20th July 2026

To: All Members of Newbury Town Council

Dear Councillor

You are summoned to attend a meeting of the Newbury Town Council on Monday 27th July 2026 at 7:30pm.

The meeting will be held in the Council Chamber, Town Hall, Market Place, Newbury, RG14 5AA. The meeting is open to the press and public and will be streamed via Zoom:
https://us02web.zoom.us/j/86707579824?pwd=cftjfhN8fN8SItIKEwt8hLmAdRo3un.1
Meeting ID: 836 0678 7451   Passcode: 072407

Yours sincerely,

Toby Miles-Mallowan
Chief Executive Officer

AGENDA

1. **Apologies**

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

3. **Minutes (Appendix 1)**
   To approve the minutes of a meeting of Extra Full Council held on Monday 22nd June 2026

4. **Questions and petitions from members of the public**
   Town Mayor / Chief Executive Officer
   All questions for this meeting must be submitted to the Chief Executive Officer by 14:00 on Friday 24th July 2026.

5. **Members' questions and petitions**
   All questions for this meeting must be submitted to the Chief Executive Officer by 14:00 on Friday 24th July 2026.

6. **Mayor's Report**
   To **receive** a verbal report from the Mayor

7. Chief Executive Officer's update

To **receive** the Chief Executive Officer's verbal update

8. Committees (Appendix 2)

To receive the minutes of meetings of the Town Council's Committees:

Civic Pride, Arts & Culture	Monday 29th June 2026
Planning & Highways	Monday 6th July 2026
Community Services	Monday 13th July 2026

9. Climate Emergency Grant Applications (appendix 3)

Chair of CESC

10. Local Governance Review – Ridgeway Council (appendix 4)

To **receive** report regarding the Local Governance Review outcome and impact potential impact on Newbury Town Council.

11. Annual Commercial Fitness and Small Sided Pitch Hire – Wash Common (Appendix 5) To **receive** report on commercialisation of Newbury Town Council Parks

To **review** report on commercialisation of Newbury Town Council Parks

12. Berkshire Youth Partnership Agreement (appendix 6)

To **receive** report on Berkshire Youth 5-year Service Level Agreement

To **review** the report

To **Agree** the recommendations in the report

13. Working In Place – Nightingales (appendix 7)

To **receive** report on the Working In Place scheme for Nightingales

To **resolve** the **recommendations** in the report

14. Neighbourhood Development Plan Update (appendix 8)

To **receive** update report on the Newbury Neighbourhood Development Plan.

15. Date of Future Meetings (appendix 9)

To **resolve** to amend changes to the dates of future Council and Committee meetings.

16. Forward Work Programme (appendix 10)

To **note** the forward work programme for 2026/27

17. Exclusion of Press and Public

Under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public to 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.

18. Parks and Open Spaces Assistant Proposal

To **receive** report on P&O Assistant.

To **resolve** the proposal in the report.

19. Confidential and Legally Privilege Report

To **receive** confidential and privilege document from CEO

To **review** the document

To **resolve** an action from the recommendation

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

MINUTES OF A MEETING OF THE FULL COUNCIL COMMITTEE HELD IN THE COUNCIL CHAMBER, NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON MONDAY 22nd JUNE 2026 AT 7:30 PM.

PRESENT
Councillors Phil Barnett, Vera Barnett, Alistair Bounds, Jo Day (Town Mayor, Chair), Billy Drummond, Nigel Foot, David Harman, Ian Jee, David Marsh, Vaughan Miller, Andy Moore, Gary Norman, Elizabeth O'Keeffe, Sarah Slack, Graham Storey, Meg Thomas.

In Attendance
Toby Miles-Mallowan, Chief Executive Officer
Liz Manship, RFO

21. APOLOGIES
Councillors Sam Dibas, Chris Hood, Roger Hunneman, Pam Lusby Taylor, Steve Masters, Martha Vickers and Tony Vickers.

22. DECLARATIONS OF INTEREST
It was declared that Councillors Phil Barnett, Billy Drummond, Nigel Foot and David Marsh who are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

23. MINUTES
Proposed: Cllr Foot
Seconded: Cllr Norman
Resolved: to approve the minutes from Wednesday 6th May 2026.

24. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC
Question **Received** from member of the public (appendix 1)

25. MEMBERS'S QUESTIONS AND PETITIONS
Question **Received** from Councillor Phil Barnett (appendix 2)

26. MAYORS REPORT
The Mayor's report was **received.**

27. CHIEF EXECUTIVE REPORT
The Chief Executive Report was **received**.

28. COMMITTEES
The minutes from the meetings of the Town Council's Committees were **received.**

29. PRESENTATION FROM AGE CONCERN NEWBURY – DEMENTIA CARE
The presentation was **received**

30. PRESENTATION FROM NEWBURY BUSINESS IMPROVEMENT DISTRICT
The presentation was **received.**

31. COMPLAINTS POLICY
The complaints policy was **received.**

Proposed: Cllr Norman
Seconded: Cllr Slack
Resolved to **adopt** the complaints policy as recommended by the Strategy Working Group

32. INTERNAL AUDIT (2025/26 Q4)

32.1 The internal audit for Q4 2025/26 was **received**
Proposed: Cllr Norman
Seconded: Cllr O'Keeffe
Resolved to approve the internal auditor's Q4 recommendations
32.2 internal auditor's 2025/26 recommendations – update on progress
Proposed: Cllr Norman
Seconded: Cllr O'Keeffe
Resolved to approve the update on progress on the internal auditor's 2025/26 recommendations.
32.3 internal auditor's signed audit report (AGAR) year-ending 31/03/2025
Proposed: Cllr Norman
Seconded: Cllr O'Keeffe
Resolved that the internal auditor's signed audit report (AGAR) year-ending 31/03/2025, be forwarded to the External Auditor.

33. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) ANNUAL GOVERNANCE STATEMENTS 2025/26

The Annual Governance Statements 2025/26 were **considered.**
Proposed: Cllr Norman
Seconded: Cllr Miller
Resolved to approve, sign and forward the Annual Governance Statements to the External Auditor.

34. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) - ANNUAL ACCOUNTING STATEMENTS 2025/26

34.1 the Accounting Statements for 2025/26 were **considered,** together with the
34.1.1 Year-end Reconciliation
34.1.2 Reconciliation between Box 7 & 8
34.1.3 Explanation of Variances 2024/25 to 2025/26
- 34.1.3.1 Precept
- 34.1.3.2 Total Other Receipts
- 34.1.3.3 Staff Costs
- 34.1.3.4 All other payments
- 34.1.3.5 Fixed Assets

Proposed: Cllr Norman
Seconded: Cllr Miller
Resolved that the Annual Accounting Statements are approved, signed and forwarded to the external auditor

35. MAKING PROVISION FOR THE EXERCISE OF PUBLIC RIGHTS

Proposed: Cllr Moore
Seconded: Cllr Thomas
Resolved that the council publish the Notice of Public Rights together with the unaudited Annual Governance & Accountability Return (AGAR) Commencing 25 June 2026 and ending 5th August 2026.

36. GRANT – COMMUNITY UNITED

Proposed: Cllr Norman
Seconded: Cllr Harman
Resolved to award a grant of £2,000 for Community United, as set aside in the 2026/27 budget.

37. SUBSTITUTIONS
Proposed: Cllr Norman
Seconded: Cllr Drummond
Resolved to continue with the use of named substitutes for all committees and subcommittees, and where there are no named substitutes that all councillors not named on that committee/sub-committee be the named substitute.

38. EXCLUSION OF PRESS AND PUBLIC
Proposed: Cllr O'Keeffe
Seconded: Cllr Jee
Resolved that under section 1, paragraph 2 of the public bodies (admission to meetings) Act 1960 the press and public be excluded from the meetings for the following items of business as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

39. INTERNAL AUDITOR
Proposed: Cllr Miller
Seconded: Cllr Thomas
Resolved to continue the appointment of Working the Greener Way continue as the independent internal auditor for 2026/27.

40. CONFIDENTIAL AND PRIVILEGED REPORT
Received the confidential and legally privileged report.
The confidential and privileged report was **reviewed** by council.
Proposed: Cllr O'Keeffe
Seconded: Cllr Drummond
Resolved to authorise the CEO to continue with Option B as presented in the Confidential and legally privileged report.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 21:52 HRS

Signature:____________________ Date:___________

Appendix 1 Question from member of the public:

Response to Public Questions Regarding the Allotment Working Group (AWG)

Thank you for your questions.

Newbury Town Council is aware that many allotment tenants value the current administration of the Council's allotment sites and the positive community spirit that exists across them. The Council shares this view and recognises the important contribution that allotments make to health, wellbeing, community cohesion and local food growing.

The Council can confirm that the Allotment Working Group (AWG) has not been established with the intention of changing the fundamental administration of allotments. The purpose of the Working Group is to provide a structured forum through which allotment tenants can contribute ideas, identify opportunities for improvement and assist the Council in considering matters affecting allotment provision.

With regard to governance, due process was followed in establishing the AWG. Under local government legislation and the Council's Standing Orders, committees are entitled to establish working groups and advisory groups to assist them in carrying out their responsibilities. Committees are also able to appoint individuals who are not elected members of the Council to serve on advisory working groups where this will assist the Council in obtaining specialist knowledge, experience or community representation.

The AWG was established by resolution of the Community Services Committee. The appointment of an initial tenant representative was undertaken as part of that process to assist with the development of the Working Group and its engagement with the wider allotment community. This does not prevent further representation being sought or appointed.

It is important to note that Working Groups do not possess any delegated decision-making powers. They are advisory bodies only. Any recommendations made by the AWG will be reported to the appropriate Council committee for consideration. Decisions can only be taken through the Council's established committee structure and by formal resolution of the relevant committee or Council meeting, in accordance with the Council's Standing Orders.

