

4th June 2025

To: Councillors Jo Day, Nigel Foot, David Harman, Pam Lusby-Taylor, Steve Masters, Vaughan Miller, Andy Moore, Gary Norman (Chairperson), Elizabeth O’Keeffe & Meg Thomas.

Substitutes: All remaining Members of the Council.

Dear Councillor

You are summoned to attend a meeting of the **Policy & Resources Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 9th June 2025 at 7.30pm**. The meeting is open to the press and public and will be streamed via Zoom:

<https://us02web.zoom.us/j/89886591292?pwd=OR8dBO70bMdXPSuAwFp253ukrCwuR1.1>

Meeting ID: 898 8659 1292

Passcode: 879812

Yours sincerely,

Liz Manship

Liz Manship
Finance & Corporate Services Manager

AGENDA

1. **Apologies for absence**
Chairperson
2. **Declarations of interest and dispensation**
Chairperson
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
3. **Election of Chairperson**
To Elect a Chairperson for the Policy & Resources Committee for 2025/26.
4. **Election of Deputy Chairperson**
To Elect a Deputy Chairperson for the Policy & Resources Committee for 2025/26.
5. **Minutes (Appendix 1)**
Chairperson
To approve the minutes of a meeting of the Policy & Resources Committee held on 28th April 2025 (appendix 1).
6. **Questions and Petitions from members of the public**
Chairperson

7. Members' questions and petitions

Chairperson

All questions for this meeting must be submitted to the RFO by 2.00 pm on Friday 6th June 2025

Members – Please raise any questions on items 7 & 8 prior to the meeting.

8. List of Payments (Appendix 2, 3 & 4)

Chairperson

8.1 To ratify the BACS Payments made during the period 1st April to 31st May 2025 (appendix 2).

8.2 To ratify the Direct Payments made during the period 1st April to 31st May 2025 (appendix 3)

8.3 To approve the reconciliation statements for the period 1st April to 31st May 2025, previously verified by a member of the Audit Working Group (appendix 4).

9. Budget Monitoring 1st 2 months (Appendix 5 & 6)

Chairperson

9.1. To receive the Income and Expenditure Account for the period 1st April to 31st May 2025 (appendix 5)

9.2. To note any income and expenditure against cost centres with a variance greater than 15% of annual budget (financial regulations 4.2) (Appendix 6)

9.3 To ratify virements made to the budget 1st April to 4th June 2025 (Appendix 7)

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

Chairperson

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

11. Internal Audit (Appendix 8a & 8b)

Chairperson

To receive the 4th and final report from the Internal Auditor for 2024/25 (appendix 8a) and Signed Internal Audit Report 2024-25 for the AGAR (appendix 8b) and to **recommend** to Full Council

12. Annual Governance & Accountability Return (AGAR) – Annual Governance Statement 2024/25 (appendix 9)

Chairperson

12.1. To consider the Annual Governance Statements 2024/25

12.2. To recommend to Full Council on 23rd June 2025, that the Annual Governance Statements are approved, signed and forwarded to the External Auditor.

13. Annual Governance & Accountability Return (AGAR) – Accounting Statements 2024/25 (appendix 10 – 14)

Chairperson

13.1 To consider the Accounting Statements 2024/25 (appendix 10) together with the following supporting papers:

a) Year-end Reconciliation (appendix 11)

b) Reconciliation between Box 7 & 8 (appendix 12)

c) Explanation of Variances 2023-24 to 2024-25 – Summary, Precept, Total Other Receipts & Fixed Assets (appendix 13)

d) Making Provision for the Exercise of Public Rights (appendix 14)

13.2. To recommend to Full Council on 23rd June 2025 that the Annual Accounting Statements are approved, signed and forwarded to the External Auditor.

- 14. Policy & Resources Committee's Working Groups (Appendix 15 & 16)**
Chairperson
14.1 To review and approve the Terms of Reference for the Committee's working groups (Standing Orders 5.8):
- a. Audit Working Group, approved 14/10/24 (appendix 15)
 - b. Strategic Working Group, approved 05/11/2024 – amended (appendix 16)
- 14.2 To review and elect** members to the:
- c. Audit Working Group
 - d. Strategic Working Group
- 15. Mayor of Newbury's Charitable Trust (Appendix 17a & b)**
To receive:
- a) Summative report covering the governance, objectives and accounts (appendix 17a)
 - b) Report & accounts for the Mayor of Newbury's Charitable Trust 2024-25 (app. 17b)
- 16. Health and Safety (Appendix 18)**
Chairperson
To receive the quarterly health and safety report.
- 17. Climate Emergency Sub-Committee Meeting – 21st May 2025 (Appendix 19)**
Chairperson
To receive the draft minutes from the Climate Emergency Sub Committee meeting of 21st May 2025
- 18. Newbury Town Council's Strategy 2024-28 – Key Performance Indicator's (App. 20)**
Chairperson
To resolve the Council Strategy Key Performance Indicator's as recommended by the Strategy Working Group
- 19. Forward Work Programme for Policy and Resources Committee meetings 2025/26 (Appendix 21)**
Chairperson
To note and agree any other items that Members resolve to add to the Forward Work Programme (2025/26 programme).
- 20. Next meeting:**
Chairperson
To note that the next meeting of the Policy & Resources Committee is to be held on Monday 13th October 2025, should no meeting be called earlier.
- 21. 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.
- 22. Appointment of Internal Auditor (Appendix 22)**
Chairperson
To appoint an Internal Auditor beginning 2025/26 for an Audit of the accounts of Newbury Town Council and an Independent Inspection of the Mayor of Newbury's Charitable Trust.
- 23. Staffing Matters (Appendix 23 & 24)**
Chairperson
To receive the draft minutes from the Staff Sub-Committee meetings of 19/03/25 & 23/05/25.

23. Staffing Matters (Appendix 23 & 24)

Chairperson

To receive the draft minutes from the Staff Sub-Committee meetings of 19/03/25 & 23/05/25.

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE COUNCIL
CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 28th APRIL 2025 AT 7.30PM.**

PRESENT

Councillors Jo Day (Chairperson), David Harman, Ian Jee (Substitute), Pam Lusby-Taylor, Steve Masters, Vaughan Miller, Andy Moore, Elizabeth O’Keeffe & Meg Thomas.

IN ATTENDANCE

Liz Manship, Finance & Corporate Services Manager

ABSENT

Councillor Nigel Foot

91. APOLOGIES FOR ABSENCE

Councillor Gary Norman

92. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were none

93. MINUTES

PROPOSED: Councillor Vaughan Miller

SECONDED: Councillor Steve Masters

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Tuesday 20th January 2025 be approved as a correct record and signed by the Chairperson.

94. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

95. MEMBERS’ QUESTIONS AND PETITIONS

There were none.

96. LIST OF PAYMENTS

96.1 BACS PAYMENTS – 1st January to 31st March 2025

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Vaughan Miller

RESOLVED: That the lists of BACS payments made 1st January to 31st March 2025 be ratified.

96.2 DIRECT PAYMENTS – 1st October 2024 to 31st March 2025.

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Elizabeth O’Keeffe

RESOLVED: That the list of Direct Payments made 1st October 2024 to 31st March 2025 be ratified.

96.3 RECONCILIATION STATEMENTS - 1st January to 31st March 2025.

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Meg Thomas

RESOLVED: The Reconciliation Statements for the period 1st January to 31st March 2025 are approved and are to be signed by the Chair.

97. BUDGET MONITORING QUARTER 4**97.1 INCOME & EXPENDITURE ACCOUNT**

The Income and Expenditure account for the period 1st January to 31st March 2025 was received and noted by the Committee.

97.2 AUTHORISATION OF EXPENDITURE UNDER S.5.20 OF THE FINANCIAL REGULATIONS

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Ian Jee

RESOLVED: The CEO’s decision to agree Purchase Order 2879, dated 14th February 2025, for the delivery and installation of Scaffolding, at a cost of £15,000 without 3 quotes, to support urgent roof repairs, was ratified under s.5.20 of the Financial Regulations.

97.3 EXPENDITURE WITH A VARIANCE GREATER THAN 15% OF ANNUAL BUDGET

The Committee noted that there is no expenditure, January to March 2025, against cost centres with a variance greater than 15% of annual budget (review in accordance with financial regulations 4.2).

98. DEBTS OVER £500 AND MORE THAN THREE MONTHS OLD

Members were advised that there were no debts over £500 and more than 3 months old. Officers were thanked for their work.

99. EAR-MARKED RESERVES

99.1 To Note the position of the EMR’s as of 1st April 2025, previously circulated, further, to enacting the resolution of Full Council at its meeting held 27th January 2025, minute ref: 155.

Summary in Appendix 1 – Funds held within EMRs 01/04/25: £840,911.95. Of which:

- a. Council Funds: £449,893.00
- b. CIL Funds: £345,108.81
- c. Other Ringfenced Funds: 45,910.14

99.2 To Ratify EMR's arranged by the RFO to support year-end closedown.

PROPOSED: Councillor Vaughan Miller

SECONDED: Councillor Andy Moore

RESOLVED: The following EMR's arranged by the RFO to support year-end closedown, previously circulated, were ratified.

EMR	Name	Funds at 01/04/25
317	2024-25 Purchase Orders	£34,349.16
331	SharePoint Rebuild	£10,000.00
343	Tree Planting Sponsorship (Ringfenced)	£150.25
346	2024/25 Grounds Maintenance Contract - Closed	£0.00
405	200 th Anniversary of Royal Engineers	£2,534.05
406	Training & Development	£1,139.90
407	Recycling	£210.71
463	Climate Emergency Grants 2024-25	£2,805.00

100. GRANT FUNDING APPLICATIONS

100.1 FALKLAND INTERPRETATION PANEL

PROPOSED: Councillor Andy Moore

SECONDED: Councillor Vaughan Miller

RESOLVED: To delegate to the Planning & Highways Committee, as parent committee for the Heritage Working Group, to investigate member questions and resolve.

100.2 HERMITAGE STATION FAMILIES DAY

PROPOSED: Councillor Elizabeth O'Keefe

SECONDED: Councillor David Harman

RESOLVED: A discretionary grant of £500 towards the cost of the Hermitage Station Families Day

100.3 NEWBURY ROAD CLUB

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Meg Thomas

RESOLVED: A discretionary grant of £1,500 towards the cost their 14th June 2025 100th Anniversary community event.

101. HEALTH & SAFETY

The committee received the quarterly health and safety report (previously circulated).

102. GRANTS SUB-COMMITTEE MEETING – 10th February 2025

Members received and noted the draft minutes from the Grant Sub-Committee held 10th February 2025.

103. CLIMATE EMERGENCY SUB-COMMITTEE MEETING – 26TH March 2025

Members received and noted the draft minutes from the Climate Emergency Sub-Committee held 26th March 2025.

104. INTERNAL AUDIT

Members of the committee received the 3rd report of the Internal auditor for financial year 2024/25.

PROPOSED: Councillor Andy Moore

SECONDED: Councillor Steve Masters

RESOLVED:

That the 3rd Internal Auditor's report be recommended to Full Council for acceptance, with note of the following:

- a. The Internal Auditor's recommendation to ratify Direct Payments within the Policy & Resources agenda has been adopted.
- b. The Internal Auditor's recommendation that all Officers receive a DBS check will be implemented by the CEO. The Audit Working Group will consider best practice in respect to Members as part of its annual review of the Financial Regulations.

105. NEWBURY TOWN COUNCIL – FOUR-YEAR STRATEGY – ANNUAL REVIEW

The Chair, on behalf of the Strategy Working Group, appraised the Committee of its recent meeting to review of Newbury Town Council's Strategy Goals 2024-28 and Key Performance Indicators for 2024-25, a draft of which had been previously circulated.

PROPOSED: Councillor Vaughan Miller

SECONDED: Councillor Andy Moore

RESOLVED: Subject to amendments discussed by the Strategy Working Group, the updated draft NTC Strategy Goals 2024-28 and Key Performance Indicators 2024-25, to be presented to Full Council

106. BANK CARD AUTHORISATION

PROPOSED: Councillor David Harman

SECONDED: Councillor Steve Masters

RESOLVED: The authorised spend by bank card for Kym Heasman to be increased to £500 per single transaction.

107. FORWARD WORK PROGRAMME

The forward work programme was received and noted by the committee. Agenda Items for the June 2025 meeting to include:

- a. Governance & Accounting Year End Papers for External Audit.
- b. Mayor's Benevolent Fund – procedural review.

108. NEXT MEETING

Members noted the next meeting was scheduled to take place on Monday 9th June 2025, should no meeting be called earlier.

109. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Elizabeth O'Keeffe

SECONDED: Councillor Steve Masters

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

110. STAFFING MATTERS

PROPOSED: Councillor Jo Day

SECONDED: Councillor Vaughan Miller

RESOLVED: Receipt of the draft minutes from the Staff Sub-Committee meeting of 19th March 2025 to be deferred to the next meeting.

THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20:24 HRS

CHAIRPERSON:

Signature:

Date:

Appendix 1 - 2025/26 Ear-Marked Reserves at 01/04/25

EMR	Account	To add from 2025/26 Budget	Total Funds 01/04/25	Council Funds 01/04/25	Total CIL FUNDS 01/04/25	Ringfenced (RF) Other Funds 01/04/25
316	EMR - 2023/24 Purchase Orders		12,070.00	12,070.00		
317	EMR - 2024/25 Purchase Orders		34,349.16	34,349.16		
330	EMR Website Security Patches	£4,000 in 2025/26	0.00	0.00		
331	EMR SharePoint rebuild		10,000.00	10,000.00		
340	EMR RF Tennis Court Maintenance Fund	£3,600 in 2025/26	16,704.00			16,704.00
343	EMR RF Tree Planting Sponsorship		150.25			150.25
344	EMR Tree Surveys		5,000.00	5,000.00		
345	EMR Trees		6,125.00	6,125.00		
347	EMR Lime Trees Pollard - NTR Cem		2,000.00	2,000.00		
348	EMR Lime Trees Pollard - Shaw Cem	£2,500 in 2025/26	0.00	0.00		
349	EMR Lime Trees Pollard - Vic Park		3,000.00	3,000.00		
350	EMR Election Admin Fund	£10,000 in 2025/26	0.00	0.00		
360	EMR CIL+ VP Cafe Replacement		382,355.44	234,301.28	148,054.16	
370	EMR Town Hall Roof Major Repairs		50,472.19	50,472.19		
371	EMR T/Hall Office Move & Refurb		26,000.00	26,000.00		
372	EMR CIL T/Hall Audio/Visual Equip		9,000.00		9,000.00	
373	EMR CIL Intercom for Tenants		2,000.00		2,000.00	
374	EMR CIL New Town Hall Fire Doors		10,059.65		10,059.65	

EMR	Account	To add from 2025/26 budget	Total Funds 01/04/25	Council Funds 01/04/25	Total CIL Funds 01/04/25	Ringfenced (RF) Funds 01/04/25
375	EMR CIL Energy Cons Projects		2,500.00		2,500.00	
380	EMR Weddings Licence		1,300.00	1,300.00		
392	EMR CIL Money Unallocated		0.00		0.00	
403	EMR RF HWG-Plaques / Appraisals		797.34			797.34
404	EMR Civic Robe Replacement		142.65	142.65		
405	EMR - 200th Annivers Royal Engineers		2,534.05	2,534.05		
406	EMR Training & Development		1,139.90	1,139.90		
407	Recycling		210.71	210.71		
410	EMR Neighbourhood Development Plan		5,129.71	5,129.71		
414	EMR CIL New Footway Lighting		7,000.00		7,000.00	
415	EMR Additional Land Maintenance		8,000.00	8,000.00		
416	EMR CIL New Benches		1,500.00		1,500.00	
418	EMR CIL Shaw Cemetery Land Survey		10,000.00		10,000.00	
419	EMR Headstone survey		3,450.00	3,450.00		
420	EMR CIL Tools & Equipment		1,000.00		1,000.00	
431	EMR Noticeboards Allotments	2026/27 budget	0.00	0.00		
432	EMR CIL Welcome to Newbury Signs SIGNS		10,000.00		10,000.00	
435	EMR RF Greenham House prep work		5,333.25			5,333.25
437	EMR Football Pitch		2,000.00		2,000.00	

EMR	Account	To add from 2025/26 budget	Total Funds	Total Council Funds	Total CIL Funds	Total Ringfenced (RF) Funds
438	EMR CIL Splashpark Surface VP		22,000.00		22,000.00	
439	EMR RF Bandstand VP		2,925.30			2,925.30
440	EMR CIL Portable Ramp Bandstand		1,745.00		1,745.00	
441	EMR War Memorial Sinking Fund	£2,000 in 2025/26	8,000.00	8,000.00		
442	EMR CIL+ Playground Upgrading		113,021.35	13,021.35	100,000.00	
446	EMR CIL Wash Common Upgrade		15,000.00		15,000.00	
448	EMR RF Hutton Close Upgrades		20,000.00			20,000.00
453	EMR Canal Corridor		1,000.00	1,000.00		
454	EMR CIL Upgrade Lights Lime Walk VP		750.00		750.00	
455	EMR Market repairs (electric pop-ups)		1,842.00	1,842.00		
456	EMR Repairs to Victoria & Lions		5,500.00	5,500.00		
457	EMR Restoration to Victoria & Lions	£5,000 in 2025/26	0.00	0.00		
458	EMR Watercourses		10,000.00	10,000.00		
461	EMR - Youth Work		2,500.00	2,500.00		
462	EMR CIL Welc to Newb Signs - DESIGN		2,500.00		2,500.00	
463	EMR Climate Emergency 2024-25		2,805.00	2,805.00		
464	EMR Clock House Sinking Fund	2026/27 Budget	0.00	0.00		
			840,911.95	449,893.00	345,108.81	45,910.14

