided in Annex A.



**Figure 2: Contribution in tonnes of CO<sub>2</sub>e of each element of NTC's carbon footprint**



\*Other= Transmission & Distribution (Location-Based), Water, Home-working, Wastewater.

**Figure 3: Percentage contribution of each element of NTC's market-based carbon footprint**

### 3.2. Emissions from energy usage at site facilities

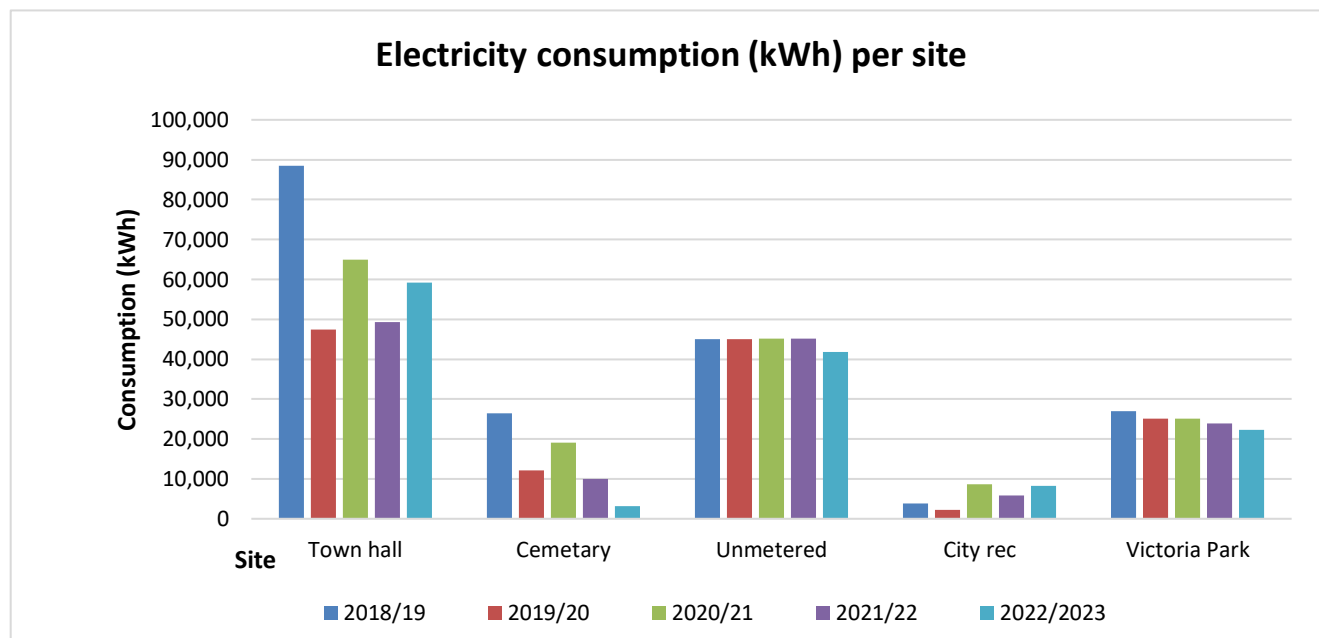
Table 4 shows a breakdown of emissions from each site/location based on electricity and gas consumption.

**Table 4: CO<sub>2</sub>e emissions as a result of site energy consumption**

Name of Site	Location-based Electricity <sup>1</sup> (tCO <sub>2</sub> e)	Natural Gas (tCO <sub>2</sub> e)	Total <sup>1</sup> (tCO <sub>2</sub> e)
Town Hall	8.29	5.97	14.26
Town Hall Night	3.65	-	3.65
Clock Tower	0.55	-	0.55
Band Stand	0.01	-	0.01
Shaw Cemetery	0.47	-	0.47
Victoria Park	3.42	-	3.42
Street Lighting 1	0.73	-	0.73
Street Lighting 2	8.11	-	8.11
Market Pillar 1	0.43	-	0.43
Market Pillar 2	0.42	-	0.42
Wash Common 1	0.82	-	0.82
Wash Common 2	0.78	-	0.78
Newtown RD	0.20	-	0.20
City Rec	0.14	-	0.14
<b>Total</b>	<b>28.01</b>	<b>5.97</b>	<b>33.99</b>

<sup>1</sup>Totals include emissions from Generation and Transmission & Distribution

Figure 4 shows electricity consumption over the 5 years of assessment. Reductions have been achieved in the Town Hall and Cemetery through heating and lighting efficiency improvements (however Town Hall consumption has increased in 2022/2023 due to colder winter weather and increased lettings). Consumption in the city rec has increased slightly due to more frequent training (by 20%) and therefore use of changing rooms and sports pitches. There was a 7.1% decrease in street lighting consumption in 2022/2023 compared to the previous year.



