

**8<sup>th</sup> June 2022.**

**To:** The Leader and Deputy Leader of the Council; Councillors Jo Day, Sue Farrant, Nigel Foot, Jon Gage, Stuart Gourley, Stephen Masters, Elizabeth O'Keeffe, and Erik Pattenden

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

**Also:** All Members of the Council for information.

Dear Councillor,

You are summoned to attend a meeting of the **Policy & Resources Committee** to be held on **Monday 13 June 2022 at 7.30 pm** in the Council Chamber, Town Hall, Newbury. The meeting is open to the press and the public.

Members of the public may join the meeting over zoom by using the following link:  
<https://us02web.zoom.us/j/87326238940?pwd=UjFkaFgxeThJQjQxTHZ6dFhZYkd1Zz09&from=addon>

Hugh Peacocke  
Chief Executive Officer

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## **AGENDA**

### **1. Apologies for absence**

*Chief Executive Officer*

### **2. Declarations of interest and dispensations**

*Chairperson*

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

### **3. Minutes (Appendix 1)**

*Chairperson*

**To approve** the minutes of a meeting of the Policy & Resources Committee held on Monday 25 April 2022.

### **4. Questions and Petitions from members of the public**

*Chairperson*

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we can all be proud of.

**5. Members' questions and petitions**

*Chairperson*

**6. Health and Safety Report (Appendix 2)**

*Chairperson*

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

**7. List of Payments (Appendix 3)**

*Chairperson*

**To note** the payments made during Quarter 1 2021-22.

**8. Income and Expenditure Account 2021/22 (Appendices 4 and 4a)**

*Chairperson*

**To receive** the Income and Expenditure Account for the period ended 30 June 2021 (Appendix 4)

**To resolve** to approve expenditure against any cost centres that are over the annual budget, in accordance with this Council's financial regulations.

**9. To approve Earmarked Reserves for 2022-23 (Appendix 5)**

*Chairperson*

**To receive** the report on Reserves and balances at 31 March 2022 and

**To approve** Earmarked Reserves for 2022-23.

**10. The Annual Governance Statement and the Accounting Statements 2021-22 (Appendix 6)**

*Chairperson*

**To consider** the Annual Governance Statement and Accounting Statements 2021-22 and

**To make any recommendations** regarding the Statements to Full Council on 27 June 2022.

**11. Model Publication Scheme (Appendix 7)**

*Chairperson*

**To Approve** the updated Model Publication Scheme for Newbury Town Council.

**12. Procurement Policy (Appendix 8)**

*Chairperson*

**To Approve** a Procurement policy for Newbury Town Council.

**13. Public Relations Strategy (Appendix 9)**

*Chairperson*

**To Approve** the Council's Public Relations Strategy

**14. Hutton Close (Appendix 10)**

*Chairperson*

**To approve** the consultation questions and the scope of the consultation regarding the future uses of the Council's land at Hutton Close.

**15. The Membership of Working Groups (Appendix 11)**

*Chairperson*

**To resolve** the membership and Terms of reference of

- A) The Audit Working Group
- B) The Strategy Working Group

**16. Mayor's Benevolent Fund Accounts (Appendix 12)**

*Chairperson*

**To note** the summary financial report for the Mayor's Benevolent Fund 2020/21

**17. Forward Work Programme for Policy and Resources Committee meetings 2022/23 (Appendix 13)**

*Chairperson*

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

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

*Chairperson*

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

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

*Chairperson*

**To receive** an update on these matters.

**20. Staff Subcommittee Meetings**

*Chairperson*

**To Receive** the minutes of the Staff Subcommittee meeting held on 26 April 2022.

**Minutes of a meeting of the Policy & Resources Committee held on  
Monday 25 April 2022 at 7.30 pm, in The Council Chamber, Town Hall, Newbury.**

**Present**

Councillors: Martin Colston (Chairperson), Jo Day, Sue Farrant, Jon Gage, Stuart Gourley, Stephen Masters, Elizabeth O'Keeffe and Erik Pattenden.

**In attendance**

Hugh Peacocke, Chief Executive Officer (CEO).

**54. Apologies for absence**

Councillors Nigel Foot and Sarah Slack. (Councillor Jeff Beck, substituted for Cllr. Slack, arrived at 8.40 pm)

**55. Declarations of interest and dispensations**

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

**56. Minutes**

**Proposed:** Councillor Stuart Gourley

**Seconded:** Councillor Erik Pattenden

**Resolved:** That the minutes of the meeting of the Policy & Resources Committee held on Monday 17 January 2022 be approved as a correct record and signed by the Chairperson.

**57. Questions and petitions from members of the public**

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

**58. Members' questions and petitions**

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

**59. Berkshire Youth**

The Chairman welcomed Ms. Kelly Leach, Berkshire Youth to the meeting. Ms. Leach gave a presentation on their youth outreach activities in and around Newbury over the 6 months to 31 March 2022.

Following a questions and answers session, Members thanked Ms. Leach for the very informative presentation.

**60. Notice of Motion received from Councillor Martin Colston:**

"This Council agrees to change the default flag to fly from the Town Hall from the NTC flag to the Ukrainian flag. This change will be until the war in Ukraine ends or the Council decides to revert to the standard default flag. The decision will be reviewed at least every 3 months at the Council's Civic Pride, Arts and Culture Committee.

This Committee agrees to allow P&H to review the decision if deemed necessary between meetings of CPA&C.”

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Sue Farrant

**Resolved:** That the Council supports the motion as presented.

**61. Notice of Motion received from Councillor Martin Colston:**

“This Council wishes to extend its deepest sympathy to the plight of the people of Ukraine, and would like to help local efforts to support Ukrainian refugees.

We recognise that:

- a. WBC will lead this effort through the Ukraine Support Hub
- b. That the Greenham Trust has set up a fund to support refugees
- c. That the Twin Town Association is already bringing volunteers together

We applaud those efforts and those of several other expert organisations also ready to help. We do not want to duplicate any of this effort, and indeed lack the expertise to do so.

We do want to help where we can and would therefore like to:

1. Offer the use of both The Chamber and Elsie Kimber Room free of charge for relevant organisations to hold meetings
2. Make our Grants open to application by relevant support groups
3. Consider any other requests for support as they arise

The Council will therefore write to WBC Support Hub and the Twin Town Association to offer the above support.”

**Proposed:** Councillor Stephen Masters

**Seconded:** Councillor Sue Farrant

**Resolved:** That the Council supports the motion as presented.

**62. Health and Safety Report**

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

**63. List of Payments**

The Committee noted the payments made during the period 1 January 2022 to 31 March 2022.

**64. Budget Monitoring 2021/22**

The Committee Noted the Income and Expenditure Account for the period ended 31 March 2022.

**Proposed:** Councillor Stuart Gourley

**Seconded:** Councillor Erik Pattenden

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

Cost Centre	Code	Page	Description	Amount of overspend	Reason
100	4000	1	Salaries/ NI/ PAYE	37,311 (9%)	Extra staff, redundancy payment, extra overtime for meetings and events (this overspend is reflected across various salary allocations)
200	4180	2	Grant paid to Newbury Cricket Club	4,806 (20%)	Approved P & R January 2022- to be taken from General Reserves
220	4220	2	Training and development	2,279 (46%)	New staff recruited. Member and officer media training.
	4225	2	Advertising recruitment	1,060 (106%)	Recruiting new staff
	4230	2	Telephones	1,653 (29%)	Changing to mobile phones form landline, to enhance flexible working arrangements.
320	4425	5	Footway Lighting- repairs and maintenance	2,403 (19)	Responding to public demand for repairs to damaged/ obsolete lights.
330	4425	6	Street furniture- repairs and maintenance	2,526 (46)	Vandalism and graffiti removal
345	4425	7	Victoria Park- repairs and maintenance	3,492 (26%)	Vandalism and graffiti removal

#### 65. Internal Audit Report

The Com received the interim internal audit report for the financial year 2021/22 from Auditing Solutions Ltd.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Sue Farrant

**Resolved: To approve** the recommendations arising and the responses to same.

#### 66. Update on the Council's Strategy (2019-2024) Action Plan

Members noted the position at 31 March 2022.

**67. Key Performance indicators**

Members noted the position at 31 March 2022.

**68. Town Hall Suites**

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Sue Farrant

**Resolved:** To **approve** the sealing of the leases for suites 1, 6, and 10 in the Town Hall.

The meeting considered the report from the Chief Executive Officer recommending that the Council appoints a lettings management company to manage the lettings of the suites in the Town Hall. The CEO was asked to send details of the savings in staff time/ costs arising from such an arrangement.

**Proposed:** Councillor Elizabeth O'Keeffe

**Seconded:** Councillor Stephen Masters

**Resolved:** to **Approve** the use of a Lettings Management Agency for the Town Hall suites and to authorise Officers to enter into an agreement for same, based on the offer received. The contract should be for a limited period and the Council should seek indemnity against losses of rent.

**69. Volunteering Policy**

The Committee heard that in response to a query from the Council's insurers that a draft volunteering policy had been prepared. Members asked that the policy recognise the voluntary role played by Councillors and this was agreed.

**Proposed:** Councillor Stephen Masters

**Seconded:** Councillor Sue Farrant

**Resolved:** to **Approve** the Volunteering Policy, as amended above.

**70. Safeguarding Policy**

The Committee noted that when drafting the Council's volunteering policy it was noted that a safeguarding policy was also required. Members asked that "safeguarding" should replace "protecting" wherever mentioned in the Policy and this was agreed. It was also agreed that officers involved in Council events where there might be children or vulnerable adults should undertake basic safeguarding training.

**Proposed:** Councillor Stephen Masters

**Seconded:** Councillor Sue Farrant

**Resolved:** to **Approve** the safeguarding Policy, as amended above.

**71. Public Relations Strategy**

The CEO referred to the consultation policy agreed last year by the Committee and that this was a complementary part of the Council's communications Strategy. The Committee asked that the KPI's and the social media platforms mentioned in the Policy be reviewed and it was agreed that this would be on the agenda for the next meeting.

**Proposed:** Councillor Jon Gage

**Seconded:** Councillor Elizabeth O'Keeffe

**Resolved: to Approve** the Public Relations Strategy

**72. Amendment to the Council's Financial Regulations**

The Committee heard that when reviewing the Council's management structures and processes, it appeared to officers that this could be streamlined by increasing financial approval levels for officers. The following amendment to the Council's financial regulations was recommended:

Current Regulation	Proposed
<p>4. BUDGETARY CONTROL AND AUTHORITY TO SPEND</p> <p>4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:</p> <p>a) the RFO for all items over £500 (excluding VAT).</p> <p>b) a manager of the Council for items up to and including £500 (excluding VAT).</p> <p>Such authority is to be evidenced by a signed purchase order.</p> <p>Contracts may not be disaggregated to avoid controls imposed by these regulations.</p>	<p>4. BUDGETARY CONTROL AND AUTHORITY TO SPEND</p> <p>4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:</p> <p>a) the RFO for all items over £1,000 (excluding VAT).</p> <p>b) a manager of the Council for items over £300 up to and including £1,000 (excluding VAT).</p> <p>c) Officers authorised by their Manager have spending authority up to £300 (excluding VAT).</p> <p>Such authority is to be evidenced by a signed purchase order.</p> <p>Contracts may not be disaggregated to avoid controls imposed by these regulations.</p>

The CEO told the meeting that the proposed amendment to the Council's Financial Regulations would make the financial administration of the Council less complex and more efficient. The increased level of authority will also make staff more confident in their roles. He was satisfied that the levels of authority were within recovery levels, should such a situation arise.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Stephen Masters

**Resolved: To Approve** increased financial authority levels for Council Officers, as recommended above.



### **73. Living with Covid**

The CEO recommended to members that the Council should endeavour at all times to comply with the relevant guidance published by the [UK Health Security Agency](#) when dealing with matters relating to Covid 19 and variants thereof. This would help to provide clarity and avoid confusion regarding future advice for Councillors and officers when delivering Council services or events in the future.

**Proposed:** Councillor Jo Day

**Seconded:** Councillor Jeff Beck

**Resolved:** that Newbury Town Council will endeavour at all times to comply with the relevant guidance published by the [UK Health Security Agency](#)

### **74. Forward Work Programme for Policy and Resources Committee meetings 2022/23**

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

It was noted that the meeting scheduled for 25 July would take place on 13 June, in order to comply with the deadlines for approval of accounts and the external audit.

To be added to the June Agenda;

A) KPI's and social media platforms for the public relations Strategy

B) Hutton Close Consultation.

### **75. Exclusion of the Press and Public**

**Proposed:** Councillor Elizabeth O'Keeffe

**Seconded:** Councillor Martin Colston

**Resolved:** That the press and public be excluded from the meeting for item 22 and 23 of business because publicity would be prejudicial to the public interest by reason of the confidential financial business to be discussed.

### **76. Debts over £500 and more than three months old and bad debts**

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

**Proposed:** Councillor Stuart Gourley

**Seconded:** Councillor Erik Pattenden

**Resolved:** To write off the following bad debts, totalling £971.60:

1) Newbury & Thatcham Funeral Directors - The debt is from June 2021 for £734.00 – We have tried calling on numerous occasions and sent e-mails and have received no response.

2) OLA Prestige FC. The debt is from August 2020 for £237.60 – we're not sure if it was first Covid lockdown that caused this. We have tried calling on numerous occasions and have sent letters by registered post and have received no response.

### **77. Hutton Close**

Members received a report relating to the development potential of these lands and valuations for same. The meeting agreed that before deciding on these matters, the

Council should consult residents in the area. Consultation options should be considered at the next Committee meeting on June 13.

The business of the meeting concluded at 9.31 pm.

Signed: \_\_\_\_\_  
Chairman

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

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Health & Safety Report for P&R Committee - Last Updated 27/05/2022						Appendix 2		
<p><b>Note:</b> Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.</p> <p><b>Service plans also contain details such as health and safety inspections where relevant.</b> The Health and Safety officer continues to co-ordinate and provide advice on all services, while the health and safety responsibility for each of those services remains operationally with the principle service manager and ultimately with the Chief Executive Officer.</p>								
Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS1	Football changing rooms Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading, quarterly descaling of shower heads	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Recreation Ground R&M budget	To minimise risk of legionella / compliance with legislation
HS2	Town Hall Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading,	Safety Office	Included in staff cost	On Going	Weekly / Monthly / On going	N/A	Staff costs budget	To minimise risk of legionella / compliance with legislation
HS3	Shaw Cemetery Domestic Water Services hygiene regimes following LRA - weekly purging, monthly temp reading,	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Shaw Cemetery R&M budget	To minimise risk of legionella / compliance with legislation
HS4	Town Hall Inspections (offices and communal areas). Including Quarterly Workplace Inspections by Safety Officer	Officers	Included in staff cost	On going / ad hoc	Daily / Weekly / Monthly / Quarterly / On going	N/A	Officer Time	Improved Town Hall Safety
HS5	Town Hall Fire Alarm Testing	Officers	Included in staff cost	On going	Weekly	N/A	Officer Time	Compliance with legislation
HS6	Town Hall Disabled Toilet Alarm Testing	Officers	Included in staff cost	On going	Monthly	N/A	Officer Time	Improved Town Hall Safety
HS7	Risk Management Strategy and Strategic Risk Register Review	Council	Included in staff cost	Oct 2021	Agreed at P&R 18/10/2021	October 2022	Audit Working Group to consider following Management Team input	Ensured risk strategy is up to date
HS8	Town Hall Safety Inspections (quarterly)	Safety Officer / Caretaker	Included in staff cost	01 June 2022	Weekly Checks on going	Weekly Checks on going	Officer Time	Improved Town Hall Safety
	CSM inspects the Town Hall by weekly walk round during lockdown period. Current position is that the quarterly inspection will be held pending return to office working.							
	Annual inspection carried out in June 2021							
HS9	Annual Play Area Inspection by ROSPA accredited inspection company	Contractor / Safety Officer / Community Services Manager	Approx. £758	End April 2021	Completed Week Comm. 25/04/2022	End April 2023	Playground R&M budget	Legal requirement Safety for users
HS10	Boiler Servicing & Gas Safety Certificate for Servery	Safety Officer / Subcontractor	£200.00	End Jan 2022	Completed 10/02/2022	End Feb 2023	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS11	Boiler Servicing & Gas Safety Certificate for Old Court House (Suite 1)	Safety Officer / Subcontractor	£200.00	End July 2021	Completed 15/09/2021	End July 2022	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS12	Town Hall Evacuation Chair Training - 2 yearly	Subcontractor / Safety Officer	£900.00	End July 2021	Completed 08/07/2021	End July 2023	Legal requirement	Improved Town Hall safety / compliance with legislation
HS13	1/4ly Lift Inspection / service	Subcontractor / Safety Officer	£320.00	End May 2022	Completed 27/05/2022	End Aug 2022	Legal requirement / R&M Budget	Improved Town Hall safety / compliance with legislation
HS14	Lift Inspection (annually by Insurers) - these are independent of NTC Control, The Insurers carry these out at their own discretions	Subcontractor / Safety Officer	Included in Insurance	End June 2019	Completed 20/06/2019	Outside of NTC Control	Legal requirement	Improved Town Hall safety / compliance with legislation
HS15	Fire Extinguishers Maintenance (annually) for All NTC Sites, requiring extinguishers (Shaw Cemetery, Victoria Park Changing Rooms & Kiosk, Bowling Club, Town Hall, Newtown Road Cemetery)	Safety Officer / Subcontractor	£1,043 Annually	End July 2021	Waiting date from Contractors	End July 2022	Various Contracts / R&M budgets	Improved safety / compliance with legislation
HS16	5 yearly Periodical Test & Inspections of the Town Hall Electrical System	Safety Officer / Subcontractor	£4,750.00	End April 2020	All Works Completed October 2020	April 2025	Town Hall R&M budget	Improved safety / compliance with legislation
HS17	Newtown Road Cemetery 5 yearly Electrical installation testing	Safety Officer / Subcontractor	£300.00	End April 2017	Order Raised awaiting date from Contractors	May 2022	Newtown Road Cemetery R&M Budget	Improved safety / compliance with legislation
HS18	Independent Town Hall Annual Fire Risk Assessment Review (annually)	Safety Officer / Community Services Manager	£250.00	End May 2022	Scheduled for 14/06/2022	End May 2023	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS19	Town Hall (PAT) Portable Electrical Appliance Testing (annually)	Safety Officer / Facilities Officer	Included in staff cost	Weekly on Going	Weekly on Going	June 2022	Officer Time	Improved Town Hall safety / compliance with legislation
	Due to infrequent use of Offices, PAT Testing will be VISUAL only check for 2020/21 year wiring test completed, no current appliance issues . New MCB sockets being installed as added safety. Normal PAT testing will resume in June 2022							
HS20	Lightning Conductor Maintenance / Inspection (annually) Test Strike UK Limited	Safety Officer / Subcontractor	£110.00	End Nov 2021	Completed 04 November 2021	End November 2022	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS21	Independent Legionella Risk Assessment - All NTC Premises	Safety Officer / Subcontractor	£1,500.00	End Jan 2020	Completed 20/01/2020	As required by Legislation	Town Hall R&M budget	Improved safety / compliance with legislation