CHAIRPERSON:

Signature:

Date:

11/04/2025

Newbury Town Council Current Year

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Proposed List of Payments Entered

User: MGG

Linked to Cashbook 1						Entered Month 1	
						Pay by BACS/Online File	
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A2	ADT Fire & Security Plc						
Call out - power outage	07/04/2025	057326026	1	411.60	0.00	411.60	0.00
					0.00	411.60	
A15	HawkEye Pest Control Ltd						
Pest Control - Victoria Park	02/04/2025	14402SM70	1	224.53	0.00	224.53	0.00
Pest management VP Bowl Club	02/04/2025	14402SM74	1	163.37	0.00	163.37	0.00
					0.00	387.90	
A20	A & S Meats						
Market Management - April 2025	05/04/2025	120	1	1,560.00	0.00	1,560.00	0.00
					0.00	1,560.00	
A29	Appcentric						
Monthly Support - April 25	03/04/2025	1913	1	574.75	0.00	574.75	0.00
					0.00	574.75	
B18	Charlotte Bidgood						
Allotrent & key refund - OTP24	09/04/2025	ALLOTREFUND-OTP24C	1	42.50	0.00	42.50	0.00
					0.00	42.50	
B54	Mike Bradshaw						
V-Park funday - Tricky Micky	04/04/2025	VP - 010625	1	300.00	0.00	300.00	0.00
					0.00	300.00	
B64	Mrs J K Brocklehurst						
Allot key refund x 2 - S54b	10/04/2025	ALLOTKEYREFUNDS54B	1	20.00	0.00	20.00	0.00
					0.00	20.00	
C26	C & D Security						
Restricted Keys x 10	31/03/2025	1969	1	120.00	0.00	120.00	0.00
AL1x10, AL2x15 & AL3x5 keys	31/03/2025	1970	1	360.00	0.00	360.00	0.00
DF Allot-Clean&Servicepadlock	31/03/2025	1971	1	96.00	0.00	96.00	0.00
AL keys PF4 keys	31/03/2025	1972	1	288.00	0.00	288.00	0.00
Shaw Cem-Change lock office	31/03/2025	1973	1	170.40	0.00	170.40	0.00
WM AllotB-Rd-Repalce padlock	31/03/2025	1974	1	186.00	0.00	186.00	0.00

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Linked to Cashbook 1						Entered Month 1	
						Pay by BACS/Online File	
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Parsons Replace lock cylinder</i>	31/03/2025	1975	1	150.00	0.00	150.00	0.00
<i>Wharf Toilet-Open store lock</i>	31/03/2025	1976	1	96.00	0.00	96.00	0.00
<i>V-Park Main gate- replace lock</i>	31/03/2025	1977	1	203.40	0.00	203.40	0.00
<i>Southby-Replace cylinder lock</i>	31/03/2025	1978	1	150.00	0.00	150.00	0.00
<i>City Rec-Service padlock</i>	31/03/2025	1979	1	96.00	0.00	96.00	0.00
<i>Parsons Fit new padlock</i>	31/03/2025	1980	1	191.40	0.00	191.40	0.00
<i>DF Allot Replace lock Cylinder</i>	31/03/2025	1981	1	150.00	0.00	150.00	0.00
<i>PF Master & AL3 keys</i>	31/03/2025	1982	1	144.00	0.00	144.00	0.00
<i>WMill Allot-Service padlock</i>	31/03/2025	1983	1	150.00	0.00	150.00	0.00
<i>WM Carpark gate-replace lock</i>	31/03/2025	1984	1	191.40	0.00	191.40	0.00
					0.00	2,742.60	
C81	Churches Fire & Security Ltd						
<i>T-Hall Alarm 1.02.25- 31.01.26</i>	30/03/2025	SI24-0178401	1	533.50	0.00	533.50	0.00
<i>VP Kiosk 1.2.25-31.1.26</i>	30/03/2025	SI24-0178406	1	183.17	0.00	183.17	0.00
					0.00	716.67	
C82	Jessica Dana Caddy						
<i>Allotrent refund (Part) - WM04</i>	02/04/2025	ALLOTREFUND-WM40	1	22.36	0.00	22.36	0.00
					0.00	22.36	
C83	Lynn Campbell-Whyte						
<i>Allot key refund x 1 - P002b</i>	11/04/2025	ALLOT KEY REFUND-P02	1	10.00	0.00	10.00	0.00
					0.00	10.00	
E13	Easton Bevins Limited						
<i>Town Hall Survey & Report</i>	01/03/2025	L43474	1	2,940.00	0.00	2,940.00	0.00
					0.00	2,940.00	
F7	First Response Training						
<i>Fire Marshall Training</i>	01/03/2025	SI-45082	1	510.00	0.00	510.00	0.00
					0.00	510.00	
G3	Growing Newbury Green						
<i>Contribute volunteer Insurance</i>	07/04/2025	07042025	1	100.00	0.00	100.00	0.00
					0.00	100.00	

Linked to Cashbook 1						Entered Month 1	
						Pay by BACS/Online File	
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G6	Greentips						
<i>Remove trees over river</i>	10/04/2025	TW.0107.IN	1	780.00	0.00	780.00	0.00
					0.00	780.00	
J20	J P Handy						
<i>Survey of NTC tree stock</i>	09/04/2025	2526-067	1	6,545.00	0.00	6,545.00	0.00
					0.00	6,545.00	
J21	John O'Conner GM Ltd						
<i>GM Contract - March 2025</i>	20/03/2025	118233	1	42,714.48	0.00	42,714.48	0.00
<i>WMills- remove mixed waste</i>	28/03/2025	118512	1	432.00	0.00	432.00	0.00
<i>St Georges Av Prepare planting</i>	28/03/2025	118514	1	314.40	0.00	314.40	0.00
<i>Clear rubbish & Vegetation DF2</i>	28/03/2025	118515	1	998.40	0.00	998.40	0.00
<i>Supply shrubs & perennials</i>	08/04/2025	118714	1	1,143.79	0.00	1,143.79	0.00
					0.00	45,603.07	
L13	Link Up Local Mencap						
<i>Bus stop posters</i>	31/03/2025	1708/24	1	51.00	0.00	51.00	0.00
					0.00	51.00	
M28	Minster Cleaning Services						
<i>Office Clean - April 25</i>	01/04/2025	16755	1	2,131.55	0.00	2,131.55	0.00
					0.00	2,131.55	
N7	Newbury News Ltd						
<i>Market Ad-Esater Addition</i>	30/03/2025	98008	1	142.80	0.00	142.80	0.00
					0.00	142.80	
N11	NABMA						
<i>Nabma Subscription 25-26</i>	01/04/2025	M109	1	484.00	0.00	484.00	0.00
					0.00	484.00	
O11	Outdoor Academy Ltd						
<i>Cave/ Climbing - VP Funday</i>	31/03/2025	1940	1	1,980.00	0.00	1,980.00	0.00
					0.00	1,980.00	

Linked to Cashbook 1						Entered Month 1		
						Pay by BACS/Online File		
Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P55	PV Projects Ltd							
VP Cafe Roost Assessment	31/03/2025	8785	1	857.47	0.00	857.47	0.00	
					0.00	857.47		
R20	Rialtas Business Solutions Ltd							
Omega Annual Support 25-26	01/04/2025	SM32212	1	1,969.20	0.00	1,969.20	0.00	
Allotment annual support 25-26	01/04/2025	SM32213	1	318.00	0.00	318.00	0.00	
Tax Digital for VAT 25-26	01/04/2025	SM32214	1	139.20	0.00	139.20	0.00	
Cemetery Annual Support - 25-2	01/04/2025	SM32215	1	740.40	0.00	740.40	0.00	
					0.00	3,166.80		
S2	Enerveo Limited							
Street Light Qtrly Maintenace	01/04/2025	900049299	1	1,727.71	0.00	1,727.71	0.00	
					0.00	1,727.71		
S56	RC Smallbone Newbury Ltd							
Overpaid/Refund Inv8948-CN5471	01/04/2025	REFUND-OVERPAYMENT	1	1,328.00	0.00	1,328.00	0.00	
					0.00	1,328.00		
S103	Splash Pads Enterprises Limited							
Winterization Splash Park	26/03/2025	INV-0604	1	3,032.04	0.00	3,032.04	0.00	
					0.00	3,032.04		
T7	Thomas Fattorini Ltd							
Pendant repairs	01/04/2025	I296595	1	1,173.29	0.00	1,173.29	0.00	
					0.00	1,173.29		
T30	Cybit Limited							
Support - April 25	03/04/2025	16206	1	366.00	0.00	366.00	0.00	
E-mail Security - April 25	10/04/2025	16373	1	179.05	0.00	179.05	0.00	
					0.00	545.05		
W1	West Berkshire District Council							
Wedding Licence - 2025-26	01/04/2025	619236	1	2,532.00	0.00	2,532.00	0.00	
					0.00	2,532.00		

Continued over page

Linked to Cashbook 1						Entered Month 1		
						Pay by BACS/Online File		
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
W46								
WorkNest Ltd								
<i>H&S Core - Year 2</i>	01/04/2025	SINV082185	1	2,781.00	0.00	2,781.00	0.00	
						0.00	2,781.00	
Proposed Payment Total						0.00	85,199.16	

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							
VE Day Beacon	24/04/2025	PMM 176	1	620.00	0.00	620.00	0.00
					0.00	620.00	
Above paid on 07/05/2025 by Online Payment Ref A13							
A22 Active Heating Services Ltd							
Town Hall gas line check	25/04/2025	78480	1	1,008.00	0.00	1,008.00	0.00
					0.00	1,008.00	
Above paid on 07/05/2025 by Online Payment Ref 13872/1385							
A50 Aero Property Consultants							
VP Cafe - Tender pack	30/04/2025	25/033	1	720.00	0.00	720.00	0.00
					0.00	720.00	
Above paid on 07/05/2025 by Online Payment Ref A50							
B6 BALC							
BALC Affiliate Fees 25-26	28/04/2025	INV-7464	1	3,704.68	0.00	3,704.68	0.00
					0.00	3,704.68	
Above paid on 07/05/2025 by Online Payment Ref BALC10305							
C10 Crescent Signs Ltd							
VP Funday Banners	16/04/2025	INV-22057	1	201.60	0.00	201.60	0.00
Sign -VP, St Mary Rd Gate	25/04/2025	INV-22079	1	190.80	0.00	190.80	0.00
					0.00	392.40	
Above paid on 07/05/2025 by Online Payment Ref 17108/1710							
C84 Gemma Chandler							
Refund x2 key deposit - P009	29/04/2025	REFUND KEYS P009	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 07/05/2025 by Online Payment Ref C84							
D12 DCK Payroll Solutions							
Salaries - April 2025	30/04/2025	25525	1	224.40	0.00	224.40	0.00
					0.00	224.40	
Above paid on 07/05/2025 by Online Payment Ref P1104							

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
E14 Environmental Solutions Ltd							
Secure Shredding - April 25	11/04/2025	28769	1	74.48	0.00	74.48	0.00
					<u>0.00</u>	<u>74.48</u>	
Above paid on 07/05/2025 by Online Payment Ref E14							
F5 Foxes Tree Services & Son Ltd							
Call out - WC Tree works	15/04/2025	5528	1	432.00	0.00	432.00	0.00
					<u>0.00</u>	<u>432.00</u>	
Above paid on 07/05/2025 by Online Payment Ref F5							
H50 Susan Hartnoll							
Refund payment rec'd in error	25/04/2025	REFUND	1	30.00	0.00	30.00	0.00
					<u>0.00</u>	<u>30.00</u>	
Above paid on 07/05/2025 by Online Payment Ref H50							
H51 Hermitage Station							
Op Thurs Dinner - Moore	29/04/2025	OP-THURS-MOORE	1	80.00	0.00	80.00	0.00
Grant-Hermitage Families day	30/04/2025	FAMILIES DAY 25	1	500.00	0.00	500.00	0.00
					<u>0.00</u>	<u>580.00</u>	
Above paid on 07/05/2025 by Online Payment Ref H51							
J21 John O'Conner GM Ltd							
Clean Splash Park	28/04/2025	119131	1	240.00	0.00	240.00	0.00
					<u>0.00</u>	<u>240.00</u>	
Above paid on 07/05/2025 by Online Payment Ref J21							
L25 Local Toilet Hire Ltd							
Toilet Hire - 30.05 - 05.06.25	15/04/2025	REF: 68867	1	288.00	0.00	288.00	0.00
					<u>0.00</u>	<u>288.00</u>	
Above paid on 07/05/2025 by Online Payment Ref L25							
M24 McCarthy Marland (Recycling) Ltd							
Skip - Shaw Cemetery	24/04/2025	IN157044	1	430.80	0.00	430.80	0.00
					<u>0.00</u>	<u>430.80</u>	
Above paid on 07/05/2025 by Online Payment Ref M24							

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
M46 Stuart Morrison							
Allotrent+ key refund- OTP12b	15/04/2025	ALLTREFUND-OTP12B	1	32.36	0.00	32.36	0.00
					<u>0.00</u>	<u>32.36</u>	
Above paid on 07/05/2025 by Online Payment Ref M46							
M54 Michael Pagliaroli Architects Ltd							
VP Cafe - Draw Plans	23/04/2025	SI-111825	1	3,900.00	0.00	3,900.00	0.00
					<u>0.00</u>	<u>3,900.00</u>	
Above paid on 07/05/2025 by Online Payment Ref M54							
M61 Microshade Business Consultants Ltd							
Host Citrix - April 25	19/04/2025	20716	1	466.56	0.00	466.56	0.00
					<u>0.00</u>	<u>466.56</u>	
Above paid on 07/05/2025 by Online Payment Ref M61							
N33 Newbury Road Club							
Grant - Cycle Festival25	30/04/2025	GRANTP&R2804	1	1,500.00	0.00	1,500.00	0.00
					<u>0.00</u>	<u>1,500.00</u>	
Above paid on 07/05/2025 by Online Payment Ref N33							
R20 Rialtas Business Solutions Ltd							
Year End 2025	11/04/2025	32629	1	1,046.40	0.00	1,046.40	0.00
					<u>0.00</u>	<u>1,046.40</u>	
Above paid on 07/05/2025 by Online Payment Ref R20							
S41 Sundog Grounds Maintenance Ltd							
Scaffolding - THall roof	14/04/2025	4354	1	6,000.00	0.00	6,000.00	0.00
Extend T-Hall Scaffolding	16/04/2025	4355	1	2,952.00	0.00	2,952.00	0.00
5 x days emergency roof repair	24/04/2025	4357	1	3,600.00	0.00	3,600.00	0.00
					<u>0.00</u>	<u>12,552.00</u>	
Above paid on 07/05/2025 by Online Payment Ref S41							

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
T30 Cybit Limited							
Office 365 - April 25	14/04/2025	16451	1	728.09	0.00	728.09	0.00
5 x New Laptops	22/04/2025	16542	1	5,382.00	0.00	5,382.00	0.00
HP ZBook - KH	22/04/2025	16546	1	1,786.80	0.00	1,786.80	0.00
Build & deliver KH Laptop	24/04/2025	16609	1	126.00	0.00	126.00	0.00
Build & Delivery 5 laptops	24/04/2025	16610	1	1,098.00	0.00	1,098.00	0.00
Replacement laptop LM	28/04/2025	16545	1	1,202.40	0.00	1,202.40	0.00
					<u>0.00</u>	<u>10,323.29</u>	
Above paid on 07/05/2025 by Online Payment Ref T30							
W8 Watership Brass							
VE Day, 80th Anniversary Event	24/04/2025	254	1	280.00	0.00	280.00	0.00
Bandstand - VP Funday	24/04/2025	255	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>430.00</u>	
Above paid on 07/05/2025 by Online Payment Ref W8							
Y23 Mr Wei Kwan Yeung							
Refund grave purchase 26/6212	24/04/2025	REFUND GN26/6212	1	813.00	0.00	813.00	0.00
					<u>0.00</u>	<u>813.00</u>	
Above paid on 07/05/2025 by Online Payment Ref Y23							
Total Purchase Ledger Payments					<u>0.00</u>	<u>39,828.37</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
A13 Acclaim Fabrications							
TH Roof- Brakets rehang lamp	02/05/2025	PMM 178	1	650.00	0.00	650.00	0.00
					0.00	650.00	
Above paid on 23/05/2025 by Online Payment Ref A13							
A18 Aquaid (Kennet and North Wilts)							
Water Cooler - Enviro charge	30/04/2025	498087	1	29.76	0.00	29.76	0.00
					0.00	29.76	
Above paid on 23/05/2025 by Online Payment Ref A18							
A2 ADT Fire & Security Plc							
Call Out - 07.05.2025	13/05/2025	57530383	1	682.72	0.00	682.72	0.00
Cal out - Fault 12.05.2025	14/05/2025	57531727	1	570.62	0.00	570.62	0.00
					0.00	1,253.34	
Above paid on 23/05/2025 by Online Payment Ref 40579697							
A20 A & S Meats							
Market management - may 2025	01/05/2025	121	1	1,560.00	0.00	1,560.00	0.00
					0.00	1,560.00	
Above paid on 23/05/2025 by Online Payment Ref A20							
A29 Appcentric							
Monthly Support - May 2025	03/05/2025	1930	1	574.75	0.00	574.75	0.00
					0.00	574.75	
Above paid on 23/05/2025 by Online Payment Ref A29							
B21 Barlows Woodyard							
Wood panels & Bolts	08/05/2025	0001/10053101	1	801.25	0.00	801.25	0.00
					0.00	801.25	
Above paid on 23/05/2025 by Online Payment Ref B21							
B29 Broxap Ltd							
Cast Iron Eastgate Seat items	13/05/2025	0000332700	1	1,467.60	0.00	1,467.60	0.00
					0.00	1,467.60	
Above paid on 23/05/2025 by Online Payment Ref B29							