Note: 'Town Hall' includes meters for the following: Town Hall, Town Hall Night, Clock Tower and Band Stand.

'Cemetery' includes: Shaw Cemetery and Newtown RD.

'City rec' includes: Wash Common 1, Wash Common 2 and City Rec.

'Victoria Park (previously Kiosk)' includes: Victoria Park, Market Pillar 1 and Market Pillar 2.

**Figure 4: Electricity consumption (kWh) per site**

### 3.3. Emissions from Well to Tank

Well-to-tank emissions relate to the upstream emissions of fuel and energy; accounting for extraction, processing, and transport of fuels/energy. Historically, NTC has not included these associated emissions in reporting. **For this assessment, including WTT emissions would account for an additional 8.39 tCO<sub>2</sub>e. NTC could reduce these emissions by reducing fuel and energy usage.**

**Table 5: Well-To-Tank CO<sub>2</sub>e Emissions breakdown**

Emission Source	Location-Based (tCO <sub>2</sub> e)
Electricity	5.39
Natural Gas	1.02
Electricity	0.75
Grey Fleet (employee-owned vehicles)	0.67
Transmission & Distribution	0.56
<b>Total</b>	<b>8.39</b>





## 4. Comparison and Benchmarking

### 4.1. Comparison to base year emissions

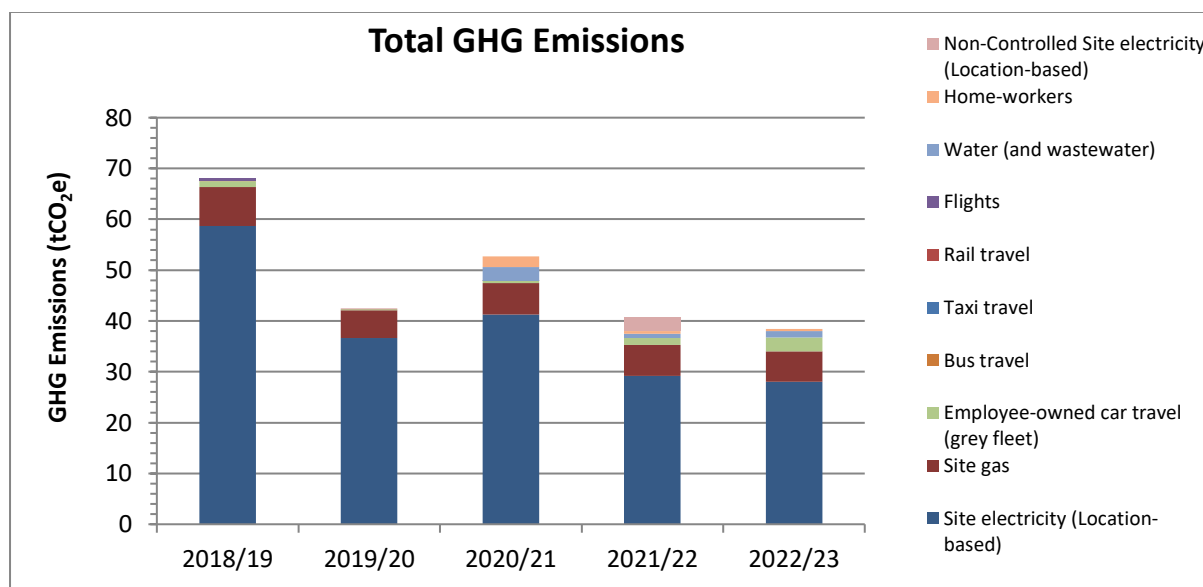
Table 6 and Figure 5 below show historical emissions per activity, as well as the total carbon footprint and carbon intensity metrics (tonnes of CO<sub>2</sub>e per employee and tonnes of CO<sub>2</sub>e per £M turnover).

Overall, absolute emissions have decreased since the baseline year (2018/2019) by 43.5%, with a 5.3% decrease compared to the previous assessment in 2021/22. The most significant progress has come from reductions associated with electricity emissions with a decrease of 58.1%.