The Council is currently progressing the membership of the AWG and is seeking broad representation from volunteer tenants across its allotment sites. The intention is to ensure that a wide range of views and experiences are represented. This approach reflects recognised allotment management good practice, which encourages meaningful tenant involvement and partnership working between allotment holders and the managing authority.

The Council also recognises the valuable role performed by allotment stewards. The AWG is not intended to replace or diminish that role. Rather, the Working Group and the stewards have complementary functions. The Council expects stewards to continue providing site-level support and local knowledge, and they will be consulted on matters affecting allotment management. Their experience will remain an important part of the Council's decision-making process.

Finally, the Council fully agrees that the positive community spirit, welcoming atmosphere and enjoyment experienced across Newbury's allotment sites should be maintained and strengthened. The purpose of the AWG is to enhance tenant engagement and ensure that all allotment holders have opportunities to contribute to future discussions. By providing representation from across the allotment community, the Council believes the AWG can help strengthen that community spirit while ensuring that any future recommendations are considered transparently through the Council's established democratic processes.

Appendix 2 Members Question:
Respect for the Mayor at meetings of Newbury Town Council has been paramount and honoured by attendees throughout the last 30 years. Therefore with that in mind can you Madam Mayor identify what action would be taken if any attendees at a full council meeting refuses to follow that procedure ?

Response from the Mayor

Thank you for your question.

The traditions and protocols associated with meetings of Newbury Town Council, including the practice of attendees standing when the Mayor enters or leaves the Council Chamber, are long-established customs which reflect respect for the office of Mayor and the civic traditions of the Council.

Whilst these customs are valued and have generally been observed by attendees over many years, they are matters of convention and courtesy rather than legal requirements. The Council cannot compel members of the public to stand, nor does the failure to do so automatically constitute a breach of the Council's Standing Orders.

However, the Mayor, as Chair of the meeting, is responsible for maintaining good order and ensuring that Council business can be conducted effectively. Under the Council's Standing Orders, the Chair has powers to address disorderly conduct where an individual behaves in a manner that disrupts the meeting.

If a person were simply to remain seated but otherwise behaved respectfully and did not interrupt proceedings, it is unlikely that any formal action would be required. The Mayor may choose to remind attendees of the Council's customs and expectations of courtesy.

If, however, a refusal to observe the convention formed part of behaviour that was disruptive, disrespectful, abusive, or intended to interfere with the conduct of the meeting, the Mayor could take action under the Council's Standing Orders relating to orderly conduct. Such actions may include:

1. Calling the individual to order and requesting that the behaviour cease.
2. Warning the individual that continued disruption may result in their removal from the meeting.
3. Ordering the removal of a member of the public whose conduct is preventing the proper conduct of Council business.
4. Adjournment or suspension of the meeting if necessary to restore order.

The Mayor would always seek to act proportionately, balancing respect for civic traditions with the rights of individuals attending public meetings, while ensuring that the meeting can proceed in a safe, orderly and respectful manner.

Internal Audit Recommendations 2025/26 & Update on Progress

Reviewed by Council 22/06/2026: Mins 32.2 – Internal Auditor's 2025/26 recommendations – update on progress:

Resolved to approve the update on progress on the internal auditor's 2025/26 recommendations.

Quarter	Ref	Formal / Best Practice	Recommendation	Progress & Lead Officer	Actions / Council Resolution
1	R1	Best Practice	**Financial Regulations** Review Financial Regulations and consider separating into Financial Regulations and Financial Procedures.	Reviewed and Closed (RFO)	**Considered by the Audit Working Group & Policy & Resources Committee (P&R), mins 143 – 13/10/2025.** **Approved by Full Council, mins 60 - 20/10/2025** That one document be retained. This to keep the regulations and procedures in one place and avoid duplication across documents. Cross referencing with the Model regulations / Newbury Town Council regulations has been added to support the annual review of the Regulations. These references to be retained.
1	R2	Formal	**Confidential Matters** To consider utilising Confidential and Privilege reports as Appendices to Minutes to record the detail of all confidential matters in full compliance with Statute.	Reviewed and Closed (CEO)	**Considered by P&R, mins 145 – 13/10/2025.** **Approved by Full Council, mins 60 – 20/10/2025.** Implemented, as recommended.
1	R3	Formal	**Councillor Substitution** It is our opinion that 'Substitution' of Members may only be used at the Principal Authority level and not by Town and Parish Councils. We suggest that the Council discontinues the use of 'Substitution'	Reviewed and Closed (CEO) Annual Review	**Considered by P&R, mins 144 – 13/10/2025.** **Approved by Full Council, mins 60 – 20/10/2025.** Substitution forms part of NALC Model Standing Orders (4.d.v.) The CEO to provide P&R with additional information from NALC and SLCC to support Council discussion / decision. **P&R, mins 200 – 27/04/2026.** The CEO's paper to be taken to Full Council 06/05/2026, with the recommendation that Full Council agree a small Working Group to consider a recommendation with implementation detail, reporting to Full Council before end June 2026. **Full council, mins 19 – 06/05/2026.** Strategy Working Group to review and make recommendations.

					Full Council, mins 37 – 22/06/2026. Resolved to continue with the use of named substitutes for all committees and subcommittees and where there are no named substitutes that all councillors not named on that committee/sub-committee be the named substitute.
1	R4	Formal	**Council Policies** To expand the Council's portfolio of Policy documents, to meet current and ongoing requirements. Suggestions: 1) GDPR Policies 2) Privacy Policy 3) Burials Policy 4) Transfer of Exclusive right of Burial Policy 5) Shallow Graves Policy 6) Memorial Testing Policy 7) Memorial Policy 8) Cemetery Rules & Regulations Policy 9) Grant Aid Policy 10) Vexatious Complainant Policy 11) Allotment Rules & Regulations Policy 12) Complaints Procedure 13) Biodiversity Policy 14) Terms of Conditions of Hire 15) Safeguarding Vulnerable People & Children Policy 16) Modern Slavery Act 17) Anti Money laundering policy 18) Social Media & Electronic Communication Policy	In progress (CEO)	**Considered by P&R, mins 158 – 13/10/2025** **Approved by Full Council, mins 60 – 20/10/2025.** The P&R Committee agreed it needed more time to consider policies in greater detail prior to their adoption. Two members to be allocated to each policy by the CEO, for the purposes of consultation. Members to be from the P&R Committee and its regular Substitutes, excluding The Mayor. These allocations to include: a. Equality, Diversity & Inclusion – Councillor Elizabeth O'Keeffe b. Information Technology – Councillors Meg Thomas and Vaughan Miller c. Privacy Policy – Councillor Andy Moore. Other allocations to be at the CEO's discretion.
1	R5	Formal	**GDPR Policies & Procedures** We strongly encourage the CEO to draft an appropriate suite of GDPR and Data Protection policies for Scrutiny and onward Approval by Council Members. Further, a Document Retention policy should be drafted and maintained by the CEO to ensure that all council documentation, either electronic or had copy is secured and maintained appropriately and for the correct period of time.	In progress (CEO)	**Considered by P&R, mins 158 – 13/10/2025** **Approved by Full Council, mins 60 – 20/10/2025** Action as R4

1	R6	Best Practice	**Cyber Essentials Certification** Please note that the UK Government is increasingly focused on cyber security and will be bringing new legislation which will require a more stringent approach to this area of Corporate Governance to all government bodies. We strongly encourage the Chief Officer and the Council Members to work towards Cyber Essentials Certification during the 2025-26 financial year, as we are advised that this will become a minimum requirement for all Councils in England & Wales in the near future.	In progress (RFO)	**Considered by P&R, mins 148 – 13/10/2025** **Approved by Full Council, mins 60 – 20/10/2025** To work towards Cyber Essentials. Update: Discussion and quotation from IT support provider. Council set finance aside in an Ear Marked Reserve. Aim to have in place by 31/03/2027, if not before.
1	R7.1	Formal	**Banking** The RFO and Chief Officer should investigate alternative investment options for the Council to reduce the risk of having the majority of the public funds under the Council's management placed with one financial institution.	Closed (RFO) Annual Review	**Considered by P&R mins 146 – 13/10/2025** **Approved by Full Council, mins 60 – 20/10/2025** P&R discussed the pros and cons for banking diversification and resolved to recommend to Full Council not to diversify further at the present time, but to keep under annual review as part of the Council's Treasury Policy i.e. annually. £500,000 funds planned spending on the Community Café, leaving running costs and Ear Marked Reserves. Full Council agreed.
1	R7.2	Formal	**Banking – Treasury Policy** The RFO should review the Treasury policy and ensure that this is brought up to date in light of any decisions made in recommendation R7.1	In progress (RFO)	**Considered by P&R, mins 158 – 13/10/2025** **Approved by Full Council, mins 60 – 20/10/2025** Council to review Treasury Policy and bring up to date in light of decisions made in R7.1.
1	R8	Best Practice	**Credit Card** A credit card rather than a debit card should be utilised to make all online purchases with immediate effect. This will provide the Council with the extra protection of the Credit Card Charge Back scheme.	In progress (RFO)	**Considered by P&R mins 147 – 13/10/2025** **Approved by Full Council, mins 60 – 20/10/2025** The RFO to investigate an NTC Credit Card, and subject to an appropriate card being identified (a credit card is not offered by the Council's bank), to apply for it, subject to consultation with the Chair of P&R. The management team to recommend protocols, card holders and card limits for Committee approval. Meanwhile, the RFO has discussed the safeguards with the bank, which are safer than many. We are assured in writing: "our debit cards require an additional verification step when used online, but should Fraud happen, we investigate each one and refund the funds if found the