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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
B41	Berkshire Pressure Cleaning						
War Memorial Clean - April 25	07/05/2025	P6662	1	306.00	0.00	306.00	0.00
War Memorial - VE Day Clean	07/05/2025	P6663	1	216.00	0.00	216.00	0.00
Clock House Clean - April 25	07/05/2025	P6664	1	300.00	0.00	300.00	0.00
Clean Town Hall - pril 25	07/05/2025	P6665	1	120.00	0.00	120.00	0.00
Clean Ebb & Flow - April 25	07/05/2025	P6666	1	240.00	0.00	240.00	0.00
					0.00	1,182.00	
Above paid on 23/05/2025 by Online Payment Ref B41							
C45	Miss Chloe L Payne						
Rock Choir - VE Day 10.05.25	15/05/2025	VEDAY10.05.25	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 23/05/2025 by Online Payment Ref C45							
C5	Cold Ash Brass						
VP Bandstand 08.09.24	13/05/2025	CAB169	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 23/05/2025 by Online Payment Ref C5							
C76	Current Connection Ltd						
Call out - fault staff kitchen	28/04/2025	INV 08305	1	102.00	0.00	102.00	0.00
					0.00	102.00	
Above paid on 23/05/2025 by Online Payment Ref C76							
D10	Mrs J I Day						
Flowers for Mayor Making 25	11/05/2025	MMFLOWERS2025	1	39.53	0.00	39.53	0.00
					0.00	39.53	
Above paid on 23/05/2025 by Online Payment Ref D10							
E14	Environmental Solutions Ltd						
Secure Shredding - May 25	09/05/2025	29037	1	74.48	0.00	74.48	0.00
					0.00	74.48	
Above paid on 23/05/2025 by Online Payment Ref E14							

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
H39 Mr Roger Hunneman							
Parking exp 20.11.24-24.04.25	06/05/2025	CAR PARK EXPENSES	1	69.90	0.00	69.90	0.00
					<u>0.00</u>	<u>69.90</u>	
Above paid on 23/05/2025 by Online Payment Ref H39							
H41 Hoskins Electrical Services							
Town Hall PAT Testing 30.04.25	14/05/2025	0385	1	420.00	0.00	420.00	0.00
					<u>0.00</u>	<u>420.00</u>	
Above paid on 23/05/2025 by Online Payment Ref H41							
H52 Jade Hebborn							
Non Attendance Bereavement	06/05/2025	REFUND- HEBBORN	1	1,175.00	0.00	1,175.00	0.00
					<u>0.00</u>	<u>1,175.00</u>	
Above paid on 23/05/2025 by Online Payment Ref H52							
I4 ICCM							
Membership Cemetery Management	01/04/2025	4269/2025/26	1	105.00	0.00	105.00	0.00
					<u>0.00</u>	<u>105.00</u>	
Above paid on 23/05/2025 by Online Payment Ref I4							
J21 John O'Conner GM Ltd							
GM Contract - April 25	30/04/2025	119367	1	44,764.77	0.00	44,764.77	0.00
					<u>0.00</u>	<u>44,764.77</u>	
Above paid on 23/05/2025 by Online Payment Ref J21							
K14 Miss T King							
Refund Key deposit x 2 - S75b	06/05/2025	REFUND S75B KEYS	1	20.00	0.00	20.00	0.00
					<u>0.00</u>	<u>20.00</u>	
Above paid on 23/05/2025 by Online Payment Ref K14							
K8 Kennet Community Radio							
Support - VE Day 08.05.2025	11/05/2025	KR1000681	1	714.00	0.00	714.00	0.00
Support VE Day 10.05.2025	11/05/2025	KR1000682	1	714.00	0.00	714.00	0.00
					<u>0.00</u>	<u>1,428.00</u>	
Above paid on 23/05/2025 by Online Payment Ref K8							

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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
L13 Link Up Local Mencap							
Bus stop posters - April 25	30/04/2025	1954/24	1	51.00	0.00	51.00	0.00
					0.00	51.00	
Above paid on 23/05/2025 by Online Payment Ref L13							
M28 Minster Cleaning Services							
Office Clean - may 2025	01/05/2025	16913	1	2,131.55	0.00	2,131.55	0.00
					0.00	2,131.55	
Above paid on 23/05/2025 by Online Payment Ref INV29354							
M61 Microshade Business Consultants Ltd							
Host Citrix - May 25	19/05/2025	20807	1	466.56	0.00	466.56	0.00
					0.00	466.56	
Above paid on 23/05/2025 by Online Payment Ref M61							
N7 Newbury News Ltd							
Notice of Public Tender VPCafe	18/05/2025	104753	1	850.90	0.00	850.90	0.00
					0.00	850.90	
Above paid on 23/05/2025 by Online Payment Ref NW502447							
R22 Ridge and Partners LLP							
VP Bandstand Cost Assessment	30/04/2025	300002	1	714.00	0.00	714.00	0.00
					0.00	714.00	
Above paid on 23/05/2025 by Online Payment Ref R22							
S106 Gavin Sharp							
Allotrent & Key refund - P009b	12/05/2025	REFUND-P009B	1	65.00	0.00	65.00	0.00
					0.00	65.00	
Above paid on 23/05/2025 by Online Payment Ref S106							
S18 St Nicolas PCC							
Hire Hall Mayor Making 25	13/05/2025	202546	1	323.00	0.00	323.00	0.00
					0.00	323.00	
Above paid on 23/05/2025 by Online Payment Ref Booking01.							

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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
S27 SLCC Enterprises							
SLCC Membership Renewal - TMM	12/05/2025	MEM254529-1	1	500.00	0.00	500.00	0.00
					0.00	500.00	
Above paid on 23/05/2025 by Online Payment Ref MEM252371-							
T30 Cybit Limited							
Support - May 2025	08/05/2025	16848	1	366.00	0.00	366.00	0.00
Microsoft 365 - May 25	14/05/2025	17006	1	728.09	0.00	728.09	0.00
Email Security - May 25	14/05/2025	17007	1	179.05	0.00	179.05	0.00
Microsoft 365 - June 25	19/05/2025	17089	1	728.09	0.00	728.09	0.00
E-mail Security - June 25	19/05/2025	17090	1	179.05	0.00	179.05	0.00
E-mail Security - July 25	19/05/2025	17091	1	179.05	0.00	179.05	0.00
Email - Security August 25	19/05/2025	17092	1	179.05	0.00	179.05	0.00
Support - June 25	19/05/2025	17093	1	366.00	0.00	366.00	0.00
Support - July 2025	19/05/2025	17094	1	366.00	0.00	366.00	0.00
Support - August 2025	19/05/2025	17095	1	366.00	0.00	366.00	0.00
Support - Sept 2025	19/05/2025	17113	1	366.00	0.00	366.00	0.00
Support - October 25	19/05/2025	17114	1	366.00	0.00	366.00	0.00
					0.00	4,368.38	
Above paid on 23/05/2025 by Online Payment Ref T30							
T40 The Tadley Band							
VP Bandstand 11.05.2025	17/05/2025	TB01029	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 23/05/2025 by Online Payment Ref T40							
W1 West Berkshire District Council							
Job Advertisement x 4 position	16/05/2025	626292	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 23/05/2025 by Online Payment Ref W1							
W16 Wroughton Silver Band							
VP Bandstand - 04.05.2025	05/05/2025	WSB000150	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 23/05/2025 by Online Payment Ref W16							
Total Purchase Ledger Payments					0.00	65,917.77	

Direct Payments - 16th April 2025 - 30 May 2525

Date:	Various					
Supplier code	Supplier/Organisation	Brief Description	Invoice No	Date paid	Amount Due	Payments authorised by Councillors:
N/A	WBC Business rates Although mentioned on the 11/02/2025 authorisation request the actual amount was not within the calculation	Ref: 15020091 for Mayors Parlour, Old Town Hall, Market Place, Newbury RG14 5AA	N/A	16.04.2025	£2,095.80	Authorised by e-mail: 15.04.25 - Cllr Billy Drummond 15.04.25 - Cllr Jo Day
					Total	£2,095.80
N/A	Wokingham Borough Council - Building control Verbal approval to set up a direct payment from Liz Manship / Martin Kavanagh / Toby Miles-Mallowan	Inspection Site Address: The Kiosk, Victoria Park Park Way, Newbury, West Berkshire Description of proposed work: Change of use from café changing rooms to café and public convenience facilities Application Reference No. 25/0771/COMFP	N/A	16.04.2025	£2,250.60	Not yet authorised by Councillors Financial Regs 10.08?
					Total	£6,442.20
N/A	Abi King - Saucha (Yoga Studio) Liz Manship Authorised direct payment so as to not incur additional daily interest costs	Refund of rent deposit + interest - Contract ended 31.03.2025 E-mail received 01.04.2025 from Martin Kavanagh requesting that deposit be returned	N/A	24.04.2025	£5,138.14	Not yet authorised by Councillors Financial Regs 10.08
					Total	£5,138.14
E31	E.ON Next Verbal request from RFO, Liz Manship to make payment 21.05.2025 as a Direct Debit has yet to be set up and payment was required by 16.05.2025	Electricity charge, Suite 1, Town Hall 31.03. to 29.04.2025	KI-69291B1B - 0001	21.05.2025	£104.81	Authorised by e-mail 22.05.2025 Cllr Billy Drummond Cllr Vaughan Miller
					Total	£104.81

Date: 01/05/2025

Newbury Town Council Current Year

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Time: 15:16

**Bank Reconciliation Statement as at 30/04/2025
for Cashbook 1 - Current Account**

User: MGG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/04/2025		20,569.19
			<u>20,569.19</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			20,569.19
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			20,569.19
		Balance per Cash Book is :-	20,569.19
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/05/2025
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/05/2025		24,380.73
			<u>24,380.73</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			24,380.73
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			24,380.73
		Balance per Cash Book is :-	24,380.73
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 01/05/2025

Newbury Town Council Current Year

Page 1

Time: 15:13

**Bank Reconciliation Statement as at 30/04/2025
for Cashbook 4 - Instant Access Account**

User: MGG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access Account	30/04/2025		627,729.43
			<u>627,729.43</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			627,729.43
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			627,729.43
		Balance per Cash Book is :-	627,729.43
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/05/2025
for Cashbook 4 - Instant Access Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access Account	31/05/2025		224,920.30
			<u>224,920.30</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			224,920.30
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			224,920.30
		Balance per Cash Book is :-	224,920.30
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

03/06/2025

Newbury Town Council Current Year

Page 1

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Detailed Income & Expenditure by Budget Heading 31/05/2025