Health & Safety Report for P&R Committee - Last Updated 27/05/2022						Appendix 2		
<p><b>Note:</b> Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.</p> <p><b>Service plans also contain details such as health and safety inspections where relevant.</b> The Health and Safety officer continues to co-ordinate and provide advice on all services, while the health and safety responsibility for each of those services remains operationally with the principle service manager and ultimately with the Chief Executive Officer.</p>								
Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS22	Shaw Cemetery (PAT) Portable Electrical Appliance Testing (annually) Contractors to carry out 2021 test in November 2020 –	Safety Officer / Subcontractor	£130.00	End July 2021	Completed 26/07/2021	End July 2022	Shaw Cemetery R&M budget	Improved Shaw Cemetery safety / compliance with legislation
HS23	Town Hall Emergency Light Test (Annually)	Safety Officer / Subcontractor	£580.00	End March 2022	Order Raised awaiting date from Contractors	End June 2022	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS24	Bandstand Electrical Supply Testing (annually)	Safety Officer / Subcontractor	£120.00	End oct 2021	Week Comm 04/10/2021	End October 2022	Victoria Park R&M budget	Improved Bandstand safety / compliance with legislation
HS25	Town Hall Fire Alarm Maintenance (quarterly)	Safety Officer / Subcontractor	Included in contract	End April 2022	Completed 27/04/2022	End July 2022	Town Hall Contract	Information for Emergency Services and Town Hall occupants
HS26	Town Hall Emergency Evacuation Drills	Community Services Manager / Safety Officer / Fire Marshals	Included in staff cost	Minimum of 2 per annum	Completed Not a Drill 27/08/2019	Minimum of 2 per annum - delayed due to lockdown	N/A	Improved Town Hall safety / compliance with legislation
HS27	Independent Commercial EPC Survey	Community Services Manager / Contractor	£375.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS28	Independent DEC Survey	Community Services Manager / Contractor	£475.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS29	Independent Asbestos management Survey	Community Services Manager / Contractor	£595.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS30	Independent Marketing style floor plan Survey	Community Services Manager / Contractor	£445.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS31	Independent 5 year Structural & Aerial Drone Surveys - All NTC Premises	Community Services Manager / Contractor	£8,606.00	End June 2019	Completed 30/06/2019	End June 2024	Town Hall R&M budget	Compliance with legislation
HS32	Independent Tree Condition Survey & Mapping - All NTC Land	Community Services Manager / Contractor	£15,700.00	End Jan 2020	Completed End January 2020	End January 2025	Town Hall R&M budget	Compliance with legislation
HS33	Shaw & Newtown Road Cemeteries Memorial survey (subject to available funding)	Community Services Manager / Contractor	£1,875.00	End March 2022	Started Week Commencing 22/05/2022	End May 2022	Shaw Cemetery R&M budget	Compliance with legislation
HS34	Town Hall Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Town Hall R&M budget	Compliance with legislation
HS35	Market Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 28/05/2020	As required by Legislation	Market R&M budget	Compliance with legislation
HS36	Play Area Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Play Area R&M budget	Compliance with legislation
HS37	Cemeteries Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Shaw & Newtown Road R&M budget	Compliance with legislation
HS38	Review of Town Hall Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS39	Review of Victoria Park Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS40	Review of Newtown Road Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS41	Review of Shaw Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets

**Health & Safety Report for P&R Committee - Last Updated 27/05/2022**

**Appendix 2**

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

**Service plans also contain details such as health and safety inspections where relevant.** The Health and Safety officer continues to co-ordinate and provide advice on all services, while the health and safety responsibility for each of those services remains operationally with the principle service manager and ultimately with the Chief Executive Officer.

Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS42	Review of Market Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS43	Review of Recreation Grounds Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS44	Review of Playground Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS45	Review of Allotments Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS46	Review of Bus Shelter Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS47	Review of Clocks Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS48	Review of Public Seating (Benches) Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS49	Review of Skatepark Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS50	Review of Footway Lighting Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS51	Review of War Memorial Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets

28/04/2022

## Newbury Town Council Current Year

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## List of Purchase Ledger Payments

User: MGG

## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>A11 All Plumbing Services Ltd</b>							
<i>Santon water heat</i>	18/03/2022	8849	1	504.00	0.00	504.00	0.00
					<b>0.00</b>	<b>504.00</b>	
Above paid on 28/04/2022 by Online Payment Ref A11							
<b>A13 Acclaim Fabrications</b>							
<i>manhole cover on Lock</i>	04/04/2022	PMM 0222	1	135.00	0.00	135.00	0.00
					<b>0.00</b>	<b>135.00</b>	
Above paid on 28/04/2022 by Online Payment Ref A13							
<b>A15 HawkEye Pest Control Ltd</b>							
<i>vp</i>	02/04/2022	11951SM59	1	151.20	0.00	151.20	0.00
<i>Bowling Green</i>	02/04/2022	11951SM60	1	90.00	0.00	90.00	0.00
					<b>0.00</b>	<b>241.20</b>	
Above paid on 28/04/2022 by Online Payment Ref A15							
<b>A20 A &amp; S Meats</b>							
<i>market</i>	04/03/2022	67	1	1,479.99	0.00	1,479.99	0.00
					<b>0.00</b>	<b>1,479.99</b>	
Above paid on 28/04/2022 by Online Payment Ref A20							
<b>A29 Appcentric</b>							
<i>TC Support &amp; Retainer C</i>	03/04/2022	1347	1	522.50	0.00	522.50	0.00
					<b>0.00</b>	<b>522.50</b>	
Above paid on 28/04/2022 by Online Payment Ref A29							
<b>A4 Ab-Fab Loos Limited</b>							
<i>mar Newtown Road Cemetery</i>	31/03/2022	35562 APR	1	153.60	0.00	153.60	0.00
					<b>0.00</b>	<b>153.60</b>	
Above paid on 28/04/2022 by Online Payment Ref A4							
<b>A41 Auditing Solutions Ltd</b>							
<i>3x audit</i>	01/03/2022	A7366	1	1,380.00	0.00	1,380.00	0.00
					<b>0.00</b>	<b>1,380.00</b>	
Above paid on 28/04/2022 by Online Payment Ref A41							

Continued over page

## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>A50</b>	<b>Aero Property Consultants</b>						
Quantity Surveying	31/03/2022	22/024	1	1,800.00	0.00	1,800.00	0.00
					<b>0.00</b>	<b>1,800.00</b>	
Above paid on 28/04/2022 by Online Payment Ref A50							
<b>B21</b>	<b>Barlows Woodyard</b>						
rail treatment	04/03/2022	1/10043558	1	165.66	0.00	165.66	0.00
					<b>0.00</b>	<b>165.66</b>	
Above paid on 28/04/2022 by Online Payment Ref B21							
<b>B29</b>	<b>Broxap Ltd</b>						
ild steel root fixed 'Verge Ma	29/03/2022	INV287421	1	884.40	0.00	884.40	0.00
					<b>0.00</b>	<b>884.40</b>	
Above paid on 28/04/2022 by Online Payment Ref B29							
<b>B33</b>	<b>Business Stream Revenue Account</b>						
jan-mar22	25/03/2022	11	1	681.95	0.00	681.95	0.00
					<b>0.00</b>	<b>681.95</b>	
Above paid on 28/04/2022 by Online Payment Ref B33							
<b>B36</b>	<b>Mariama Barrie</b>						
Rent & key refund WC12b-Barrie	12/04/2022	REFUNDWC12B	1	43.25	0.00	43.25	0.00
					<b>0.00</b>	<b>43.25</b>	
Above paid on 28/04/2022 by Online Payment Ref B36							
<b>B41</b>	<b>Berkshire Pressure Cleaning</b>						
graffiti from various places,	28/03/2022	P6025	1	540.00	0.00	540.00	0.00
					<b>0.00</b>	<b>540.00</b>	
Above paid on 28/04/2022 by Online Payment Ref B41							
<b>B54</b>	<b>Mike Bradshaw</b>						
UNCH & JUDY	13/04/2022	PO2239	1	275.00	0.00	275.00	0.00
					<b>0.00</b>	<b>275.00</b>	
Above paid on 28/04/2022 by Online Payment Ref B54							

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## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>C10</b> <b>Crescent Signs Ltd</b>							
<i>plate beyond</i>	28/03/2022	20185	1	115.20	0.00	115.20	0.00
					<b>0.00</b>	<b>115.20</b>	
Above paid on 28/04/2022 by Online Payment Ref 17108/1710							
<b>D12</b> <b>DCK Payroll Solutions</b>							
<i>AYE Year End 2021-2022</i>	31/03/2022	P3029	1	104.72	0.00	104.72	0.00
					<b>0.00</b>	<b>104.72</b>	
Above paid on 28/04/2022 by Online Payment Ref P1104							
<b>F13</b> <b>Mr C K Fish</b>							
<i>Duplicate payment refund-CFish</i>	11/04/2022	REFUNDS44B	1	52.25	0.00	52.25	0.00
					<b>0.00</b>	<b>52.25</b>	
Above paid on 28/04/2022 by Online Payment Ref F13							
<b>G2</b> <b>GoCardless Ltd</b>							
<i>MAR CHARGES</i>	31/03/2022	GCLTD0001291329Y	1	37.28	0.00	37.28	0.00
					<b>0.00</b>	<b>37.28</b>	
Above paid on 28/04/2022 by Online Payment Ref G2							
<b>H19</b> <b>House of Logos Ltd</b>							
<i>Mayor Bear</i>	28/03/2022	21721	1	990.00	0.00	990.00	0.00
					<b>0.00</b>	<b>990.00</b>	
Above paid on 28/04/2022 by Online Payment Ref H19							
<b>H32</b> <b>Mrs Evangeline R Haggaerty</b>							
<i>key refund - WM - R Haggarty</i>	04/04/2022	REFUNDWM	1	10.00	0.00	10.00	0.00
					<b>0.00</b>	<b>10.00</b>	
Above paid on 28/04/2022 by Online Payment Ref H32							
<b>I4</b> <b>ICCM</b>							
<i>Corporate Membership</i>	01/04/2022	4269/2022/23	1	95.00	0.00	95.00	0.00
					<b>0.00</b>	<b>95.00</b>	
Above paid on 28/04/2022 by Online Payment Ref I4							

Continued over page



## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>K5</b> <b>Keep Britain Tidy</b>							
<i>reen Flag Award</i>	06/04/2022	SI000726	1	406.80	0.00	406.80	0.00
					<b>0.00</b>	<b>406.80</b>	
Above paid on 28/04/2022 by Online Payment Ref K5							
<b>L23</b> <b>Lyreco UK Ltd</b>							
<i>LASER TONER</i>	31/03/2022	6520232388	1	691.49	0.00	691.49	0.00
					<b>0.00</b>	<b>691.49</b>	
Above paid on 28/04/2022 by Online Payment Ref L23							
<b>M28</b> <b>Minster Cleaning Services</b>							
<i>aily Office Cleaning</i>	01/04/2022	10706	1	1,601.46	0.00	1,601.46	0.00
					<b>0.00</b>	<b>1,601.46</b>	
Above paid on 28/04/2022 by Online Payment Ref INV29354							
<b>M31</b> <b>Giacomo Morittu</b>							
<i>key refund s92a-Morittu</i>	08/04/2022	REFUNDS92A	1	20.00	0.00	20.00	0.00
					<b>0.00</b>	<b>20.00</b>	
Above paid on 28/04/2022 by Online Payment Ref M31							
<b>M33</b> <b>Mr E A Mabbatt</b>							
<i>Key redund OTP-Mrs E A Mabbatt</i>	04/04/2022	REFUNDOTP	1	10.00	0.00	10.00	0.00
					<b>0.00</b>	<b>10.00</b>	
Above paid on 28/04/2022 by Online Payment Ref M33							
<b>M61</b> <b>Microshade Business Consultants Ltd</b>							
<i>osted Application Service</i>	19/04/2022	15978	1	280.80	0.00	280.80	0.00
					<b>0.00</b>	<b>280.80</b>	
Above paid on 28/04/2022 by Online Payment Ref M61							
<b>N11</b> <b>NABMA</b>							
<i>Annual subscription 2022-23</i>	01/04/2022	22/156	1	384.00	0.00	384.00	0.00
					<b>0.00</b>	<b>384.00</b>	
Above paid on 28/04/2022 by Online Payment Ref N11							

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## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>N40</b>	<b>National Tennis Association</b>						
<i>ennis tournament</i>	01/04/2022	INV-0379	1	1,000.00	0.00	1,000.00	0.00
					<b>0.00</b>	<b>1,000.00</b>	
Above paid on 28/04/2022 by Online Payment Ref N40							
<b>N7</b>	<b>Newbury News Ltd</b>						
<i>ANNUAL TOWN MEETING</i>	04/04/2022	10407	1	172.20	0.00	172.20	0.00
					<b>0.00</b>	<b>172.20</b>	
Above paid on 28/04/2022 by Online Payment Ref SIN654247							
<b>P12</b>	<b>Penwood Nurseries Ltd</b>						
<i>stake</i>	01/03/2022	15171	1	69.30	0.00	69.30	0.00
					<b>0.00</b>	<b>69.30</b>	
Above paid on 28/04/2022 by Online Payment Ref P12							
<b>P15</b>	<b>David Pawley Clock &amp; Sundial maker</b>						
<i>jan-mar 22</i>	31/03/2022	96698	1	405.00	0.00	405.00	0.00
<i>T/Hall Clock maint Jan-Mar 22</i>	13/04/2022	96699	1	225.00	0.00	225.00	0.00
					<b>0.00</b>	<b>630.00</b>	
Above paid on 28/04/2022 by Online Payment Ref P15							
<b>P35</b>	<b>Mr B Prentice &amp; Dr D J Prentice</b>						
<i>key refund WC12b-Prentice</i>	01/04/2022	REFUNDWC12B	1	10.00	0.00	10.00	0.00
					<b>0.00</b>	<b>10.00</b>	
Above paid on 28/04/2022 by Online Payment Ref P35							
<b>R14</b>	<b>Round &amp; About</b>						
<i>Jubilee</i>	12/04/2022	138549	1	384.00	0.00	384.00	0.00
					<b>0.00</b>	<b>384.00</b>	
Above paid on 28/04/2022 by Online Payment Ref R14							
<b>S2</b>	<b>Enerveo Limited. was sse contract</b>						
<i>charge mar maint</i>	29/03/2022	272142	1	1,416.47	0.00	1,416.47	0.00
					<b>0.00</b>	<b>1,416.47</b>	
Above paid on 28/04/2022 by Online Payment Ref S2							

Continued over page

## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>S41 Sundog Grounds Maintenance Ltd</b>							
roofing repairs Shaw Cemetery	28/03/2022	3554	1	3,384.00	0.00	3,384.00	0.00
					<b>0.00</b>	<b>3,384.00</b>	
Above paid on 28/04/2022 by Online Payment Ref S41							
<b>S49 Mr A S Slade</b>							
key refund S33b - A Slade	01/04/2022	REFUNDS33B	1	10.00	0.00	10.00	0.00
					<b>0.00</b>	<b>10.00</b>	
Above paid on 28/04/2022 by Online Payment Ref S49							
<b>S71 Smart Integrated Solutions</b>							
cctv call out	05/04/2022	AM 6691	1	136.50	0.00	136.50	0.00
					<b>0.00</b>	<b>136.50</b>	
Above paid on 28/04/2022 by Online Payment Ref S71							
<b>T30 Technique Limited</b>							
Office 365 Business	01/04/2022	58213	1	64.80	0.00	64.80	0.00
					<b>0.00</b>	<b>64.80</b>	
Above paid on 28/04/2022 by Online Payment Ref T30							
<b>W1 West Berkshire District Council</b>							
re char by elec clay hill	25/03/2022	532847	1	4,826.32	0.00	4,826.32	0.00
MARKET/13952/West Berkshire Di	01/04/2022	MARKET	1	5,613.75	0.00	5,613.75	0.00
MAYOR P rate	01/04/2022	MAYOR P	1	1,546.90	0.00	1,546.90	0.00
MEET HALL rate	01/04/2022	MEET HALL	1	3,243.50	0.00	3,243.50	0.00
rates	01/04/2022	SHAW	1	8,982.00	0.00	8,982.00	0.00
SUITE 2/13953/West Berkshire D	01/04/2022	SUITE 2	1	985.53	0.00	985.53	0.00
SUITE 3 rates	01/04/2022	SUITE 3	1	973.05	0.00	973.05	0.00
SUITE 4 rate	01/04/2022	SUITE 4	1	1,060.38	0.00	1,060.38	0.00
SUITE 12 rates	01/04/2022	SUITE 12	1	2,794.40	0.00	2,794.40	0.00
					<b>0.00</b>	<b>30,025.83</b>	
Above paid on 28/04/2022 by Online Payment Ref W1							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>50,908.65</b>

Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
Wash Common fence repairs	27/04/2022	PMM 0500	1	160.00	0.00	160.00	0.00
					<u>0.00</u>	<u>160.00</u>	
Above paid on 06/05/2022 by Online Payment Ref A13							
A15 HawkEye Pest Control Ltd							
OTP Allot - Pest Management	01/04/2022	11897SM32	1	96.00	0.00	96.00	0.00
					<u>0.00</u>	<u>96.00</u>	
Above paid on 06/05/2022 by Online Payment Ref A15							
A7 Hughes & Salvidge t/a Aasvogel Skip Hire							
Skip-Dairy Farm Allot	16/04/2022	279996	1	304.61	0.00	304.61	0.00
					<u>0.00</u>	<u>304.61</u>	
Above paid on 06/05/2022 by Online Payment Ref A7							
B1 Biffa Waste Services Ltd							
Recycle collection bags	22/04/2022	571C00832	1	199.80	0.00	199.80	0.00
Standard Waste collection-bags	22/04/2022	571C00833	1	658.80	0.00	658.80	0.00
					<u>0.00</u>	<u>858.60</u>	
Above paid on 06/05/2022 by Online Payment Ref N15485*1*5							
B21 Barlows Woodyard							
Fencing Parsons Allotment	27/04/2022	10043957	1	232.73	0.00	232.73	0.00
					<u>0.00</u>	<u>232.73</u>	
Above paid on 06/05/2022 by Online Payment Ref B21							
B33 Business Stream Revenue Account							
Victoria Pk - Splash Park	13/04/2022	12	1	2,616.99	0.00	2,616.99	0.00
					<u>0.00</u>	<u>2,616.99</u>	
Above paid on 06/05/2022 by Online Payment Ref B33							
C26 C & D Security							
Russel Rd paddlock	25/04/2022	1341	1	186.00	0.00	186.00	0.00
					<u>0.00</u>	<u>186.00</u>	
Above paid on 06/05/2022 by Online Payment Ref C26							