					payment was made fraudulently. Newbury Town Council also has a daily spending limit on each of our cards (£100 to £1,500 Officer dependent)".
1	R9.1	Formal	**Risk Management** The CEO, RFO and Members should ensure that a reasonable and proportional approach is implemented in respect of all the Council's Risk Management requirements. A robust and proportionate framework should be developed.	Closed (CEO)	**Considered by P&R, mins 158 – 13/10/2025** **Approved by Full Council, mins 60 – 20/10/2025** Addressed by CEO.
1	R9.2	Formal	**Strategic Risk Register** We take this opportunity to remind the CEO, RFO and Members that it is a statutory requirement to Review and Readopt the Council's Risk Register(s) at least once annually, recording the Readoption in the Approved and Published Minutes in the corresponding Full Council or Committee Meeting	Closed (CEO)	**Considered by P&R, mins 158 – 13/10/2025** **Approved by Full Council, mins 60 – 20/10/2025** Noted and practiced
1	R10	Formal	**Safeguarding Policies & Procedures** The CEO must ensure that proper Safeguarding Policies and Procedures are implemented expediently and maintained thereafter.	In progress (CEO)	**Considered by P&R, mins 158 – 13/10/2025** **Approved by Full Council, mins 60 – 20/10/2025** Safeguarding Policy to be adopted Safeguarding Lead to be appointed Staff / Volunteers to be provided with Level 1 safeguarding training.
1	R11	Best Practice	**Playground & Recreation area Risk Management Policy** The CEO and the Parks & Open Spaces Supervisor should draft a reasonable and proportionate Playground & Recreation area Risk Management Policy for scrutiny and approval by Council Members.	In progress (CEO)	**Considered by P&R, mins 158 – 13/10/2025** **Approved by Full Council, mins 60 – 20/10/2025** To approve draft policy
1	R12	Best Practice	**Contracts of Employment** The CEO and Members should consider issuing all employees with the latest NALC model contracts, amended to reflect individual's terms of employment, to ensure that the contracts are compliant with current employment legislation which has been updated recently.	In progress (CEO)	**Considered by P&R, mins 148 – 13/10/2025** **Approved by Full Council, mins 60 – 20/10/2025** To consider in discussion with HR Provider and discuss with Staff Sub.

1	R13	Best Practice	**Fixed Asset Register** The CEO, RFO and Members should consider acquiring the Rialtas Fixed Assets module for the Omega Accounting Software. This enables Assets to be added to the Register directly from the Purchase Ledger and Cashbook and direct input into the Annual Return at the year	In progress (RFO)	**Considered by P&R, mins 148 – 13/10/2025** **Approved by Full Council, mins 60 – 20/10/2025** **Update** SharePoint and Rialtas Software being compared in consideration of needs of Council. Council budgeted to enable this to be moved forward in 2026/27.
1	R14	Best Practice	**Website Development** The CEO, RFO and Members should consider a reimplementation of the Council's official website rather than a costly redesign, ensuring that the new website is fully compliant with current Accessibility Legislation. The Council has all the information it needs to populate a new website, and this could be achieved in a relatively cost effective and efficient manner.	In progress (CEO)	**Considered by P&R, mins 148 – 13/10/2025** **Approved by Full Council, mins 60 – 20/10/2025** Information not logically organised, can be difficult to navigate. Not compliant with current accessibility legislation Council has set budget aside in the 2026/27 budget for upgrade and to ensure compliance with Accessibility Legislation.
2	R15	Best Practice	**Procurement** The RFO and CEO should develop a formal Policy for the management of all competitive quotations and tenders. Which stipulates how such procurements are to be managed by the Council alongside the currently adopted Standing Orders and Financial Regulations. We recommend that a structured approach by value is utilised and have provided the RFO templated documentation for consideration and review.	In progress (RFO)	**Considered by P&R – mins 172 – 19/01/2026.** **Approved by Full Council – mins 98 – 26/01/2026** Formal process within adopted Financial Regulations. To improve on this, Officers approved recommendations: Strengthening impartiality of procurement process for quotes over £3,000. Drafting procurement guidance to support Tenders over £30,000 inc. VAT.
3	R16	Formal	**Minutes** The Chief Officers should ensure that all Appendices referred to in the Approved and published Minutes of the Council and its Standing Committees (with the exception of Confidential Reports) are published on the Council's website.	To Implement & Closed. (CEO)	**Considered by P&R – mins 006 – 08/06/2026** **P&R recommendation to be discussed by Full Council – 22/06/2026.** The CEO or RFO to advise all officers that with immediate effect, where the detail of a meeting resolution is not written out in full within the minutes, but is summarised from the detail provided within the agenda papers, the detail must be included as an appendix to the minutes. In practice, the easiest way is likely by amending the agenda paper, so it confirms the detail of the resolution (as opposed to the proposal for consideration).

					This applies to all Full Council, Committee and Sub-Committee meetings. E.g. Service Revenues agreed, Budget agreed, the Members, Chair and Deputy Chair for each Committee & Sub-Committee etc. The attached appendices must be published on the website and approved with the minutes. They do not need to be individually signed. The only occasion where the appendix is not shared with the public or published, is where confidential and privileged. This must be clear in the minutes, so the public are aware the appendix exists.
3	R17	Best Practice	**Procurement** The RFO and CEO should Consider producing a Summary Sheet for each significant procurement to be used as a supporting document index. This can provide invaluable support for finance staff and for the purposes of Internal and External audit. (Q4 renamed R17)	In progress (RFO)	**Considered by P&R, mins 194 – 27/04/2026.** **P&R recommendation to be considered by Full council 22/06/26.** To produce a summary sheet for significant procurement. E.g. To record comparative quotations centrally for each significant procurement, the value of which to be confirmed.
4	R18	Best Practice	**Fraud Protection** As stated, the Council already demonstrates robust procurement protocols. These could be strengthened by implementing a 'No PO – No Pay' Policy and Approved Suppliers policy which is clearly communicated via the Council's official website under a dedicated 'How we do businesses or procurement section: A) The Council should create a new section on its official website on how to do business with the Council which details the criteria that any prospective suppliers would need to meet to do business with the Council; B) The Finance & Corporate Services Manager should develop criteria for suppliers to achieve 'Approved Suppliers' status. This does not indicate any level of preference, rather the basis requirements for any supplier to work with the Council, i.e., Minimum number of year's trading history, a number of	In progress (RFO)	**Considered by P&R – mins 006 – 08/06/2026** **P&R recommendation to be discussed by Full Council – 22/06/2026.** <u>Suggested 'No PO – No Pay' Policy</u> The Finance Team will monitor when a PO is not written, investigate and consider the reasons. The RFO & CEO will make recommendations for Audit Working Group consideration. With recommended amendments, if appropriate, to the Financial Regulations to follow. <u>How we procure – recommendations A – C.</u> The RFO, with input from the CEO and officers who regularly procure goods and services, to, for P&R consideration: • draft criteria for both 'approved supplier' and 'preferred supplier' status and associated policies. • recommend the level (most likely at a level above £500.00) where procurement will be advertised on

			Business References, Appropriate Insurance etc., to be Approved by Members prior to implementation. C) All procurements in excess of £500.00 to be advertised on the procurement section of the Website and when the procurement has been completed and the contract awarded, that detail is recorded against the request for quotation. The above steps will not only provide an additional layer of protection from fraud for the Council, but it also has the effect of making the Council's operations more transparent to the electorate demonstrating how the Council is achieving best value for the money raised from the Precept. It also provides an opportunity for the Council to forge better working relationships with its suppliers as it can request suppliers to support various Council initiatives for youth work for example.		the Council's website (in addition to suppliers being directly approached for quotes). • Review and update NTC's Procurement Policy and Financial Regulations accordingly.

Minutes of a meeting of the Civic Pride, Arts, & Culture Committee held in the Council Chamber on Monday 29 June 2026 at 7.30pm

Present: Councillors Billy Drummond, Nigel Foot, David Harman, Chris Hood, Andy Moore, Sarah Slack (sub), Graham Storey and Meg Thomas (sub).

Officer Present: Joanna Aylott (Civic Services Manager) and Amy Xing (Civic Officer).

1. **Apologies**
Councillors Jo Day (substitute Sarah Slack) and Gary Norman (substitute Meg Thomas).

2. **Declarations of Interest and Dispensations**
It was noted that Councillors Nigel Foot and Billy Drummond are also Members of West Berkshire Council. This is recorded as a standing general interest, and a dispensation is in place permitting them to participate in discussions relating to West Berkshire Council business.

3. **Minutes**
Proposed: Cllr David Harman
Seconded: Cllr Nigel Foot
Resolved: The minutes of the meeting of the Civic Pride, Arts & Culture Committee held on 16 February 2026 were approved as a true and accurate record.

4. **Questions and Petitions from Members of the Public**
There were none.

5. **Members' Questions and Petitions**
There were none.

6. **Update from Local Democracy Working Group**
The Committee received an update on recent activities undertaken by the Local Democracy Working Group. Members noted that invitations would shortly be issued to schools within the parish to participate in the "Meet the Town Council" sessions in October. The Working Group has also engaged in a range of community outreach activities, including attendance at youth group sessions at the Waterside Centre. Councillors were encouraged to respond positively to invitations to participate in Working Group activities as they are circulated.

Proposed: Cllr Andy Moore
Seconded: Cllr Graham Storey
Resolved: The Local Democracy Working Group Terms of Reference were approved.

7. **NTC 30th Anniversary Working Group**
Proposed: Cllr Meg Thomas
Seconded: Cllr Nigel Foot
Resolved: The Terms of Reference for the NTC 30th Anniversary Working Group were approved. Councillors Jo Day and Billy Drummond were appointed to the Working Group.

The Terms of Reference will be circulated to all Councillors to invite expressions of interest from any additional members wishing to join.

8. Flag Flying Requests

Proposed: Cllr David Harman
Seconded: Cllr Sarah Slack
Resolved: Request approved to fly the Inclusive Progressive Pride Flag on 11th July 2026.

Proposed: Cllr Meg Thomas
Seconded: Cllr Graham Storey
Resolved: Request approved to fly the Transgender Pride Flag on 20th November 2026.