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>								
1077 Precept Reallocation	0	96,498	192,996	96,498			50.0%	
Staff :- Income	0	96,498	192,996	96,498			50.0%	0
4000 Salaries/NI/PAYE	53,726	106,495	839,180	732,685		732,685	12.7%	
4010 Misc Staff Expenses	270	430	6,000	5,570		5,570	7.2%	
4045 Salary Reallocation	(53,726)	(106,495)	(652,184)	(545,689)		(545,689)	16.3%	
Staff :- Indirect Expenditure	270	430	192,996	192,566	0	192,566	0.2%	0
Net Income over Expenditure	(270)	96,068	0	(96,068)				
<u>110 Central Services</u>								
1076 Precept Received	0	908,821	1,817,641	908,821			50.0%	
1077 Precept Reallocation	0	(864,483)	(1,728,966)	(864,483)			50.0%	
1090 Interest - CCLA	2,052	4,181	24,000	19,819			17.4%	
1091 Shares/Dividend Income	4	4	0	(4)			0.0%	
1092 Interest Rec - Instant Access	592	1,635	10,000	8,365			16.3%	
1093 Interest - Fixed Term Account	0	6,719	24,000	17,281			28.0%	
1094 Interest - Current Account	0	0	360	360			0.0%	
1905 Income - CIL received	5,979	5,979	0	(5,979)			0.0%	
Central Services :- Income	8,627	62,855	147,035	84,180			42.7%	0
4045 Salary Reallocation	11,089	21,981	134,635	112,654		112,654	16.3%	
4050 Bank & Card Reader Charges	180	447	2,400	1,953		1,953	18.6%	
4055 Election Expenses	0	0	10,000	10,000		10,000	0.0%	
Central Services :- Indirect Expenditure	11,269	22,428	147,035	124,607	0	124,607	15.3%	0
Net Income over Expenditure	(2,642)	40,427	0	(40,427)				
<u>200 P&R General</u>								
1077 Precept Reallocation	0	20,496	40,991	20,496			50.0%	
P&R General :- Income	0	20,496	40,991	20,496			50.0%	0
4045 Salary Reallocation	2,794	5,538	33,891	28,353		28,353	16.3%	
4105 Members' travel & subsistence	70	70	600	530		530	11.7%	
4120 Precept Leaflet	0	0	1,000	1,000		1,000	0.0%	
4125 P&R Projects Fund	0	0	5,500	5,500		5,500	0.0%	
P&R General :- Indirect Expenditure	2,864	5,608	40,991	35,383	0	35,383	13.7%	0
Net Income over Expenditure	(2,864)	14,888	0	(14,888)				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Grants & Contributions</u>								
1077 Precept Reallocation	0	48,500	97,000	48,500			50.0%	
Grants & Contributions :- Income	0	48,500	97,000	48,500			50.0%	0
4150 Grants for Climate Change Proj	0	2,805	10,000	7,195		7,195	28.1%	2,805
4155 Berkshire Youth; Youth Worker	0	0	25,000	25,000		25,000	0.0%	
4160 Contribution to BID Xmas light	0	0	10,000	10,000		10,000	0.0%	
4170 Volunteer Centre	0	0	500	500		500	0.0%	
4180 Grant Sub Committee	0	0	24,500	24,500		24,500	0.0%	
4185 CAB Grant	0	0	20,000	20,000		20,000	0.0%	
4213 Community United West Berkshir	0	0	3,000	3,000		3,000	0.0%	
4216 Newbury Flood Forum	0	0	1,000	1,000		1,000	0.0%	
4217 Discretionary Events Fund	0	2,000	3,000	1,000		1,000	66.7%	
Grants & Contributions :- Indirect Expenditure	0	4,805	97,000	92,195	0	92,195	5.0%	2,805
Net Income over Expenditure	0	43,695	0	(43,695)				
6000 plus Transfer from EMR	0	2,805	0	(2,805)				
Movement to/(from) Gen Reserve	0	46,500	0	(46,500)				
<u>220 Corporate Services</u>								
1077 Precept Reallocation	0	67,904	135,808	67,904			50.0%	
Corporate Services :- Income	0	67,904	135,808	67,904			50.0%	0
4200 Visitor Information Centre	0	0	500	500		500	0.0%	
4220 Training and Development	900	900	10,000	9,100		9,100	9.0%	
4225 Advertising Recruitment	180	180	3,000	2,820		2,820	6.0%	
4230 Telephone	942	1,882	11,550	9,668		9,668	16.3%	
4235 Postage	0	513	2,500	1,987		1,987	20.5%	
4240 Printing/Stationery	116	138	1,800	1,662		1,662	7.7%	
4245 Office Equipment	0	65	2,000	1,935		1,935	3.3%	
4247 IT - Asset Register	0	0	1,000	1,000		1,000	0.0%	
4250 IT - Office 365 Package	3,640	4,850	17,557	12,707		12,707	27.6%	
4251 IT - Accounts	0	932	4,000	3,068		3,068	23.3%	
4252 IT - Website	479	958	5,850	4,892		4,892	16.4%	
4253 IT - Citrix	389	778	5,450	4,672		4,672	14.3%	
4254 IT - Adobe	0	1,669	3,800	2,131		2,131	43.9%	
4255 Professional Fees	745	4,122	25,443	21,321		21,321	16.2%	595
4260 Audit	510	(2,100)	5,500	7,600		7,600	(38.2%)	
4265 Subscriptions	500	4,905	6,107	1,202		1,202	80.3%	
4270 Photocopier Charges	0	515	1,000	485		485	51.5%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4275 Advertising General	51	102	1,500	1,398		1,398	6.8%	
4280 Recycling Costs	62	124	1,400	1,276		1,276	8.9%	
4290 Capital exp computers etc	95	8,091	8,963	872		872	90.3%	
4317 2024/25 Purchase Orders	0	0	0	0	1,000	(1,000)	0.0%	
4420 Insurance	0	7,787	16,888	9,101		9,101	46.1%	
Corporate Services :- Indirect Expenditure	8,609	36,410	135,808	99,398	1,000	98,398	27.5%	595
Net Income over Expenditure	(8,609)	31,494	0	(31,494)				
6000 plus Transfer from EMR	595	595	0	(595)				
Movement to/(from) Gen Reserve	(8,014)	32,089	0	(32,089)				
<u>290 Town Hall</u>								
1077 Precept Reallocation	0	64,227	128,453	64,227			50.0%	
1270 Income - Suite Lease	900	2,675	30,000	27,325			8.9%	
1271 Income - Suite Deposits fm 503	0	4,500	0	(4,500)			0.0%	
1280 Income - Chamber Hire	207	237	11,000	10,763			2.2%	
1998 Income - Electricity Outage	190	190	0	(190)			0.0%	
Town Hall :- Income	1,297	71,828	169,453	97,625			42.4%	0
4045 Salary Reallocation	5,340	11,340	64,859	53,519		53,519	17.5%	
4255 Professional Fees	0	0	3,120	3,120		3,120	0.0%	
4317 2024/25 Purchase Orders	0	15,000	0	(15,000)		(15,000)	0.0%	15,000
4402 Letting Agent Fees	75	223	4,000	3,777		3,777	5.6%	
4403 Suite Deposits Returned	0	5,138	0	(5,138)		(5,138)	0.0%	
4405 Rates	107	11,883	12,026	143		143	98.8%	
4407 Gas	232	569	4,000	3,431		3,431	14.2%	
4410 Water	49	498	578	80		80	86.1%	
4413 Electricity Suite 1 fm 0425	100	100	0	(100)		(100)	0.0%	
4415 Electricity	1,271	4,525	30,003	25,478		25,478	15.1%	
4425 Repairs and Maintenance	1,254	1,880	17,000	15,120		15,120	11.1%	
4428 Health & Safety Compliance	420	3,360	10,000	6,640	625	6,015	39.8%	
4431 Town Hall cleaning contract	1,776	3,553	20,347	16,794		16,794	17.5%	
4432 Housekeeping	18	18	2,000	1,982		1,982	0.9%	
4440 Fire Extinguishers	0	542	820	278		278	66.1%	
4445 Security	(445)	296	700	404		404	42.3%	
Town Hall :- Indirect Expenditure	10,198	58,925	169,453	110,528	625	109,903	35.1%	15,000
Net Income over Expenditure	(8,901)	12,904	0	(12,904)				
6000 plus Transfer from EMR	0	15,000	0	(15,000)				
Movement to/(from) Gen Reserve	(8,901)	27,904	0	(27,904)				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>291 Town Hall Projects</u>								
1077 Precept Reallocation	0	22,875	45,750	22,875			50.0%	
Town Hall Projects :- Income	0	22,875	45,750	22,875			50.0%	0
4320 TH Office Move & Refurb	0	0	15,750	15,750		15,750	0.0%	
4321 Town Hall Roof	980	6,759	0	(6,759)		(6,759)	0.0%	6,759
4322 Town Hall Responsive Repairs	0	0	30,000	30,000		30,000	0.0%	
Town Hall Projects :- Indirect Expenditure	980	6,759	45,750	38,991	0	38,991	14.8%	6,759
Net Income over Expenditure	(980)	16,116	0	(16,116)				
6000 plus Transfer from EMR	980	6,759	0	(6,759)				
Movement to/(from) Gen Reserve	0	22,875	0	(22,875)				
<u>295 Weddings</u>								
1077 Precept Reallocation	0	4,796	9,591	4,796			50.0%	
1280 Income - Chamber Hire	133	513	3,850	3,337			13.3%	
Weddings :- Income	133	5,309	13,441	8,132			39.5%	0
4045 Salary Reallocation	768	768	9,321	8,553		8,553	8.2%	
4275 Advertising General	0	0	2,000	2,000		2,000	0.0%	
4340 Weddings expenditure	0	0	420	420		420	0.0%	
4341 Wedding Licence EMR	0	2,532	1,700	(832)		(832)	148.9%	832
Weddings :- Indirect Expenditure	768	3,300	13,441	10,141	0	10,141	24.6%	832
Net Income over Expenditure	(636)	2,009	0	(2,009)				
6000 plus Transfer from EMR	0	832	0	(832)				
Movement to/(from) Gen Reserve	(636)	2,841	0	(2,841)				
<u>300 Newtown Road Cemetery</u>								
1077 Precept Reallocation	0	28,137	56,274	28,137			50.0%	
Newtown Road Cemetery :- Income	0	28,137	56,274	28,137			50.0%	0
4045 Salary Reallocation	811	1,608	9,845	8,237		8,237	16.3%	
4317 2024/25 Purchase Orders	5,040	5,040	0	(5,040)		(5,040)	0.0%	5,040
4405 Rates	0	574	750	176		176	76.5%	
4415 Electricity	37	64	500	436		436	12.8%	
4425 Repairs and Maintenance	0	0	4,000	4,000	2,280	1,720	57.0%	
4430 Maint. Contracts	3,022	3,022	36,309	33,287		33,287	8.3%	
4435 Maint. Contracts Unscheduled	0	0	1,200	1,200		1,200	0.0%	
4436 Headstone Survey	0	0	500	500		500	0.0%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4440 Fire Extinguishers	0	63	150	87		87	42.0%	
4515 Tree Works	0	0	2,100	2,100		2,100	0.0%	
4540 NRC Composting Toilet (25%)	0	0	400	400		400	0.0%	
4545 Redecoration of Chapel	0	0	500	500		500	0.0%	
Newtown Road Cemetery :- Indirect Expenditure	8,910	10,371	56,254	45,883	2,280	43,603	22.5%	5,040
Net Income over Expenditure	(8,910)	17,766	20	(17,746)				
6000 plus Transfer from EMR	5,040	5,040	0	(5,040)				
Movement to/(from) Gen Reserve	(3,870)	22,806	20	(22,786)				
<u>305 Shaw Cemetery</u>								
1077 Precept Reallocation	0	44,015	88,030	44,015			50.0%	
1300 Income - Cemetery	4,063	4,408	68,672	64,264			6.4%	
1996 Income - Memorial Plaques	250	250	0	(250)			0.0%	
Shaw Cemetery :- Income	4,313	48,673	156,702	108,029			31.1%	0
4517 Lime Trees - Pollard	0	0	2,500	2,500		2,500	0.0%	
Shaw Cemetery :- Direct Expenditure	0	0	2,500	2,500	0	2,500	0.0%	0
4045 Salary Reallocation	2,219	4,398	26,946	22,548		22,548	16.3%	
4249 IT - Cemeteries	0	1,317	1,923	606		606	68.5%	
4265 Subscriptions	105	270	480	210		210	56.3%	
4317 2024/25 Purchase Orders	0	0	0	0	635	(635)	0.0%	
4400 Rent Payable	0	667	1,000	333		333	66.7%	
4405 Rates	0	4,042	4,320	278		278	93.6%	
4410 Water	1,871	7,632	4,500	(3,132)		(3,132)	169.6%	
4415 Electricity	44	196	4,000	3,804		3,804	4.9%	
4425 Repairs and Maintenance	844	844	6,968	6,124	20	6,104	12.4%	
4428 Health & Safety Compliance	0	0	800	800		800	0.0%	
4430 Maint. Contracts	8,050	8,050	96,639	88,590		88,590	8.3%	
4435 Maint. Contracts Unscheduled	668	668	3,000	2,332		2,332	22.3%	
4440 Fire Extinguishers	0	126	210	84		84	60.0%	
4515 Tree Works	0	0	3,276	3,276		3,276	0.0%	
Shaw Cemetery :- Indirect Expenditure	13,800	28,209	154,062	125,853	655	125,198	18.7%	0
Net Income over Expenditure	(9,487)	20,465	140	(20,325)				
<u>310 Markets</u>								
1077 Precept Reallocation	0	5,107	10,214	5,107			50.0%	
1320 Income - Market	2,972	7,300	42,500	35,200			17.2%	
Markets :- Income	2,972	12,407	52,714	40,307			23.5%	0

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Salary Reallocation	1,499	2,971	18,198	15,227		15,227	16.3%	
4265 Subscriptions	0	484	460	(24)		(24)	105.2%	
4266 Licence	0	75	190	115		115	39.5%	
4275 Advertising General	0	0	2,700	2,700	85	2,615	3.1%	
4360 Market Management	1,300	2,600	17,500	14,900		14,900	14.9%	
4361 Market bank costs	19	39	250	211		211	15.5%	
4405 Rates	101	3,444	3,616	172		172	95.2%	
4415 Electricity	84	251	1,300	1,049		1,049	19.3%	
4425 Repairs and Maintenance	0	0	8,500	8,500		8,500	0.0%	
Markets :- Indirect Expenditure	3,003	9,863	52,714	42,851	85	42,766	18.9%	0
Net Income over Expenditure	(32)	2,543	0	(2,543)				
<u>315 War Memorial</u>								
1077 Precept Reallocation	0	3,802	7,604	3,802			50.0%	
War Memorial :- Income	0	3,802	7,604	3,802			50.0%	0
4045 Salary Reallocation	274	543	3,304	2,761		2,761	16.4%	
4425 Repairs and Maintenance	435	435	2,300	1,865		1,865	18.9%	
4850 Sinking Fund	0	0	2,000	2,000		2,000	0.0%	
War Memorial :- Indirect Expenditure	709	978	7,604	6,626	0	6,626	12.9%	0
Net Income over Expenditure	(709)	2,824	0	(2,824)				
<u>320 Footway Lighting</u>								
1077 Precept Reallocation	0	18,264	36,528	18,264			50.0%	
Footway Lighting :- Income	0	18,264	36,528	18,264			50.0%	0
4045 Salary Reallocation	371	735	4,528	3,793		3,793	16.2%	
4414 Electricity Footpaths fm 0425	703	1,825	19,000	17,175		17,175	9.6%	
4425 Repairs and Maintenance	0	1,440	13,000	11,560		11,560	11.1%	
Footway Lighting :- Indirect Expenditure	1,074	3,999	36,528	32,529	0	32,529	10.9%	0
Net Income over Expenditure	(1,074)	14,265	0	(14,265)				
<u>325 Clock House</u>								
1077 Precept Reallocation	0	2,828	5,656	2,828			50.0%	
Clock House :- Income	0	2,828	5,656	2,828			50.0%	0
4045 Salary Reallocation	172	341	2,049	1,708		1,708	16.6%	
4415 Electricity	115	270	1,850	1,580		1,580	14.6%	
4425 Repairs and Maintenance	250	250	900	650		650	27.8%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4428 Health & Safety Compliance	0	0	400	400		400	0.0%	
4430 Maint. Contracts	38	38	457	419		419	8.3%	
Clock House :- Indirect Expenditure	575	899	5,656	4,757	0	4,757	15.9%	0
Net Income over Expenditure	(575)	1,929	0	(1,929)				
<u>330 Street Furniture</u>								
1077 Precept Reallocation	0	7,441	14,881	7,441			50.0%	
1605 Income - Clear Channel (INC)	0	0	63,000	63,000			0.0%	
1995 Income - Street Furniture	0	515	0	(515)			0.0%	
Street Furniture :- Income	0	7,956	77,881	69,926			10.2%	0
4045 Salary Reallocation	387	767	4,721	3,954		3,954	16.2%	
4111 Bus Shelter Provision & Maint	0	0	63,000	63,000		63,000	0.0%	
4425 Repairs and Maintenance	1,223	1,223	6,000	4,777	2,640	2,137	64.4%	
4460 Grit Bins	0	0	4,160	4,160		4,160	0.0%	
Street Furniture :- Indirect Expenditure	1,610	1,990	77,881	75,891	2,640	73,251	5.9%	0
Net Income over Expenditure	(1,610)	5,966	0	(5,966)				
<u>335 Recreation Grounds</u>								
1077 Precept Reallocation	0	53,874	107,747	53,874			50.0%	
1355 Income - Pitches	0	0	900	900			0.0%	
Recreation Grounds :- Income	0	53,874	108,647	54,774			49.6%	0
4591 Green Flag submission	0	0	700	700		700	0.0%	
Recreation Grounds :- Direct Expenditure	0	0	700	700	0	700	0.0%	0
4045 Salary Reallocation	1,870	3,706	22,672	18,966		18,966	16.3%	
4410 Water	10	388	700	312		312	55.4%	
4415 Electricity	200	526	3,100	2,574		2,574	17.0%	
4425 Repairs and Maintenance	50	298	11,000	10,702	600	10,102	8.2%	
4428 Health & Safety Compliance	0	0	650	650		650	0.0%	
4430 Maint. Contracts	5,283	5,283	63,405	58,122		58,122	8.3%	
4435 Maint. Contracts Unscheduled	0	0	2,600	2,600		2,600	0.0%	
4515 Tree Works	0	360	4,200	3,840		3,840	8.6%	
Recreation Grounds :- Indirect Expenditure	7,413	10,561	108,327	97,766	600	97,166	10.3%	0
Net Income over Expenditure	(7,413)	43,312	(380)	(43,692)				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
340 Play Areas								
1077 Precept Reallocation	0	56,975	113,949	56,975			50.0%	
Play Areas :- Income	0	56,975	113,949	56,975			50.0%	0
4045 Salary Reallocation	3,326	6,592	40,399	33,807		33,807	16.3%	
4317 2024/25 Purchase Orders	0	0	0	0	1,402	(1,402)	0.0%	
4425 Repairs and Maintenance	0	359	30,000	29,641	2,309	27,332	8.9%	
4430 Maint. Contracts	3,497	3,497	42,010	38,513		38,513	8.3%	
4435 Maint. Contracts Unscheduled	0	0	1,000	1,000		1,000	0.0%	
4515 Tree Works	0	0	500	500		500	0.0%	
Play Areas :- Indirect Expenditure	6,823	10,449	113,909	103,460	3,711	99,749	12.4%	0
Net Income over Expenditure	(6,823)	46,526	40	(46,486)				
341 Play Areas Projects								
4423 Upgrading Play Areas	0	0	0	0	20,744	(20,744)	0.0%	
Play Areas Projects :- Indirect Expenditure	0	0	0	0	20,744	(20,744)		0
Net Expenditure	0	0	0	0				
345 Victoria Park								
1077 Precept Reallocation	0	89,352	178,704	89,352			50.0%	
1360 Income - Tennis Courts	1,650	1,650	7,000	5,350			23.6%	
1380 Income - Bowling Club	0	0	900	900			0.0%	
1385 Income - Kiosk/Cafe	0	0	2,000	2,000			0.0%	
1390 Income - Victoria Park Hire	(410)	2,795	4,000	1,205			69.9%	
1391 Income - Mini Golf	0	5,155	5,000	(155)			103.1%	
1392 Donations - Duck Feeder	123	123	0	(123)			0.0%	
Victoria Park :- Income	1,363	99,075	197,604	98,529			50.1%	0
4518 Lime Tree Avenue Lighting Upgr	0	0	750	750		750	0.0%	
4543 Splashpark	0	2,727	4,200	1,473		1,473	64.9%	
4591 Green Flag submission	0	0	893	893		893	0.0%	
Victoria Park :- Direct Expenditure	0	2,727	5,843	3,116	0	3,116	46.7%	0
4045 Salary Reallocation	2,385	4,728	28,926	24,198		24,198	16.3%	
4355 Toilet Hire	18	258	2,500	2,242		2,242	10.3%	
4410 Water	201	(1,294)	13,500	14,794		14,794	(9.6%)	
4415 Electricity	371	832	6,000	5,168		5,168	13.9%	
4425 Repairs and Maintenance	0	482	20,000	19,518	40	19,478	2.6%	
4428 Health & Safety Compliance	0	0	1,000	1,000		1,000	0.0%	
4430 Maint. Contracts	8,424	8,424	101,140	92,716		92,716	8.3%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4435 Maint. Contracts Unscheduled	0	0	4,600	4,600		4,600	0.0%	
4440 Fire Extinguishers	0	129	250	121		121	51.7%	
4445 Security	(153)	412	1,000	588		588	41.2%	
4465 Tennis Courts Maintenance Fund	0	0	3,600	3,600		3,600	0.0%	
4480 Music at the Bandstand	450	450	3,000	2,550		2,550	15.0%	
4490 VP Fun Day	193	2,461	4,000	1,539	922	617	84.6%	
4515 Tree Works	0	0	2,205	2,205		2,205	0.0%	
Victoria Park :- Indirect Expenditure	11,891	16,883	191,721	174,838	962	173,876	9.3%	0
Net Income over Expenditure	(10,528)	79,465	40	(79,425)				
<u>346 Victoria Park Projects</u>								
4530 Community Cafe	1,659	7,385	0	(7,385)		(7,385)	0.0%	7,385
Victoria Park Projects :- Indirect Expenditure	1,659	7,385	0	(7,385)	0	(7,385)		7,385
Net Expenditure	(1,659)	(7,385)	0	7,385				
6000 plus Transfer from EMR	1,659	7,385	0	(7,385)				
Movement to/(from) Gen Reserve	0	0	0	0				
<u>350 Open Spaces</u>								
1077 Precept Reallocation	0	60,821	121,641	60,821			50.0%	
Open Spaces :- Income	0	60,821	121,641	60,821			50.0%	0
4774 Additional Dog Bin Collections	0	0	1,750	1,750		1,750	0.0%	
Open Spaces :- Direct Expenditure	0	0	1,750	1,750	0	1,750	0.0%	0
4045 Salary Reallocation	1,048	2,077	12,717	10,640		10,640	16.3%	
4317 2024/25 Purchase Orders	0	262	0	(262)	180	(442)	0.0%	262
4400 Rent Payable	250	500	1,160	660		660	43.1%	
4410 Water	14	117	116	(1)		(1)	100.6%	
4425 Repairs and Maintenance	200	320	4,000	3,680	965	2,715	32.1%	
4430 Maint. Contracts	7,971	7,971	95,698	87,727		87,727	8.3%	
4435 Maint. Contracts Unscheduled	0	0	2,205	2,205	995	1,210	45.1%	
4515 Tree Works	0	0	2,355	2,355		2,355	0.0%	
4760 Litter Picking Equipment	0	0	500	500		500	0.0%	
4770 Biodiversity Survey	0	0	1,000	1,000		1,000	0.0%	
Open Spaces :- Indirect Expenditure	9,483	11,246	119,751	108,505	2,140	106,365	11.2%	262
Net Income over Expenditure	(9,483)	49,574	140	(49,434)				
6000 plus Transfer from EMR	0	262	0	(262)				
Movement to/(from) Gen Reserve	(9,483)	49,836	140	(49,696)				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
351 Open Spaces Projects								
1077 Precept Reallocation	0	2,500	5,000	2,500			50.0%	
Open Spaces Projects :- Income	0	2,500	5,000	2,500			50.0%	0
4773 Water courses	0	0	5,000	5,000		5,000	0.0%	
Open Spaces Projects :- Direct Expenditure	0	0	5,000	5,000	0	5,000	0.0%	0
Net Income over Expenditure	0	2,500	0	(2,500)				
355 Floral Displays and Trees								
1077 Precept Reallocation	0	18,139	36,277	18,139			50.0%	
Floral Displays and Trees :- Income	0	18,139	36,277	18,139			50.0%	0
4045 Salary Reallocation	827	1,640	10,051	8,411		8,411	16.3%	
4317 2024/25 Purchase Orders	0	7,498	0	(7,498)		(7,498)	0.0%	7,498
4435 Maint. Contracts Unscheduled	0	0	1,500	1,500		1,500	0.0%	
4500 Tree planting	0	0	3,276	3,276		3,276	0.0%	
4505 Edible Crops	0	0	450	450		450	0.0%	
4510 Floral Displays	0	0	21,000	21,000		21,000	0.0%	
4512 Floral Baskets - Businesses	0	0	0	0	1,323	(1,323)	0.0%	
Floral Displays and Trees :- Indirect Expenditure	827	9,138	36,277	27,139	1,323	25,816	28.8%	7,498
Net Income over Expenditure	(827)	9,000	0	(9,000)				
6000 plus Transfer from EMR	0	7,498	0	(7,498)				
Movement to/(from) Gen Reserve	(827)	16,498	0	(16,498)				
360 Britain & Newbury In Bloom								
1077 Precept Reallocation	0	8,218	16,436	8,218			50.0%	
1600 Sponsorship - Discuss with Liz	0	0	500	500			0.0%	
Britain & Newbury In Bloom :- Income	0	8,218	16,936	8,718			48.5%	0
4711 Britain in Bloom	0	0	3,500	3,500		3,500	0.0%	
Britain & Newbury In Bloom :- Direct Expenditure	0	0	3,500	3,500	0	3,500	0.0%	0
4045 Salary Reallocation	736	1,459	8,936	7,477		7,477	16.3%	
4710 Newbury In Bloom	0	235	4,500	4,265		4,265	5.2%	
Britain & Newbury In Bloom :- Indirect Expenditure	736	1,694	13,436	11,742	0	11,742	12.6%	0
Net Income over Expenditure	(736)	6,524	0	(6,524)				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>420 Wash Common Allotment</u>								
1077 Precept Reallocation	0	3,434	6,868	3,434			50.0%	
1400 Income - Allotment	76	373	4,784	4,411			7.8%	
Wash Common Allotment :- Income	76	3,807	11,652	7,845			32.7%	0
4045 Salary Reallocation	457	905	5,544	4,639		4,639	16.3%	
4410 Water	14	(115)	1,340	1,455		1,455	(8.6%)	
4425 Repairs and Maintenance	160	160	1,300	1,141		1,141	12.3%	
4430 Maint. Contracts	115	115	1,378	1,263		1,263	8.3%	
4435 Maint. Contracts Unscheduled	0	0	1,050	1,050		1,050	0.0%	
4515 Tree Works	0	0	1,040	1,040		1,040	0.0%	
Wash Common Allotment :- Indirect Expenditure	745	1,064	11,652	10,588	0	10,588	9.1%	0
Net Income over Expenditure	(670)	2,742	0	(2,742)				
<u>421 Allotments (except Wash Common</u>								
1077 Precept Reallocation	0	16,891	33,781	16,891			50.0%	
1400 Income - Allotment	316	2,126	25,000	22,874			8.5%	
Allotments (except Wash Common :- Income	316	19,016	58,781	39,765			32.4%	0
4045 Salary Reallocation	2,256	4,473	27,373	22,900		22,900	16.3%	
4248 IT - Allotments	0	265	324	59		59	81.8%	
4265 Subscriptions	0	0	65	65		65	0.0%	
4317 2024/25 Purchase Orders	0	1,842	0	(1,842)	540	(2,382)	0.0%	1,842
4400 Rent Payable	0	0	950	950		950	0.0%	
4410 Water	955	457	6,500	6,043		6,043	7.0%	
4425 Repairs and Maintenance	13	55	4,329	4,274	500	3,774	12.8%	
4430 Maint. Contracts	904	904	10,870	9,966		9,966	8.3%	
4435 Maint. Contracts Unscheduled	120	120	5,250	5,130		5,130	2.3%	
4515 Tree Works	0	0	3,120	3,120		3,120	0.0%	
Allotments (except Wash Common :- Indirect Expenditure	4,249	8,116	58,781	50,665	1,040	49,625	15.6%	1,842
Net Income over Expenditure	(3,933)	10,900	0	(10,900)				
6000 plus Transfer from EMR	0	1,842	0	(1,842)				
Movement to/(from) Gen Reserve	(3,933)	12,742	0	(12,742)				
<u>430 Wharf Toilets</u>								
1077 Precept Reallocation	0	9,858	19,716	9,858			50.0%	
1993 Income - Cashless Payments	88	194	0	(194)			0.0%	
Wharf Toilets :- Income	88	10,052	19,716	9,664			51.0%	0