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Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
D12 DCK Payroll Solutions							
Payroll - April 2022	29/04/2022	P3118	1	176.28	0.00	176.28	0.00
					<u>0.00</u>	<u>176.28</u>	
Above paid on 06/05/2022 by Online Payment Ref P1104							
DY Dynamiq Management Limited							
Nby in Bllom -Final invoice	21/04/2022	DM-2634	1	420.00	0.00	420.00	0.00
					<u>0.00</u>	<u>420.00</u>	
Above paid on 06/05/2022 by Online Payment Ref DY							
E14 Environmental Solutions Ltd							
Secure Shredding - April 22	14/04/2022	19437	1	57.78	0.00	57.78	0.00
					<u>0.00</u>	<u>57.78</u>	
Above paid on 06/05/2022 by Online Payment Ref E14							
F5 Foxes Tree Services & Son Ltd							
Emergency works Walton Way	15/04/2022	4202	1	180.00	0.00	180.00	0.00
					<u>0.00</u>	<u>180.00</u>	
Above paid on 06/05/2022 by Online Payment Ref F5							
G1 Gardner Leader LLP							
Hutton CI-Upgrade Freehold	25/04/2022	67992	1	1,190.00	0.00	1,190.00	0.00
					<u>0.00</u>	<u>1,190.00</u>	
Above paid on 06/05/2022 by Online Payment Ref NEW103/105							
G9 Bunzl-Greenham Safety & Workplace Supply							
Sweatshirt - Navy x 2	01/04/2022	14/794694	1	23.28	0.00	23.28	0.00
					<u>0.00</u>	<u>23.28</u>	
Above paid on 06/05/2022 by Online Payment Ref N288940							
N7 Newbury News Ltd							
Tennis Couret promotion	17/04/2022	I10737	1	240.00	0.00	240.00	0.00
					<u>0.00</u>	<u>240.00</u>	
Above paid on 06/05/2022 by Online Payment Ref SIN654247							

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Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P19 Proludic Ltd							
RepairCresswell Rd basketswing	25/04/2022	SIN005465	1	161.66	0.00	161.66	0.00
					0.00	161.66	
Above paid on 06/05/2022 by Online Payment Ref P19							
R2 Rivar Sand & Gravel Ltd							
Playbark - Victoria Park	19/04/2022	IN100591	1	826.68	0.00	826.68	0.00
					0.00	826.68	
Above paid on 06/05/2022 by Online Payment Ref R2							
R20 RBS Software Solutions							
Year End Online Closedown N	29/04/2022	29625	1	720.00	0.00	720.00	0.00
					0.00	720.00	
Above paid on 06/05/2022 by Online Payment Ref R20							
S22 Sports Courts UK Ltd							
Tennis Court clean - April 22	19/04/2022	SC/22/6930	1	1,440.00	0.00	1,440.00	0.00
					0.00	1,440.00	
Above paid on 06/05/2022 by Online Payment Ref S22							
S7 Sawscape Play Ltd							
Repairs Blossoms Field	28/04/2022	1694	1	594.00	0.00	594.00	0.00
					0.00	594.00	
Above paid on 06/05/2022 by Online Payment Ref S7							
W1 West Berkshire District Council							
Wedding Licence 2022-24 (3yrs)	28/04/2022	534981	1	2,136.00	0.00	2,136.00	0.00
					0.00	2,136.00	
Above paid on 06/05/2022 by Online Payment Ref W1							
W26 WEL Medical Limited							
Electrode pads-disposable	27/04/2022	I254225	1	299.58	0.00	299.58	0.00
					0.00	299.58	
Above paid on 06/05/2022 by Online Payment Ref W26							

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## List of Purchase Ledger Payments

User: MGG

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
W29	Waterplay Solutions Ltd						
Service & Maintenance 2022	01/04/2022	0488	1	2,640.00	0.00	2,640.00	0.00
Install Water Spider	14/04/2022	0502	1	2,145.46	0.00	2,145.46	0.00
						<u>0.00</u>	<u>4,785.46</u>
Above paid on 06/05/2022 by Online Payment Ref W29							
Total Purchase Ledger Payments						<u>0.00</u>	<u>17,705.65</u>

Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A18 Aquaid (Kennet and North Wilts)							
ann charge	01/05/2022	409394	1	44.64	0.00	44.64	0.00
					0.00	44.64	
Above paid on 18/05/2022 by Online Payment Ref A18							
A2 ADT Fire & Security Plc							
fire syste,	01/05/2022	49726071	1	660.96	0.00	660.96	0.00
					0.00	660.96	
Above paid on 18/05/2022 by Online Payment Ref 40579697							
A20 A & S Meats							
fee for may	11/05/2022	70	1	1,479.99	0.00	1,479.99	0.00
					0.00	1,479.99	
Above paid on 18/05/2022 by Online Payment Ref A20							
A4 Ab-Fab Loos Limited							
Disabled /4/2022 - 2/5/2022	06/05/2022	#36028	1	153.60	0.00	153.60	0.00
					0.00	153.60	
Above paid on 18/05/2022 by Online Payment Ref A4							
A7 Hughes & Salvidge t/a Aasvogel Skip Hire							
est Mill Allotments,	07/05/2022	280775	1	304.60	0.00	304.60	0.00
					0.00	304.60	
Above paid on 18/05/2022 by Online Payment Ref A7							
B40 Mrs Lynette Black							
Allotment rent/key refund-WM60	04/05/2022	ALLOT RENT&KEYREFUND	1	57.50	0.00	57.50	0.00
					0.00	57.50	
Above paid on 18/05/2022 by Online Payment Ref B40							
B6 BALC							
ALC Subscriptions up to 5,000	04/05/2022	INV-0346	1	3,437.60	0.00	3,437.60	0.00
					0.00	3,437.60	
Above paid on 18/05/2022 by Online Payment Ref BALC10305							

Continued over page



Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C10 Crescent Signs Ltd							
ESSEX STREET,	04/05/2022	20263	1	350.40	0.00	350.40	0.00
					0.00	350.40	
Above paid on 18/05/2022 by Online Payment Ref 17108/1710							
C17 Clear Channel UK Ltd							
move bus	12/05/2022	93	1	6,780.00	0.00	6,780.00	0.00
					0.00	6,780.00	
Above paid on 18/05/2022 by Online Payment Ref C17							
C26 C & D Security							
Victoria Park,	06/05/2022	1350	1	186.00	0.00	186.00	0.00
arsons Road	06/05/2022	1351	1	186.00	0.00	186.00	0.00
Wash Comm	06/05/2022	1352	1	186.00	0.00	186.00	0.00
Shaw Chape	06/05/2022	1353	1	192.00	0.00	192.00	0.00
					0.00	750.00	
Above paid on 18/05/2022 by Online Payment Ref C26							
C65 Carbon Footprint Ltd							
Carbon Footprint Appraisal	03/05/2022	INV-8615	1	1,854.00	0.00	1,854.00	0.00
					0.00	1,854.00	
Above paid on 18/05/2022 by Online Payment Ref C65							
D2 Mr B Digby							
Civic duty/retainer 2022	13/05/2022	CIVIC JAN TO MAY 22	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 18/05/2022 by Online Payment Ref D2							
G2 GoCardless Ltd							
aid p ayments apr	07/05/2022	GCLTD0001354717Y	1	39.16	0.00	39.16	0.00
					0.00	39.16	
Above paid on 18/05/2022 by Online Payment Ref G2							

Continued over page

Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
H27 Mr Anthony Hewitt							
Civic duty/Retainer 2022	13/05/2022	CIVIC PAY 2022	1	225.00	0.00	225.00	0.00
					0.00	225.00	
Above paid on 18/05/2022 by Online Payment Ref H27							
L2 Mrs J Lewis							
Civic Duites/retainer	13/05/2022	CIVICJAN-MAY22	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 18/05/2022 by Online Payment Ref L2							
L25 Local Toilet Hire Ltd							
TANDARD PLASTIC EVENT TOILET	12/05/2022	51687	1	1,128.00	0.00	1,128.00	0.00
					0.00	1,128.00	
Above paid on 18/05/2022 by Online Payment Ref L25							
M28 Minster Cleaning Services							
clean may	01/05/2022	10885	1	1,601.46	0.00	1,601.46	0.00
					0.00	1,601.46	
Above paid on 18/05/2022 by Online Payment Ref INV29354							
M61 Microshade Business Consultants Ltd							
osted Application Service	19/05/2022	16116	1	280.80	0.00	280.80	0.00
					0.00	280.80	
Above paid on 18/05/2022 by Online Payment Ref M61							
N7 Newbury News Ltd							
Recruitment   Standard Post	08/05/2022	11223	1	414.00	0.00	414.00	0.00
					0.00	414.00	
Above paid on 18/05/2022 by Online Payment Ref SIN654247							
P23 Mr Garry Poulson							
Civic duty/Retainer 2022	13/05/2022	CIVIC PAY 2022	1	225.00	0.00	225.00	0.00
					0.00	225.00	
Above paid on 18/05/2022 by Online Payment Ref P23							

Continued over page

Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S13 Mole Country Stores							
CHAIN OIL	01/05/2022	202122213	1	32.00	0.00	32.00	0.00
					0.00	32.00	
Above paid on 18/05/2022 by Online Payment Ref New068							
S18 St Nicolas PCC							
ire of large hall and kitche	05/05/2022	2022042	1	75.25	0.00	75.25	0.00
					0.00	75.25	
Above paid on 18/05/2022 by Online Payment Ref Booking01.							
S31 The Secret Garden Project							
Added grant-The Secret Garden	09/05/2022	ADDITIONAL GRANT	1	380.10	0.00	380.10	0.00
					0.00	380.10	
Above paid on 18/05/2022 by Online Payment Ref S31							
S4 Mr B Sylvester							
Retainer 2022	13/05/2022	CIVIC PAY 2022	1	450.00	0.00	450.00	0.00
					0.00	450.00	
Above paid on 18/05/2022 by Online Payment Ref S4							
T28 Mrs AM Taylor							
Allot key refund-S66-A Taylor	17/05/2022	KEYREFUND-S66	1	30.00	0.00	30.00	0.00
					0.00	30.00	
Above paid on 18/05/2022 by Online Payment Ref T28							
T38 The Play Inspection Company Ltd							
Annual Play Inspections	28/04/2022	53821	1	909.00	0.00	909.00	0.00
					0.00	909.00	
Above paid on 18/05/2022 by Online Payment Ref T38							
W26 WEL Medical Limited							
efibSafe 2 External Cab	11/05/2022	I254740	1	546.00	0.00	546.00	0.00
					0.00	546.00	
Above paid on 18/05/2022 by Online Payment Ref W26							
Total Purchase Ledger Payments					0.00	22,709.06	

PAYMENT SCHEDULE 2021 2022

MONTH	APRIL
Salaries	21084.78
LGPS	8732.35
HMRC	8984.41

AS PER NET PAY REPORT

AS PER LGPS

AS PER MES

<b>TOTAL</b>	<b>£38,801.54</b>
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PAYMENT SCHEDULE 2022-2023

MONTH	MAY
Salaries	21660.50
LGPS	8758.95
HMRC	9269.52

AS PER NET PAY REPORT

AS PER LGPS

AS PER MES

<b>TOTAL</b>	<b>£39,688.97</b>
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**Newbury Town Council****Policy and Resources Committee****June 2022****Item 9: In Year Budget Monitoring 2022/23**

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

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

**Other areas of concern** (Expenditure in excess of what might be expected for this time of the year)

<b>Cost Centre</b>	<b>Code</b>	<b>Description</b>	<b>Budget for the year</b>	<b>Spent in first 2 month</b>	<b>Reason</b>
340	4425	Play areas/ repairs and maintenance	£21,000	£12, 086	High level of vandalism and higher risk levels from inspections
345	4425	Victoria Park/ repairs and maintenance	£20,000	£8,085	High level of vandalism and higher risk levels from inspections

08/06/2022

Newbury Town Council Current Year

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Detailed Income &amp; Expenditure by Budget Heading 31/05/2022

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>							
4000 Salaries/NI/PAYE	77,372	468,323	390,951		390,951	16.5%	
4010 Misc Staff Expenses	1,729	4,000	2,271		2,271	43.2%	
4045 Salary Reallocation	(77,372)	(468,323)	(390,951)		(390,951)	16.5%	
Staff :- Indirect Expenditure	1,729	4,000	2,271	0	2,271	43.2%	0
Net Expenditure	(1,729)	(4,000)	(2,271)				
<u>110 Central Services</u>							
1076 Precept Received	590,312	1,180,623	590,312			50.0%	
1090 Interest Received	614	1,000	386			61.4%	
1091 Shares/Dividend Income	2	0	(2)			0.0%	
1905 CIL income received	9,357	0	(9,357)			0.0%	9,357
Central Services :- Income	600,285	1,181,623	581,338			50.8%	9,357
4045 Salary Reallocation	16,790	101,982	85,192		85,192	16.5%	
4050 Bank Charges	461	2,100	1,639		1,639	22.0%	
Central Services :- Indirect Expenditure	17,251	104,082	86,831	0	86,831	16.6%	0
Net Income over Expenditure	583,034	1,077,541	494,507				
6001 less Transfer to EMR	9,357						
Movement to/(from) Gen Reserve	573,677						
<u>200 P&amp;R General</u>							
4045 Salary Reallocation	2,476	15,679	13,203		13,203	15.8%	
4105 Members' travel & subsistence	0	800	800		800	0.0%	
4120 Precept Leaflet	0	1,300	1,300		1,300	0.0%	
4125 P&R Projects Fund	0	3,000	3,000		3,000	0.0%	
P&R General :- Indirect Expenditure	2,476	20,779	18,303	0	18,303	11.9%	0
Net Expenditure	(2,476)	(20,779)	(18,303)				
<u>210 Grants &amp; Contributions</u>							
4150 Grants for Climate Change Proj	0	10,000	10,000		10,000	0.0%	
4155 Berkshire Youth; Youth Worker	0	25,000	25,000		25,000	0.0%	
4160 Contribution to BID Xmas light	0	12,000	12,000		12,000	0.0%	
4165 Greenham Community Youth	0	2,500	2,500		2,500	0.0%	
4170 Volunteer Centre	0	500	500		500	0.0%	
4180 Grant Sub Committee	0	24,500	24,500		24,500	0.0%	
4185 CAB Grant	0	20,000	20,000		20,000	0.0%	

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4210 Defibs	705	2,500	1,795	366	1,430	42.8%	
4211 Riverside Centre	0	2,500	2,500		2,500	0.0%	
4212 Greenham & Crookham Common	0	500	500		500	0.0%	
4213 Diversity & Inclusivity	0	3,000	3,000		3,000	0.0%	
4214 Cicket Club contribution	0	5,000	5,000		5,000	0.0%	
Grants & Contributions :- Indirect Expenditure	705	108,000	107,295	366	106,930	1.0%	0
Net Expenditure	(705)	(108,000)	(107,295)				
<u>220 Corporate Services</u>							
1990 Miscellaneous Income	0	100	100			0.0%	
Corporate Services :- Income	0	100	100			0.0%	0
4200 Visitor Information Centre	0	500	500		500	0.0%	
4220 Training and Development	94	8,000	7,906	1,305	6,601	17.5%	
4225 Advertising Recruitment	639	1,000	361		361	63.9%	
4230 Telephone	1,226	7,000	5,774		5,774	17.5%	
4235 Postage	699	1,800	1,101		1,101	38.8%	
4240 Printing/Stationery	160	1,000	840		840	16.0%	
4245 Office Equipment	0	1,500	1,500		1,500	0.0%	
4250 IT	4,950	20,000	15,050	321	14,729	26.4%	
4255 Professional Fees	742	12,500	11,758		11,758	5.9%	
4260 Audit	(2,460)	4,500	6,960		6,960	(54.7%)	
4265 Subscriptions	3,462	4,800	1,338		1,338	72.1%	
4270 Photocopier Charges	78	1,300	1,222		1,222	6.0%	
4275 Advertising General	144	1,300	1,157		1,157	11.0%	
4280 Recycling Costs	282	1,100	818		818	25.7%	
4285 GM contract admin fee (WBC)	0	2,800	2,800		2,800	0.0%	
4290 Capital exp computers etc	0	2,000	2,000		2,000	0.0%	
4420 Insurance	5,734	11,500	5,767		5,767	49.9%	
Corporate Services :- Indirect Expenditure	15,748	82,600	66,852	1,626	65,225	21.0%	0
Net Income over Expenditure	(15,748)	(82,500)	(66,752)				
<u>290 Town Hall</u>							
1270 Suite Lease Income	5,750	32,000	26,250			18.0%	
1275 Solar Panel Income	0	500	500			0.0%	
1280 Chamber Hire	798	7,000	6,203			11.4%	
1285 Projector Hire	0	50	50			0.0%	
Town Hall :- Income	6,548	39,550	33,003			16.6%	0
4045 Salary Reallocation	5,493	33,656	28,163		28,163	16.3%	