The only emission source which has increased since the baseline year is employee-owned car travel. All flights and public transport emissions have been reduced through virtual or online alternatives to previously attended in-person events and trainings.

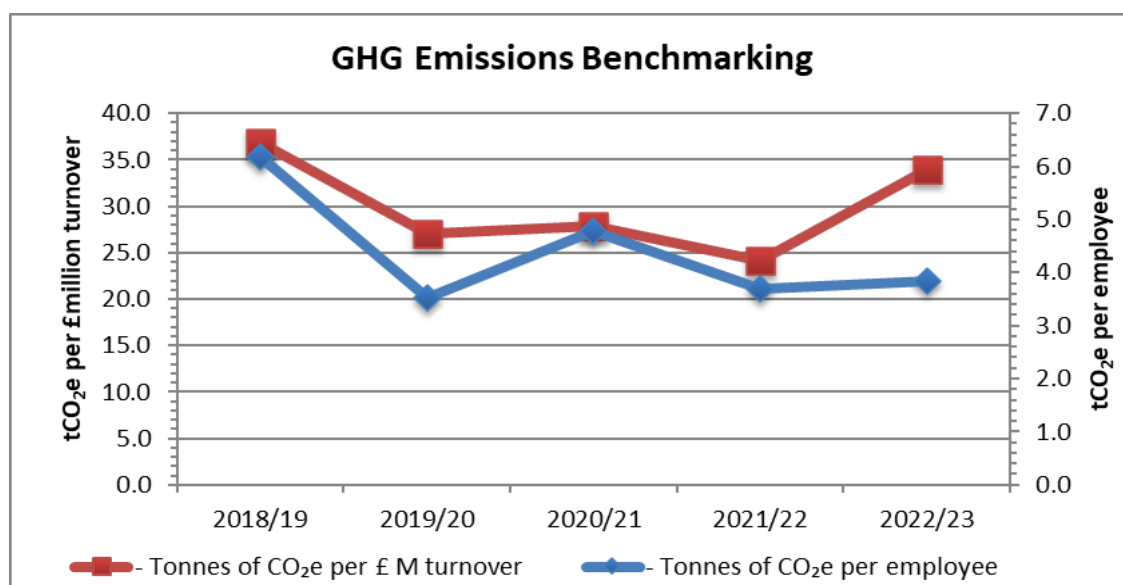
**Table 6: NTC's carbon footprint comparison and percentage change**

Element	2018/19	2019/20	2020/21	2021/22	2022/23	% change on baseline year (2018/19)	% change on previous year
Site electricity (Location-based)	58.64	36.61	41.24	29.15	24.59	-58.1% ▼	-15.6% ▼
Site gas	7.69	5.52	6.24	6.16	5.97	-22.3% ▼	-3.1% ▼
Vehicle fuel usage	0.00	0.00	0.01	0.01	0.00	n/a	-100.% ▼
Employee-owned car travel (grey fleet)	1.17	0.15	0.38	1.35	2.75	134.9% ▲	103.9% ▲
Bus travel	0.06	0.00	0.00	0.00	0.00	-100.% ▼	0%
Taxi travel	0.00	0.00	0.00	0.00	0.00	-100.% ▼	0%
Rail travel	0.07	0.03	0.00	0.00	0.00	-100.% ▼	0%
Flights	0.49	0.00	0.00	0.00	0.00	-100.% ▼	0%
Water (and wastewater)	0.00	0.00	2.71	0.83	1.26	n/a	52.% ▲
Home-workers	0.00	0.00	2.12	0.56	0.44	n/a	-22.6% ▼
Non-Controlled Site electricity (Location-based)	0.00	0.00	0.00	2.53	3.42	n/a	34.9% ▲
<b>Total Tonnes of CO<sub>2</sub>e (Location-based)</b>	<b>68.12</b>	<b>42.29</b>	<b>52.70</b>	<b>40.60</b>	<b>38.43</b>	<b>-43.6% ▼</b>	<b>-5.3% ▼</b>
<b>Tonnes of CO<sub>2</sub>e per employee</b>	<b>6.19</b>	<b>3.52</b>	<b>4.79</b>	<b>3.69</b>	<b>3.84</b>	<b>-37.9% ▼</b>	<b>4.1% ▲</b>
<b>Tonnes of CO<sub>2</sub>e per £ M turnover</b>	<b>36.92</b>	<b>27.11</b>	<b>27.88</b>	<b>24.17</b>	<b>34.01</b>	<b>-7.9% ▼</b>	<b>40.7% ▲</b>



**Figure 5: Detailed emissions comparison for the various aspects of NTC's emissions**

Benchmarked against employee numbers and company turnover (adjusted for inflation) the carbon emissions statistics show an increase in both intensity metrics since the previous year, although they remain lower than the baseline year of 2018/19. The increase occurs despite lower absolute emissions due to a lower number of employees as well as company (£Million) turnover than in all previous years.