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Salary Reallocation	295	586	3,616	3,030		3,030	16.2%	
4051 Cashless Payments Charges	23	107	0	(107)		(107)	0.0%	
4195 Wharf Toilets Contract	0	0	13,750	13,750		13,750	0.0%	
4405 Rates	191	191	250	59		59	76.5%	
4425 Repairs and Maintenance	0	0	2,100	2,100		2,100	0.0%	
Wharf Toilets :- Indirect Expenditure	510	884	19,716	18,832	0	18,832	4.5%	0
Net Income over Expenditure	(422)	9,168	0	(9,168)				
<u>435 Community Services - General</u>								
1077 Precept Reallocation	0	11,929	23,857	11,929			50.0%	
Community Services - General :- Income	0	11,929	23,857	11,929			50.0%	0
4045 Salary Reallocation	892	1,768	10,799	9,031		9,031	16.4%	
4190 CCTV	0	0	2,500	2,500		2,500	0.0%	
4550 GM Vehicle Lease	267	800	4,200	3,400		3,400	19.1%	
4551 GM Vehicle Consumables	129	169	700	531		531	24.2%	
4552 GM Vehicle Insurance	0	766	1,263	497		497	60.6%	
4553 GM Vehicle Maint. Payment	46	93	700	607		607	13.2%	
4554 GM Vehicle Tax	0	0	195	195		195	0.0%	
4555 Tools & Equipment	211	311	3,500	3,189		3,189	8.9%	
Community Services - General :- Indirect Expenditure	1,545	3,907	23,857	19,950	0	19,950	16.4%	0
Net Income over Expenditure	(1,545)	8,022	0	(8,022)				
<u>436 Community Services PROJECTS</u>								
1077 Precept Reallocation	0	16,635	33,270	16,635			50.0%	
Community Services PROJECTS :- Income	0	16,635	33,270	16,635			50.0%	0
4045 Salary Reallocation	2,740	5,431	33,270	27,839		27,839	16.3%	
Community Services PROJECTS :- Indirect Expenditure	2,740	5,431	33,270	27,839	0	27,839	16.3%	0
Net Income over Expenditure	(2,740)	11,204	0	(11,204)				
<u>500 CPAC General</u>								
1077 Precept Reallocation	0	11,953	23,905	11,953			50.0%	
CPAC General :- Income	0	11,953	23,905	11,953			50.0%	0
4045 Salary Reallocation	1,725	3,419	20,905	17,487		17,487	16.4%	
4600 CPAC Committee Fund	46	46	1,000	954		954	4.6%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4625 Art Trail	0	0	750	750		750	0.0%	
4637 Local Democracy WG	0	0	250	250		250	0.0%	
4639 Art on the Park	0	0	500	500		500	0.0%	
4643 Ceremonial Commitments	0	0	500	500		500	0.0%	
CPAC General :- Indirect Expenditure	1,771	3,464	23,905	20,441	0	20,441	14.5%	0
Net Income over Expenditure	(1,771)	8,488	0	(8,488)				
<u>501 CPAC Events & Projects</u>								
1077 Precept Reallocation	0	12,429	24,857	12,429			50.0%	
1997 Income - VE80	100	100	0	(100)			0.0%	
CPAC Events & Projects :- Income	100	12,529	24,857	12,329			50.4%	0
4045 Salary Reallocation	1,800	3,568	21,857	18,289		18,289	16.3%	
4686 VE Day 80th Anniversary	1,557	2,526	3,000	474	100	374	87.5%	
CPAC Events & Projects :- Indirect Expenditure	3,357	6,093	24,857	18,764	100	18,664	24.9%	0
Net Income over Expenditure	(3,257)	6,435	0	(6,435)				
<u>505 Civic Responsibility</u>								
1077 Precept Reallocation	0	35,011	70,021	35,011			50.0%	
1994 Claims - Insurance Settlements	0	815	0	(815)			0.0%	
Civic Responsibility :- Income	0	35,825	70,021	34,196			51.2%	0
4045 Salary Reallocation	4,303	8,530	52,261	43,731		43,731	16.3%	
4265 Subscriptions	0	0	30	30		30	0.0%	
4421 Insurance Claims Settlements	0	815	0	(815)		(815)	0.0%	
4650 Mayors Allowance	10	104	1,000	896		896	10.4%	
4655 Honorarium	0	0	3,640	3,640		3,640	0.0%	
4660 Mayor Making	1,186	1,944	2,600	656	350	306	88.2%	
4661 Mayors Festive Tea	0	0	1,000	1,000		1,000	0.0%	
4665 Remembrance	0	0	3,500	3,500		3,500	0.0%	
4670 Regalia and Robes	12	175	2,400	2,225		2,225	7.3%	
4680 Civic Hospitality & Events	0	0	1,500	1,500		1,500	0.0%	
4690 Twin Towns	0	0	250	250		250	0.0%	
4700 Civic Award Scheme	0	0	1,040	1,040		1,040	0.0%	
4705 Watership Brass	0	0	800	800		800	0.0%	
Civic Responsibility :- Indirect Expenditure	5,512	11,568	70,021	58,453	350	58,103	17.0%	0
Net Income over Expenditure	(5,512)	24,257	0	(24,257)				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>600 Planning & Highways</u>								
1077 Precept Reallocation	0	18,974	37,948	18,974			50.0%	
Planning & Highways :- Income	0	18,974	37,948	18,974			50.0%	0
4045 Salary Reallocation	2,912	5,772	35,348	29,576		29,576	16.3%	
4800 P & H Committee Fund	0	0	1,000	1,000		1,000	0.0%	
4805 Heritage Working Group	0	0	1,000	1,000		1,000	0.0%	
4825 S.215 Partnership W Berks	0	0	600	600		600	0.0%	
Planning & Highways :- Indirect Expenditure	2,912	5,772	37,948	32,176	0	32,176	15.2%	0
Net Income over Expenditure	(2,912)	13,202	0	(13,202)				
<u>601 Planning & Highways Projects</u>								
1077 Precept Reallocation	0	2,607	5,213	2,607			50.0%	
Planning & Highways Projects :- Income	0	2,607	5,213	2,607			50.0%	0
4045 Salary Reallocation	430	852	5,213	4,361		4,361	16.3%	
Planning & Highways Projects :- Indirect Expenditure	430	852	5,213	4,361	0	4,361	16.3%	0
Net Income over Expenditure	(430)	1,755	0	(1,755)				
Grand Totals:- Income	19,283	961,257	2,145,107	1,183,850			44.8%	
Expenditure	127,240	312,207	2,145,107	1,832,900	38,256	1,794,644	16.3%	
Net Income over Expenditure	(107,958)	649,049	0	(649,049)				
plus Transfer from EMR	8,274	48,017	0	(48,017)				
Movement to/(from) Gen Reserve	(99,684)	697,067	0	(697,067)				

Newbury Town Council

Policy and Resources Committee

4th June 2025

Item: Budget Monitoring Months 2025/2026

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

Excludes nominal ledgers for subscriptions, annual checks, rates, etc. where expenditure is generally at the start of the year. These will be included at a later date if concerns raised.

Months 1 & 2 (reported 09/06/25) – Variance over 32%

EXPENDITURE

Cost Centre	Code	Description	Spent	Amount of over-spend	% of Budget	Reason
220 – Corporate Services	4270	Photocopier Charges	Budget: £1,000 Spent: £515		51.5%	LM: Budget reduced in consideration of new printer/photocopier contract. 51.5% to 6 mths rental. Monitor.
220 – Corporate Services	4290	Capital Expense Computers etc.	Budget: £8,963 Spent: £8,091		90.3%	KH: 7 laptops purchased plus cables, keyboards etc. (3 for new staff; 3 for current officers on rotation and 1 insurance purchase). £900 is expected shortly from an insurance claim which leaves £1,772 for the rest of the financial year. No budget concerns.
290 – Town Hall	4428	Health & Safety Compliance	Budget: £10,000 Spent: £3,360		39.8%	MK: No budget concerns re: planned expenditure. However, gas line check identified remedial works of approx. £3,500 to renew gas pipework. Should funds allow, propose bringing forward the 2026/27 project to remove gas from the building and putting the £3,500 towards the costs. Currently scoping the project which will be taken to Climate Emergency SC, Community Services and then P&R.
300 – Newtown Road Cemetery	4425	Repairs & Maintenance	Budget: £4,000 Committed: £2,280		57%	JH: Wall repairs to complete required works. No budget concerns.
330 – Street Furniture	4425	Repairs & Maintenance	Budget: £6,000 Spent: £1,223 Committed: £2,640		64.4%	JH: Early expenditure as installed dog and waste bins purchased at the end of 2024/25. No budget concerns.
350 – Open Spaces	4425	Repairs & Maintenance	Budget: £4,000 Spent: £320 Committed: £965		32.1%	JH: Committed – St John’s Memorial Garden – replace and refix approx. 30 capping slabs on corner wall. PO 2942. No budget concerns.