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4255 Professional Fees	0	12,350	12,350		12,350	0.0%	
4310 Reconnect Drinking Fountain	0	2,760	2,760		2,760	0.0%	
4345 Replacement Solar Panel Invert	0	1,870	1,870		1,870	0.0%	
4405 Rates	10,604	11,500	896		896	92.2%	
4410 Water	85	500	415		415	17.1%	
4415 Energy Supplies	629	11,000	10,371		10,371	5.7%	
4416 Energy Conservation Projects	1,545	4,000	2,455		2,455	38.6%	
4425 Repairs and Maintenance	3,787	22,500	18,713	2,196	16,517	26.6%	
4430 Maint. Contracts	2,669	15,900	13,231		13,231	16.8%	
4440 Fire Extinguishers	475	1,950	1,475		1,475	24.4%	
4445 Security	463	1,600	1,137		1,137	28.9%	
Town Hall :- Indirect Expenditure	25,750	119,586	93,836	2,196	91,640	23.4%	0
Net Income over Expenditure	(19,202)	(80,036)	(60,834)				
<u>295 Weddings</u>							
1280 Chamber Hire	318	2,500	2,182			12.7%	
Weddings :- Income	318	2,500	2,182			12.7%	0
4045 Salary Reallocation	1,625	9,923	8,298		8,298	16.4%	
4340 Weddings expenditure	2,411	2,000	(411)		(411)	120.5%	
Weddings :- Indirect Expenditure	4,036	11,923	7,887	0	7,887	33.8%	0
Net Income over Expenditure	(3,717)	(9,423)	(5,706)				
<u>300 Newtown Road Cemetery</u>							
1300 Cemetery Income	240	1,000	760			24.0%	
Newtown Road Cemetery :- Income	240	1,000	760			24.0%	0
4045 Salary Reallocation	1,161	6,857	5,696		5,696	16.9%	
4355 Toilet Hire	0	1,250	1,250	1,088	162	87.0%	
4405 Rates	0	650	650		650	0.0%	
4415 Energy Supplies	0	600	600		600	0.0%	
4425 Repairs and Maintenance	128	15,670	15,542	250	15,292	2.4%	
4430 Maint. Contracts	1,926	8,650	6,724		6,724	22.3%	
4435 Maint. Contracts Unscheduled	0	1,560	1,560		1,560	0.0%	
4436 Headstone Survey	0	2,240	2,240	1,875	365	83.7%	
4440 Fire Extinguishers	63	225	162		162	27.9%	
4515 Tree Surveys & Works	0	1,850	1,850		1,850	0.0%	
4540 NRC Composting Toilet (25%)	0	14,000	14,000		14,000	0.0%	
Newtown Road Cemetery :- Indirect Expenditure	3,278	53,552	50,274	3,213	47,061	12.1%	0
Net Income over Expenditure	(3,038)	(52,552)	(49,514)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>305 Shaw Cemetery</u>							
1300 Cemetery Income	6,169	40,000	33,831			15.4%	
Shaw Cemetery :- Income	<u>6,169</u>	<u>40,000</u>	<u>33,831</u>			<u>15.4%</u>	<u>0</u>
4045 Salary Reallocation	2,399	14,443	12,044		12,044	16.6%	
4250 IT	0	1,180	1,180		1,180	0.0%	
4265 Subscriptions	260	95	(165)		(165)	273.7%	
4400 Rent Payable	0	1,000	1,000		1,000	0.0%	
4405 Rates	8,982	1,500	(7,482)		(7,482)	598.8%	
4410 Water	170	750	580		580	22.7%	
4415 Energy Supplies	53	1,200	1,147		1,147	4.4%	
4425 Repairs and Maintenance	275	5,540	5,265		5,265	5.0%	
4430 Maint. Contracts	10,417	67,500	57,083		57,083	15.4%	
4435 Maint. Contracts Unscheduled	0	2,860	2,860		2,860	0.0%	
4440 Fire Extinguishers	126	860	734		734	14.7%	
4515 Tree Surveys & Works	0	3,420	3,420		3,420	0.0%	
Shaw Cemetery :- Indirect Expenditure	<u>22,681</u>	<u>100,348</u>	<u>77,667</u>	<u>0</u>	<u>77,667</u>	<u>22.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(16,512)</u>	<u>(60,348)</u>	<u>(43,836)</u>				
<u>310 Markets</u>							
1320 Market Income	8,423	50,000	41,577			16.8%	
Markets :- Income	<u>8,423</u>	<u>50,000</u>	<u>41,577</u>			<u>16.8%</u>	<u>0</u>
4045 Salary Reallocation	2,166	12,939	10,773		10,773	16.7%	
4265 Subscriptions	384	450	66		66	85.3%	
4275 Advertising General	404	1,500	1,097	85	1,012	32.6%	
4360 Market Management	2,467	14,800	12,333		12,333	16.7%	
4405 Rates	5,614	6,000	386		386	93.6%	
4415 Energy Supplies	8	1,200	1,192		1,192	0.7%	
4425 Repairs and Maintenance	0	2,000	2,000	400	1,600	20.0%	
Markets :- Indirect Expenditure	<u>11,042</u>	<u>38,889</u>	<u>27,847</u>	<u>485</u>	<u>27,362</u>	<u>29.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,619)</u>	<u>11,111</u>	<u>13,730</u>				
<u>315 War Memorial</u>							
4045 Salary Reallocation	232	1,577	1,345		1,345	14.7%	
4425 Repairs and Maintenance	0	2,500	2,500		2,500	0.0%	
4850 Sinking Fund	0	2,000	2,000		2,000	0.0%	
War Memorial :- Indirect Expenditure	<u>232</u>	<u>6,077</u>	<u>5,845</u>	<u>0</u>	<u>5,845</u>	<u>3.8%</u>	<u>0</u>
Net Expenditure	<u>(232)</u>	<u>(6,077)</u>	<u>(5,845)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320 Footway Lighting</u>							
4045 Salary Reallocation	696	4,094	3,398		3,398	17.0%	
4415 Energy Supplies	76	9,000	8,924		8,924	0.8%	
4425 Repairs and Maintenance	0	21,900	21,900	2,900	19,000	13.2%	
4855 Street Lighting Upgrade	747	10,000	9,253		9,253	7.5%	
Footway Lighting :- Indirect Expenditure	1,519	44,994	43,475	2,900	40,575	9.8%	0
Net Expenditure	(1,519)	(44,994)	(43,475)				
<u>325 Clock House</u>							
4045 Salary Reallocation	232	1,577	1,345		1,345	14.7%	
4415 Energy Supplies	56	850	794		794	6.6%	
4425 Repairs and Maintenance	0	3,000	3,000		3,000	0.0%	
Clock House :- Indirect Expenditure	288	5,427	5,139	0	5,139	5.3%	0
Net Expenditure	(288)	(5,427)	(5,139)				
<u>330 Street Furniture</u>							
1605 Clear Channel (INC)	0	48,000	48,000			0.0%	
Street Furniture :- Income	0	48,000	48,000			0.0%	0
4045 Salary Reallocation	928	5,397	4,469		4,469	17.2%	
4111 Bus Shelter Provision & Maint	0	48,000	48,000		48,000	0.0%	
4415 Energy Supplies	0	300	300		300	0.0%	
4425 Repairs and Maintenance	5,650	7,000	1,350		1,350	80.7%	5,650
4435 Maint. Contracts Unscheduled	0	500	500		500	0.0%	
4460 Grit Bins	0	2,000	2,000		2,000	0.0%	
Street Furniture :- Indirect Expenditure	6,578	63,197	56,619	0	56,619	10.4%	5,650
Net Income over Expenditure	(6,578)	(15,197)	(8,619)				
6000 plus Transfer from EMR	5,650						
Movement to/(from) Gen Reserve	(928)						
<u>335 Recreation Grounds</u>							
1355 Income - Pitches	(148)	3,000	3,148			(4.9%)	
Recreation Grounds :- Income	(148)	3,000	3,148			(4.9%)	0
4861 football pitch management	0	9,870	9,870		9,870	0.0%	
Recreation Grounds :- Direct Expenditure	0	9,870	9,870	0	9,870	0.0%	0
335 Wash Common Upgrade- Phase 1	0	18,600	18,600		18,600	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Salary Reallocation	4,178	25,182	21,004		21,004	16.6%	
4410 Water	74	650	576		576	11.3%	
4415 Energy Supplies	0	2,300	2,300		2,300	0.0%	
4423 Upgrading	0	3,000	3,000		3,000	0.0%	
4425 Repairs and Maintenance	738	7,000	6,262	155	6,107	12.8%	
4430 Maint. Contracts	4,666	32,200	27,534		27,534	14.5%	
4435 Maint. Contracts Unscheduled	0	2,000	2,000	3,524	(1,524)	176.2%	
4470 Tree Maintenance	150	0	(150)		(150)	0.0%	
4515 Tree Surveys & Works	0	6,780	6,780		6,780	0.0%	
4580 PPE	0	1,000	1,000		1,000	0.0%	
4585 Drinking Water Tap	0	2,760	2,760		2,760	0.0%	
4590 Consultation	0	1,250	1,250		1,250	0.0%	
Recreation Grounds :- Indirect Expenditure	9,806	102,722	92,916	3,679	89,237	13.1%	0
Net Income over Expenditure	(9,954)	(109,592)	(99,638)				
<u>336 City Recreation Ground</u>							
4585 Drinking Water Tap	0	1,800	1,800		1,800	0.0%	
City Recreation Ground :- Indirect Expenditure	0	1,800	1,800	0	1,800	0.0%	0
Net Expenditure	0	(1,800)	(1,800)				
<u>340 Play Areas</u>							
4045 Salary Reallocation	6,035	36,449	30,414		30,414	16.6%	
4423 Upgrading	0	115,000	115,000		115,000	0.0%	
4425 Repairs and Maintenance	3,769	21,000	17,231	8,317	8,914	57.6%	
4430 Maint. Contracts	3,683	25,400	21,717		21,717	14.5%	
4435 Maint. Contracts Unscheduled	0	2,000	2,000		2,000	0.0%	
Play Areas :- Indirect Expenditure	13,487	199,849	186,362	8,317	178,045	10.9%	0
Net Expenditure	(13,487)	(199,849)	(186,362)				
<u>345 Victoria Park</u>							
1360 Income - Tennis Courts	997	20,000	19,003			5.0%	
1380 Income - Bowling Club	0	950	950			0.0%	
1385 Income - Kiosk/Cafe	0	3,000	3,000			0.0%	
1391 Income - Mini Golf	5,500	5,000	(500)			110.0%	
1500 Other open spaces income	0	4,000	4,000			0.0%	
1990 Miscellaneous Income	12,840	500	(12,340)			2568.0%	10,330
Victoria Park :- Income	19,337	33,450	14,113			57.8%	10,330

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4537 Upgrade VP Bandstand	0	51,000	51,000		51,000	0.0%	
4538 Pond liner	0	19,000	19,000		19,000	0.0%	
4539 Replace disability swing	0	25,000	25,000		25,000	0.0%	
4541 Repairs to Victoria and Lions	0	5,000	5,000		5,000	0.0%	
4543 Splashpark	0	4,870	4,870		4,870	0.0%	
Victoria Park :- Direct Expenditure	0	104,870	104,870	0	104,870	0.0%	0
4045 Salary Reallocation	7,737	47,023	39,286		39,286	16.5%	
4325 PWLB Loan Interest	0	10,000	10,000		10,000	0.0%	
4355 Toilet Hire	700	700	0		0	100.0%	
4410 Water	2,620	3,000	380		380	87.3%	
4415 Energy Supplies	0	4,500	4,500		4,500	0.0%	
4425 Repairs and Maintenance	7,815	20,000	12,185	270	11,915	40.4%	
4430 Maint. Contracts	10,416	71,000	60,585		60,585	14.7%	
4435 Maint. Contracts Unscheduled	0	2,000	2,000		2,000	0.0%	
4440 Fire Extinguishers	116	650	534		534	17.9%	
4445 Security	0	500	500		500	0.0%	
4465 Tennis Courts Maintenance Fund	0	3,600	3,600		3,600	0.0%	
4475 VP LTA Registration Fee	0	380	380		380	0.0%	
4480 Music at the Bandstand	300	3,000	2,700		2,700	10.0%	
4485 VP tennis court promotion	1,200	1,500	300		300	80.0%	
4490 VP Fun Day	1,232	2,500	1,268	524	744	70.2%	
4515 Tree Surveys & Works	0	4,530	4,530		4,530	0.0%	
4530 Community Cafe	15,567	364,500	348,933		348,933	4.3%	
Victoria Park :- Indirect Expenditure	47,703	539,383	491,680	794	490,886	9.0%	0
Net Income over Expenditure	(28,367)	(610,803)	(582,436)				
6001 less Transfer to EMR	10,330						
Movement to/(from) Gen Reserve	(38,697)						
<u>350 Open Spaces</u>							
1395 Wayleave Income	0	25	25			0.0%	
Open Spaces :- Income	0	25	25			0.0%	0
4771 Hutton Close Upgrade	1,190	35,000	33,810		33,810	3.4%	
Open Spaces :- Direct Expenditure	1,190	35,000	33,810	0	33,810	3.4%	0
4045 Salary Reallocation	2,553	15,674	13,121		13,121	16.3%	
4400 Rent Payable	0	180	180		180	0.0%	
4410 Water	0	110	110		110	0.0%	
4425 Repairs and Maintenance	162	4,000	3,838	75	3,763	5.9%	
4430 Maint. Contracts	12,361	76,240	63,879		63,879	16.2%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4435 Maint. Contracts Unscheduled	0	3,000	3,000	194	2,806	6.5%	
4515 Tree Surveys & Works	0	4,530	4,530		4,530	0.0%	
4750 Greenham House Gdns	0	10,500	10,500		10,500	0.0%	
4760 Litter Picking Equipment	0	500	500		500	0.0%	
4765 Speen Moor Friends Group	0	500	500		500	0.0%	
4770 Biodiversity Survey	0	1,500	1,500		1,500	0.0%	
Open Spaces :- Indirect Expenditure	15,076	116,734	101,658	269	101,389	13.1%	0
Net Income over Expenditure	(16,266)	(151,709)	(135,443)				
<u>355 Floral Displays and Trees</u>							
1990 Miscellaneous Income	0	1,500	1,500			0.0%	
Floral Displays and Trees :- Income	0	1,500	1,500			0.0%	0
4045 Salary Reallocation	1,083	6,514	5,431		5,431	16.6%	
4425 Repairs and Maintenance	0	500	500	52	448	10.4%	
4430 Maint. Contracts	3,671	23,890	20,219		20,219	15.4%	
4435 Maint. Contracts Unscheduled	0	1,435	1,435		1,435	0.0%	
4470 Tree Maintenance	0	7,680	7,680		7,680	0.0%	
4500 Tree planting	0	6,750	6,750		6,750	0.0%	
4505 Edible Crops	0	450	450		450	0.0%	
4510 Additional Floral Displays NIB	413	1,800	1,387		1,387	22.9%	
Floral Displays and Trees :- Indirect Expenditure	5,167	49,019	43,852	52	43,800	10.6%	0
Net Income over Expenditure	(5,167)	(47,519)	(42,352)				
<u>360 Britain &amp; Newbury In Bloom</u>							
1600 Sponsorship	0	500	500			0.0%	
Britain & Newbury In Bloom :- Income	0	500	500			0.0%	0
4712 Lock Island Upgrade	2,868	5,460	2,592		2,592	52.5%	
Britain & Newbury In Bloom :- Direct Expenditure	2,868	5,460	2,592	0	2,592	52.5%	0
4045 Salary Reallocation	1,547	9,571	8,024		8,024	16.2%	
4710 Newbury In Bloom	350	7,000	6,650		6,650	5.0%	
Britain & Newbury In Bloom :- Indirect Expenditure	1,897	16,571	14,674	0	14,674	11.5%	0
Net Income over Expenditure	(4,765)	(21,531)	(16,766)				
<u>420 Wash Common Allotment</u>							
1400 Allotment Income	3,552	3,700	148			96.0%	
Wash Common Allotment :- Income	3,552	3,700	148			96.0%	0

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4451 Notice Boards	0	1,850	1,850	1,850	0	100.0%	
Wash Common Allotment :- Direct Expenditure	0	1,850	1,850	1,850	0	100.0%	0
4045 Salary Reallocation	387	4,775	4,388		4,388	8.1%	
4410 Water	90	600	510		510	14.9%	
4425 Repairs and Maintenance	0	3,400	3,400	68	3,332	2.0%	
4430 Maint. Contracts	256	2,300	2,044		2,044	11.1%	
4435 Maint. Contracts Unscheduled	0	3,720	3,720		3,720	0.0%	
4450 Extra security measures	0	1,500	1,500		1,500	0.0%	
4515 Tree Surveys & Works	0	2,100	2,100		2,100	0.0%	
Wash Common Allotment :- Indirect Expenditure	732	18,395	17,663	68	17,595	4.4%	0
Net Income over Expenditure	2,820	(16,545)	(19,365)				
<u>421 Allotments (except Wash Common</u>							
1400 Allotment Income	20,052	20,500	448			97.8%	
Allotments (except Wash Common :- Income	20,052	20,500	448			97.8%	0
4451 Notice Boards	0	5,850	5,850	5,850	0	100.0%	
Allotments (except Wash Common :- Direct Expenditure	0	5,850	5,850	5,850	0	100.0%	0
4045 Salary Reallocation	3,869	19,100	15,231		15,231	20.3%	
4400 Rent Payable	0	900	900		900	0.0%	
4410 Water	(58)	1,100	1,158		1,158	(5.3%)	
4425 Repairs and Maintenance	1,418	3,400	1,982	540	1,442	57.6%	
4430 Maint. Contracts	1,216	9,870	8,654		8,654	12.3%	
4435 Maint. Contracts Unscheduled	0	11,760	11,760		11,760	0.0%	
4450 Extra security measures	0	3,000	3,000		3,000	0.0%	
4515 Tree Surveys & Works	0	2,800	2,800		2,800	0.0%	
Allotments (except Wash Common :- Indirect Expenditure	6,445	51,930	45,485	540	44,945	13.5%	0
Net Income over Expenditure	13,607	(37,280)	(50,887)				
<u>430 Wharf Toilets</u>							
4417 Refurbishment	1,850	150,000	148,150		148,150	1.2%	
Wharf Toilets :- Direct Expenditure	1,850	150,000	148,150	0	148,150	1.2%	0
4045 Salary Reallocation	464	2,914	2,450		2,450	15.9%	
4195 Wharf Toilets Contract	0	12,450	12,450		12,450	0.0%	
4425 Repairs and Maintenance	20	1,800	1,780		1,780	1.1%	
Wharf Toilets :- Indirect Expenditure	484	17,164	16,680	0	16,680	2.8%	0
Net Expenditure	(2,334)	(167,164)	(164,830)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>500 CP,A&amp;L General</b>							
4640 Queens Platinum Jubilee	715	1,500	785	40	746	50.3%	
4641 NTC 25th Anniversary	645	2,500	1,855		1,855	25.8%	
CP,A&L General :- Direct Expenditure	1,360	4,000	2,641	40	2,601	35.0%	0
4045 Salary Reallocation	4,642	28,083	23,441		23,441	16.5%	
4600 CPA&L Committee Fund	0	500	500		500	0.0%	
4625 Art Trail	0	1,000	1,000		1,000	0.0%	
4637 Local Democracy WG	0	600	600		600	0.0%	
4638 Youth Voice Event	0	5,000	5,000		5,000	0.0%	
4639 Art on the Park	500	500	0		0	100.0%	
CP,A&L General :- Indirect Expenditure	5,142	35,683	30,541	0	30,541	14.4%	0
Net Expenditure	(6,502)	(39,683)	(33,181)				
<b>505 Civic Responsibility</b>							
4045 Salary Reallocation	3,791	23,139	19,348		19,348	16.4%	
4650 Mayors Allowance	350	1,000	650		650	35.0%	
4655 Honorarium	1,400	4,000	2,600		2,600	35.0%	
4660 Mayor Making	1,551	2,500	949		949	62.0%	
4665 Remembrance	0	4,000	4,000		4,000	0.0%	
4670 Regalia and Robes	0	3,000	3,000		3,000	0.0%	
4680 Civic Hospitality & Events	115	1,500	1,385		1,385	7.7%	
4690 Twin Towns	(250)	250	500		500	(100.0%)	
4700 Civic Award Scheme	0	1,000	1,000		1,000	0.0%	
4705 Watership Brass	0	650	650		650	0.0%	
Civic Responsibility :- Indirect Expenditure	6,957	41,039	34,082	0	34,082	17.0%	0
Net Expenditure	(6,957)	(41,039)	(34,082)				
<b>600 Planning &amp; Highways</b>							
4045 Salary Reallocation	6,886	41,775	34,889		34,889	16.5%	
4800 P & H Committee Fund	0	1,000	1,000		1,000	0.0%	
4805 Heritage Working Group	292	3,000	2,708		2,708	9.7%	
4810 Town Design St. & Town Plan	666	5,000	4,334		4,334	13.3%	
4820 Canal Corridor	0	5,000	5,000		5,000	0.0%	
Planning & Highways :- Indirect Expenditure	7,844	55,775	47,931	0	47,931	14.1%	0
Net Expenditure	(7,844)	(55,775)	(47,931)				



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	664,775	1,425,448	760,673			46.6%	
Expenditure	241,322	2,326,418	2,085,096	32,243	2,052,853	11.8%	
Net Income over Expenditure	<u>423,453</u>	<u>(900,970)</u>	<u>(1,324,423)</u>				
plus Transfer from EMR	5,650						
less Transfer to EMR	19,687						
Movement to/(from) Gen Reserve	<u>409,416</u>						

**Newbury Town Council****Public Report****To:** The Policy and Resources Committee**Date of meeting:** 13 June 2022**Agenda item No. 9: To approve Reserves and balances for 2022-23****Decision Required:** **To receive** the report on reserves and balances as of the 31<sup>st</sup> of March 2022 and**To approve** Earmarked Reserves for 2022-23**Background**

Reserves are recorded in the Council's financial balances and arise where the Council has generated more income than expenditure. The Council is required to hold a minimum level of reserves to ensure that it can always meet any potential future debts, should the Council suddenly cease to exist or be dissolved for any reason. This gives confidence to suppliers and staff that the Council can meet its obligations. The recommended minimum level of reserves is 3 to 6 months of annual revenue expenditure. As the precept is almost guaranteed income, a higher level of reserves is required where the parish Council is least dependent on the precept. This is where Councils are generating higher levels of income through facilities such as car parks, community centres, leisure centres, etc. In the case of Newbury Town Council, the precept accounts for 83% of our revenue expenditure and given the high proportion, the Council has fixed the minimum level of reserves at 3 months' revenue expenditure, that is, £356,000 this year.