**Figure 6: Carbon footprint of NTC for internal benchmarks**

Carbon Footprint recommends that organisations use the base-year GHG inventory as a benchmark to measure against. When using the base-year GHG inventory as a benchmark, organisations can set realistic reduction targets and measure their progress year on year. This can also provide excellent marketing opportunities, where real figures can demonstrate your commitment towards helping fight climate change.

## 4.2. External benchmarking

Companies often find it useful to benchmark themselves against similar organisations in their sector. Carbon Footprint Ltd has an online tool you can use to find publicly available information on other organisations that have reported their emission.

The Carbon Benchmarking Tool is free to use and can be found online at:

[https://www.carbonfootprint.com/carbon\\_benchmark.html](https://www.carbonfootprint.com/carbon_benchmark.html)

Many companies report Scope 1 & 2 emissions for comparison against others as elements included in Scope 3 can vary greatly. Table 7 summarises the emissions across these Scopes, along with metrics showing emissions per unit turnover and per employee, to help your benchmarking.

**Table 7: NTC's benchmarked GHG emissions**

Year/Element	Location based
Total number of employees	10
Turnover in £ million	1.13
Tonnes of CO <sub>2</sub> e	38.43
Tonnes of CO <sub>2</sub> e per employee	3.84
Tonnes of CO <sub>2</sub> e per £ million turnover	34.01
Scope 1 & 2 Emissions	
<b>Tonnes of CO<sub>2</sub>e</b>	<b>28.51</b>
<b>Tonnes of CO<sub>2</sub>e per employee</b>	<b>2.85</b>
<b>Tonnes of CO<sub>2</sub>e per £ million turnover</b>	<b>25.23</b>

## 5. Conclusion

NTC, in conjunction with Carbon Footprint Ltd, has assessed its carbon footprint and has achieved:

- a reduction of 5.33% from the previous year, based on its absolute emissions.
- and shown a reduction of 43.58% from the baseline year, based on its absolute emissions.
- and shown a reduction of 37.94% from the baseline year, based on its emissions per employee.

By achieving this, NTC has qualified to use the Carbon Footprint Standard branding. This can be used on all marketing materials, including website and customer tender documents, to demonstrate your carbon management achievements.



## 6. Recommendations

### 6.1. Carbon & sustainability targets

#### 6.1.1. Target setting

NTC should set targets based on per employee and/or per £M turnover, which will account for business growth. Many organisations are now setting targets based on the Science Based Target initiative. Typical targets cover mid-term and longer terms goals such as:

- A 50% reduction in emissions per £M turnover/employee by 2030.
- A 90% reduction in emissions per £M turnover/employee by 2045.

All targets set should be reviewed regularly and amended accordingly (i.e. target increased if it is met ahead of schedule). A clear roadmap for individual emissions sources should be in place. This will ensure the strategy for reducing CO<sub>2</sub>e emissions and tracking toward a net zero target is appropriate for the business.

A hyperlink to Carbon Footprint Ltd's whitepaper on target setting can be found below:

[https://www.carbonfootprint.com/docs/2021\\_12\\_cfp\\_practical\\_target\\_setting\\_-\\_white\\_paper\\_v10.pdf](https://www.carbonfootprint.com/docs/2021_12_cfp_practical_target_setting_-_white_paper_v10.pdf)

#### 6.1.2. Expand the Scope of the Assessment

We recommend that the scope of the assessment is expanded in future to include the aspects that are identified as excluded in Table 1.

#### 6.1.3. Improving the accuracy of future carbon footprint assessments

The overall accuracy is excellent with an estimated overall error margin of +/- 0.93 tCO<sub>2</sub>e, which represents +/- 2.4% of the total emissions.