350 – Open Spaces	4435	Maintenance Contracts Unscheduled	Budget: £2,205 Spent: £0 Committed: £995		45.1%	JH: Committed – Fence Repairs in Middle Close further to vehicle damage, driver unknown. PO 2881. No budget concerns.																																													
290 – Town Hall	4410	Water	Budget: £578 Spent: £498		86.1%	LM: Whilst on the surface, these percentages give concern, we have been in credit with our water supplier throughout the winter and have only recently started to received invoices to pay. It’s a difficult contract to manage as we are charged 2 months in advance, based on spend in the previous month. Our current contract runs out 3 rd November 2025 and when renewing, we will be looking for a supplier who will charge to actual meter readings. We will be looking to ascertain more realistic actuals as part of this process. To calculate the financial position to date, I have included all the sites. See below. We are currently running at 28% of budget. With the current increases to water bills nationally, this will require close monitoring.																																													
305 – Shaw Cemetery	4410	Water	Budget: 4,500 Spent: £7,632		169.6%	<table><tr><th>Water</th><th>Budget</th><th>Spent</th><th>Left</th><th>%</th></tr><tr><td>Town Hall</td><td>578</td><td>498</td><td>80</td><td>86.1%</td></tr><tr><td>Shaw Cem</td><td>4,500</td><td>7,632</td><td>-3,132</td><td>169.6%</td></tr><tr><td>Rec Grounds</td><td>700</td><td>388</td><td>312</td><td>55.4%</td></tr><tr><td>Vic Park</td><td>13,500</td><td>-1,294</td><td>14,794</td><td>-9.6%</td></tr><tr><td>Open Spaces</td><td>116</td><td>117</td><td>-1</td><td>100.6%</td></tr><tr><td>WC Allot</td><td>1,340</td><td>-115</td><td>1,455</td><td>-8.6%</td></tr><tr><td>Allots</td><td>6,500</td><td>457</td><td>6,043</td><td>7.0%</td></tr><tr><td>Total</td><td>27,234</td><td>7,683</td><td>19,551</td><td>28%</td></tr></table>	Water	Budget	Spent	Left	%	Town Hall	578	498	80	86.1%	Shaw Cem	4,500	7,632	-3,132	169.6%	Rec Grounds	700	388	312	55.4%	Vic Park	13,500	-1,294	14,794	-9.6%	Open Spaces	116	117	-1	100.6%	WC Allot	1,340	-115	1,455	-8.6%	Allots	6,500	457	6,043	7.0%	Total	27,234	7,683	19,551	28%
Water	Budget	Spent	Left	%																																															
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Open Spaces	116	117	-1	100.6%																																															
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Allots	6,500	457	6,043	7.0%																																															
Total	27,234	7,683	19,551	28%																																															
335 – Recreation Grounds	4410	Water	Budget: £700 Spent: £388		55.4%																																														
350 – Open Spaces	4410	Water	Budget: £116 Spent: £117		100.6%																																														

04/06/2025

Newbury Town Council Current Year

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Virement Date: 01/04/2025					Virement Ref No: 84	
A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4320	TH Office Move & Refurb	290	Town Hall	Move to 291 - Projects Code	15,750	
4320	TH Office Move & Refurb	291	Town Hall Projects	Move to 291 - Projects Code		15,750
Narrative: Vired budget of £15,750 from town hall to town hall projects - LM					Virement Totals	
					15,750	15,750

Virement Date: 01/04/2025					Virement Ref No: 85	
A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
1077	Precept Reallocation	290	Town Hall	Against TH Office move &	15,750	
1077	Precept Reallocation	291	Town Hall Projects	Against TH Office move &		15,750
Narrative: In virement ref: 83, I moved the budget for the office move and refurb to town hall projects cost centre 291 - £15,750. In this virement I am moving £15,70 of the precept reallocation, to give a £0 income over expenditure balance for the cost centre. LM					Virement Totals	
					15,750	15,750

Virement Date: 30/04/2025					Virement Ref No: 86	
A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4405	Rates	305	Shaw Cemetery	to cover increased rates at	680	
1077	Precept Reallocation	305	Shaw Cemetery	to cover increased rates at	680	
4405	Rates	290	Town Hall	to cover increased rates at		680
1077	Precept Reallocation	290	Town Hall	to cover increased rates at		680
Narrative: Vired £680 from Shaw Cemetery to Town Hall to cover RATES variances (& associated precept reallocation) LM					Virement Totals	
					1,360	1,360

Virement Date: 30/04/2025					Virement Ref No: 87	
A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4405	Rates	300	Newtown Road	to TH for N/Bid Rates	250	
4405	Rates	290	Town Hall	to TH for N/Bid Rates		250
1077	Precept Reallocation	300	Newtown Road	to TH for N/Bid Rates	250	
1077	Precept Reallocation	290	Town Hall	to TH for N/Bid Rates		250
Narrative: vired from 300 to 290 to cover N/Bid Rates. With a little extra towards rates for empty suites if needed. LM					Virement Totals	
					500	500

Virement Date: 07/05/2025					Virement Ref No: 88	
A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4430	Maint. Contracts	335	Recreation Grounds	Budget 2025/26		380

Continued over page

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4430	Maint. Contracts	300	Newtown Road	Budget 2025/26	20
4430	Maint. Contracts	305	Shaw Cemetery	Budget 2025/26	140
4430	Maint. Contracts	340	Play Areas	Budget 2025/26	40
4430	Maint. Contracts	345	Victoria Park	Budget 2025/26	40
4430	Maint. Contracts	350	Open Spaces	Budget 2025/26	140

Narrative: Tweaked budgets between JoC contracts in consideration 2025/26 figures. Overall JoC Budget remains the same. LM

Virement Totals	380	380
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Virement Date: 04/06/2025

Virement Ref No: 89

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
1077	Precept Reallocation	335	Recreation Grounds	Cover Maint Contract		380
1077	Precept Reallocation	300	Newtown Road	Cover Maint Contract	20	
1077	Precept Reallocation	305	Shaw Cemetery	Cover Maint Contract	140	
1077	Precept Reallocation	340	Play Areas	Cover Maint Contract	40	
1077	Precept Reallocation	345	Victoria Park	Cover Maint Contract	40	
1077	Precept Reallocation	350	Open Spaces	Cover Maint Contract	140	

Narrative: Precept reallocation to cover tweaks to budget allocations between cost centres for JoC contract. Relates to Virement 88 dated 07/05/2025. LM

Virement Totals	380	380
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Newbury Town Council

Internal Audit Report 2024-25 (Final)

Susan Cook

***For and on behalf of
Auditing Solutions Ltd***

Background

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

This report sets out the work undertaken in relation to the 2024-25 financial year, during our interim reviews of the Council's records for the year, which were undertaken on site on 25th September, 19th December 2024, 19th February 2025 and remotely on 21st May 2025 at our offices. We wish to thank the Clerk, RFO and other staff for assisting the process, providing all necessary documentation in either hard copy or electronic format to facilitate this review.

Internal Audit Approach

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

Overall Conclusions

We are pleased to advise that, based on the work undertaken to date, officers continue to maintain adequate and effective internal control arrangements. We ask that the report be presented to members and a formal response be provided.

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

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

Review of Accounting Arrangements & Bank Reconciliations

The Council maintains its accounting systems using the RBS Rialtas Omega software, there are two bank accounts in place, the current account and instant access account for which cashbooks Public Sector Deposit Fund (PSDF) and at 31st March 2025 there were two short term deposit accounts with Handelsbanken, both due to mature in April 2025.

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

- Verified the accurate carry forward of the 2023-24 closing balances in Omega to the current year opening Trial Balance;
- Ensured that an appropriate Cost and Nominal Account coding structure remains in place;
- Reviewed three sample months transactions (August 2024, December 2024 and March 2025) on the Current account cashbook and Instant Access account cashbook agreeing detail to supporting bank statements;
- Verified the year-to-date PSDF transactions and Term Deposit Interest receipts by reference to the underlying advice notices of interest earned; and
- Checked and agreed the software-based bank reconciliations as at 31st August 2024, 31st December 2024 and 31st March 2025 to ensure that there are no long-standing, uncleared items or other anomalous entries arising.

Conclusions

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

Review of Corporate Governance

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

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

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

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

'The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 9, and it has provided the appointed auditor with an adequate explanation for

non-compliance and details of the actions necessary to address weaknesses identified. This response is consistent with the internal auditor's response to internal control objection 'O'.

Conclusions

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

Review of Expenditure and VAT

Our aim here is to ensure that: -

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

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

We have selected a sample of payments processed in the year to 31st March 2025 to ensure compliance with the above criteria including all those payments individually in excess of £3,500, together with a more random selection of every 40th cashbook transaction (irrespective of value). Our test sample includes 90 payments totalling £841,666 and equating to 63% by value of all non-pay expenditure for the year to date.

We note that VAT returns continue to be submitted electronically on a regular quarterly basis and have verified that the final 2023-24 quarters reclaim has been repaid by HMRC. The quarterly claims for June 2024, September 2024 and December 2024 have been submitted, with the totals agreeing to the relevant Omega nominal control account and all have been repaid by HMRC. The quarterly claim to March 2025 was submitted on 9th April 2025.

Conclusions

We noted on our previous report that whilst the Council has good controls in place for the payment of invoices, there was one area where the full process was not complied with, which was the procedure for direct payments. The Financial Regulations have been amended to allow for urgent payments to be paid directly, and we are pleased to note that the agenda for

the April 2025 Policy & Resources committee meeting included an item for the retrospective approve of Direct Payments. We are pleased to note that the appendix to the agenda included a detailed list of these payments.

Assessment and Management of Risk

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

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

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

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

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

Conclusion

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

Precept Determination and Budgetary Control

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

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

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

We have reviewed the latest available Omega budget report (to 31st March 2025) noting some variances, but with no issues requiring further investigation or comment.

We note that the Total Reserves as at 31st March 2025 have increased to £1,438,325 (1,314,283 at 31st March 2024) comprising specific Earmarked Reserves (EMRs) totalling £840,912 (£885,730 at the prior year-end) with an increased residual General Fund balance of £597,413 (£428,553 as 1st April 2024); the latter presents approximately four months revenue spending at 2024-25 levels and sits within the generally recognised range of three to six months revenue spending.

Conclusion

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

Review of Income

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

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

Cemetery: We have reviewed detail of burials as recorded in the formal Burial register maintained by the Community Services Officer (CSO) selecting a sample of 7 interments occurring in the year ensuring that each is supported by the relevant undertaker's application, together with the supporting legally required Burial / Cremation certificates. We have been able to confirm that the appropriate fees have been charged and recovered in accordance with the approved scales of fees and charges for all the samples.

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

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

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

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

We reviewed the Debtors list as at 31st March 2025, noting some £13k due to the Council, none of which was over 2 months old at the year-end.

Conclusions

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

Review of Staff Salaries

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

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

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

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

Conclusion

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

Fixed Asset Registers

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

An appropriate formal fixed asset register continues to be in place: we have reviewed its content and consider that it generally meets the needs of a Council the size of Newbury.

We have confirmed the value of the asset register to Box 9 of Section two of the AGAR

Conclusion

We are pleased to report that no issues have arisen in this review area, although we recommend as best practise that a photographic register of the assets is maintained for use in the event of an insurance claim.

Investments and Loans

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

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

The Council currently has £557,387 invested in the CCLA PSDF which we have verified to their third-party advice note and confirmed to the capital investment sum in the Omega control account. We have duly, as indicated in the first section of this report, checked the accurate recording of the year-to-date dividends received and will complete a further check at our final visit.

The Council also currently has £500,000 in two short term deposit accounts with Handelsbanken, which were due to mature during April 2025 and which we have confirmed as part of our review of accounting arrangements and bank reconciliations.

Conclusions and recommendations

Whilst the Council has an Investment Policy in place, this was last reviewed in 2023. To ensure the Council is making the best decisions regarding risk management and interest earning potential, it is good practise for the Investment Policy to be reviewed annually.

Statement of Accounts and AGAR

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

Conclusions

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

Annual Internal Audit Report 2024/25

EN Newbury Town Council

<https://www.newbury.gov.uk/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, 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 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		n/a	✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")		n/a	✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

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

Date(s) internal audit undertaken 25/09/2025

Name of person who carried out the internal audit

19/12/2024

19/02/2025

21/05/2025

Susan Cook for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Date

21/05/2025

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

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

We acknowledge as the members of:

NEWBURY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

NEWBURY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	1,152,402	1,306,740	<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>
2. (+) Precept or Rates and Levies	1,272,879	1,526,951	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	587,800	395,236	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	571,090	620,571	<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>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	1,135,251	1,168,020	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,306,740	1,440,336	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,345,902	1,461,175	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	6,134,571	6,426,481	<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>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Bank reconciliation – pro forma

Appendix 11

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

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

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

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Liz Manship, RFO**

Date: **19/05/25**

		£	£
Balance per bank statements as at 31/3/25:			
Current Account	account 1	17,999.92	
Instant Access Account	account 2	385,787.28	
CCLA Account	account 3	557,387.44	
Fixed Term Interest Account	account 4	500,000.00	
			1,461,174.64
Petty cash float (if applicable)			0.00
Less: any unpresented cheques as at 31/3/25 (enter these as negative numbers)			
None	item 1		
	item 2		
	item 3		
	item 4		
			0.00
Add: any un-banked cash as at 31/3/25			
None			
			0.00
Net balances as at 31/3/25(Box 8)			<u>1,461,174.64</u>

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

Appendix 12

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Newbury Town Council

County area (local councils and parish meetings only):

West Berkshire

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

	£	£
Box 7: Balances carried forward		1,440,336.00
Deduct: Debtors (enter these as negative numbers)		
Debtors	(13,387.90)	
VAT Control	(48,128.59)	
	(61,516.49)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Prepayments	(19,146.73)	
Refundable Franking Machine Deposit	(300.00)	
	(19,446.73)	
Total deductions		(80,963.22)
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Creditors	50,624.02	
Accruals	3,435.00	
Allotment Key Deposits	9,435.00	
Rent Deposits (Suites)	6,375.00	
Wedding Holding Deposits	166.66	
Changing Room Key Deposits	100.00	
	70,135.68	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
Receipts in advance	3,164.79	
Allotment Receipts in Advance	28,501.61	
	31,666.40	
Total additions		101,802.08
Box 8: Total cash and short term investments		1,461,174.86

Explanation of variances – pro forma

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

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

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

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

	2023/24 £	2024/25 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	1,152,402	1,306,740				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,272,879	1,526,951	254,072	19.96%	YES	See 'Precept' Variance 19.96% Explained'	
3 Total Other Receipts	592,352	395,236	-197,116	33.28%	YES	See 'Explanation of Variances - Receipts'	
4 Staff Costs	571,090	620,571	49,481	8.66%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	1,139,803	1,166,020	26,217	2.48%	NO		
7 Balances Carried Forward	1,306,740	1,440,336				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	1,345,902	1,461,175				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	6,134,571	6,426,481	291,910	4.76%	YES	Fixed Assets 2023-24 to 2024-25 Variance Explained	
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

2023-24 to 2024-25 - Precept Variance 19.96% Explained

The following provides:

- Budgeted Expenditure against cost centres using NTC Income & the Precept to cover.
- Examples of additional 2024/25 budgeted expenditure where variance over 15%
- Variance without this additional expenditure

Cost Centre	2023/24	2024/25	% Variance
Staff Costs - Salaries, Employers NI & Pension	512,624	591,744	15.43%
Staff Costs: Additional £79,120 , not to support changes in 2024/25, but due to the predicted deficit in 2023/24. (2023/24 predicted actuals £570,392, £47,768 over budget due to maternity & long-term sickness cover, a f/t replacing a p/t post & a new post). The 2023/24 actual staff costs were £571,090. The 2024/25 budget of £591,744 against the predicted actuals of £570,392 gives a 5.59% variance.			
Variance without additional expenditure	512,624	512,624	0.00%
Staff Expenses & Agency/Locum Cover	7,000	22,000	214.29%
Agency/Locum Cover: 2023/24: £0. 2024/25: £15,000 in case of extended H&S support (£7,569 for 8 weeks self-employment contract) and/or unexpected staff cover. Agreed following unexpected costs in 2023/24 of £30,250 for 3 months locum CEO cover, plus self-employment H&S contract (£5,679 for initial 6-week period) to cover H&S work not covered due to sickness.			
Variance without additional expenditure	7,000	7,000	0.00%
Central, P&R, Grants & Corporate Services	209,600	232,700	11.02%
Town Hall & Weddings	74,830	111,724	49.30%
Energy: Additional £2,000 , 20% increase in 2024/25 for Energy Refurbishment: 2023/24: £0. 2024/25: £25,200 set aside for required works. Weddings: 2024/25: £1,300 EMR towards 3-yr wedding license.			
Variance without additional expenditure	74,830	83,224	11.22%
Cemeteries	120,260	124,037	3.14%
Markets	27,900	35,300	26.52%
Electric Pop-ups: 2024/25 £7,500 set aside to undertake repairs & bring into safe operation.			
Variance without additional expenditure	27,900	27,800	-0.36%
War Memorial	3,500	4,300	22.86%
Cleaning: 2024-25 additional £800 for increased cleaning.			
Variance without additional expenditure	3,500	3,500	0.00%
Footway Lighting	27,000	32,500	20.37%
Repairs: 2024-25 additional £6,000 for repairs and upgrading lamps to LED.			
Variance without additional expenditure	27,000	26,500	-1.85%
Clock House	1,850	1,750	-5.41%
Street Furniture	73,400	75,600	3.00%
Recreation Grounds & Play Areas	141,850	150,093	5.81%
Victoria Park	141,250	193,050	36.67%
Lime Trees: £25,000 to pollard in 2024/25. Moving forward, annual budget towards an EMR. PWLB Loan: Whilst not taken up, £15,750 set aside towards PWLB loan in 2024/25 budget for café. Repairs: Budget increased by £8,000 in 2024/25 due to vandalism.			
Variance without additional expenditure	141,250	144,300	2.16%
Open Spaces	87,110	103,660	19.00%
Additional Land Maintenance & Dog Bin Collections: £9,750 set aside in 2024/25 to maintain land taking over from West Berks.			
Variance without additional expenditure	87,110	93,910	7.81%
Floral & Trees	49,450	73,400	48.43%
Tree Surveys: £20,000 in 2024/25 for Tree Surveys (plus £5,000 from reserves). Required every 5 years, moving forward, annual budget towards an EMR.			
Variance without additional expenditure	49,450	53,400	7.99%
Newbury in Bloom	4,500	4,500	0.00%
Allotments	39,700	37,015	-6.76%
Wharf Toilets	17,000	17,750	4.41%
Grounds Maintenance Vehicle	0	9,774	
Grounds Maintenance Vehicle: 5-yr lease in 2024/25 at an estimated cost of £9,744 per annum			
Variance without additional expenditure	0	9,774	0.00%
CPAC & Civic	19,400	17,925	-7.60%
Planning & Highways	17,000	19,000	11.76%
Budgeted Expenditure from NTC Income & Precept	1,575,224	1,857,822	17.94%
NTC Income			
	302,345	330,870	
Budgeted Expenditure - NTC Income = Precept	1,272,879	1,526,952	19.96%
Excluding these additional expenditures gives a precept variance of 1.47%			
	1,282,897	1,301,788	1.47%