**Issues**

The Council should review the reserves position at least once a year to approve the allocation of reserves towards particular purposes. The attached table shows the following:

**Column A – 'Earmarked Reserves'** lists the reserves held by the Council, which have been classified as follows:

- i) The Earmarked Reserves (Rows 1 to 60); these are amounts which the Council has allocated towards particular projects/services. This can arise from future projects on which the Council approves expenditure from reserves, or where monies have been provided in the past but the project has yet to be carried out.
- ii) The Section 106 monies (Row 63); these are payments received from developers towards particular community facilities. Section 106 has been largely replaced by CIL and the Council rarely receives these payments now. As can be seen from the table, all of these monies have been spent.
- iii) Community Infrastructure Levies (CIL) (Rows 63 to 75); Newbury Town Council receives 15% of the CIL collected by the District Council on developments within the Town Council boundary. The District Council has approved the expenditure towards

capital projects in the Council Strategy. The Town Council must report annually to the District Council on how these funds are spent and may have to repay any funds not spent within 5 years. The CIL monies are split into those which have been allocated for spending and those which remain unallocated.

iv) The remainder of the Council's balances and reserves are classed as general reserves.

**Column B – 'Position at 31 March 2022'** shows the total for each of the reserves listed at 31 March 2022, and equals the amount shown in the Council's annual return for the financial year 2021-22.

**Column C – 'Reserves allocated in Budget 2022/23'** shows the amount of reserves allocated in this year's budget (2022-23)

**Column D – 'Transfers to General'** lists transfers of earmarked reserves to general, which the Council is asked to approve. Many of these have been carried forward for years, with no definite project in mind and therefore should be reclassified as general reserves.

**Column E – 'Reserves Position at 1 April 2022'** lists the amount against each of the earmarked reserves at 1 April 2022, having regard to the amounts allocated in this year's budget and should the council approve the recommendations in Column D.

### **Issues arising/ Options considered**

At 1 April 2022, the Council held total reserves of £1,241,380 (see line 79). (This figure corresponds to Box 7, Section 3 of the Council's Annual Governance and Audit Report - see item 10 on the agenda.)

However, the following exclusions should be noted:

- A separate account is kept for CIL (95,800), as these amounts must be either spent within 5 years or returned to the Planning Authority (West Berks).
- Line 2 - The tennis courts maintenance fund (£10,800) is a condition of our agreement with the LTA - to set aside £3,600 per annum to cover the cost of resurfacing and re-lining the courts every 5 years.
- Line 4 - Elections (£31,255) provided to pay towards cost of elections.
- Line 21 - move of bus stop (£5,800) - this was paid to us by a resident and will have to be paid to Clear Channel when the bus stop is finally moved.
- Line 54 - Hutton Close upgrades (£35,000) - the Council resolved that the money received from the lease of part of these lands would be used primarily for this purpose.

Excluding the above, this leaves a total of £1,026,725, in total reserves held by the council at 1 April 2022.

The Council has previously allocated substantial amounts of these reserves towards particular projects, such as the Community Café in Victoria Park: £181,576 (See lines 6 and

53), £115,000 towards Playground upgrades (Line 47), and £68,720 for various upgrades at the Town Hall.

When all of these matters are accounted for, the Council has general reserves of £515,353 remaining at 1 April 2022 (see Line 78), well in excess of the minimum level of reserves required - £356,000.

**Considerations:**

- 1. Financial:** This information is required for the Annual Return and sets out the financial position of the council at the year ending 31 March 2022, as well as the impact of budgetary decisions for this year and any other resolutions the council might wish to make regarding Earmarked and General Reserves
- 2. Risk assessment:** The Council has set a level for the minimum reserves to be retained and this has been achieved.
- 3. Consultation:** The Council has decided on the allocations form reserves to be included in this year's budget and is now asked to agree earmarked reserves and transfers to general reserves for the current financial year.

**Report Author: Hugh Peacocke (Chief Executive Officer)**

**Date: 26/05/2022**

	Column A	B	C	D	E	F	G	H
Row	Earmarked Reserves	Position at 31 March 2022	Reserves allocated in Budget 20223	Transfer to General	Reserves Position at 1 April 2022	Additions/ Virements 2022-23	Spent 2022-23	Positon at 31 March 2023
1	Capital equipment	5,000		5,000	0			
2	Tennis Court maintenance fund	10,800			10,800	3,600		
3	Trees	7,427	18,640	7,427	18,640			
4	Elections	31,255			31,255			
5	VP Bandstand survey	5,000		5,000	0			
6	New Community Café VP (1)	99,711			99,711			
7	Town Hall survey	11,650	12,350	11,650	12,350			
8	Town hall mainteance/refurb	50,500			50,500			
9	Capital receipts	23,152		23,152	0			
10	Twin Towns	3,005			3,005			
11	Lock Island- lock cottage	1,954		1,954	0			
12	NYC	5,054		5,054	0			
13	HWG	759			759			
14	Civic robes replacement	251			251			
15	Allotment Security ( Excl Wash Common)	4,169			4,169			
16	Allotment security Wash Common)	2,300	1,500	2,300	1,500			
17	Visitor information	1,000		1,000	0			
18	NDP	6,722	5,000		11,722			
19	Newbury in Bloom	2,198		2,198	0			
20	Tennis Court Promotion	785		785	0			
21	Move of bus stop	5,800			5,800			
22	Town Hall Energy Cons	0	4,000		4,000			
23	Town Hall Solar panel	1,500	1,870	1,500	1,870			
24	NRC Survey	3,500	2,240		5,740			
25	NRC Chapel	5,400		5,400	0			
26	Shaw Cemetery Survey	3,450			3,450			
27	Headstone surveys	5,560			5,560			
28	Blossom Fields trees	3,500		3,500	0			
29	IT (flexi working)	0	5,670		5,670			
30	drinking fountain, Town Hall	1,850	2,760	1,850	2,760			
31	Headstone survey NRC	2,000			2,000			
32	NRC Composting Toilet ( 25%)	2,563	10,000	2,563	10,000			
33	Redec NRC Chapel	1,200		1,200	0			
34	Energy conservation NRC Cemetery	1,000		1,000	0			
35	Energy conservation Shaw Cemetery	1,860		1,860	0			
36	R & M Shaw Cemetery (HS survey)	2,860			2,860			
37	Upgrading recreation grounds	2,250		2,250	0			
38	drinking water tap Wash Common	1,220	1,380	1,220	1,380			
39	drinking water Tap at City Rec	1,220	1,380	1,220	1,380			
40	wild flower meadow VP	4,000		4,000	0			
41	VP Tree survey works	2,300			2,300			
42	Greenham House Gardens prep work	9,450	10,500	9,450	10,500			
43	Investigate additional allotment sites	2,500		2,500	0			
44	Youth Voice event	4,765		4,765	0			
45	War Memorial Sinking fund	2,000			2,000			
46	Playground repairs	17,000		17,000	0			
47	Play ground upgrading	0	115,000		115,000			
48	Defibs	0	2,500		2,500			
49	Street furniture R & M		3,000		3,000			
50	Recreation grounds R & M		5,000		5,000			
51	Wash Common Upgrade- Phase 1		18,600		18,600			
52	VP Splash Park		4,870		4,870			
53	VP Café (2)		81,865		81,865			
54	Hutton Close upgrades		35,000		35,000			
55	Lock Island upgrade		5,460		5,460			
56	Wharf toilets refurbishment		38,000		38,000			
57	Queen's Jubilee		1,500		1,500			
58	NTC 25 years		2,500		2,500			
59	Canal Corridor		5,000		5,000			
60	Total EMR	361,440	395,585	129,658	630,277			
61								
		Position at 31 March 2022	CIL allocated in Budget 20223	Transfer to/ from unallocated	CIL Position at 1 April 2022	Additions/ Virements 2022-23	Spent 2022-23	Positon at 31 March 2023
62								
63	Section 106	0			0			
64	CIL Allocated							
65	Café	9,373	82,635		82,635			
66	Café Loan Charges	10,000	10,000		10,000	-10,000		
67	Wharf toilets refurbishment	12,000	12,000		12,000			
68	Signage	10,000				10,000		
69	Canal Corridor	10,000						
70	Defibs	279						
71	City Rec	14,000						
72	Street lights upgrade	953	10,000		10,000			
73	Total allocated	66,605	114,635		114,635			
74	Unallocated	29,195		-18,835	-18,835	9,357		
75	Total CIL	95,800	114,635	0	95,800			
76								
77	Total EMR +CIL+\$106	457,240	510,220	129,658	726,027			
78	Total general Reserves	784,140	731,160		515,353			
79	Total	1,241,380	1,241,380		1,241,380			
			1,241,380		1,241,380			

Reserves Policy: keep 3 mths revenue exp: 356,000

**Newbury Town Council**

**Public Report**

**To: Policy and Resources Committee**

**Date of meeting:** 13 June 2022.

**Agenda item No. 10.** The Annual Governance Statement and the Accounting Statements 2021-22

**Decisions Required:**

**To consider** the Annual Governance Statement and Accounting Statements 2021-22 and

**To make any recommendations** regarding the Statements to Full Council on 27 June 2022.

**Legal Provisions and Requirements**

The statutory provisions for the Council's annual audit can be found in the Local Audit and Accountability Act 2014, the Accountant Audit Regulations 2015 and the Local Audit (Smaller Authorities) Regulations 2015.

Local Councils with a gross income or expenditure not exceeding £6.5 million (whichever is the higher) are classed as "smaller authorities".

Where the income or expenditure exceeds £200,000 but not exceeding £6.5 million for the year they must produce an income and expenditure account and a statement of balances in relation to that financial year.

As soon as possible after the 31st of March the accounts must be made up. The record of receipts and payments or the balance sheet must be signed by the Responsible Financial Officer and it must be approved by a Council resolution by 30<sup>th</sup> June. (See attached Accounting statements 2021-22, bank reconciliation at 31 march 2022 and explanation of variances from last year, as required)

The accounts of every local Council and of any officer who handles money or property for which they should account to the Council are liable to audit. The audit is supposed to take place annually as soon as maybe after the close of the financial year on the 31st of March.

PKF Littlejohn have been appointed to audit smaller Councils and have issued detailed advice and guidance regarding the returns and forms which should be submitted. This advice also includes deadlines for submission. The deadline for submission to our auditors this year is Friday 1 July 2022.

The Council's accounts must be made up to the 31st of March, balanced, certified by the Responsible Financial Officer and signed by them. As soon as reasonably possible thereafter the RFO must begin the period for the exercise of the rights of the public to inspect the accounting records and also notify the auditor of the date on which that begins.

The public rights of inspection questioning the auditor and objection are exercisable for a single period of 30 working days after the notice given by the RFO (working days excludes Saturdays, Sundays and bank holidays.) The period must include the first working the first 10 working days in July. The 30-day period starts on the day after the information is published.

The RFO must ensure that:

- a) the statement of accounts with any certificate or opinion entered by the auditor;
- b) the annual governance statement; (See attached)
- c) a statement giving details of the period during which the public may exercise their rights of inspection and how a member of the public may give notice of an intention to exercise that right;
- d) the name and address of the auditor
- e) details of what documents can be inspected and how to make an objection

are published including publication on the Council's website.

Publication must take place not later than 30th of September of the financial year immediately following the financial year to which the audit relates.

**Report Author:** Hugh Peacocke, (Chief Executive Officer/ Responsible Financial Officer)

**Date:** 6 June 2022.

# Annual Governance and Accountability Return 2021/22 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 2021/22

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 2022**.
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 2022**. 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 2022
  - 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 2021/22

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 2022 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 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 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) 2021/22

- 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. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- 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 2022.
- 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.
- Do not send the external auditor any information not specifically requested. However, **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 external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, 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 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- 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 2022**.

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 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 2022</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 2021/22

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**During** the financial year ended 31 March 2022, 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 2021/22 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**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.			
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
<b>F.</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.			
<b>I.</b> Periodic bank account reconciliations were properly carried out during the year.			
<b>J.</b> 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.			
<b>K.</b> If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			
<b>L.</b> The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			
<b>M.</b> The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
<b>N.</b> The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

\*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 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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 2022, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
<b>1.</b> Balances brought forward			<i>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.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>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.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>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.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
<b>11.</b> (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

ENTER NAME OF AUTHORITY

### 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 2022; 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 2021/22

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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. (\*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2021/22

We certify/do not 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 2022.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Newbury Town Council 2021/2022

Bank - Cash and Investment Reconciliation as at 31 March 2022

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	31/03/2022	Current account	975,850.49	
2	22/02/2019	No 2 Account	0.00	
3	31/03/2022	Officers Account	1,673.96	
				977,524.45
<u>Other Cash &amp; Bank Balances</u>				
		Allotment Float	0.00	
		CCLA Account	255,105.08	
		Cashbook Suspense	0.00	
		Election Account	0.00	
		Petty Cash	200.00	
				255,305.08
				1,232,829.53
<u>Receipts not on Bank Statement</u>				
0	31/03/2022	All Receipts Cleared	0.00	
				0.00
Closing Balance				1,232,829.53
<u>All Cash &amp; Bank Accounts</u>				
1		Current Account		975,850.49
2		No 2 Account		0.00
3		Officers Account		1,673.96
		Other Cash & Bank Balances		255,305.08
		Total Cash & Bank Balances		1,232,829.53

## Explanation of variances – pro forma

Name of smaller authority:

County area (local councils and parish meetings only):

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).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	1,302,365	1,136,049				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,107,171	1,135,249	28,078	2.54%	NO		
3 Total Other Receipts	227,944	276,096	48,152	21.12%	YES		
4 Staff Costs	399,758	457,377	57,619	14.41%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	1,101,673	848,637	-253,036	22.97%	YES	2020/21 was exceptionally high due to CIL expenditure undertaken that year. (CIL Expenditure in 2020/21 amounted to £ 276,831 - normally about £30,000 per annum)	
7 Balances Carried Forward	1,136,049	1,241,380			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	1,102,134	1,232,830				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	5,999,557	6,087,667	88,110	1.47%	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



## **Updated Model Public Scheme**

In the Freedom of Information Act 2000 (c.36) Section 19, the publication and maintenance of an information publication scheme is required by the Council. Newbury Town Council's existing 'Model Publication Scheme' was last adopted by the Policy & Resources Committee on the 6<sup>th</sup> of October 2008. This scheme was a Model Scheme provided by the Information Commissioner's Office (ICO) and adopted by the Council without changes. The Council is meeting the requirements set out in this scheme.

However, this scheme is now out of date. As the Freedom of Information Act 2000 (c.36) Section 19(1)(c) requires NTC to review this scheme "from time to time", NTC Officers have examined the resources provided by the ICO and have presented the updated Model Publication Scheme to this Committee for adoption.

The updated Model Publication Scheme retains the vast majority of the content of the previous scheme. The only notable addition is the inclusion of a commitment on behalf of the Council to:

"To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act." (pp. 1 – 2)

Overall, it is recommended that the Council resolve to adopt this Model Publication scheme from the ICO without changes.



# Model publication scheme

## Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## Classes of information

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

**Newbury Town Council**

**Public Report**

**To:** Policy & resources Committee

**Date of meeting:** 13/06/2022

**Agenda item No. 8:** Procurement Policy

**Decision Required:** **To resolve** to adopt the NTC Procurement Policy  
**To resolve** to approve the amended Financial Regulation

**Background/ Introduction**

In order to ensure the highest possible financial standards, the Council has created a comprehensive Procurement Policy. This policy details:

- 1) The basic values the Council will consider when conducting procurement.
- 2) The national rules that NTC is legally bound to follow.
- 3) The rules and procedures beyond the national rules that the Council is encouraged to adopt.
- 4) The principle that the Council is not bound to accept the lowest value tender.
- 5) The urgency process.
- 6) The Councils Social Value commitment.
- 7) Modern Slavery Considerations.

The Council is required to follow the National Guidelines above a certain monetary threshold when it conducts its procurement exercises. For the procurement of goods, services, or works, this threshold is at or above £25,000. Below this amount however, the Council is only obliged to provide evidence of value for money. As the Councils conducts most of its procurement in amounts below this £25,000 threshold, a set of formal and comprehensive procurement rules has been created for the Council.

In summary, the proposed additional thresholds and procedures the Council is proposing in the Procurement Policy fall into two categories; the first is for contracts worth £100-£999, where the Chief Executive/RFO shall strive to obtain alternative estimates detailing priced descriptions of the proposed supply unless a specialist or single source supply is necessary, and the second category is for contracts worth £1,000-£25,000, where the Chief Executive/RFO/Community Services Manager/Civic Manager shall obtain 3 written quotations detailing priced descriptions of the proposed supply unless a specialist or single source supply is necessary.

The Public Services (Social Value) Act 2012 enshrines a committee for public sector bodies to prefer local suppliers, preferably independents. The Council already mentions this Social Value commitment in point 10.6 of the Councils Financial Regulations. However, this Procurement Policy expands upon the point made in the Financial Regulations and exists as its own point, section 6. In order to avoid overlapping passages, the Council is also recommended to amend the Financial Regulation to remove the passage about the Public Services (Social Value) Act 2012 and the Social Value Commitment as it will now exist in the Procurement Policy.