## 6.2. Reducing emissions

To reduce GHG emissions, we recommend the following:

- Offset the calculated footprint to maintain the 'Carbon Neutral Organisation' certification.
- The most significant option to reduce emissions would be to switch all electricity supply to 100% renewable tariffs to reduce emissions associated with electricity use (65% of total emissions). Many "green" electricity tariffs are now the same price as the traditional brown tariffs. Once you have done this you will be able to report your market-based emissions alongside your location based.
- Evaluate the business case for installing additional renewable energy generation. Investigate hydrological options as well as additional solar photovoltaic (PV) panels (the business case for these may be far stronger given rising energy prices)
- Investigate swapping owned sites from gas-powered heating to sustainable alternatives such as electric, hydrogen, solar thermal, and air-source heat pumps.
- Increase the thermal insulation of owned buildings to reduce heating energy consumption such as fiberglass and cavity wall insulation, double glazing, and draft excluders
- Consider including emissions associated with Well-To-Tank to widen the scope of next year's assessment.
- Communicate targets and actions to employees, customers and other stakeholders.

## 6.3. Carbon offsetting

**Carbon offsetting is a pragmatic way to compensate for the emissions that you cannot reduce, by funding an equivalent carbon dioxide saving elsewhere. We note that Science Based Targets supports this as what they call Beyond Value Chain Mitigation (BVCM) and that it provides an urgently needed way for companies to cut emissions outside of their value chains in line with societal net-zero (see link - [Net-Zero: Urgent Beyond Value Chain Mitigation Is Essential - Science Based Targets](#)).**

We can provide both UK-based and international projects for you to support. The majority of projects focus on the development of renewable energy in developing countries, however there are others which have a greater focus on social benefits as well as environmental benefits. Further detail on the type and specific projects that we currently have in our portfolio can be provided on request or be found at: <http://www.carbonfootprint.com/carbonoffsetprojects.html>.

The cost of offsetting has reduced considerably over recent times. This could be readily funded via an internal carbon pricing system.

*Example of Carbon Offsetting Projects:*



## Annex A

A full breakdown of NTC's emission sources is given below. This aligns with the GHG Protocol classification methodology and provides each associated emission source:

Scope	GHG Protocol Emission Category	Emission Source	Location-Based (tCO <sub>2</sub> e)
1	On-site fuel use	Natural Gas	5.97
<b>Scope 1 Total</b>			<b>5.97</b>
2	On-site Consumption of purchased electricity, heat steam and cooling	Electricity	22.53
<b>Scope 2 Total</b>			<b>22.53</b>
3.1	1. Purchased goods and services	Water	0.88
3.3	3. Fuel- and energy related activities (not included in scope 1 or scope 2)	Transmission & Distribution	2.35
3.5	5. Waste generated in operation	Wastewater	0.38
3.6	6. Business travel (not included in scope 1 or scope 2)	Grey Fleet (employee-owned vehicles)	2.75
3.7	7. Employee commuting	Home-working	0.44
3.13	13. Downstream leased assets	Electricity	3.13
<b>Scope 3 Total</b>			<b>9.93</b>
<b>All</b>	<b>Tonnes of CO<sub>2</sub>e</b>		<b>38.43</b>
	<b>Tonnes of CO<sub>2</sub>e per employee</b>		<b>3.84</b>
	<b>Tonnes of CO<sub>2</sub>e per £ million turnover</b>		<b>34.01</b>

**Newbury Town Council**

**Public Report**

**To:** Council

**Date of meeting:** 23<sup>rd</sup> October 2023

**Agenda item No. 14: External Audit report for the financial year ended 31 March 2023**

**Decision Required: To Receive** the External Audit Report for the financial year ended 31st March 2023 and to note the observations

**Background/ Introduction**

The Council's accounts and annual governance statement for the year ended 31<sup>st</sup> March 2023 were approved by this Council at its meeting on the 12th of June 2023.

The unaudited accounts were sent to the Council's external auditors, PKF Littlejohn, on the 14th of June.

The public were advised of their right to inspect the accounts and to submit any observations or comments to the external auditors. No such comments or observations were received.

The external auditors report was received by the Council on 16<sup>th</sup> August 2023. Notice of completion of Audit has been published on the Town Hall notice board and on the Council's website.