Explanation of Variances - Receipts - 2023-24 to 2024-25				
2023/24 (£)	2024/25 (£)	Variance (£)	Variance (%)	Reason
Income streams with a variance less than 15%				
203,779.45	200,735.70	-3,043.75	-1.49	Income streams, each with a variance less than 15% : E.g. suite lease income, market income, allotment income etc.
Income streams with a variance greater than 15%				
13,389.06	43,609.06	30,220.00	225.71	Bank Accounts Interest: Funds moved mid 2023/24 from Current Ac with £0.00 interest, to Instant Access and Fixed Term Interest Accounts with the purpose of generating interest.
20,415.41	27,072.74	6,657.33	32.61	CCLA Interest: Investment doubled from £250,000 to £500,000 mid 2023-24. Hence additional interest within 2024/25.
4.21	4.84	0.63	25.00	Shares/Dividend Income: High % due to sum being so small.
6,878.00	0.00	-6,878.00	-100.00	Grants - NDP: No grants requested in 2024/25
400.00	1,400.00	1,000.00	250.00	Donations: All funds, the £400 in 2023/24 & the £1,400 in 2024/25 were donations received towards D-Day commemorations - 6th June 2024.
2,205.00	3,523.33	1,318.33	59.77	Weddings: Increased Weddings year on year - a developing offer.
30.00	495.34	465.34	1,550.00	Cemetery Income - New Town Road: Closed Cemetery. 2023/24: Photography fee. 2023/24 interment of ashes in existing grave & associated fees.
72,387.18	60,907.93	-11,479.25	-15.86	Cemetery Income - Shaw: Open Cemetery. Request for burials and interments varies year-on-year. Variance also relates to an increased trend for the interment of ashes rather than burials (at a lower cost) .
0.00	3,139.85	3,139.85		Grant: One-off grant from West Berks to purchase new dog bins
4,354.00	0.00	-4,354.00	-100.00	Café: Not open in 2024/25 due to remodelling & refurbishment - No income.
266,952.53	54,113.44	-212,839.09	-79.73	CIL: Annual variance - West Berks planning related.
25.00	0.00	-25.00	-100.00	Wayleave Income: Usually sent to us automatically - substation on NTC land. Following up.
1,532.00	0.00	-1,532.00	-100.00	Recreation Ground Bookings: Little Kickers bookings in 2023/24 only.
0.00	234.00	234.00		Receipt to cover professional fees: Agreed receipt from contractor to cover contract amendment costs.
592,351.84	395,236.23	-197,115.61	-33.28	

Fixed Assets - 2023-24 to 2024-25 Variance Explained

Fixed Assets - 31/03/24	6,134,571
<u>Assets - Added in 2024/25:</u>	
Office Equipment - Desk & Chairs	1,159
Office Printer/Copier	3,805
Town Hall Equipment	717
IT Equipment	4,287
Victoria Park - new surface & installation of new gym equipment	18,509
Victoria Park - Lime Tree Avenue Lights Upgrade	6,756
Civic Responsibility - Full Town Crier Livery	4,298
Grounds Maintenance Tools & Equipment	1,386
Footway Lighting Upgrades	13,010
Allotment Fencing	860
Shaw Cemetery - steel gas cage and metal gate	740
Rec Ground Changing Rooms - 2 steel doors, 2 steel mesh covers & steel electric box cover	2,022
2 x solar powerd duck food dispensers from The Ducks Initiative	1
Wharf Toilets - 2 new Nayex devices to enable card payments + flood light	2,805
Street Furniture - Dog, Waste & Recycle Bins	7,118
Grounds Maintenance Vehicle	36,330
Grounds Maintenance Vehicle - equipment	211
	104,014
<u>Assets - Removed 2024/25</u>	
Splash Park Maintenance Room - Equipment	-793
<u>Assets Review 2024/25 - Added retrospectively</u>	
Victoria Park - Newbury Bowls Club - leased	1
Victoria Park - Bandstand - leased	1
Shaw Cemetery Office - leased	1
Shaw Cemetery Container	7,200
Town Hall - computer for screen in reception	250
Victoria Park - Splash Park Maintenance Room	30,000
Victoria Park - Pond - concrete with liner	150,000
Playgrounds - Play equipment new seats & handles	842
Wharf Toilets - Work Bench & Vice	394
	188,689
Fixed Assets - 31/03/25	6,426,481

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
 - a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
 - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
 - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
 - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
 - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Tuesday 3 June – Monday 14 July 2025. (The latest possible dates that comply with the statutory requirements are Tuesday 1 July – Monday 11 August 2025); and
 - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Where the authority has answered 'No' to any assertions on Section 1, as stated on the face of Section 1 of the AGAR, a sufficiently detailed explanation of the reasons must be published with the AGAR on the authority's website.

Smaller authority name: **_Newbury Town Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement (a) ___Wednesday 25th June 2025_____</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:</p> <p>(b) Liz Manship - Responsible Financial Officer Newbury Town Council The Old Town Hall, Market Place. RG14 5AA Tel: 01635 35486 E-mail: towncouncil@newbury.gov.uk</p> <p>commencing on (c) ___Thursday 26th June 2025 _____</p> <p>and ending on (d) ___Wednesday 6th August 2025 _____</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) Liz Manship Responsible Financial Officer.</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2025 for 2024/25 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here

means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Audit Working Group – Terms of Reference – Draft Update 02/10/24

Name: Audit Working Group

Parent Committee: Policy & Resources Committee

Members:

- Five Councillors to be appointed by the Policy & Resources Committee, with proportional representation from each political party.
- Cllr Substitutes: One from each political party.
- The Responsible Financial Officer.
- The Chief Executive Officer is Ex-Officio.
- Up to two non-voting members with relevant expertise may be appointed from outside the Council.
- The membership to be reviewed by the Policy & Resources Committee at the first meeting following the Annual Meeting of the Council.

Quorum: 3 members and 1 officer.

Chairperson: The Working Group to appoint a chairperson at the first meeting following the parent committee's annual review of the group's membership, from one of the serving councillors.

Goals:

1. To support the RFO in maintaining an adequate and effective system of financial management and internal audit in accordance with the Financial Regulations. To include:
 1. A member of the Audit Working Group other than the Chair of Council, the Chair of the Policy & Resources Committee, or a bank signatory shall, on a rotational basis, verify bank reconciliations (for all accounts) produced by the RFO.
 2. A member of the Audit Working Group shall confirm the direct debit and standing order payments against the bank statement as part of the reconciliation process.
 3. To discuss at the request of the RFO, if helpful prior to recommendations being taken to the Policy & Resources Committee, any matters raised by the Internal or External Auditor.
2. To annually review the Financial Regulations and make any relevant recommendations to the parent committee.
3. To annually review the Council's Risk Management Strategy and make any relevant recommendations to the Policy & Resources Committee.
4. To annually review the Council's Reserves and Investments Policy and make any relevant recommendations to the Policy & Resources Committee.

5. To annually review the Standing Orders and make any relevant recommendations to the Policy & Resources Committee.

Guidance from the Council / Policy & Resources Committee

The Group will report as required, and at least annually to the Policy and Resources Committee (normally the October meeting of the Committee)

Resources and Budget

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

Governance

The Working Group will discuss proposals proposed by members and decide through consensus, or a majority vote with the Chair having a casting vote in the event of an equality of votes, what should be taken forward for action or for consideration by the Policy & Resources Committee.

Additional Notes

- 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 Meetings shall take place when 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.

Strategy Working Group – Terms of Reference – Draft Update 09/06/2025

Name: Strategy Working Group

Parent Company: Policy & Resources Committee

Members:

- ~~The Chair of each of the Council's Committees and Sub-Committees~~ Eight members to be appointed by the Policy & Resources Committee, with representation from each of the Council's Committees and Sub-Committees and proportional representation from each political party.
- The Chief Executive Officer (Strategy Lead)
- The Responsible Financial Officer (Finance Lead)

Additional Members:

- ~~Where a Councillor is the Chair of more than one Committee/Sub-Committee they may, if they wish, nominate an additional Councillor from one of the Committees/Sub-Committees they represent, to attend and represent that Committee/Sub-Committee.~~

Substitute Members:

- Any member of a Committee/Sub-Committee may be called upon to act as a substitute. ~~if the Chair of the Committee/Sub-Committee is unavailable. Enabling, where possible, full representation of all the Committees and Sub-Committees at the meeting.~~

Quorum: 1 elected Member from each of the Council's Committees and 1 Officer.

Chair: The Chair of the Policy & Resources Committee will Chair the Working Group. If unable to attend a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

Goals:

1. To review the Council's Strategy and the Strategy Action Plan and, through discussion with members and the Council's Committees and Sub-Committees, to make recommendations to the Policy & Resources Committee on any amendments the Group feels are required to the Council's Strategy and the Strategy Action Plan. Working Group Meetings to support this goal will be coordinated by the Chief Executive Officer, at least annually.
2. To review the Council's Strategy in consideration of the Council's 4-year budget plan and make recommendations to the Policy & Resources Committee to support the allocation of funding, with the purpose of the timely achievement of the Council's objectives.
3. The workplan to support objective 2 is to include items (a), (b) & (c) below. Meetings in October, December and January to be coordinated by the RFO:
 - a. The Working Group, in **October**, discusses the first draft of the new budget in consideration of the Strategy.
 - i. The considerations of the Working Group in respect to budget priorities are reported back to the Committees/Sub-Committees and their Lead Officers, by the RFO and Chair of each Committee/Sub-Committee.
 - ii. Each Committee and Sub-Committee meets to discuss the budget and priorities in respect to their responsibilities. The Lead Officer for each Committee/Sub-

Committee reports agreed priorities to the RFO to support the second draft of the budget.

- b. The Working Group, in **December**, discusses the second draft of the budget in consideration of both the Strategy and the Committees/Sub-Committees priorities; and makes recommendations to support the third draft of the budget.
 - i. The RFO applies the recommendations and forwards the third draft to all Councillors for information.
 - ii. Members of the Working Group consult with non-Working Group Councillors.
- c. The Working Group, in **January**, discusses the third draft of the budget, in consideration of their consultations and makes recommendations for the final draft budget.
 - i. The RFO applies the recommendations and forwards the final draft budget to the Policy & Resources Committee for consideration at its January meeting.
 - ii. The Policy & Resources Committee considers the final draft budget and makes its recommendation to Full Council for its January meeting.

~~4. Quarterly meetings will be arranged by the CEO for the purpose of reviewing performance against the Town Council's Strategy.~~

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Guidance from the Council:

~~Input/recommendations may be provided through the Policy and Resources Committee.~~

Resources and Budget:

Use of Town Council meeting rooms, administration resources and NTC Officer time as approved by the Chief Executive Officer.

Governance:

The Working Group will discuss proposals proposed by members and decide through consensus, or a majority vote with the Chair having a casting vote in the event of an equality of votes, what should be taken forward for action or for consideration by the Policy & Resources Committee.

Additional Notes:

- The Working 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 Meetings shall take place when required.

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

Mayor of Newbury's Charitable Trust – 1073253

Summative Report for the Policy & Resources Committee covering Governance, Objectives & Accounts – 9th June 2025

As outlined in the Charity's governing document:

Governance

- The Trustees of the Mayor of Newbury's Charitable Trust – 1073253 – are appointed by Newbury Town Council.
- They shall comprise the Mayor, the Deputy Mayor and ex officio, the Civic Manager.
- All decisions / resolutions of the Charity are made by the Trustees. Agreement of at least 75% of the Trustees is required by a vote, unless all agree in which case no vote is required.

Objectives

- To oversee the fundraising for a charitable organisation, as decided by the Mayor of Newbury.
- To act as a key link to ensure a joined up and co-ordinated working relationship between the Mayor of Newbury's Office and the Mayor's Charitable Trust for the Civic/Municipal Year.

The Civic Mayor may determine one organisation that he or she wishes to support during their mayoral year as agreed at the Annual meeting of Newbury Town Council.

Organisations must be engaged in activities which benefit residents of Newbury.

The Mayor's Charitable Trust shall not be used to provide financial support to:

- 1) Individuals
- 2) Political groups or organisations promoting political beliefs
- 3) Projects with no community or charitable element.

Accounts

- The Civic Manager is responsible for managing the charity accounts.
- The signatories for the charity account are the Mayor, the Deputy Mayor and the Civic Manager. The Council's RFO may also act as a signatory if needed.
- The Accounts should be presented at a Newbury Town Council meeting of Full Council.

Mayor of Newbury's Charitable Trust – 1073253

Trustees Annual Report

This Annual Report encompasses the Mayoral year from 20 May 2024 to 11 May 2025.

1. Introduction

The Mayor of Newbury's Charitable Trust, previously the Mayor's Benevolent Fund (MBF), exists to support charitable organisations within the town. For the year 2024/25, the Mayor's chosen charity was West Berks Foodbank. The year saw several successful fundraising events, with all income and expenditure managed in accordance with the trust's objectives.

2. Overview of the Year

The opening balance at the start of the financial year on 20 May 2024 was £1,760.23.

Income

During the year, the Trust raised a total of £5,982.54 through a mix of direct donations and fundraising events.

Expenditure

Expenditure for the year totalled £1,662.90, which covered event costs and disbursements to the Mayor's chosen charity on the day of the events.

Closing Balance

At the end of the Mayoral year, on 11 May 2025, the Trust held a closing balance of £6,079.87, representing a net increase of £4,319.64 over the year. Of these funds, £2,849.64 will be paid to the Mayor's chosen charity, leaving a balance of £3,230.23 at the start of the 2025/26 Mayoral year. Given the unusually high level of donations in 2024/25, it was agreed that a portion of the funds would be retained within the Trust to support the Mayor's chosen charities in future years.

	DONATIONS	Mayor's Coffee Morning 22/06/24	Bingo Night	Mayor's Coffee Morning 12/10/24	Fundraising Gig	Mayor's Coffee Morning 12/04/25	TOTAL
BALANCE AT 20 05 2024							£ 1,760.23
Income	£ 3,408.64	£ 398.70	£ 311.00	£ 470.70	£ 1,125.00	£ 268.50	£ 5,982.54
Expenditure	£ -	£ 398.70	£ 30.00	£ 470.70	£ 495.00	£ 268.50	£ 1,662.90
2024/25 Balance							£ 4,319.64
							BALANCE AT
							11 05 2025
	£ 3,408.64	£ -	£ 281.00	£ -	£ 630.00	£ -	£ 6,079.87

3. Additional Fundraising Activities

In addition to the funds raised directly through the Trust, the Mayor supported fundraising activities organised independently by his chosen charity. In total, the funds raised for the Mayor's chosen charity in the year 2024/25 were £10,051.39. Greenham Trust generously agreed to match fund an additional £5,000, further boosting the overall impact for the Mayor's chosen charity.

4. Governance and Management

The Trustees of the Mayor of Newbury's Charitable Trust are appointed by Newbury Town Council. They comprise the Mayor, the Deputy Mayor and ex officio, the Civic Manager. All funds are held and managed in accordance with Charity Commission regulations and the trust's governing document.

5. Acknowledgements

The Trustees wish to thank all donors, event organisers, volunteers, and attendees who supported the Mayor of Newbury's Charitable Trust in 2024/25.

JA

Civic Manager

30/05/2025

Health and Safety Action Report Summary

Key Actions and Responsibilities

1HS1: Football Changing Rooms Domestic Water Services Hygiene

- **Responsibility:** Contractor & GMO
- **Cost:** Included in contract
- **Due Date:** Ongoing
- **Completion Date:** Adjusted seasonally.
- **Pre-requisites:** Recreation Ground H & S budget
- **Benefits:** Minimize risk of legionella and ensure compliance with regulations.