9. Future Strategic Options for Newbury Town Hall

The Committee considered the report outlining three potential strategic options for the future of Newbury Town Hall (1 - Vision and Conservation, 2 - Business as Usual and 3 - Divestment and Relocation). Members discussed the options and whether a preferred approach could be identified at this stage.

Members noted that additional information would be required before an informed decision could be made. It was suggested that a Working Group be established to undertake further investigation, with a focus on Options 1 and 2. Members also requested that a commercial valuation of the Town Hall be obtained to provide a clearer understanding of Option 3 and enable a fully informed comparison.

Proposed: Cllr Graham Storey
Seconded: Cllr Andy Moore
Resolved: That a Working Group be established to investigate Options 1 (Vision and Conservation) and 2 (Business as Usual) further. A commercial valuation of Newbury Town Hall be obtained to inform future consideration of Option 3 (Divestment and Relocation) by the Committee.

Councillors Meg Thomas, Graham Storey and Sarah Slack agreed to join the Working Group. It was further agreed that consideration be given to inviting members of the local community with relevant expertise to participate.

10. Civic Services Manager's Reports

The Committee noted the following report: Raising the Profile of the Council in the Community. Letters sent by the Mayor's Office were noted to be highly valued by recipients. Thanks were extended to the Civic Officer for their efforts in this regard.

11. Civic Events

Information regarding the Civic Awards (20 March) Mayor Making (10 May), Mayor's Charity Coffee Morning (30 May and 5 September), Bowls Match (9 September), Heritage Open Day (19 September) and Local Democracy Week (5-16 October) was received.

12. Forward Work Programme 2026/27

Members reviewed and noted items for inclusion in the Forward Work Programme for 2026/27.
-Consideration of the commercial valuation of Newbury Town Hall in relation to Strategic Option 3 (Divestment and Relocation).
-Receipt of the Terms of Reference for a Working Group for future plans for the Town Hall.

There being no further business, the Chairperson declared the meeting closed at 20:11pm.

Chairperson: **Date:**

MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING ON MONDAY 13th SEPTEMBER 2026 AT 7.30PM IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY, RG14 5AA.

PRESENT
Councillors: Phil Barnett (Sub), Nigel Foot, Ian Jee, David Marsh, Vaughan Miller (Chair), Sarah Slack, Meg Thomas and Martha Vickers.

IN ATTENDANCE
Toby Miles-Mallowan – Chief Executive Officer

01. APOLOGIES FOR ABSENCE
Apologies received from Cllr Vera Barnett

02. DECLARATIONS OF INTEREST AND DISPENSATIONS
Councillors Phil Barnett, Nigel Foot, David Marsh and Martha Vikcers are also Members of West Berkshire Council, which is declared as a general interest and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

03. APPROVAL OF PREVIOUS MEETING MINUTES
PROPOSED: Cllr Ian Jee
SECONDED: Cllr Nigel Foot

RESOLVED: That the minutes of the meeting of the Community Services Committee held on Monday 30th March 2026 are approved and signed by the Chairperson.

04. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC
5 Questions were received and responses were provided (appendix 1).

05. MEMBERS' QUESTIONS AND PETITIONS
None Received.

06. TERMS OF REFERENCE
Proposed: Cllr Nigel Foot
Seconded: Cllr Sarah Slack
Resolved to approve the terms of reference for the Allotment Working Group.

07. HUTTON CLOSE PROGRESS REPORT
PROPOSED: Cllr Vaughan Miller
SECONDED: Cllr Ian Jee
Resolved to approve to release £1000 EMR to renovate the Goal Posts in Hutton Close

Proposed: Cllr Nigel Foot
Seconded: Cllr Martha Thomas
Resolved to approve to release £13,000 from the Hutton Close EMR to be spent on the

installation of footpath as recommended in the progress report.

08. LADYBIRDS PRESCHOOL LAND AGREEMENT

PROPOSED: Cllr Vaughan Miller
SECONDED: Cllr Roger Hunneman
Resolved to authorise the CEO to enter into negotiations with Ladybirds Preschool to lease the land as outlined in the report.

07. SIAM POLICY

Proposed: Cllr Vaughan Miller
Seconded: Cllr Ian Jee
Resolved to recommend to Policy and Resources Committee the adoption of the SIAM policy.

Risk assessment report was **received** and **reviewed.**
Proposed: Cllr Martha Vickers
Seconded: Cllr Nigel Foot

08. CHARTER MARKET

Proposed: Cllr Vaughan Miller
Seconded: Cllr Martha Vickers
For: 5
Against: 2
Abstained: 2
Resolved to vary the placement of market stalls across the designated market area.

09. FORWARD WORKS PROGRAMME

The forward work programme was **reviewed** and **updated.**

10. EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr Vaughan Miller
Seconded: Cllr Meg Thomas
Resolved to exclude the press and public under section1, paragraph 2 of the Public Bodies (admission to Meetings) Act 1960.

There being no further business the Chair closed the meeting at 21.48 hrs.

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

APPENDIX 1: QUESTIONS FROM MEMBERS OF PUBLIC

Member of the Public number 1 asks:

Question 1

Can you explain how and why the Allotment Working Group was formed, as we were not consulted? The vast majority of tenants are more than happy with the existing arrangements and the contribution the existing stewards make?

The Allotment Working Group was established by resolution of the Community Services Committee as part of the Council's ongoing commitment to working more closely with allotment tenants across all Council-managed allotment sites.

The purpose of the Working Group is to provide an informal forum where councillors and tenant representatives can discuss allotment matters, identify opportunities for improvement and develop recommendations for consideration by the Community Services Committee.

The Working Group **does not replace the existing allotment stewards**, whose contribution to the successful day-to-day running of the allotment sites is recognised and greatly appreciated by the Council. The intention is to complement the existing stewardship arrangements by creating an additional opportunity for collaboration between tenants and the Council.

Working Groups are commonly used throughout local government to develop policy and explore issues before formal decisions are taken. They are advisory bodies only and have no delegated decision-making powers. Any proposals they develop must be considered by the Community Services Committee at a public meeting before they can be implemented.

The Council recognises that many tenants are satisfied with the current arrangements. The purpose of the Working Group is not to change successful practices unnecessarily, but to identify opportunities to improve the service where appropriate and to ensure that tenants have a direct voice in shaping the future of the Council's allotments.

Question 2

Can you guarantee that the unelected Working Group will keep all tenants informed of any proposals that they wish to carry out, so that the majority of tenants would agree with the proposals?

The Allotment Working Group is an advisory body established by the Community Services Committee and includes both elected councillors and tenant representatives. It does not have the authority to make decisions on behalf of the Council.

Its role is solely to develop recommendations for consideration by the Community Services Committee. Any recommendations will be published as part of the Committee agenda and considered at a meeting that is open to the public in accordance with the Local Government Act 1972.

Members of the public, including allotment tenants, are entitled to attend Committee meetings and may submit questions or make representations in accordance with the Council's Public Participation Scheme. The Community Services Committee will consider any recommendations alongside any representations received before determining whether they should be adopted.

The Council is therefore committed to ensuring that any significant proposals affecting allotment tenants are considered transparently through its established democratic decision-making process.

Question 3

Will you insist that communications between the Working Group and tenants should be through the existing email platforms already being used? We will not accept Facebook communication as many tenants are not on Facebook?

The methods used by the Working Group to communicate with tenants are ultimately a matter for the Working Group to consider, taking into account the need to communicate effectively with tenants across all six Council-managed allotment sites.

The Council recognises that not all tenants use social media and would therefore expect communications to utilise appropriate and accessible methods rather than relying on any single platform.

In the interests of openness and transparency, Newbury Town Council publishes the minutes of its Working Groups wherever practicable. These are made available on the Council's website, allowing all members of the public to review the discussions and recommendations arising from those meetings.

The Council will continue to encourage communication methods that maximise engagement with the widest possible number of allotment tenants.

Question 4

Can you confirm that any level of self-management is not being proposed for Wash Common Allotments?

The Wash Common Allotments for the Working Poor is a separate registered charitable trust and should not be confused with Newbury Town Council's own allotment service.

Newbury Town Council is the **sole corporate Trustee** of the charity. In that capacity, the Council is responsible for ensuring that the charity is managed in accordance with its governing document, the **Charities Act 2011** and the guidance issued by the Charity Commission. Trustees are under a legal duty to act solely in the best interests of the charity and its beneficiaries.

Separately, Newbury Town Council is commissioned by the charity to undertake the day-to-day management of the allotment site on the charity's behalf. This includes administering tenancies, collecting rents and applying the charity's income towards the maintenance, operation and improvement of the allotment site in accordance with the charity's objectives and approved budgets. The Council therefore acts both as Trustee and as the charity's managing agent, with each role carrying distinct responsibilities.

No proposal relating to self-management of the Wash Common Allotments is currently before either the Trustees or the Community Services Committee.

Whilst there is no legislation preventing allotments from being managed wholly or partly by allotment associations or other community organisations, any such arrangement would require careful consideration by the Trustee. The Trustee would need to be satisfied that any proposal was consistent with the charity's governing document, complied with charity law, protected the charity's assets and represented the best interests of both the charity and its beneficiaries.

Should any future proposal affecting the governance or management arrangements of the charity be developed, it would be considered through the appropriate governance processes before any decision was taken.

Member of the public number 2 asks:

A previous CEO said that all except Part 2 council meetings are open for the public to attend so will the allotment working group be open to any public, inclusive of tenants and stewards, who might like to sit in to listen? If so, please can you notify the stewards of the allotment working group dates so they can put a notice on the notice board about it, bearing in mind some tenants do not have computers nor do any form of social media?

Council welcomes opportunities to clarify how its meetings are conducted.

There is an important distinction between **formal Council meetings** and **working groups**.

Formal meetings of the Council, its Committees and Sub-Committees are governed by the Local Government Act 1972 and the Council's Standing Orders. These meetings are the bodies that make decisions on behalf of the Council. Unless confidential or exempt business (Part II) is being considered, members of the public have a legal right to attend these meetings.