Their report, together with all of the documents sent to the external auditors, are appended for the information of members

**Issues arising**

The External auditors reported as follows:

*Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.*

*The AGAR was not accurately completed before submission for review:*

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

### **Audit Working Group 3<sup>rd</sup> October 2023**

The report of the external auditors was considered by The Audit Working Group on 3<sup>rd</sup> October 2023.

The RFO advised the Working Group that the External Auditors reported no matters of concern bar:

- a) A typo in Section 2, Box 8 of 31 March 2022. This should have read £1,232,830 (not 1,241,380).

The RFO advised that the accounts y/e 31 March 2022 were unaffected, that these had been signed as accurate. Moving forward, with the recruitment of the RFO, both the RFO and CEO will check these figures prior to submission for audit.

- b) That the Trust fund transactions and balances have not been excluded from the figures in Section 2.

The RFO advised that this relates to charity law and the Trust managed by the Council- the Wash Common Allotments for The Labouring Poor. The recommendation, as discussed with the Internal Auditor, is that the Charity and the Council have a Memorandum of Understanding. Examples had been circulated from Marchwood and Petersfield Councils prior to the meeting.

The Working Group agreed that the P&R Committee receive information about the MoU (without the examples) with the recommendation that a draft MoU be brought to Council later in the financial year.

### **Policy and Resources Committee 16<sup>th</sup> October 2023**

The Committee received the report and approved of the recommendations of the Audit Working Group.

#### **Recommendation**

**To Receive** the External Audit Report for the financial year ended 31st March 2023 and to approve the recommendations as set out above.

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

**Date:** 16<sup>th</sup> October 2023



## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **NEWBURY TOWN COUNCIL - BE0057**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review:

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

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

12/08/2023

# Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2023
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2022/23

ENTER NEWBURY TOWN COUNCIL CITY

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

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		N/A	✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")		N/A	✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

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

Date(s) internal audit undertaken 21/09/2022 14/12/2022 28/03/2023

Name of person who carried out the internal audit

Susan Cook for Auditing Solutions Ltd

Signature of person who carried out the internal audit

*Susan Cook*

REQUIRED

Date

06/06/2023

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

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



## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

EN Newbury Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

12/06/2023

and recorded as minute reference:

16. Annual Governance Statement and End of Year Statutory Accounts 2022-23

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

Chairman

Clerk

SIGNATURE REQUIRED

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS [www.newbury.gov.uk](http://www.newbury.gov.uk)

## Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY  
Newbury Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	1,136,049	1,241,380	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,135,249	1,180,623	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	276,096	328,459	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	457,377	488,756	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	848,637	1,109,304	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,241,380	1,152,402	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,241,380	1,149,392	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets <b>(Restated)</b>	6,012,751	6,096,089	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date 06/06/2023

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

12/06/2023

as recorded in minute reference:

16. Annual Governance Statement and End of Year Statutory Accounts 2022-23

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

  
SIGNATURE REQUIRED

Explanation of variances – pro forma

Name of smaller authority: Newbury town Council  
County area (local councils and West Berkshire  
Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

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

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	1,136,049	1,241,380				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,135,249	1,180,623	45,374	4.00%	NO		
3 Total Other Receipts	276,096	328,459	52,363	18.97%	YES		Increased receipts, mainly accounted for as follows :A) Town Hall tenants +£22,406 (Covid discounts expired) B) Increased bank Interest: +£9,404, C) Lottery grant £10,000, (Inclusive play equipment) D) Public donations for bandstand repairs £21,000, E) Adventure Golf: £5,000, less G) Shaw Cemetery receipts down £9,374 and H) market receipts down £7,166
4 Staff Costs	457,377	488,756	31,379	6.86%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	848,637	1,109,304	260,667	30.72%	YES		The Council allowed for £120,000 expenditure from reserves to upgrade the playground at Fifth Road. The Grounds maintenance contract increased by £50,011- per RPI increase provided in contract. Salaries increased by 31,379- pay rises and conver for sick leave and maternity leave. Design fees- Community Cafe increased by £20,237. Inclusive Play equipment provided in Victoria Park: £15,439. Increase in business rates at Shaw Cemetery ( loss of tranistional relief): £7,572. Provision of composting toilet at Newtown Road cemetery: £5,309. Additional climate Change Grants: £5,505.
7 Balances Carried Forward	1,241,380	1,152,402			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	1,241,380	1,149,392				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	6,012,751	6,096,089	83,338	1.39%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable  
Variances of £200 or less are tolerable