2. HS2: Town Hall Domestic Water Services Hygiene

- **Responsibility:** Safety Officer
- **Cost:** Officer staff cost
- **Due Date:** Ongoing
- **Completion Date:** Evergreen (always ongoing)
- **Pre-requisites:**
- **Benefits:** Minimise risk of legionella and ensure compliance with regulations.

3. HS3: Shaw Cemetery Domestic Water Services Hygiene

- **Responsibility:** Subcontractor
- **Cost:** Officer staff cost
- **Due Date:** Ongoing
- **Completion Date:** Routine, outcome, One C3 activity to be resolved by end June “One “dead leg” of pipework” Now Scheduled for July 25
- **Pre-requisites:** Simple routines to be carried out by JOC.
- **Benefits:** Minimise risk of legionella and ensure compliance with regulations.

4. HS4: Town Hall Quarterly Officer Workplace Inspection

- **Responsibility:** Safety Officer
- **Cost:** Officer staff cost
- **Due Date:** Evergreen /Quarterly
- **Completion Date:** routine quarterly
- **Pre-requisites:** Officer time. Scaffolding is a current issue being closely monitored. Roof and Lift continue to be are also be closely monitored.
- **Benefits:** Improved Town Hall safety.

5. HS5: Town Hall Fire Alarm Testing and Recording

- **Responsibility:** CS Officers
- **Cost:** Officer staff cost
- **Due Date:** Weekly
- **Completion Date:** Weekly report captured and filed. Replace stand-by batteries at next ADT visit.
- **Pre-requisites:** Officer time.
- **Benefits:** Compliance with legislation.

HS6 NTH Balcony risks to be mitigated by the provision of harness and ultimately eliminated by changes to access from inside the building as opposed on the balcony.

Accidents

- We had no HSE reportable accidents
- We regrettably had two accidents since the last report
 - Greenham, Christy Heights – adult while cycling on a footway, hit fencing and fell from the cycle injuring her leg and damage caused to cycle
 - Parsons Allotment, Paul Fairchild, (Parks and Open Spaces Officer) accidentally dropped a piece of wood onto his foot.

Near Miss(s)

- Newtown Cemetery – Mid 1800s burial vault collapse, evidence of others now identified as” at risk” Needs formal structural inspection reporting to around
- Fir trees on quarterly monitoring following major works to reduce canopy and loading on tree trunks. These trees are in the top 10% of oldest trees in West Berkshire. Now to be formally added to the matrix and given a HS Index.

Other safety issues arising

- Following the total failure of our electrical supply to the Town Hall two months ago, our follow up inspections revealed premature failure of 3 emergency lights at the town Hall. (Resolved).
- We have had falling debris (sandstone cornice) from the NW Corner of the Town Hall Roof , no report of injuries. The footway below is barriered off until repairs can be undertaken.
- The current roof works revealed degradation of the asbestos roof tiles, the area is now contained, and these tiles will be replaced with light engineered slate tiles.
- The recent EICR reports across all NTC Assets has highlighted remedial works needing attention. We are awaiting formal quotations however, but estimates range from £13K to £16K. More information is needed before we can collate a schedule of works and accurate costings. We will need to carry out some of the urgent unbudgeted repairs in the next 2 or 3 months.

Additional details can be provided upon request

Observations

- Many actions focus on hygiene and safety, with an emphasis on minimising health risks such as legionella and ensuring legislative compliance.
- Costs are predominantly categorised as "Officer staff cost," indicating internal resource allocation.
- Due dates and completion dates are ongoing, with some adjusted seasonally or weekly, reflecting a continuous process.
- Several actions have notes highlighting specific processes or budgetary requirements.
- Fire extinguishers routine inspection booked, awaiting supplier to complete.

Recommendations

- **Enhanced Monitoring:** Establish a tracking system to ensure ongoing and seasonal actions are completed on schedule. Completed we now have a health and Safety Diary monitored by one CS officer (yet to be appointed) and SDM

- **Resource Allocation:** Ensure adequate staff availability for tasks listed as "Officer staff cost." Changes to be implemented in H2 2025
- **Documentation:** Maintain detailed records of completed tasks to demonstrate compliance during audits.

**MINUTES OF A MEETING OF THE CLIMATE EMERGENCY SUB-COMMITTEE HELD IN THE COUNCIL CHAMBER,
NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON
WEDNESDAY 21st MAY 2025 AT 7.30PM**

PRESENT

Councillors, David Harman (Chair), Roger Hunneman, Sarah Slack and Martha Vickers.

IN ATTENDANCE, Martin Kavanagh, Services Delivery Manager (SDM).

1. APOLOGIES

Services Delivery Manager

Councillor Meg Thomas. (Resigned, to be replaced by next meeting)

Absent: Councillor Steve Masters, and Ms Nikki Coome

2. DECLARATIONS OF INTEREST

Services Delivery Manager

It was declared that Councillor, Martha Vickers who is also a Member of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

3. ELECTION OF CHAIRPERSON

Services Delivery Manager

To Elect the Chairperson for the Sub-Committee for the coming year.

PROPOSED: Councillor Hunneman

SECONDED: Councillor Slack

RESOLVED: Councillor Harman is elected to the post of Chairperson for this coming year.

4. ELECTION OF VICE CHAIRPERSON

Services Delivery Manager

PROPOSED: Councillor Harman

SECONDED: Councillor Vickers

RESOLVED: Councillor Slack is elected to the post of Vice Chairperson for the coming year.

5. MINUTES

Chairperson

PROPOSED: Councillor Vickers

SECONDED: Councillor Harman

RESOLVED: The minutes of the Climate Emergency Sub-Committee meeting held on Wednesday 26th March 2025, be approved, and signed by the Chairperson.

6. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC*Services Delivery Manager*

There were no questions received from members of the public.

7. MEMBERS' QUESTIONS AND PETITIONS*Services Delivery Manager*

RESOLVED: NTC will be represented at the Sustainability Fair at the Corn Exchange on Saturday 7th June" SDM (Martin) to send broadcast email to Councillors seeking their attendance at the event.

8. ENVIRONMENTAL GRANT APPLICATIONS*Chairperson*

PROPOSED: Councillor Vickers

SECONDED: Councillor Hunneman

RESOLVED: The grant application from Eco Code to be deferred to the next meeting with an invitation to the applicant to attend the next meeting to further support the application and provide clarity to the aims and objectives of the initiative with particular focus on the impact on the parish of Newbury.

9. CARBON FOOTPRINT REDUCTION UPDATE*Services Delivery Manager*

MEMBERS NOTED: the Service Delivery Managers report (Appendix 3) and requested that Executive Summary report is customised for use at the Sustainability Fair at the Corn Exchange on Saturday 7th June. Further Cllr Hunneman agreed to re-open discussions on Hydro -Electric generation on NTC assets with the WBC Portfolio Holder Cllr Gourley and report back.

10. GREEN FEST FEEDBACK*Cllr Slack & Cllr Vickers*

MEMBERS THANKED: Councillor Slack for her feedback and the further input from Cllr Vickers regarding potential timing for the next event.

11. FORWARD WORK PROGRAMME*Services Delivery Manager (SDM)*

The forward work programme was noted by the committee and the following works added, SDM to provide Costing for a Thermal Imaging Camera by next meeting and consider engaging with the WBC Climate Emergency Forum. All members to bring two or three special events to be promoted to raise awareness e.g. climate emergency week and discuss how to promote these complementary events. Cllr Hunneman to provide Hydro Electricity Report.

For January meeting invite grant recipients to provide feedback to full committee. SDM to ask for this as an agenda item for the nearest Full Committee date around early January 2026.

12. NEXT MEETING DATE

Chairperson

MEMBERS NOTED: the next meeting date as Monday 6th October 2025 at 7:30 pm. However if 3 or more grant applications are received the committee will consider sitting earlier.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 21:07 HRS

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

Signature: _____ CHAIRPERSON Date: _____

Newbury Town Council Strategy Key Performance Indicators

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

A. Provide outstanding parks, playgrounds and public spaces.

Goal	Metric	Figures
Use of frequent and mild exercise	Based on numbers of users of football pitches based on booked matches	Victoria Park: number of under 9's and number 7's. 14 players for home team plus 14 away players (additional players) 28 per match plus 3 match officials
		Wash Common: 14 Players (per home team), then 14 away players for each booking.
		City Recreation Park: 14 Players (per home team), then 14 away players for each booking.
	Park Run figures (once up and running)	Number of participants annually.
	Tennis Court	Number of Court Bookings – (2 individuals per booking)
	People playing bowls regularly	Number of members of Newbury Bowls Club
		Number of games each season
Victoria Park Café Development	Completion of Victoria Park Café redevelopment	Tendering for construction provider
Park improvements	Installation of gym facilities	Report on improvement
	Improvement of Play Park Equipment	Report on improvements – set target at CS committee for number of parks improved on.
	Other Park improvements	Report on improvements
Park Events	Band Stand Summer Music events	Number of bookings over summer
	Community events	Such as Fun day (number of participants) VE Day etc

B. Run vibrant markets.

Goal	Metric	Figures
Vibrant Market	Average proportion of market places	(agree capacity of market and monitor number of stalls quarterly basis)
Vibrant Market	Delivery of Charter Market that is cost neutral to the taxpayer.	Annual report on market place financial accounts
To coordinate market activities	Achieve market authority status	Creation of Newbury Markets Branding
Vibrant Markets	Deliver themed quarterly markets	Report on impact of themed markets
Vibrant Markets	Updating marketplace infrastructure	
Vibrant Markets	Number of Markets run each year	Figure of total number of markets – Charter, Farmers, Artisan etc.
Vibrant Markets	Encourage a circular Economy (see section 3B for details)	

C. Run thriving allotments.

Goal	Metric	Figures
Number of residents exercising through Regular Gardening	Numbers Regularly gardening from HACT Social Value Figures	Based on total number of allotment tenants.
Thriving allotments	Achieve 80% occupancy rate	Based on total number of available plots for let.
Allotment associations	Establishment of Allotment associations in each allotment site	NTC to establish an allotment association SLA. Each allotment to have its own association by end of 2025/26.
Feedback from allotment tenants	Feedback from associations	Conduct ... surveys per year.
	Annual Allotment tenant meetings	
	Annual Stewards Meeting	
	Councillor Site Visits	
Thriving Allotments	Annual Allotment awards	Four categories – report from annual report

D. Provide well-kept and peaceful cemeteries.

Goal	Metric	Figures
Extend the life span of Shaw Cemetery	Explore ground quality to estimate cemetery capacity	Report from Surveyors
Extend the life span of shaw cemetery	Review Cremation offer and use of Columbarium's as an alternative to interring	To produce NTC Cemetery Strategy Plan for next 10 years.
Ensure that cemeteries are safe and well kept	That H&S checks are made each quarter and that any issues are acted upon within a timely manner	Quarterly reports presented to Community Services Committee
Well Kept Cemeteries	Complaints received per quarter and complaints resolved within.	Ensure that 100% of complaints are resolved within target.
NTC remain a burial authority	Develop cemetery strategy	To produce NTC Cemetery Strategy Plan for next 10 years.
	Purchase additional land for use as cemetery	

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

Goal	Metric	Figures
NTC to take active role in the protection of historic buildings	Number of properties removed from NTC's the Section 215 list	
Closer working relationship with West Berks Council	Explore potential to take on devolved powers	By end of 25/26 produce recommendations for council
NTC to develop a holistic approach to protecting historic buildings in Newbury	Development and adoption of strategy	By end of 25/26 adoption of heritage strategy linked to NDP/Town Plan documents
To ensure that the Town Hall is in a good state for the next 100 years	Development of town hall strategy	By mid-25/26 implementation of Town Hall Conservation Plan
	Development of schedule of works for the Town Hall focusing on repairs and improvements	

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

Goal	Metric	Figures
Newbury is a safe and attractive destination	Achievement of accreditations such as Green Flags and Purple Flag	Number of Parks with Green Flag Awards Newbury in Bloom awards and outcome of Britain in Bloom entry
	Town Centre Working Groups	Number of meetings, outcome of meetings
Wharf Toilets	Wharf Toilet improvements	Installation of card reader – (monitor income compared to previous years)
Parks	Achievement of Green flag status	Number of parks with green flag status
Accessibility	Accessible toilets	Completion of accessible toilet in Victoria Park

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

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

Goal	Metric	Figures
Strong voice for lobbying	Supported the flood forum to become an established independent community organisation	
	
Town Centre Partnerships	Attending Talk on town – Civic Services Manager and Councillors	
Newbury Developments	Planning and Highways Committee.	Annual report from P&H on applications. Number of planning applications commented on each quarter (object, support, no comment) To consult on NDP timeline.
	Development of Neighbourhood Development Plan	
Newbury Heritage	Heritage Working Group – acts as a mechanism to	Number of blue plaques awarded.

	recognise and protect Newbury's Heritage	
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B. To promote, represent and support the views of the communities in Newbury.

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

C. Inspiring Civic events and Mayoral calendar

Goal	Metric	Figures
Mayoral engagements	Mayoral Engagements	Number of Mayoral Engagements on quarterly basis. Number of events linked to Strategy Goal areas
Civic events	NTC Led events	VE Day, Remembrance Day, Mayor Making, Family Fun Day

D. Enjoyable and inclusive community events

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

E. Celebrate and recognise individual and community achievements.

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

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

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

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

Goal		Metric	Figures
Public art		Art in the Park	Number of Artists displaying
		Graffiti Art Festival	Establish an arts festival in Victoria Park
Heritage		Heritage Working Group	Number of Blue Plaques awarded.
			Successful section 215 interventions

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

Goal		Metric	Figures
To Establish a Consultation Panel		Engage with Community United to establish panel	Outcomes from consultation panel.
			Number of consultations per year

Section 3: Take actions to address the climate emergency.

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

Goal	Metric	Figure
NTC to achieve carbon reduction	Reduce Carbon footprint by 7 tonnes every year: Base Line 2018/19 – 68.12 tonnes 2022/23 – 38.43 tonnes	Figures presented at CS committee on ... basis
Improving Energy Efficiency	Switching Street Lighting to LED lights.	Set target for proportion of lights to be switched each year
Reduce dependency on Gas	Elimination of Gas Supply to Council Facilities	By end of 2025/26 Town Hall to be gas free
Development of Climate Emergency Strategy.	Community initiatives	
	Community energy company	
Community Initiatives	NTC to explore feasibility to establish a Community Energy Company	Explore feasibility of an Archimedes Screw at West Mills
		Explore establishment of solar panels on council properties.
	The Climate Emergency Sub-Committee to establish a 10-year strategy	By end of 2025/26 strategy to include: <ul style="list-style-type: none"> • Development of community energy company • Use of renewable energy provision across NTC facilities • Development of partnerships with research institutes • Development of circular economy initiatives. Develop community initiatives

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

Goal	Metric	Figures
To encourage biodiversity	Tree planting ratio	Progress against targets
Green Working Group		
Improve the energy efficiency of NTC Buildings	Complete range of measures to improve the energy ratings of council building	Replace 16 radiators in Town Hall over 3 years, with 5 to be installed in 2025/26
		Implementation of solar panels across all NTC facilities
		Where improvements can be made link to Social Value figure
Supporting Green Initiatives	Green Grant Awards	Outcomes of grant awards
Community Initiatives	Encourage research projects	Partnership with Reading University
		Climate grants to community groups
Circular economy initiatives	Encourage local businesses to use the Market	Number of businesses using market stalls within ... miles of Newbury
		Businesses using produce developed within Miles of Newbury.

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

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

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

B. Support initiatives to make Newbury a more inclusive town

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

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

Goal	Metric	Figures
Supporting the elderly	Mayors Festive Tea Party	Numbers attending the Festive Tea Party
	Mayoral Engagements	Number of community groups engaged with
Accessibility	Ensuring that all Council Facilities are accessible to individuals with mobility impairments.	By 2025/26 ensure that audit of all Council facilities
		By end of 2025/26 have developed an action plan to ensure all facilities are accessible.

Appendix 21

Newbury Town Council

Work Programme for Policy and Resources Committee Meetings 2025-2026

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 & external audit reports
12. Authorisation of grants under £25,000 (as applicable)
13. KPIs report
14. Report to P&R when the Unreasonable, Persistent or Abusive Complainants policy has been invoked.
15. Update on Strategy Action Plan

Meeting Date	Item
June/July	KPI's
	Review Working Groups and their membership (AWG)
	Mayor of Newbury's Charitable Trust
	Report from grants Sub-Committee (re June meeting)
	Internal Auditor – appoint / reappoint annually (FR's 3.7 & 3.8)
October	Prep for Budget/ Strategy
	Risk management strategy and Strategic risk register
	Investments / Fixed Term Interest Accounts (FR's 15.6)
	Receive report from Climate Emergency Working Group
	To receive a report from the Staff sub-Committee, if any
	Bank Mandate – review (FR's 1.7.1)
	Banking Arrangements/Payment Methods – review (FR's 8.1, 8.3, 10.5, 11.1. 12.2, 16.3)
	Financial Regulations Review
January	Budget
	Ear-Marked Reserves
	Report from Grants subcommittee (if met)
April	Write off bad debts.
	Recommendations to Full Council re Council Strategy Review