### **Issues arising/Options considered**

At present, the Council does not have any set rules determining how it deals with its procurement under the £25,000 threshold beyond the basic 'value for money' national guidance. Officers have examined this existing situation and determined that now would be an opportune moment to introduce formal rules. Therefore, in order to ensure the Council maintains strong financial standards and practices into the future, the adoption of a Procurement Policy looks to be essential. This policy then, will give Staff a clear guide as to process and it will be a safeguard for them, as well as the Council, in committing public expenditure.

### **Considerations:**

#### **1. Legal:**

The Council has the legal authority to carry out procurement exercises and determine its own thresholds and procedures (in addition to the national rules and requirements) through the General Power of Competence, as outlined in the Localism Act 2011.

#### **2. Financial:**

This Procurement Policy will outline the values that will be considered when determining whether to issue contracts and also states that the Council is not obliged to accept the lowest value tender. All these points may have a financial bearing on the Council.

#### **3. Climate/Environmental issues**

As part of the Council's Procurement Values, it is proposed that the minimization of the Council's carbon emissions, the promotion of long-term environmental sustainability, and a commitment to purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard

#### **4. Equality and Diversity**

The Council had due consideration with both the spirit and the requirements of the Equality Act 2010 the Public Sector Equality Duty, when determining this Policy and will also have regard to the relevant equality and discrimination legislation requirements when determining its procurement exercises.

#### **5. Consultation**

This Procurement Policy has been made in consultation with the Chief Executive Officer, Community Services Manager, and Democratic Services Officer. In addition, the National Association of Local Councils (NALC) Procurement Legal Note and existing procurement policies from other Councils were used to inform this Policy.

#### **Conclusion/Recommendations**

Ultimately, as this policy will formalise the standards to which the Council will conduct itself during its procurement exercises, the Council is recommended to approve the NTC Procurement Policy as presented, and also to approve the amended Financial Regulations.

**Report Authors:** Hugh Peacocke (Chief Executive Officer), David Ingram (Community Services Manager), and Darius Zarazel (Democratic Services Officer)

**Date:** 31/05/2022



## **Newbury Town Council Procurement Policy**

**This document is to be read in conjunction with the Councils Financial Regulations (as amended) and the Standing Orders.**

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## **1. Procurement Values**

- 1.1 Newbury Town Council (the Council) will strive to obtain best value for money for all goods, materials, and services which it purchases. As a public sector buyer, value for money is fundamental to the Council's procurement activity.
- 1.2 Every contract by the Council, or Officer acting on its behalf, shall apply the Council's procurement values. These values are:
  - 1.2.1 To purchase locally wherever possible and where best value can be satisfied – see the Public Services (Social Value) Act 2012.
  - 1.2.2 When evaluating tenders, the past record of the supplier will be considered but this does not always mean that the Council should always select the lowest cost option<sup>1</sup>.
  - 1.2.3 To look to minimize the Council's carbon emissions and promote long-term environmental sustainability.
  - 1.2.4 To purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard and will have regard to sustain the environment.
  - 1.2.5 To look favourably upon organisations that pay the Living Wage as set by the Living Wage Foundation<sup>2</sup>.
- 1.3 The following contracts are exempt from the requirement of these rules:
  - 1.3.1 Contracts relating solely to disposal or acquisition of land;
  - 1.3.2 Employment contracts;
  - 1.3.3 Individual agency contracts for the provision of temporary staff;
  - 1.3.4 Anything specified in The Public Contracts Regulations 2015, Sub-Section 3, Regulations 7 through 12;
  - 1.3.5 Any service or work, up to the value of £25,000, in the event of an emergency – this is the authority of the Chief Executive Officer allowed for under point 4.5 in the Financial Regulations;

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<sup>1</sup> See point 4 in this Procurement Policy.

<sup>2</sup> Information about the Living Wage Foundation, and the Living Wage itself, can be found on their website, accessible here: <https://www.livingwage.org.uk/>

1.3.6 Where contracts are of a specialist nature, such as:

- 1.3.6.1 Where a contract for the execution of works or the undertaking of services or the supply of goods involves highly specialised technical, scientific or artistic knowledge such that it is not possible to achieve competitive tenders;
- 1.3.6.2 Where the work to be executed or the goods or materials to be supplied consists of repairs to or the supply of parts for existing machinery or plant or are additions to an existing style or design which would involve the council in greater cost and additional work in trying to harmonise two differing systems, designs or solutions;
- 1.3.6.3 Where the purchases are of patented or proprietary items and any form of tendering would not be appropriate;
- 1.3.6.4 Where best value is more likely to be achieved by approaching one contractor or consultant.

## **2. National Rules**

- 2.1 Contracts that fall below the financial thresholds are not caught by the main regulations of the PCR 2015, though will still be subject to Regulation 110 PCR 2015 relating to below threshold contracts. This requires that such contract opportunities over certain thresholds are to be advertised on Contracts Finder. The current thresholds are £25,000 (sub-central authorities).
- 2.2 All procurement activity undertaken is done in a transparent, fair, and consistent way as required by the Public Contract Regulations 2015 and World Trade Treaty Principles.
- 2.3 In order to tender or quote for contracts, suppliers will need to meet some minimum requirements for example, appropriate insurance levels, evidence of financial stability, compliance with relevant legislation and policies such as health and safety, anti-corruption, modern slavery, and human trafficking etc. where appropriate.
- 2.4 The current rules setting out the procurement route to be used to procure goods, services, or works depending on the value of the contract are detailed below:

Table 1. Rules for Good and/or Services

Contract Value	Procurement Route
Below £25,000	Evidence of value for money
£25,000-£50,000	Seek min of three tender returns, including at least one local supplier; in line with Procurement Policy.
£50,000-£213,477* threshold	Local Tender Process, HMG Contracts Finder
Above £213,477*	Above Threshold Tender, to be advertised on HMG Contracts Finder

\*Please note that the thresholds are INCLUSIVE OF VAT. Previous thresholds were exclusive of VAT.

Table 2. Rules for Works

Contract Value	Procurement Route
Below £25,000	Evidence of value for money
£25,000-£100,000	Seek min. of three tender returns, including at least one local supplier; in line with Procurement Policy.
£100,000-£5,336,937 threshold*	Local Tender Process, to be advertised on HMG Contracts Finder
Above £5,336,937*	Above Threshold Tender, to be advertised on HMG Contracts Finder

\*Please note that the thresholds are INCLUSIVE OF VAT. Previous thresholds were exclusive of VAT.

### **3. Thresholds and Procedures with Newbury Town Council**

#### **3.1 Estimated contract value**

##### **3.1.1 Contract requirements £100 - £999**

- 3.1.1.1 The Chief Executive/RFO shall strive to obtain alternative estimates detailing priced descriptions of the proposed supply unless a specialist or single source supply is necessary.

##### **3.1.2 Contract requirement £1,000 - £25,000**

- 3.1.2.1 The Chief Executive/RFO/Community Services Manager/Civic Manager shall obtain 3 written quotations detailing priced descriptions of the proposed supply unless a specialist or single source supply is necessary.

##### **3.1.4 Contract requirements exceeding £25,000 – HM Government Procurement rules shall apply unless exempt.**

- 3.1.4.1 A formal tender process shall be followed.
- 3.1.4.2 Where the Council intends to procure or award a public supply contract, public service contract, or public works contract as defined by (“the Regulations”) within The Public Contracts Regulations 2015 which is valued above the current Public Procurement Regulation 2015 threshold, or more, the Council shall comply with the relevant requirements of the Regulations.
- 3.1.4.3 Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts valued at over £25,000 for the supply of goods, materials, services, or the execution of works shall include, as a minimum, the following steps:
  - 3.1.4.3.1 A specification for the goods, materials, services, or the execution of works shall be drawn up;
  - 3.1.4.3.2 An invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and

address for the submission of tenders (iii), the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;

- 3.1.4.3.3 The invitation to tender shall be advertised for all contracts over £25,000 on the Town Council website, along with any other manner that is appropriate including local press or new circulation;
  - 3.1.4.3.4 Tenders shall be submitted in writing in a sealed marked envelope addressed to the Chief Executive;
  - 3.1.4.3.5 Tenders shall be opened by the Chief Executive in the presence of at least one Councillor after the deadline for submission of tenders has passed;
  - 3.1.4.3.6 Tenders are to be reported and considered by the appropriate meeting of the Council. Decisions on contracts awarded over £25,000 must be made by the appropriated Committee (subject to agreed budget), in default Policy & Resources Committee or Full Council.
- 3.1.4.4 The regulations set out that: The Council must (within 24 hours) also advertise an invitation to tender on the Government's 'Contracts Finder' Website and must have the contract details available on the internet AND there must be no pre-qualification stage in such a contract. After the contract has been awarded, whether or not it has been advertised on 'Contracts Finder' at the Invitation to Tender stage, the Council must publish on the UK Government's 'Contract Finder' Website: the name of the contractor, the date on which the contract was entered into; the value of the contract; and whether to contractor is a SME or a VCSE.

- 3.1.4.5 When publishing on 'Contracts Finder', the Council may withhold any information from the publicity of a contract which:
- 3.1.4.5.1 would impede law enforcement or would otherwise be contrary to the public interest,
  - 3.1.4.5.2 would prejudice the legitimate commercial interests of a particular economic operator, whether public or private, or
  - 3.1.4.5.3 might prejudice fair competition between economic operators
- 3.1.4.6 The council does not advertise an opportunity where it makes the opportunity available only to a number of particular economic operators who have been selected for that purpose (whether ad hoc or by virtue of their membership of some closed category such as a framework agreement), regardless of how it draws the opportunity to the attention of those economic operators (i.e. if a council has an arrangement with a limited number of approved organisations to undertake work for the council).

#### **4. The Council is not bound to accept the lowest value tender.**

- 4.1 Normally the Council will accept the quotation, estimate, or tender that provides best value for money. However, the Council is not obliged to accept the lowest of any tender, quotation, or estimate, but must give valid reasons for not doing so.
- 4.2 Councils are not required to tender for contracts below £25,000 from a tendering exercise (see NALC LTN 87).
- 4.3 Where the contract is likely to exceed the threshold specified Crown Commercial Services from time to time) the Council must consider whether the Public Contracts Regulations 2015 apply to the contract and, if either of those Regulations apply, the Council must comply with Public Procurement Policy rules.

- 4.4 When applications are made to waive procedures relating to contracts to enable a price to be negotiated with competition, the reason shall be embodied in a recommendation to the Council.

## **5. Urgency Process**

- 5.1 In the case of an emergency, refer to point 4.5 in the financial regulations.

## **6. Social Value commitment**

- 6.1 The Public Services (Social Value) Act 2012 enshrines the social value commitment in law to a certain extent. Under the Act, any council proposing to award a service contract or framework agreement for services above the financial threshold in the EU rules must consider how that which they propose to procure will improve the economic, social and environmental well-being of the area and the council must consider how it will act to secure that improvement when undertaking the procurement. Councils have an obligation to consider whether to consult on their proposals before starting the procurement process.
- 6.2 Councils have embraced social value and often take practical steps that go far beyond the minimum requirements of the Act (for example, by applying it to construction contracts and lower value procurements).
- 6.3 The Toolkit supporting the National Procurement Strategy looks in detail at what councils can do in this area depending on their level of ambition, including creating local employment and training opportunities and opportunities for SMEs and VCSEs.
- 6.4 Newbury Town Council supports and commits to consider social value in its procurement options.
- 6.5 Specifically, in accordance with the Public Services (Social Value) Act 2012, preference will always be given to local suppliers, preferably independent. Internet/national chains can be used – but only if there is no local supplier, or there is a saving of at least 10% or £250, over that local supplier.

## **7. Modern slavery consideration**

- 7.1 The Council is obliged to receive a statement from contracted suppliers (over £10,000 limit) to the effect that they:
- 7.1.1 meet with the standards set out in the Supplier Code of Conduct, which include requirements to comply with the Modern Slavery Act 2015.
  - 7.1.2 include anti-slavery and human trafficking provisions in their contracts
  - 7.1.3 implement policies and procedures to identify and prevent modern slavery occurring in their supply chain
  - 7.1.4 prepare an annual statement setting out the steps they have taken to tackle modern slavery in any part of their business or supply chain



## **Extract from Newbury Town Council Financial Regulations**

### **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Purchase orders shall be controlled by the relevant managers.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. A manager shall verify the lawful nature of any proposed purchase before the issue of any order, and when the value of the order is over £500 it shall also be approved by the RFO.

## **Extract from the Newbury Town Council Standing Orders**

### **37. CONTRACTS**

Procedures as to contracts are laid down as follows:

- a) Every contract shall comply with these Standing Orders, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the CEO and RFO shall act after consultation with the Leader and Deputy Leader of Council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>3</sup>.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>4</sup>.

d) When applications are made to waive standing Orders relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

e) Such invitation to tender shall state the general nature of the intended contract and the CEO or relevant manager shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the CEO or relevant manager in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

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<sup>3</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>4</sup> Thresholds currently applicable are: a. For public supply and public service contracts 209,000 Euros (£164,176) b. For public works contracts 5,225,000 Euros (£4,104,394)

f) All sealed tenders shall be opened at the same time on the prescribed date by the CEO or relevant manager in the presence of at least one member of Council.

g) If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

h) Any invitation to tender issued under this regulation shall be subject to Standing Order, Nos 24.1 and 24.2 and shall refer to the terms of the Bribery Act 2010.

i) When it is proposed to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the CEO or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £2,500 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

j) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

k) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken. The RFO is responsible for establishing the most cost effective utility supplies, ensuring that best value, green credentials and budgetary requirements are taken into consideration, with any changes in supplier reported to the following Policy and Resources Committee meeting.

### **38. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

**38.1** Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

- 38.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the appropriate committee.
- 38.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and CEO to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

**Newbury Town Council****Public Report****To:** Policy & Resources Committee**Date of meeting:** 13/06/2022**Agenda item No. 9:** Public Relations Strategy Cover Report**Decision Required:** To resolve to approve the Public Relations Strategy.**Introduction**

A draft Newbury Town Council (NTC) Public Relations (PR) Strategy was presented to the Policy & Resource Committee meeting on the 25<sup>th</sup> of April 2022. The Committee agreed that this policy should be reviewed before it was approved. Specifically, the Committee wished to see the Key Performance Indicators (KPIs) and the Social Media Platforms used examined and justified. In response to this, the Council's Social Media Team met and re-examined this PR Strategy.

To determine what a potential goal number of followers on Newbury Town Council's (NTC/Newbury TC) social media accounts would be, two sets of tables have been produced. The first, *Figure 1*, presents a range of social media numbers from 10 Town, Borough, or City Council's. The Councils chosen to be included in this table were selected partly based on their location and nearness to Newbury and partly based on the Councils who are known for having excellent social media presences. The Second table, *Figure 2*, highlights the average social media numbers of the Councils as a percentage of their population and compares them to NTC.

In both *Figure 1* and *Figure 2*, the Twitter and Facebook followers for the Newbury Market accounts have also been presented. This account performs rather well, only being 1.3% behind the main NTC account for Average Facebook Followers as percentage of population. Although it currently does not have any set KPIs, the follower numbers will be monitored monthly from now on and can then be used to form the basis of a future appropriate KPI. The reason the Market and regular NTC social media accounts have been presented separately is that there can be no guarantee that there are no overlapping followers between the accounts and so including them as one figure may inappropriately skew the data.

It is important to note however, that if all the posts now going onto the Newbury Market accounts were going onto the regular NTC channels, it is very likely that we would see greater follower numbers than those presented here. This factor should be considered when reading this report.

In addition, as the sample size used in this study is relatively small, it is certain that the averages produced and displayed in *Figure 1* and *Figure 2* will not be a totally accurate reflection of Councils Social Media numbers on a more aggregate level – this would require a broader study with significant future research.

There is certainly a ‘cap’ to the number of followers that NTC can reach on its Social Media accounts. It is hoped that by examining other Councils averages, we might gain more insight into what this cap could be – or at a minimum, what a possible target number could be for this Council.

In addition to this document, the last quarterly website analytics report for the NTC website has been attached to the end of this report. This can be read alongside this cover report as to gain more insight into the performance of NTC’s online presence. The Public Relations Strategy has a proposed KPI for the number of sessions in each quarter to be equal to or in excess of 7,740 (the average of the last 3 quarters) – a ‘session’ is defined as a series of actions by a single user within a given time frame. As no website KPI is currently in place, it is believed that this KPI can be used to judge the websites progress and can also be adjusted at a later date once more data is gathered, if appropriate.

*Figure 1. Councils Population to Social Media Followers*

Council Name	Population (est)	No. Facebook Followers	Facebook Followers as percentage of Pop (1dp)	No. Twitter Followers	Twitter Followers as percentage of pop (1dp)
Newbury TC / NTC*	41,075	2,332	5.7%	3,605	8.8%
Newbury Market*	41,075	1,800	4.4%	1,376	3.3%
Falmouth TC*	21,979	2,900	13.2%	312	1.4%
Thatcham TC	25,267	2,600	10.3%	1,905	7.5%
Frome TC	26,203	5,400	20.6%	3,046	11.6%
Abingdon-on-Thames TC	33,130	1,700	5.1%	1,011	3.1%
Andover TC*	38,290	506	1.3%	N/A	N/A
Shrewsbury TC*	71,715	6,000	8.4%	5,941	8.3%
Basingstoke & Deane BC	113,776	11,000	9.7%	10,000	8.8%
Oxford CC	152,450	25,000	16.4%	54,800	35.9%
Reading BC*	161,780	11,000	6.8%	26,000	16.1%
Swindon BC*	185,600	21,285	11.5%	14,200	7.7%

**\* Councils with a Business Improvement District present**

*Figure 2. Average Councils Social Media size versus Newbury TC's Social Media size*

Council Name	Average Population	Average No. of Facebook Followers	Average Facebook Followers as percentage of Pop (1dp)	Average No. Twitter Followers	Average Twitter Followers as percentage of pop (1dp)
All Councils (excluding Newbury)	83,019	8,739	10.5%	13,023	15.7%
All Councils (excluding Newbury and Council with pop $\geq$ 100,000)	36,097	3,184	8.8%	2,443	6.8%
Newbury TC	41,075	2,332	5.7%	3,605	8.8%
Newbury Market	41,075	1,800	4.4%	1,376	3.3%

## **Results and discussion:**

Based on the data in *Figure 1*, Newbury TC can be seen to have a population size roughly in the middle of all the other Councils listed (ranked 6 out of 11). However, it ranks 3<sup>rd</sup> from last in terms of raw number of Facebook followers (ranked 9 out of 11). The picture looks slightly better when the aggregate number of Twitter followers is examined, NTC ranking 7<sup>th</sup> best out of all the listed Councils (ranked 7 out of 10).