Working groups are different. They are **informal advisory bodies** established by the Council or a Committee to examine issues in more detail, develop proposals and make recommendations. They do not exercise any delegated powers and cannot make decisions on behalf of the Council. Any recommendations made by a working group must be referred to the relevant Committee or to Full Council for consideration and formal decision at a public meeting.

Because working groups are informal advisory meetings rather than meetings of the Council, Committee or Sub-Committee, there is **no statutory right of public attendance**. Attendance is therefore determined by the terms of reference agreed by the Council or Committee and by the Chair of the working group where appropriate.

The Allotment Working Group has been established to provide an opportunity for councillors and tenant representatives to discuss allotment matters and formulate recommendations for the Community Services Committee. Any recommendations arising from the Working Group will be reported to the Community Services Committee, where they will be considered at a public meeting in accordance with the Council's normal procedures.

As the Allotment Working Group is not a formal meeting of the Council or one of its Committees, it is not open to public attendance, and there is therefore no requirement to publicise its meeting dates in the same way as Committee meetings.

MINUTES OF A MEETING OF THE PLANNING AND HIGHWAYS COMMITTEE HELD IN THE COUNCIL CHAMBER, NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON MONDAY 06TH JULY 2026 AT 7.30PM.

PRESENT

Councillors Jo Day, Nigel Foot, David Harman (Chair), Roger Hunneman, Ian Jee, David Marsh, Vaughan Miller, Sarah Slack (sub for Andy Moore), Graham Storey.

IN ATTENDANCE

Toby Miles-Mallowan, CEO

24. APOLOGIES

Apologies received from Cllr Andy Moore

25. DECLARATIONS OF INTEREST

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

26. MINUTES

PROPOSED: Cllr Nigel Foot
SECONDED: Cllr David Marsh
ABSTENTIONS: 1
RESOLVED: That the minutes of the meeting of the Planning & Highways Committee held on Monday 15th June 2026, be **approved**, and signed by the Chairperson.

27. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none received.

28. MEMBERS' QUESTIONS AND PETITIONS

There were none received.

29. SCHEDULE OF PLANNING APPLICATIONS

Resolved that the observations recorded at Appendix 1 to these minutes be submitted to the planning authority.

30. PRESENTATION FROM WEST BERKSHIRE COUNCIL

A verbal update by the CEO was received regarding the absence of West Berkshire Council.

31. NUMBER 2 BUS ROUTE TO WASH COMMON

No update was available.

32. ACV UPDATE FOR THE UNITED REFORM CHURCH.

The CEO provided an update on the progress of the ACV application.

Proposed: Cllr Vaughan Miller
Seconded: Cllr Nigel Foot
Resolved that officers submit application as circulated by CEO.

32. ACV UPDATE FOR FARADAY ROAD

Cllr Nigel Foot declared his interest as the West Berkshire Council Portfolio holder for sports and leisure.
Abstentions: 1
Proposed: Cllr Vaughan Miller
Seconded: Cllr Graham Storey
Resolved that Newbury Town Council submits a new ACV application for the Faraday Road football ground.

33. NEIGHBOURHOOD DEVELOPMENT PLAN PROGRESS UPDATE

The CEO provided a verbal update.

34. UPDATE FROM WESTERN AREA PLANNING

Cllr Nigel Foot provided a verbal update.

35. FORWARD WORK PROGRAMME FOR PLANNING AND HIGHWAYS

Forward Work Programme was **received** and **updated.**

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20:06 HRS

CHAIRPERSON

Signature:___________________ Date:_____________

PLANNING AND HIGHWAYS COMMITTEE
SCHEDULE OF PLANNING APPLICATIONS CONSIDERED
MONDAY 6TH JULY 2026

Running Order	Resolution	Application Number	Location and Applicant
1.	No objection	26/01243/ADV	127 London Road Newbury RG14 2BX for Mr James Webb
2.	**Proposed:** Cllr Jee **Seconded:** Cllr Storey **Abstention:** 1 **Object** to application as an overdevelopment of the area, negative impact on the local amenity, concerns about sufficient soakaways. risk of harm to the River Lambourn from the development	RECONSULTATION 26/00042/FULMAJ	Hitachi Capital Vehicle Solutions Ltd 54A Kiln Road Newbury RG14 2NU for MACC Group and The Dyers Company - Andeep Gill
3.	No objection	26/01329/HOUSE	1 Abbots Road Newbury RG14 7QW for Mr and Mrs Lai
4.	No objection	26/01281/MDOPO2	Land North Of Just Learning Nursery, Monks Lane, Newbury for Feltham Properties Ltd
5.	No objection	26/01181/HOUSE	15 Kingsbridge Road Newbury RG14 6DY for John Dyson
6.	No Objection	26/01237/HOUSE	14 Sidestrand Road Newbury RG14 6HP for Mr Milan Riha
7.	No Objection	26/01184/FUL & 26/01185/LBC	12 Market Place Newbury RG14 5BD for Mr Stuart Wade
8.	**Proposed:** Cllr Hunneman **Seconded:** Cllr Slack **Resolved** to **Support** this application	26/01226/LBC	102A Bartholomew Street Newbury RG14 5DY for Planning Applications website David Buddery

9.	Newbury Town Council want to see a full application before comment	26/01299/FUL	West Street House West Street Newbury

True

I confirm that the criteria for grant aid has been read.

Yes

Point of Contact: The name of the main contact for the person/organisation/body seeking the grant.

Alison Blackborow

Address: The address of the main contact.

18 Westwood Road, Newbury, Berkshire RG14 7TN

Telephone (Home): The home contact number of the main contact.

07766558849

Telephone (Work): The work contact number of the main contact.

07766558849

Email The email address of the main contact.

alisonblackborow@gmail.com

Where does the organisation meet:

18 Westwood Road, Newbury, Berkshire or another member's home

Please give details of the purpose for which the grant is required how carbon reduction/benefit will be achieved by this investment and how this relates to the Town Council Climate Change Agenda.

Climate change and the increasing and prolonged spells of intensely hot dry weather is impacting the work of our group. The purpose of this grant to apply for funds which help towards the watering of the many trees and young hedging that our organisation, Greener Greenham Group has planted around Greenham. Trees and hedges provide a great number of benefits for both people and the wildlife. They have the natural ability to capture pollution, reduce noise, mitigate flooding, provide food and habitat and importantly capture carbon

How will success be measured and how will this be fed back to the Council's Climate Change Working Group?

The success will be measured by the survival, growth and maturity of the trees and hedges planted and, in time, the wildlife it supports.

Total cost of scheme/project/activity for which grant aid is required: (Rounded to the greater pound)

£500

Amount of grant applied for: (Rounded to the greater pound)

£500

What other sources of funding have been approached, or are available for this scheme?

This is being investigated

Have you received a Newbury Town Council Grant before?

No

When and what was the amount?

Please give further information in support of your application:

At the outset our main aim has been to make a difference and to sequester carbon through planting trees and hedges as well as providing more habitat, protection and food source for all forms of wildlife. Greener Greenham Group was founded in March 2020 and within that time has managed many projects and, since Autumn 2021, has planted 103 trees and assisted in planting 2 orchards of 18 fruit trees and planted 2 hedgerows. We have also planted thousands of spring bulbs around Greenham. We hold monthly working parties when many volunteers including the local scouts join in. We maintain all our plantings by mulching, watering, pruning etc. Our aim is to make a small difference through by 'greening' our local environment through tree, bulb and hedge planting and improving outside community spaces; helping to tackle the global environmental crisis through our greening activities; Getting to know our neighbours, make friends and work together to benefit our physical and mental well-being

Required Action... Please email a balance sheet giving a breakdown of the organisation's income/expenditure in the previous year, including details of all balances held. Email Address: towncouncil@newbury.gov.uk Your application will not proceed without this. I have read and acknowledge the required action.

True

Confirmation I confirm the information provided to be true.

True

Please insert your name to digitally sign this document.

Alison Blackborow

Greener Greenham Group - Balance Sheet

As at 11th July 2026

Total Fixed Assets	Equipment = Tools	£ 2,026.26
Current Assets	Cash at Bank	£ 2,363.52

I confirm that the criteria for grant aid has been read.

Yes

Point of Contact: The name of the main contact for the person/organisation/body seeking the grant.

Dr Susan Millington

Address: The address of the main contact.

26A Craven Rd, Newbury, RG14 5NE

Telephone (Home): The home contact number of the main contact.

07958574524

Telephone (Work): The work contact number of the main contact.

07958574524

Email The email address of the main contact.

millington.susan@gmail.com

Where does the organisation meet:

Various locations within Newbury for work parties and online

Please give details of the purpose for which the grant is required how carbon reduction/benefit will be achieved by this investment and how this relates to the Town Council Climate Change Agenda.

Three main areas: 1) Trees sequester carbon, help reduce surface flooding, and give shade in human-worsened heat waves. https://www.woodlandtrust.org.uk/trees-woods-and-wildlife/british-trees/flooding/ The aim of NFoE projects is to both plant, and look after planted trees in Newbury. Including the Lockdown Woods, we have planted well over 3,000 trees since 2020, and are still watering, mulching and tending them all. All this activity incurs ongoing costs. 2) Climate emergency-related watering of young trees within Newbury. Group members are voluntarily watering trees planted by NTC, NFoE and the Greener Greenham Group (the latter might be outside the geographical remit of your group). We estimate a current need for 20 hours per week to keep our young stock alive in these hot dry conditions. We can deliver 15-20L per tree on a weekly basis to cover all the most vulnerable individuals in this time. Assuming a cost of £20 /hour to cover equipment and water costs, wear and tear, volunteer time (at WBC 'volunteer' rate), the cost is £400 per week for every week above 20*c without significant rainfall . The total cost for 2026 is, of course, unknown, since it is weather-dependent, but will be substantial and we appreciate any help from your Climate Emergency fund towards our costs for this work. 3) Our Newbury Nature Corridors project engages with local residents to inspire more nature-friendly management of gardens and green spaces, leading to more resilient ecosystems, better health of residents, better surface drainage etc. All of these relate directly to the Town Council Climate Change agenda.