No.	Date	Action	Who	By
1.	09/10	RFO to prepare 6 monthly figures and give to management team	RFO	12/10
2.	09/10	RFO writes to all Officers re salary allocation estimates per work area (salary reallocation) & invites ideas re: 2019/24 Strategy – for 27/10	RFO	12/10
3.	23/10	Full Council – To ask CEO to write to all members re Strategy review/ Budget asking them to submit ideas to CEO by 03/11 for consideration by Committees – on agenda 17/10	CEO	03/11
4.	23/10	RFO – reminder to all staff to reply to RFO re 24/25 salary allocations & ideas re: 19/24 Strategy by 27/10	RFO – All Officers	27/10
5.	23/10	RFO to start to put the 2024/25 budget together ( <i>required for 08/11</i> )	RFO	08/11
6.	06/11	Send members’ and officers’ proposals to relevant managers/ officers	CEO	07/11
7.	06/11	Send and officers proposals to relevant managers/ officers	RFO	07/11
8.	08/11	RFO meets with CEO re: draft budget	RFO & CEO	08/11
9.	09/11	Management team meet to consider draft budgets, including any issues arising from members’ / officers’ proposals	CEO & RFO	09/11
10.	10/11	RFO sends first draft of budget to Chair P & R.	RFO	13/11
11.	15/11	Leader’s Briefing, including draft budget	CEO & RFO	15/11
12.	20/11	Advise lead officers of submissions, to take to relevant Committee	RFO	20/11
13.	27/11	CPA & C Committee Meeting – Discuss Budget/ Strategy items – on agenda 21/11	Civic Manager	21/11
14.	30/11	Staff Sub-Committee Meeting to agree budget – on agenda 24/11	CEO	24/11
15.	04/12	P&H Committee Meeting – Discuss Budget/ Strategy items at P & H meeting- on agenda	CEO	29/11
16.	11/12	Community Services Committee Meeting – Discuss Budget/ Strategy items – on agenda 05/12	Services Delivery Manager	05/12
17.	13/12	RFO & CEO coordinate committee proposals for the Strategy Working Group	RFO/CEO	13/12
18.	14/12	Strategy Working Group – Considers committee proposals and makes recommendations to P & R – Advise RFO	CEO & RFO	15/12
19.	14/12	RFO writes to <a href="mailto:neil.cosham@westberks.gov.uk">neil.cosham@westberks.gov.uk</a> requesting update re tax base 24-25	RFO	14/12
20.	18/12	RFO applies recommendations from Strategy Working Group and sends draft budget to all members for information	RFO	21/12
21.	15/01	P & R Committee Meeting – Recommendations re Strategy 19-24 and budget 23-24 to Full Council – agenda 09/01	RFO & CEO	09/01
22.	22/01	Full Council – Approves review of Strategy 2019-2024 and Budget 2023-24 – on agenda 16/01	CEO & RFO	16/01
23.	24/01	RFO notifies West Berks of 2024/25 Precept	RFO	25/01
24.	24/01	RFO forwards final budget to members and officers	RFO	25/01



**Newbury Town Council**

Work Programme for Full Council Meetings for the Municipal Year 2023/24.

**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

**Other items of Business**

Meeting Date	Item
12 June	<b>End of Year Statutory Accounts</b> 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
	To receive any reports from the Council's representation on outside bodies
	To review the Council's Standing orders, if required
23 October	<b>Berkshire Youth presentation</b>
	<b>Local Democracy Working Group</b> To receive a verbal update on LDW from the Chair of the Local Democracy Working Group
	<b>Budget for 2024/25</b> 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 2024/25, so that they may be considered for inclusion in the draft budget and / or service plans and / or project list.
	<b>Climate Emergency grant</b> To receive an update from Cricket Club/ Loose Ends and ratify grant, as required by Internal auditor
	Commence Review of Town Council Strategy
	<b>Berkshire Youth Presentation</b>
22 January	Review of Town Council Strategy
	2024/25 Precept
	Schedule of meetings for the municipal year 2024/25
	Update re carbon reduction Plan
	<b>Presentations from Community United, BID, Citizens Advice</b>
8 May	Nomination of Mayor Elect and Deputy Mayor
	Election of Leader and Deputy Leader of the Council
	To nominate the membership of each Committee / Sub-Committee for the 2024/2025 municipal year.
	Saturday surgeries- review and schedule for 24-25
	Reports from Outside Bodies reps and School Link Councillors