In terms of followers as a percentage of population, NTC ranks third from last in terms of Facebook followers (ranked 9 out of 11) and joint 4<sup>th</sup> best in terms of Twitter followers (ranked 4 out of 10).

As seen in *Figure 2*, the average Facebook Followers as percentage of the population for all Councils (except Newbury) is 10.5% and the average Twitter Followers as percentage of population is 15.7%. As NTC has a Facebook Follower to population ratio of 5.7% (4.8% lower than the average) and a twitter to population ratio of 8.8% (6.9% below the average), NTC can be seen as to be beneath the average in both ratios.

A key qualifying point about the Councils presented in *Figure 1* and *Figure 2* would be over the role of our partners in the Business Improvement District (BID). As some Councils do not have a BID within their boundary, but instead run and operate their own festivities and events throughout the year, you might hypothesise that the interested residents who would follow the BIDs accounts would likely instead follow the Council's social media accounts – and vice versa, Councils where a BID is present could expect lower followers on their social media as they run less events. By examining the Councils in *Figure 1*, this hypothesis can be shown to be correct. Councils with BID's have an average 4.6% lower Facebook followers as a percentage of their population to Councils without BIDs, and 4.9% lower Twitter followers as a percentage of their population than Councils without BID's. These numbers are presented in *Figure 3*, below. Therefore, in the case of NTC, it might be expected to see a lower social media following on our accounts than a comparable Town Council but without a BID.

Against the averages of Councils with a BID, NTC's figures compare rather well: NTC are only behind the average Facebook followers as a percentage of the population by 2.1% and are ahead with the average Twitter followers as a percentage of the population by 0.3%.

Facebook followers with BID	Facebook followers without BID	Twitter followers with BID	Twitter followers without BID
7.8%	12.4%	8.5%	13.4%

*Figure 3. Average of Councils Facebook and Twitter followers as a percentage of population (to 1dp) for Councils with and without a Business Improvement District (BID)*



Another qualifying point relates to demographics. As Reading has a younger population than Newbury, and as Twitter has more use by younger generations than Facebook<sup>1</sup>, you might expect the average twitter figures to be skewed based on Readings numbers. To try to account for this, *Figure 2* also has an average of social media followers to population, excluding both Newbury and any Council with a population equal or greater than 100,000 category. The reason this number is chosen was that larger towns/cities are likely to have a larger population of younger people than small towns. In addition, as the Councils with populations over 100,000 are Borough or City Councils, they also have a much greater range of responsibilities than a Town Council and much greater resources to leverage behind their social media accounts. For this reason, you would expect these councils above 100,000 population to have a much greater degree of social media engagement than a smaller, less well resourced, Council.

Another point that stands out, and should be qualified, is over certain Councils irregular figures. For example. Falmouth is the smallest town presented in terms of raw population but does very well with their Facebook following. This outlier in the data is likely a result of the towns popularity as a seaside, tourist, location attracting Facebook followers beyond their boundary – something not shared by many other Councils. Another outlier would be the twitter followers of Oxford City Council. Even though they benefit from the advantages presented in the paragraph above – such as a large youth population and being a City Council with more responsibilities than smaller Councils – these figures are exceptional.

When you exclude NTC and Councils with a population equal to or over 100,000, NTC performs much better than the average including all Council's. The average Facebook Followers as percentage of population in this category is 8.8% and the average Twitter Followers as percentage of population is 6.8%. Therefore, NTC is only 3.1% behind on the number of Facebook followers but actually 2% ahead in the number of Twitter followers. Therefore, when you look at the average of Councils roughly a similar size to NTC, we are only slightly behind in the number of Facebook followers and actually ahead of the average in terms of Twitter followers.

Ultimately then, if NTC provided greater resources to invest in its media, a potential goal could be created from producing an average from both the 'average number of followers for Councils (excluding Newbury and large councils with a population of 100,000)' and also the 'average number of followers for Councils where a BID is present'. This potential goal would be 8.3% Facebook followers as a percentage of

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<sup>1</sup> A broad breakdown of Social Media demographics can be found here: <https://www.investopedia.com/articles/markets/100215/twitter-vs-facebook-vs-instagram-who-target-audience.asp#:~:text=Like%20with%20Facebook%2C%20users%20skew%20younger%2C%20especially%20among,19%25%20for%20the%2050%20to%2064%20age%20group.>

the population (up 2.6% from NTC's current position) and 7.65% Twitter followers as a percentage of the population (a figure NTC already exceeds). These figures are presented in *Figure 4* below. As the Council already reached this target amount for Twitter, it might be more appropriate to raise this goal – potentially to a Twitter follower to population percentage of 10% (up 502 followers or 1.2% from NTC's current position).

	Facebook	Twitter
Current NTC Social Media Numbers	2,332 followers (5.7% of population)	3,605 followers (8.8% of population)
Potential NTC Social Media Number Goals	3,409 follower (8.3% of population)	3,142 followers (7.65% of population)
Total increase to reach potential goals	1,068 (2.6% of population)	Target met

*Figure 4. NTC Potential Social Media Goals*

These goals however, do not account for the current resources of NTC and could be seen as aspirations. In order to achieve this in the short/mid-term, more officer resources would be required as officers currently have no spare capacity to invest in further promoting the Council's Social Media accounts. In the long term, if we continue to meet the current KPIs of 10 new followers on both platforms per month – something we achieve more months than not (see *Figure 5* below) – making these goals would take a very long period of time; in order to reach these goals with the current KPI's, it will take 106.8 months for the Facebook followers and just over 50 months for the twitter followers.

Therefore, again, these goals are aspirational. Based on current NTC resources, the KPIs of 10 new followers on each platform each month has been a realistic target for the Council as we do not always meet the goal but do more months than not.

Activity	R/A/G Status											
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Website/Social Media												
Number of Facebook followers (aim for 10 new p.m. 120 pa)					2,170	2,193	2,212	2,232	2,236	2,256	2,297	2,317
Number of Twitter followers (aim for 10 new p.m. 120 pa)					3,537	3,548	3,559	3,560	3,574	3,576	3,575	3,592

*Figure 5. NTC Social Media KPIs*

### **Conclusion:**

Ultimately then, NTC is behind the average for similar size councils in terms of Facebook followers as a percentage of the population, by 3.1%, but actually ahead in the number of twitter followers as a percentage of the population, by 2%. Also, when comparing NTC to other Council's with a BID, NTC are only behind the average Facebook followers as a percentage of the population by 2.1% and are ahead with the average Twitter followers as a percentage of the population by 0.3%.

By taking the averages of both these categories, 'all Councils (excluding Newbury and Council with pop  $\geq$  100,000)' and 'Councils where a BID is present', a potential goal can be comprised by creating an average of the two. This goal would be a Facebook follower to population percentage 8.3% (up 2.6% from the current NTC position) and a Twitter follower to population percentage of 7.65%. As NTC already exceed this Twitter target, a goal of 10% could be created (which would require an increase of 1.2% from the current NTC position).

It should be noted that, as mentioned in the introduction to the report, NTC has created a spin-off account – the Newbury Market. This account has taken posts away from the regular accounts and so has certainly reduced the main NTC accounts followers. Despite this, the NTC Social Media accounts perform well against the targets despite having no dedicated Media Officer, performing especially well on Twitter.

These goals however are aspirational. The current resources of the Council do not allow for the requisite Officer time to meet these goals in any modest timeframe. The current KPIs, of 10 followers per month, have been found to be more appropriate for the current NTC resources. Another consequence of the limited officer resources is that investing the necessary time to set up and maintain the Council on new social media platforms is also not currently feasible. Therefore, meeting these aspirational goals would likely require the recruiting of an addition Officer, one who likely has a background and training in social media and online engagement.

### **Recommendations:**

Therefore, the Council is recommended to resolve to approve the Public Relations Strategy as presented. Upon any future recruitment of an officer experienced in social media, this policy could be reviewed, with the potential option of updating the KPIs to the more ambitious targets.

**Report Authors:** Hugh Peacocke (Chief Executive Officer) and Darius Zarazel (Democratic Services Officer)

**Date:** 26/05/2022

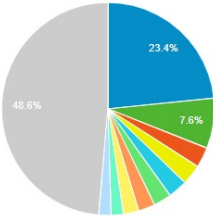
Newbury Town Council Website Analytics Report

Q1 2022

January-March

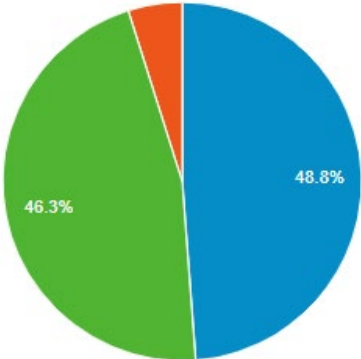
Top 10 pages visited:

Page	Page Views	Page Views
	15,638 % of Total: 100.00% (15,638)	15,638 % of Total: 100.00% (15,638)
1. /	3,658	23.39%
2. /services/markets/newbury-market/	1,191	7.62%
3. /the-council/meetings/planning-and-highways/	481	3.08%
4. /contact/councillors/	477	3.05%
5. /contact/	462	2.95%
6. /services/cemeteries/shaw-cemetery/	425	2.72%
7. /ndp/ndp-steering-group/	395	2.53%
8. /services/markets/farmers-market/	363	2.32%
9. /services/allotments/	294	1.88%
10. /services/	289	1.85%



Devices used:

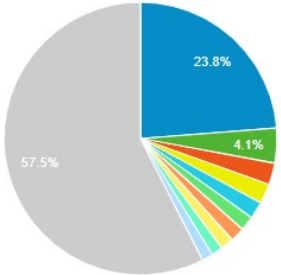
Device Category	Users	Users
	5,699 % of Total: 100.00% (5,699)	5,699 % of Total: 100.00% (5,699)
1. mobile	2,782	48.81%
2. desktop	2,641	46.33%
3. tablet	277	4.86%



All time

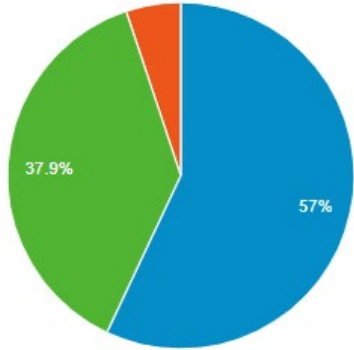
Top 10 pages visited:

Page	Page Views	Page Views
	44,814 % of Total: 100.00% (44,814)	44,814 % of Total: 100.00% (44,814)
1. /	10,649	23.76%
2. /services/markets/newbury-market/	1,856	4.14%
3. /community-services/markets/newbury-market/	1,152	2.57%
4. /contact/	1,051	2.35%
5. /contact/councillors/	916	2.04%
6. /the-council/meetings/planning-and-highways/	774	1.73%
7. /the-council/vacancies/	761	1.70%
8. /contact/town-hall/	692	1.54%
9. /events/	603	1.35%
10. /news/	589	1.31%



Devices used:

Device Category	Users	Users
	16,869 % of Total: 100.00% (16,869)	16,869 % of Total: 100.00% (16,869)
1. mobile	9,674	57.01%
2. desktop	6,427	37.87%
3. tablet	869	5.12%



Social: "Traffic from social media platforms"

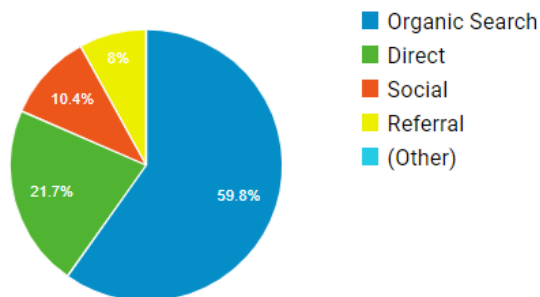
Organic: Searches through a search engine

Direct: Inserting "website's URL directly into their browser"

Referral: "Traffic from links to your website on other websites"

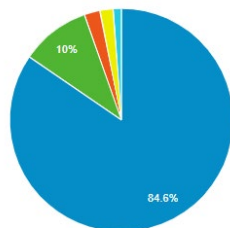
## March

How People got to the website:



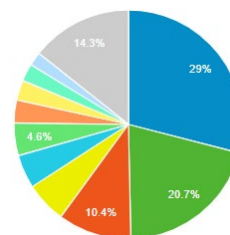
From 'Social':

1. Facebook	707	84.57%
2. Twitter	84	10.05%
3. Instagram	19	2.27%
4. Instagram Stories	16	1.91%
5. TripAdvisor	10	1.20%



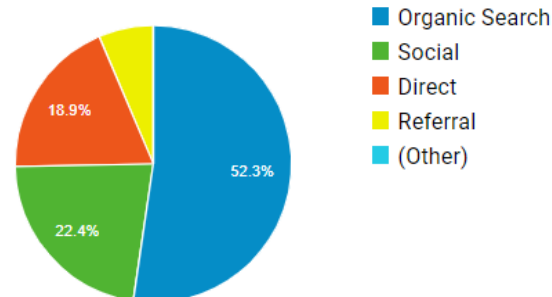
From 'Referral':

Source	Users	Users
	1,070 % of Total: 18.78% (5,699)	1,070 % of Total: 18.78% (5,699)
1. m.facebook.com	316	29.02%
2. visitnewbury.org.uk	225	20.66%
3. l.facebook.com	113	10.38%
4. l.co	63	5.79%
5. pennypost.org.uk	52	4.78%
6. lm.facebook.com	50	4.59%
7. info.westberks.gov.uk	35	3.21%
8. facebook.com	31	2.85%
9. uk.search.yahoo.com	27	2.48%
10. livenewburycollegeac.sharepoint.com	21	1.93%



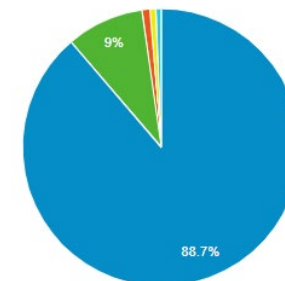
## All time

How People got to the website:



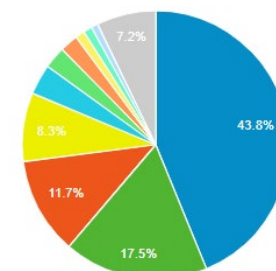
From 'Social':

1. Facebook	4,112	88.74%
2. Twitter	418	9.02%
3. Instagram Stories	43	0.93%
4. TripAdvisor	32	0.69%
5. Instagram	29	0.63%



From 'Referral':

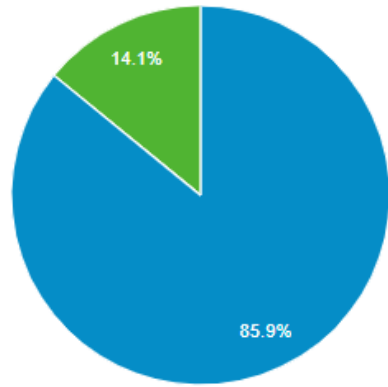
Source	Users	Users
	4,976 % of Total: 29.50% (16,869)	4,976 % of Total: 29.50% (16,869)
1. m.facebook.com	2,211	43.79%
2. lm.facebook.com	883	17.49%
3. visitnewbury.org.uk	590	11.69%
4. l.facebook.com	419	8.30%
5. t.co	186	3.68%
6. facebook.com	134	2.65%
7. pennypost.org.uk	112	2.22%
8. info.westberks.gov.uk	56	1.11%
9. uk.search.yahoo.com	54	1.07%
10. instagram.com	42	0.83%



### January-March

Returning V. New visitors:

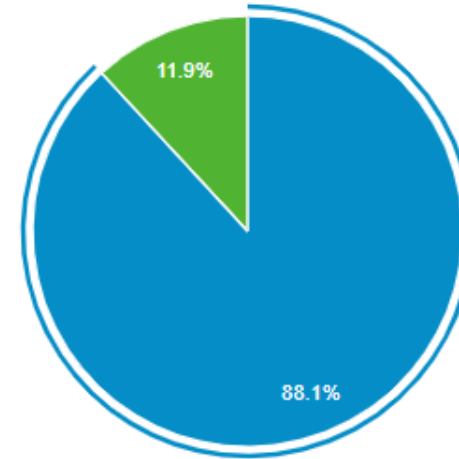
■ New Visitor ■ Returning Visitor



### All time

Returning V. New visitors:

■ New Visitor ■ Returning Visitor



**Newbury Town Council**  
**Public Relations Strategy**

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## **1. Purpose of the Strategy**

### **1.1 Policy definitions:**

1.1.1 “We/our/the Council/NTC” – This policy considers these terms as to be referencing Newbury Town Council.

1.1.2 “Public Relations (PR)” – This policy considers PR as referring to the techniques and process that the Council will use to manage how information is disseminated from the Council to the public in order to help portray the Council in a positive light and to communicate our message.

1.2 This policy looks to formalise the process by which Newbury Town Council conducts itself via its various media channels, details what the Council will try to do to achieve greater community reach via its public communications and defines how the Council will look to more effectively publicise the work we are currently doing whilst enhancing our reputation among the community.

1.3 This Strategy will not cover formal consultations as these are dealt with separately, in the Council’s Engagement and Consultation Policy. Instead, this policy focuses on promoting greater community reach via the Council’s PR channels.

1.4 This Strategy does not cover personal social media usage by Newbury Town Council Employees, Councillors, or other members of the Council. Employee usage of social media is covered in section 8 of the ‘Computer use policy’, ‘Participation in online forums/social media’.

1.5 This policy may be amended at any time by resolution of the Council’s Policy & Resources Committee.

## **2. Implementation**

### **2.1 Target audience:**

2.1.1 The audience that the Council wishes to reach is, in most cases, the residents and communities of Newbury.

### **2.2 Tools:**

2.2.1 The PR tools the Council could use include the following:

- Social media: Facebook/ Instagram/ Twitter
- NTC’s website
- Through an email sign-up
- Press Releases (PR)



- The Town Hall Notice Board
  - Bus shelters (owned by NTC)
  - Public Events/Seminars/Civic Events
  - Paid advertisement
  - On site signage and/or displays
- 2.2.2 Where appropriate, other media platforms can be used to reach the target audience.

## 2.3 Formatting:

2.3.1 Where possible, all forms of content posted across all the Councils media accounts will adopt a uniform formatting.

2.3.2 Written content will adopt the following format:

2.3.2.1 HEADING (headings will be capitalised)

Body of the text (will be a brief summary of the full article/PR)

For more info: <https://> (a link to the full article will be provided at the end of the post if it is posted on social media)

2.4 The process by which the Council drafts, approves, posts, and publicises content via all its various media channels is detailed in full in Section 7 of this Strategy, 'Media Matrix'.

## 3. Council-Councillor Relations

### 3.1 Social Media:

3.1.1 As much of the Council's work is advertised and promoted via social media, good relations between the Council's social media accounts and those of individual Councillors is increasingly important.

3.1.2 The type of positive relations envisioned between the Councils and Councillors social media accounts is one where:

3.1.2.1 At a minimum, all Councillors follow/like the Councils social media account on any platforms on which they also have an account.