How will success be measured and how will this be fed back to the Council's Climate Change Working Group?

We can report on the numbers of trees and wildlife hedges planted. And it will be easy to record the survival rate of young trees, sadly. We are engaging with local residents via surveys conducted house to house by scout groups and at Fairs, so can feedback their commitments to nature-enhancing activities in their gardens and local green spaces. We would be delighted to give presentations to the Climate Change Working Group about our work.

Total cost of scheme/project/activity for which grant aid is required: (Rounded to the greater pound)

£7381

Amount of grant applied for: (Rounded to the greater pound)

£1,000

What other sources of funding have been approached, or are available for this scheme?

The Good Exchange: Newbury Nature Corridors 2026/27 Ref: 21261 by Newbury Friends of the Earth £3381 remaining to be funded on the Good exchange platform. We have applied to Reading University for £1,700, and will also apply to Veolia and the Souther Co-op, both of whom have been generous to us in previous years.

Have you received a Newbury Town Council Grant before?

Yes

When and what was the amount? Is sensitive data

30 July 2024 - £1,000 received from NTC Community Fund via Good Exchange platform

Please give further information in support of your application:

Newbury Friends of the Earth has been actively working on practical projects to combat climate change problems within the Newbury area with our Lockdown Woods planting (5 small woods planted throughout the district in 2020 to 2022), and the Nature Corridors project. The Newbury Nature Corridors project is already benefitting wildlife in the project areas, improving the number and quality of nature habitats, and their connectivity. We are coordinating the activities of a number of schools, churches, scouting groups and environmental volunteer groups as well as local residents Your funding will help us to expand this work, and involve more families, groups and companies in this endeavour to look after our natural world within our towns and hopefully also villages in West Berkshire. We anticipate that the project will continue to develop over many years, and we will be seeking funding for future work.

Required Action... Please email a balance sheet giving a breakdown of the organisation's income/expenditure in the previous year, including details of all balances held. Email Address: towncouncil@newbury.gov.uk Your application will not proceed without this. I have read and acknowledge the required action.

True

Confirmation I confirm the information provided to be true.

True

Please insert your name to digitally sign this document.

susan millington

Newbury Friends of the Earth

Income statement to 31 December 2025

	2025 GBP General Fund	2025 GBP Total	2024 GBP General Fund	2024 GBP Designated Fund	2024 GBP Total
Incoming resources					
Grants & donations	1,969.68	1,969.68	1,414.32	6,700.00	8,114.32
Fundraising costs		0.00	0.00	0.00	0.00
Nett donations	1,969.68	1,969.68	1,414.32	6,700.00	8,114.32
Resources Expended					
Direct operational costs	(4,630.56)	(4,630.56)	(236.31)	(493.73)	(730.04)
Administration Costs	(61.60)	(61.60)	(535.56)	(674.96)	(1,210.52)
Distribution Costs		0.00			0.00
Operating Costs	(4,692.16)	(4,692.16)	(771.87)	(1,168.69)	(1,940.56)
Surplus/(Deficit) for the year	**(2,722.48)**	**(2,722.48)**	**1,197.81**	**(1,168.69)**	**29.12**

Note: Donations & Grant Income

	2025 GBP General Fund	2025 GBP Total	2024 GBP General Fund	2024 GBP Designated Fund	2024 GBP Total
Newbury Building Society		0.00			0.00
Greenham Trust Grant	825.49	825.49		3,600.00	3,600.00
Private Individual	144.19	144.19	1,414.32		1,414.32
VEOLIA	1,000.00	1,000.00		600.00	600.00
Co-op		0.00		500.00	500.00
Sovereign Housing		0.00		2,000.00	2,000.00
Total as above	1,969.68	1,969.68	1,414.32	6,700.00	8,114.32

####

Balance Sheet at 31 December 2024

	2025 GBP	2024 GBP
Current Assets		
Debtors	0.00	0.00
Bank and cash	4,842.26	7,564.74
Current Assets	4,842.26	7,564.74
Creditors: amounts falling due within 1 year		0.00
Net Current assets/ (liabilities)	4,842.26	7,564.74
Total Assets/ (liabilities)	**4,842.26**	**7,564.74**
Funds/reserves		
General reserve	4,842.26	2,033.43
Designate Reserve		5,531.31
Total Funds	**4,842.26**	**7,564.74**

Newbury Friends of the Earth

2025

Activities

1 The activities are the planting and care for several woods and nature corridors in and around Newbury, West Berkshire. These are funded by grants and donations from councils, grant giving bodies and individuals; the donors over the last few years have included Newbury Town Council and Greenham Common Trust. A list of the donors is found at the foot of the Income Statement

Officers

2 All the activities are directed, organised and managed by volunteers, without any remuneration. Where volunteers have incurred approved expenses on behalf of Newbury Friends of the Earth (NFoE), then they are reimbursed by NFoE. Officials who served during the year were:

Dr Susan Millington, Coordinator
Clive Williams, Secretary
Alina Zhykhareva, Treasurer

Financial Results

3 In previous years, the income and expenditure has been divided between Lockdown Woods and Newbury Nature Corridors activities, in order to facilitate reporting back to relevant funders. For 2025 onwards, almost all income has been for the Nature Corridors, and almost all expenditure is for the Nature Corridors programme, with a small amount on NFoE admin (website / zoom subs) and Lockdown Woods (mostly covered by a bequest from Mrs Mo Moulton). The income and expenditure are therefore presented together.

4 There were some monies owed from Newbury Town Council (Veola) at the year end and the bank position at yeayear-endr end was £4.8k. Total expenses incurred were £2.7k .We have got the grant from Newbury Town Council (Veola) 1189.30 10th of March 2026

Reserves

5 The reserves represent the cumulative surplus/ (deficit) on those fund's activities

	General Fund
Reserve brought forward	7,564.74
Surplus / (deficit) for 2025	(2,722.48)
Balance carried forward	4,842.26

NEWBURY TOWN COUNCIL

FULL COUNCIL

LOCAL GOVERNMENT REORGANISATION – CREATION OF RIDGEWAY COUNCIL

Report of: Chief Executive Officer
Purpose: To inform Members of the Government's decision regarding Local Government Reorganisation across Oxfordshire and West Berkshire and to consider the strategic implications and opportunities for Newbury Town Council.

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1. RECOMMENDATIONS

Members are asked to:

1.1 Note the Government's announcement of 16 July 2026 that the seven existing principal councils across Oxfordshire and West Berkshire will be replaced by three new unitary councils from 1 April 2028.

1.2 Note that West Berkshire will form part of the new **Ridgeway Council**, together with most of the existing South Oxfordshire and Vale of White Horse district areas.

1.3 Note that Newbury Town Council will continue to exist as a parish-level authority and that, from 1 April 2028, Ridgeway Council will become its principal unitary authority.

1.4 Agree that Newbury Town Council should take a proactive approach to the Local Government Reorganisation transition process to ensure that the interests of Newbury and its residents are effectively represented.

1.5 Agree that the Council should seek early engagement with West Berkshire Council and the authorities involved in establishing Ridgeway Council regarding:

a. the future relationship between Ridgeway Council and town and parish councils;

b. opportunities for greater local decision-making and place-based working;

c. the potential devolution or transfer of appropriate services, functions and community assets;

d. the future governance and representation of Newbury within the new authority;

e. the continuation and future development of existing partnerships, service agreements and working arrangements; and

f. the strategic importance of Newbury as a major service, economic and administrative centre within the western part of the new Ridgeway Council area.

1.6 Agree that the Chief Executive Officer should prepare a **Newbury Town Council Local Government Reorganisation Position Statement** setting out the Council's strategic priorities and desired relationship with Ridgeway Council, for consideration by Members.

1.7 Agree that the Chief Executive Officer should monitor the Local Government Reorganisation programme and provide regular updates to Council as the transition arrangements, Structural Changes Order and shadow authority arrangements develop.

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2. BACKGROUND

On 16 July 2026, the Government announced its decision on Local Government Reorganisation for Oxfordshire and West Berkshire.

The Government has confirmed that the seven existing principal councils will be replaced by three new unitary councils from **1 April 2028**.

The three new authorities will be:

- **Greater Oxford Council** – covering Oxford and its immediate surroundings;
- **Northern Oxfordshire Council** – covering most of the existing Cherwell and West Oxfordshire districts; and
- **Ridgeway Council** – covering West Berkshire together with most of the existing South Oxfordshire and Vale of White Horse districts.

The Government selected the three-council model following consideration of three competing Local Government Reorganisation proposals and consultation responses.

The stated intention of the reorganisation is to simplify the structure of local government, consolidate services within unitary authorities and create councils with sufficient scale and capacity to plan and deliver services.

The Government's announcement confirms that the new authorities will be created on 1 April 2028. The existing councils will continue to provide services during the transition period.

Elections to the new unitary authorities are expected to take place in May 2027. Following those elections, shadow authorities will be established to prepare the governance, budgets, staffing and organisational arrangements required for the new councils.

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3. RIDGEWAY COUNCIL

Ridgeway Council will bring together:

- West Berkshire;
- most of South Oxfordshire; and
- most of the Vale of White Horse.

The precise boundary arrangements around Oxford will reflect the creation of Greater Oxford Council and will therefore mean that parts of the existing South Oxfordshire and Vale of White Horse districts will fall within Greater Oxford rather than Ridgeway.

The whole of the existing West Berkshire Council area is expected to form part of Ridgeway Council.

For Newbury, this represents a significant change in its strategic local government geography.

At present, Newbury is the principal town and administrative centre within the West Berkshire unitary authority area. Under the new arrangements, Newbury will form part of a significantly larger authority extending eastwards into Oxfordshire.