3.1.2.2 That any social media post from the Council, which is of interest to Councillors, is liked/commented on/retweeted/reposted.

3.1.3 As Councillors have a special link to the Newbury community, the more interaction that a Council social media post has from the Councillors, the more it will be viewed by other members of the public.

3.1.4 Councillors should be aware that any content they post on social media may appear as it is coming from the Council and conduct themselves accordingly.

3.2 Newsletters and Notices from the Council:

3.2.1 Councillors are encouraged to display any Council newsletters or notices from the Council in community buildings and on community notice boards in their wards.

**4. Resourcing**

4.1 It is the Council's trained Media Officers who will post Council content and be the single point of contact for any individual or organisation wanting to contact the Council about any of its media.

4.2 It should be ensured that multiple Officers will be trained, and have the appropriate access, to the Council's social media accounts and physical media operations.

4.3 The password(s) and login details of all the Council's social media accounts will be held by the trained Media Officers and stored on the Council's files.

4.4 Any Officer leaving the Council will have their access to the Council's social media accounts removed, and the password of the social media accounts will be changed.

4.5 The trained Media Officers will have the authority to block or ban individuals or groups from accessing or interacting with NTCs social media pages or content if they:

4.5.1 Give out the personal data of others (doxxing) on social media, including home address, telephone numbers, and name (unless reasonable) without consent;

4.5.2 Make intentionally false or misleading statements;

4.5.3 Include potentially inflammatory, defamatory, libellous, discriminatory, or offensive remarks, especially relating to any protected characteristics;

4.5.4 Engage in personal attacks;

4.5.5 Conduct any online activity that violates laws, regulations, or that constitutes a criminal offence.

4.6 Any trained Media Officer who is found to intentionally do any of the above may be subject to dismissal.

## **5. Evaluating Success**

- 5.1 The Council will evaluate its use of media through a series of Key Performance Indicators (KPIs). These KPIs will be reviewed and amended as considered necessary.
- 5.2 The Council's KPIs are:
  - 5.2.1 Number of Facebook Followers (aim for 10 new per month, 120 per year)
  - 5.2.2 Number of Twitter Followers (aim for 10 new per month, 120 per year)
  - 5.2.3 For the number of sessions on the NTC website in each quarter to be in excess of 7,740
  - 5.2.4 Issue four Press releases every month
  - 5.2.5 Produce a Newsletter every month
  - 5.2.6 Number of likes (aim for at least one post per month to get 5+ likes)
  - 5.2.7 Number of retweets/shares (aim for at least one post per month to get 5+ likes)

## **6. Crisis Communications**

- 6.1 In the event of a Crisis or Emergency, the Council should:
  - 6.1.1 Form a response team:

This will comprise of the trained Media Officers, the Chief Executive Officer, and any other relevant Officer(s)/ Member(s)
  - 6.1.2 Form a strategy and craft a message:

The response team will gather all the information relating to the incident, decide whether to be proactive or reactive, identify the affected parties, and agree the Council's response. The team may decide to not release any public statement.

Any response, or non-response, will be reviewed by the relevant Chair of the Committee or the Leader of the Council.
  - 6.1.3 Monitor the situation:

The response team will monitor the crisis, communicating and meeting as appropriate.
  - 6.1.4 Review:

Once the crisis is over, the response team will meet to discuss how they handled the situation and produce a post-action report. This report should have a 'lessons learned' section to aid future response teams.

## 7. Dealing with mistakes & Breaches of Conduct

- 7.1 Content may be posted in error/maliciously. However, the response from the Council will depend on the nature of the intention behind the posting and how it occurred.
- 7.2 Incorrect/inappropriate content which is unintentionally posted will be removed as soon as possible and followed by the publication of an apology post (on the same platform as the original piece) explaining the mistake and making any clarifications as considered necessary.
- 7.3 Any inaccuracies or mistakes published on any of the Council's media platforms should be immediately reported to the trained Media Officers.
- 7.4 All content published online is still subject to the NTC Code of Conduct. Any malicious/ misleading/ defamatory content which is intentionally posted and is in breach of the Council's Code of Conduct will be subject to disciplinary action.

## 8. Media Matrix

- 8.1 The following matrix formalises the process by which the Council operates through different media channels given all the points raised throughout this Public Relations strategy.

Type of Content	Appropriate Media Platform Options	Steps Needed for Approval (If applicable)
Meeting Agendas	<ul style="list-style-type: none"><li>- Email &amp; Email signup</li><li>- Town Hall Notice Board</li><li>- Occasionally, Press Release</li></ul>	<ul style="list-style-type: none"><li>- Agenda review by CEO</li><li>- Consultation with Chairperson</li></ul>
Meeting outcomes/Headlines	<ul style="list-style-type: none"><li>- Press releases</li><li>- Social media</li></ul>	<ul style="list-style-type: none"><li>- Lead officer prepares</li><li>- Reviewed by Chairman</li></ul>
Press Releases (PR)	<ul style="list-style-type: none"><li>- Facebook</li><li>- Twitter</li><li>- Website News</li><li>- Email signup</li><li>- Mailing list (including to local news organisations – NWN)</li></ul>	<ul style="list-style-type: none"><li>- Info and pics supplied by Lead Officer</li><li>- Drafting by a trained Media Officer</li><li>- Review by Chairperson</li><li>- Review by Leader of Council</li><li>- Approval by NTC CEO, or delegated officer</li></ul>
Newsletters	<ul style="list-style-type: none"><li>- Facebook</li><li>- Twitter</li><li>- Website News</li><li>- Email signup</li><li>- Mailing list</li><li>- Posters/Bus shelters</li></ul>	<ul style="list-style-type: none"><li>- Drafting by Community Services Officer (Caroline)</li><li>- Approval by CEO</li><li>- Formatting by Corporate Services Officer (Kym)</li><li>- Review by the Chair, P &amp; R</li></ul>
Mayor's Congratulations	<ul style="list-style-type: none"><li>- Facebook</li><li>- Twitter</li><li>- Instagram</li></ul>	<ul style="list-style-type: none"><li>- Approval by Civic Manager</li><li>- Review by Mayor/Leader</li></ul>

Misc. Town Promotion (pictures/posters/short news bulletins)	<ul style="list-style-type: none"> <li>- Facebook</li> <li>- Twitter</li> <li>- Instagram</li> <li>- Town Hall Notice Board</li> <li>- Posters/Bus shelters</li> </ul>	- Approval by relevant service manager
--	--	--

## Public Report

To: The Policy and Resources Committee

Date of meeting: 13 June 2022

### Agenda item No. 10: Consultation on Hutton Close upgrade.

**Decision Required: To approve the consultation questions and the scope of the consultation.**

#### Background/ Introduction

The Council owns and maintains the open space at Hutton Close, coloured green on the attached map, comprising an area of roughly 2.6 acres.

On 30 April 2018 the Council resolved to lease roughly one third of the site, in the northwest corner, to David Wilson Homes (DWH) for use as a temporary construction compound while redeveloping the adjoining housing at Hutton Close. This was subject to the money received from the developers to be prioritised for this open space and the public living nearby to be consulted as to how it is spent. The lease operated from March 2019 to September 2021 DWH and raised £44,000, which, in accordance with the above, is retained as an earmarked reserve for future improvements on the site. Accordingly, a sum of £35,000 has been allocated in this year's budget towards the upgrade works.

The land has remained largely public open space for some time, and to the best of our knowledge, used mainly for dog walking. The 2 small goal posts in the centre of the area are occasionally used by local young children. Before planning any upgrades to the land, the Council proposes to consult residents in the vicinity of Hutton Close on a range of options for the future of the land.

#### Issues arising/ Options considered

Officers commissioned a land agent to report on the value/ potential of the land and the report was considered by this Committee on 25 April 2022. The Committee agreed that before deciding on these matters, the Council should consult residents in the area.

Options which the Council might consult on for the future use of the land:

**A. To continue as public open space, in its current use:** this would be the lowest cost option for the Council. Upgrades might include a footpath and some tree planting.

**B. To provide children's play equipment on some of the land**

**C. To provide a formal garden/ park**

**D. To provide an urban woodland**

**E. To sell that section of the site which was used for a construction compound for use as social housing.** Any funds realised would be used for future open space upgrades, at this location and perhaps, others, depending on the amount raised.

**F. Invite residents to submit ideas**

**G. A combination of the above.**

**Considerations:**

**1. Reference to Council Strategy 2019-2024:**

The Council's Strategy 2019-2024 includes the following:

- *We will constantly monitor and review Newbury Town Council's current asset register to ensure that we are getting best use/value of the assets*

And in relation to this particular land:

- *Explore options for better utilization of our land at Hutton Close*

**2. Legal:**

The Council has resolved to consult residents in this matter. The Council is empowered to carry out any of the above options for the upgrade of the land.

**3. Financial:**

£1,000 should be sufficient to cover the costs of the consultation. The Council has allocated £35,000 in this year's budget towards proposed upgrades at Hutton Close.

**4. Climate/ Environmental issues**

The consultation itself does not present any Climate or environmental issues.

**5. Crime and Disorder**

Not applicable at this stage.

**6. Risk assessment**

The Council decision in this matter will be better informed following consultation with residents in the area.

**7. Equality and Diversity**

All residents in the consultation area will be encouraged to submit their responses.

**8. Consultation**

A. The Committee is asked to decide the consultation options from those listed at A to G above and/ or any other options the Committee would like to include.

B. The Committee is asked to approve the methods of consultation from the menu below:

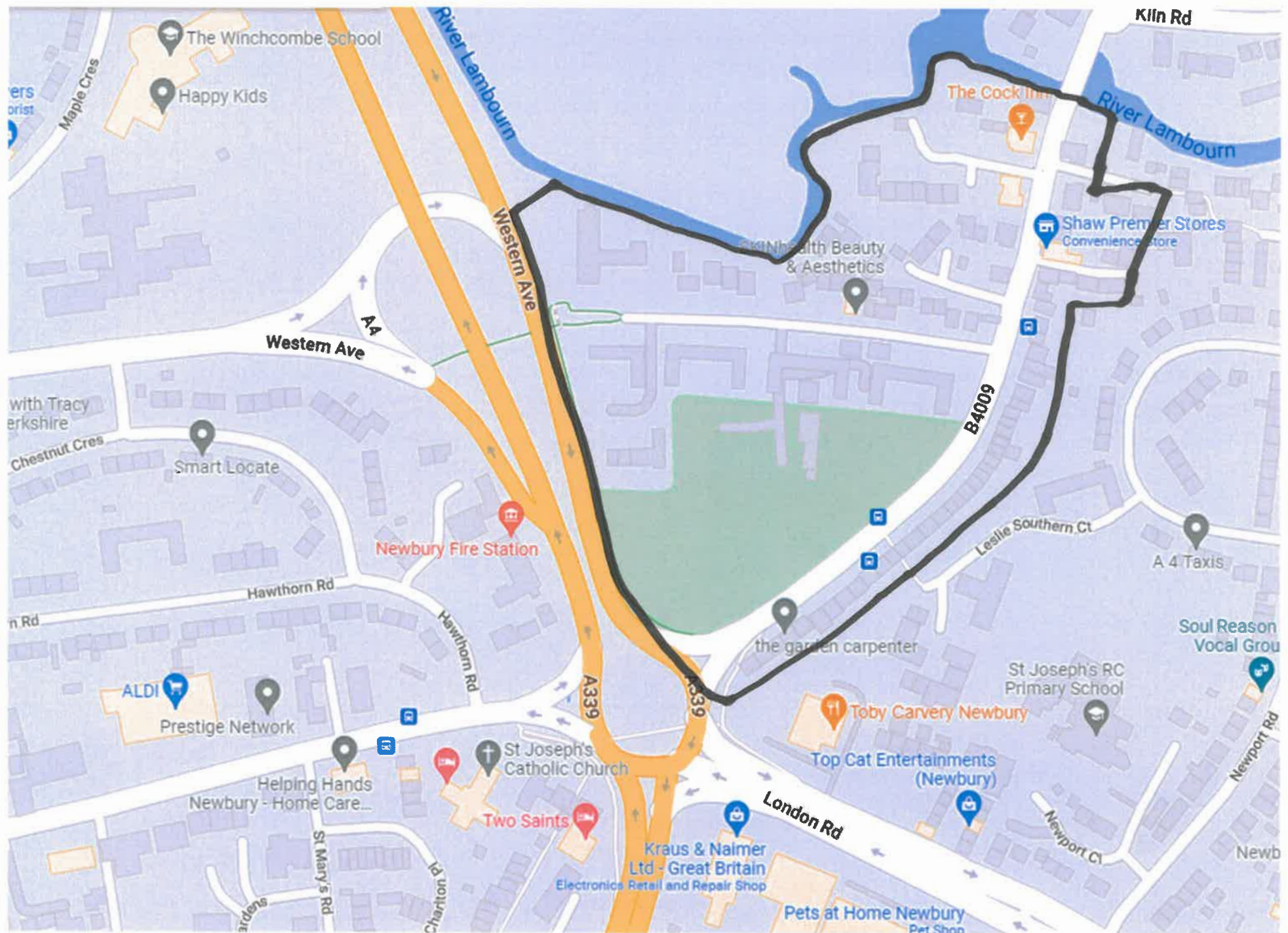
- i. Postal delivery of the consultation to all the premises within the black boundary on the attached map
- ii. Notices on the site

- iii. A press release
- iv. A paid advertisement in The Newbury Weekly News
- v. i above, supported by letter drop by Councillors and follow up by Councillors.
- vi. Any other method the Committee wishes to propose.

**Report Author:** \_\_\_\_\_, (Post)

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





**Audit Working Group Terms of Reference**

**Name: Audit Working Group**

**Members:**

- **Five Councillors, to be appointed by the Policy and Resources Committee**
- **RFO or any member of the Council's management team as a substitute**
- **Cllr Substitutes: one from each political party**

**Quorum: 3 members**

**Goals:**

1. To support the RFO in maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with regulation 5 of the Accounts and Audit Regulations 2003 and subsequent codes of practice
2. To receive reports from internal and external auditors and ensure that any recommendations are acted upon
3. To monitor risk management across the Council
4. To consider the Council's investment strategy

**Deliverables**

To ensure that the annual Financial Statements and Annual Return are appropriately completed and signed off.

To review the effectiveness of internal audit on an annual basis.

**Scope / Jurisdiction**

Any activity which impacts on the Council's financial and risk management.

**Guidance from the Council / Parent Committee**

The Group will report at least annually to the Policy and Resources Committee.

**Resources and Budget**

A budget proposal will be submitted to the Policy and Resources Committee as part of the annual budgeting process.

## **Governance**

The Working Party will discuss proposals proposed by members and decide through consensus, 2/3 majority vote or chair's authority to decide what should be taken forward for action or for consideration by the Policy and Resources Committee.

## **Additional Notes**

- The Group reports on an ad hoc basis to its parent Policy and Resources Committee.
- The Group will communicate through email, phone and meetings, both formally and informally.
- Shared information/documentation will be held in the Council's Admin Office.
- The Meeting shall take place quarterly and on an ad hoc basis when deemed required.

These Terms of Reference may be reviewed and amendments recommended to Policy and Resources Committee as necessary by the Working Group in light of additional information.

## **Membership 2021-22:**

Cllrs. Stephen Masters (Chairman), Jeff Beck, Martin Colston, Gary Norman, Vaughan Miller. Subs: Cllrs. David marsh and Tony Vickers

**Strategy Working Group Terms of Reference**

**Members:**

- **Five Councillors, to be appointed by the Policy and Resources Committee**
- **CEO or any member of the Council's management team as a substitute**
- **Cllr Substitutes: one from each political party**

**Quorum: 3 members**

**Goals:**

To advise the Policy and Resources Committee on the annual review of the Council's Strategy

**Deliverables**

1. To consider any proposed amendments to the Strategy, as received from the Council's Committees (Community Services, Planning and Highways and Civic Pride, Arts and Culture) and to make recommendations to the Policy and resources Committee regarding same.
2. To advise the Policy and Resources Committee on any other proposed amendments, as received from members of the Council.
3. To agree the Annual Review process and meet as required to deliver same.

**Guidance from the Council / Parent Committee**

The Group will report at least annually to the Policy and Resources Committee.

**Resources and Budget**

Any budget required will be submitted as a proposal will be to the Policy and Resources Committee as part of the annual budgeting process.

**Governance**

The Working Group will discuss proposals for review in the Strategy and decide through consensus, 2/3 majority vote or chair's authority to decide what should be taken forward for action or for consideration by the Policy and Resources Committee.

**Additional Notes**

These Terms of Reference may be reviewed and amendments recommended to Policy and Resources Committee as necessary by the Working Group in light of additional information.

**Membership 2021-22:** Cllrs. Martin Colston (Chairman), Jo Day, Chris Foster, Roger Hunneman, David Marsh and Erik Pattenden.

**Subs:** Jeff Beck, Stephen Masters and Martha Vickers

## Appendix 12

MAYOR'S BENEVOLENT FUND 2021/22								
	DONATIONS	Festive Afternoon Tea	Teddy Bears Picnic	Over 80s Coffee Morning	Quiz Night	Mayor's Spring Raffle	Speakability Events (2x coffee mornings, 1 in 100)	TOTAL
BALANCE AS AT								
01 06 2021								£ 3,655.35
Total Income	£ 638.73	£ -	£ 56.75	£ 150.00	£ 515.00	£ 290.00	£ 3,522.19	£ 5,172.67
Total Expenditure	£ 1,520.00	£ 802.82	£ 24.00	£ 162.70	£ 300.00	£ 57.04	£ 3,522.19	£ 6,388.75
Surplus for the year	-£ 881.27	-£ 802.82	£ 32.75	-£ 12.70	£ 215.00	£ 232.96	£ -	-£ 1,216.08
BALANCE AS AT								
31 05 2022								£ 2,439.27

## Newbury Town Council

## Work Programme for Policy and Resources Committee Meetings 2022-2023

**Standing Items on each (ordinary meeting) agenda:**

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

Meeting Date	Item
<b>June</b>	KPI's and social media platforms for the public relations Strategy
	Hutton Close Consultation.
	Review Working Groups and their membership (AWG)
	Mayor's Benevolent Fund Accounts
	Accounts/ end of previous financial year.
	To approve earmarked reserves and note the level of general reserves
<b>October</b>	Report from grants Sub-Committee (re June meeting)
	Prep for Budget/ Strategy
	Risk management strategy and Strategic risk register
	Investments
	Receive report from Climate Emergency Working Group
	To receive a report from the Staff sub-Committee
	To receive report from Berkshire Youth
<b>January</b>	Budget
	Recommendations to Full Council re Council Strategy Review
	Report from Grants subcommittee (if met)
<b>April</b>	Financial Regulations Review. It is good practice to review Financial Regulations annually.
	Standing Orders/ scheme of delegations –to Full Council
	Write off bad debts
	To receive report from Berkshire Youth