The new authority will contain a number of significant towns and settlements, but Newbury is likely to remain one of its principal economic and service centres.

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4. WHAT WILL HAPPEN TO WEST BERKSHIRE COUNCIL?

From 1 April 2028, West Berkshire Council will cease to exist as a separate unitary authority.

Its functions, assets, liabilities, contracts, staff and statutory responsibilities will transfer through the Local Government Reorganisation process into the new arrangements, principally Ridgeway Council.

Ridgeway Council will be responsible for the full range of principal local authority services within its area. These are expected to include:

- adult social care;
- children's services;
- education;
- highways and transport;
- strategic and local planning;
- housing;
- waste collection and disposal;
- environmental health;
- Council Tax and business rates;
- public health;
- libraries;
- trading standards;
- economic development; and
- other existing district and county-level functions.

The detailed arrangements for the transfer of functions will be developed during the transition process.

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5. IMPACT ON NEWBURY TOWN COUNCIL

Local Government Reorganisation does **not** abolish town and parish councils.

Newbury Town Council will therefore continue as the first tier of local government for Newbury.

From 1 April 2028, however, the Council's principal authority relationship will change from West Berkshire Council to Ridgeway Council.

This will potentially affect a wide range of existing relationships, including:

- planning consultation arrangements;
- highways engagement;
- public realm management;
- town centre management;
- economic development;
- community safety;
- parks and open spaces;
- allotments;
- cemeteries;
- markets;
- events;
- grant funding;
- Community Infrastructure Levy;
- asset ownership and management;
- service-level agreements;
- partnership arrangements; and
- officer and Member relationships.

It will therefore be important for Newbury Town Council to engage with the transition process at an early stage.

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6. STRATEGIC IMPLICATIONS FOR NEWBURY

6.1 Newbury's position within a larger authority

Newbury currently occupies a prominent position within West Berkshire as its largest town and principal administrative and economic centre.

Within Ridgeway Council, Newbury will become part of a substantially larger geographical area containing communities extending across West Berkshire and southern Oxfordshire.

There is a risk that decision-making and administrative functions could become more geographically remote from Newbury.

Conversely, the creation of a much larger authority could strengthen the case for meaningful locality arrangements and greater delegation to town and parish councils.

Newbury Town Council should therefore seek to establish itself early as a key strategic partner of the new authority.

6.2 Newbury as a western administrative and service hub

The Council may wish to advocate for Newbury to be recognised as a principal administrative and service centre for the western part of Ridgeway Council.

There is a strong strategic argument for maintaining an effective local authority presence in Newbury to serve communities across West Berkshire and the western part of the new authority.

This could include consideration of:

- customer-facing services;
- locality teams;
- democratic and committee functions;
- planning services;
- community and partnership services; and
- other locally delivered functions.

The Council should seek early dialogue on the operating model for Ridgeway Council to ensure that services do not become unnecessarily centralised away from Newbury.

6.3 Devolution to town and parish councils

Local Government Reorganisation may create opportunities for the new unitary authority to review which services are best delivered at unitary, locality or town/parish level.

Newbury Town Council already manages a significant portfolio of local assets and services.

The transition therefore presents an opportunity to consider whether additional functions or assets could appropriately be devolved to the Town Council where this would:

- improve local accountability;
- protect locally valued services;
- improve responsiveness;
- provide better value for money; or
- support the Council's strategic objectives.

Any potential transfer would need to be subject to appropriate due diligence and should include sufficient financial resources to ensure that Newbury Town Council taxpayers are not required to subsidise services transferred from the principal authority without adequate funding.

The Council should therefore establish clear principles governing any future asset or service transfer discussions.

6.4 Assets

Local Government Reorganisation is likely to require a significant review of the property and asset portfolios of the existing councils.

Newbury Town Council may wish to identify West Berkshire Council-owned assets within Newbury that have particular community or strategic importance.

This could enable the Council to engage proactively should opportunities arise for community asset transfer or local management.

However, any transfer would need careful consideration of:

- condition and maintenance liabilities;
- capital investment requirements;
- running costs;
- income potential;
- staffing implications;
- legal restrictions;
- VAT and taxation;
- insurance; and
- long-term financial sustainability.

6.5 Existing agreements and partnerships

The Council currently has numerous formal and informal relationships with West Berkshire Council.

These may include leases, licences, service agreements, funding arrangements, partnership projects and operational protocols.

Officers should undertake an audit of significant arrangements with West Berkshire Council to identify those which may require:

- continuation;
- novation;
- renegotiation; or
- replacement

as part of the transition to Ridgeway Council.

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7. GOVERNANCE AND DEMOCRATIC REPRESENTATION

Elections to the new unitary councils are expected to take place in May 2027, with the elected Members forming shadow authorities.

The shadow authority will have an important role in establishing the new organisation ahead of 1 April 2028.

This is likely to include decisions concerning:

- governance arrangements;
- senior management structures;
- budgets;
- service design;
- organisational structures;
- accommodation;
- locality working; and
- relationships with town and parish councils.

The period between now and the establishment of the shadow authority therefore represents an important opportunity for Newbury Town Council to influence the emerging arrangements.

The Council should seek engagement with both the existing authorities and, once established, the Ridgeway shadow authority.

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8. OPPORTUNITIES FOR NEWBURY TOWN COUNCIL

Local Government Reorganisation creates a number of potential opportunities for the Council.

These may include:

Greater local influence

A larger unitary authority may need stronger mechanisms for locality-based decision-making, potentially increasing the importance of larger town councils.

Service devolution

There may be opportunities for locally appropriate services to be delivered or commissioned at town level.

Community asset transfer

The rationalisation of principal authority property portfolios may create opportunities for important community assets to be managed locally.

Place-based working

The transition may support stronger place-based arrangements, bringing together the Town Council, Ridgeway Council, health services, police, voluntary organisations and community partners.

Town centre leadership

Newbury Town Council may have an opportunity to strengthen its strategic role in relation to the town centre, markets, events, public realm and economic development.

Strategic partnerships

Newbury's position as a major town within the western part of Ridgeway could enable the Town Council to become an important delivery partner for the new authority.

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9. RISKS

There are also potential risks.

These include:

- reduced visibility of Newbury's priorities within a much larger authority;
- centralisation of services and decision-making;
- loss of established officer and Member relationships;
- disruption during organisational transition;
- uncertainty over existing agreements and funding;
- pressure on town and parish councils to assume services without adequate resources;
- inappropriate transfer of liabilities associated with buildings or other assets;
- reduced local accessibility to principal authority services; and
- competition between different towns and localities for investment.

Early and sustained engagement will be important in mitigating these risks.

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10. PROPOSED NTC POSITION STATEMENT

It is recommended that the Council develops a formal position statement setting out its priorities for Local Government Reorganisation.

This could include the following principles:

1. **Newbury should remain a principal administrative and service centre** within the new Ridgeway Council.

2. **Residents should continue to have accessible local services** and should not experience unnecessary centralisation.

3. **Newbury Town Council should be recognised as a strategic partner** in the governance and delivery of services affecting Newbury.

4. **Locality-based decision-making should be embedded** within the governance structure of Ridgeway Council.

5. **Town and parish councils should be engaged early** in designing the new authority's operating model.

6. **Opportunities for service devolution should be explored**, but only where accompanied by appropriate powers, resources and sustainable funding.

7. **Community asset transfers should be considered on their individual merits**, following full financial, legal and operational due diligence.

8. **Existing successful local partnerships and service arrangements should be protected** during the transition.

9. **Newbury's strategic importance as an economic, retail, cultural and transport centre should be recognised** in the new authority's policies and investment priorities.

10. **Residents should have a strong democratic voice** within the governance arrangements of the new authority.

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11. PROPOSED NEXT STEPS

Subject to Council approval, the following work is proposed:

Phase 1 – 2026

- Monitor publication of the Government's detailed decision and Structural Changes Order.
- Establish formal engagement with the Local Government Reorganisation transition programme.
- Prepare an NTC Local Government Reorganisation Position Statement.
- Map existing NTC relationships, agreements and dependencies with West Berkshire Council.
- Identify strategically important West Berkshire Council assets within Newbury.
- Identify potential opportunities and risks arising from service devolution.
- Engage with neighbouring town and parish councils where there are shared interests.

Phase 2 – 2027

Following elections to the new authority:

- establish relationships with Ridgeway shadow authority Members and officers;
- present NTC's Position Statement to the shadow authority;
- engage in consultations on the new authority's governance and operating model;
- advocate for a strong locality model for Newbury;
- review contracts and agreements requiring transition; and
- consider any specific asset or service transfer proposals.

Phase 3 – 2028

Ahead of vesting day:

- ensure continuity of key operational relationships;
- finalise any new agreements with Ridgeway Council;

- establish formal Member and officer liaison arrangements;
- update NTC policies and documents referring to West Berkshire Council where required; and
- communicate relevant changes to residents and stakeholders.

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12. FINANCIAL IMPLICATIONS

There are no immediate direct financial implications arising from this report.

However, Local Government Reorganisation may create significant longer-term financial implications for the Council, particularly if proposals emerge relating to:

- service devolution;
- asset transfers;
- changes to grants or partnership funding;
- Community Infrastructure Levy arrangements;
- service-level agreements; or
- shared service arrangements.

Any proposal with financial implications for Newbury Town Council should be subject to a separate business case and formal Council approval.

The Council should maintain the principle that any transfer of services from the principal authority should be accompanied by appropriate and sustainable funding and should not result in an unfunded transfer of costs to Newbury Town Council taxpayers.

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13. LEGAL IMPLICATIONS

The detailed legal arrangements for Local Government Reorganisation will be established through the relevant Government process and Structural Changes Order.

Newbury Town Council will continue to exist as a parish-level authority unless separate statutory action is taken affecting its governance or boundaries.

The Council should monitor the legal and governance arrangements as further details are published.

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14. CONCLUSION

The Government's decision to establish three new unitary councils represents a fundamental change to the local government structure serving Newbury.

From 1 April 2028, West Berkshire Council will be replaced by the new Ridgeway Council, which will cover West Berkshire together with most of South Oxfordshire and the Vale of White Horse.

While Newbury Town Council itself will continue to operate, its relationship with its principal authority will change significantly.

The reorganisation presents both risks and opportunities.

The principal strategic issue for Newbury Town Council is to ensure that Newbury retains a strong voice within the significantly larger authority and that the town is recognised as a major administrative, economic and service centre for the western part of Ridgeway.

It is therefore recommended that the Council adopts a proactive approach to the transition, develops a clear position on its priorities and engages at an early stage with those responsible for designing the governance and operating arrangements of the new authority.

<u>Report to Full Council</u>

<u>27 July 2026</u>

<u>Agenda Item 11 – Commercial Fitness and Coaching Activities on Council-Owned Open Spaces</u>

1. Purpose of Report

To seek Members' approval to introduce a Commercial Fitness Licence framework for organised commercial fitness and coaching activities on Newbury Town Council-owned open spaces.

2. Background

The Town Council has received an enquiry from a local sports performance coach seeking permission to operate small-group fitness and athletic development sessions at Wash Common Recreation Ground.

Historically, the Council has considered similar requests on an ad hoc basis. Examples include fitness instructors operating at Victoria Park and 'Little Kickers' using Wash Common Recreation Ground. However, the Council has never adopted a formal policy, licensing process, or charging structure for commercial fitness activities on its land.

The absence of a consistent framework creates uncertainty for both applicants and the Council when considering future requests.

3. Discussion

Many local authorities now operate permit or licence schemes for commercial fitness providers using public parks. These schemes recognise that operators are deriving commercial benefit from publicly maintained land, whilst ensuring that public access remains the primary purpose of the open space.

The proposed use at Wash Common Recreation Ground is considered relatively low risk. Sessions would involve small participant numbers, minimal equipment, and would take place at times unlikely to conflict with the principal recreational use of the site.

Officers have been consulted and no fundamental objections have been raised, subject to operational safeguards. It has been noted that flexibility will be required during the football season, particularly towards the end of the season when postponed evening fixtures may need to be rearranged. Any licence would therefore need to ensure that organised sports bookings retain priority.

4. Proposed Licence Conditions

Should Members wish to proceed, Officers recommend that any licence should be non-exclusive and include, as a minimum, the following conditions:

- The Council retains full control of the land at all times.
- No area may be exclusively reserved or cordoned off.
- Public access and enjoyment of the recreation ground remain the priority.
- Permitted usage is capped at a maximum of 6 hours per week per licensee, to be agreed upon application.
- Group sizes are strictly limited to a maximum of 20 participants per session to minimize ground wear and tear and spatial impact.
- Operating hours are restricted to between 08:00 and 20:00 (or dusk, whichever is earlier) to protect local residential amenity.
- Activities may be relocated or cancelled where necessary due to maintenance, Council events, or sports bookings.
- The licence may be suspended or terminated where conditions are breached.
- The operator must maintain Public Liability Insurance of at least £5 million.
- Appropriate safeguarding policies and enhanced DBS checks must be in place where children or vulnerable adults participate.
- Annual risk assessments must be provided by the operator.
- Appropriate indemnity provisions protecting the Council must be included.
- No amplified music is permitted unless expressly authorised.
- Only lightweight, portable equipment may be used.
- Schedules/bookings should be notified to the Council at least one month in advance to assist operational planning.

5. Financial Implications

Officers have reviewed charging arrangements adopted by comparable authorities, which typically range between £400 and £500 per annum for small-scale usage.

It is recommended that an annual licence fee of £500 be adopted for sole traders and small commercial operators. This recognises the commercial use of publicly funded assets whilst remaining proportionate and affordable for local businesses.

6. Legal Implications

A licence, rather than a tenancy or lease, is considered the appropriate legal mechanism because:

- It grants permission to use the land without creating exclusive possession.

- It allows the Council to retain full control of the recreation ground.
- It enables the Council to swiftly withdraw permission if operational issues or breaches of conditions arise.

A standard licence agreement template will be prepared for all future applicants.

7. Risk Management

By establishing a formal licensing framework, the Council mitigates risks associated with unauthorised commercial land use, potential third-party personal injury claims, and public nuisance. The requirement for independent Public Liability Insurance and risk assessments shifts operational liability to the provider.

8. Recommendations

That the Council:

1. Reviews and approves the development of a standard Commercial Fitness Licence and associated operating conditions as outlined in Section 4.
2. Reviews and approves an initial annual licence fee of £500 for small commercial operators, subject to periodic review.
3. Delegates authority to the Chief Executive Officer, in consultation with the Chair of the Community Services Committee, to approve future applications which comply with the adopted licence conditions.
4. Agrees that the current application relating to Wash Common Recreation Ground be approved in principle, subject to the applicant entering into the Council's standard Commercial Fitness Licence and satisfying all insurance, safeguarding, and risk management requirements.

JA (Civic Services Manager)
07 07 2026

NEWBURY TOWN COUNCIL

Newbury Youth Work Project – Partnership Agreement with Berkshire Youth

Report to:	Full Council
Date:	20 July 2026
Report Author:	Chief Executive Officer

1. Purpose of Report

1.1 To update Members on the current Partnership Agreement between Newbury Town Council and Berkshire Youth for the delivery of the Newbury Youth Work Project.

1.2 To seek approval for the development of a new agreement with Berkshire Youth following the expiry of the current three-year agreement on 31 July 2026.

1.3 To agree a streamlined set of priorities and performance indicators for the future delivery and monitoring of the service.

2. Recommendations

2.1 Note the delivery arrangements and performance requirements contained within the current Newbury Youth Work Project Partnership Agreement.

2.2 Agree that the Council should seek to enter into a new Partnership Agreement/Service Level Agreement with Berkshire Youth, subject to agreement on the financial arrangements and final terms.

2.3 Agree the four proposed service priorities set out at section 5 of this report:

1. Building positive relationships with young people;
2. Reducing and preventing anti-social behaviour;
3. Supporting young people's wellbeing; and
4. Increasing youth participation and youth voice.

2.4 Agree the performance indicators set out at section 6 of this report.

2.5 Delegate authority to the Chief Executive Officer, in consultation with [the Chair of the relevant Committee], to agree the final wording of the Partnership Agreement/Service Level Agreement with Berkshire Youth.

3. Background

3.1 Newbury Town Council currently has a Partnership Agreement with Berkshire Youth for the delivery of the Newbury Youth Work Project. The existing agreement commenced on 1 August 2023 and expires on 31 July 2026.

3.2 The purpose of the project is primarily to support young people aged 13–19 who are not necessarily engaged with traditional youth provision, with a particular focus on outreach and detached youth work within Newbury.

3.3 The aims of the existing agreement include providing information and advice to vulnerable young people; working with other agencies to improve outcomes for young people and reduce anti-social behaviour; enhancing community cohesion; enabling young people to participate in local decision-making; and treating young people equally and without discrimination.

3.4 Berkshire Youth is responsible for employing and managing the youth workers. Under the existing agreement, two youth workers provide a combined 12 hours of direct contact time per week (24 staffing hours). The Town Council currently provides funding of up to £25,000 per annum.

3.5 The current agreement requires Berkshire Youth to provide reports to the Council covering dates of sessions, number of young people reached, age, gender, location and a narrative on each session. The agreement also provides for reporting and presentations to the Council during the year.

4. Review of Current Priorities

4.1 Appendix 1 of the existing Partnership Agreement establishes the following priorities:

• Deliver 12 hours per week of youth work across Newbury.
• Reach 250 young people for discussion per quarter period.
• Maintain a log of topics discussed.
• Undertake a survey with 100 young people regarding their concerns.
• Focus activity based on current anti-social behaviour hotspot data.
• Report activity to partner organisations.

4.2 These measures have provided a straightforward means of monitoring activity. However, they primarily measure outputs – for example, hours worked and numbers of contacts – rather than providing the Council with an indication of what the service is seeking to achieve for young people and the wider community.

4.3 It is therefore proposed that the renewed agreement retains a small number of easily measurable performance indicators while introducing four clear priorities for the service.

4.4 The intention is not to create an unnecessarily complex contract-monitoring framework. Detached youth work relies heavily on relationship building, professional judgement and flexibility to respond to changing patterns of need. An excessive number of KPIs could therefore become administratively burdensome without providing Members with meaningful information about the effectiveness of the service.

5. Proposed Priorities

Priority 1 – Build Positive Relationships with Young People

To develop consistent and trusted relationships with young people, particularly those who may not engage with traditional youth services. The service should maintain a visible presence within Newbury and engage young people through detached and outreach youth work.

Priority 2 – Reduce and Prevent Anti-Social Behaviour

To work proactively with young people and partner organisations to help prevent and reduce youth-related anti-social behaviour. Deployment of youth workers should be flexible and informed by local intelligence, including information provided by Thames Valley Police, Newbury Town Council, other local authorities, schools and colleges, and community organisations and residents. This will allow resources to be directed towards emerging issues and locations of concern rather than relying solely on historic hotspot data.

Priority 3 – Support Young People's Wellbeing

To support the emotional and social wellbeing of young people through positive relationships, informal advice and guidance. Where appropriate, youth workers should signpost or refer young people to specialist services where additional support is required.

Priority 4 – Increase Youth Participation and Youth Voice

To provide opportunities for young people to express their views and influence decisions affecting them and their community. This may include surveys, informal consultation, focus groups, participation in Council consultations and engagement with relevant Council and community projects. The service should provide the Town Council with an annual summary of the principal issues and priorities identified by young people.

6. Proposed Performance Indicators

6.1 It is proposed that the new agreement adopts the following streamlined performance framework.

Performance Indicator	Target
Youth work delivery	Minimum 12 hours direct youth work/contact time per week
Young people reached	Minimum 250 young people engaged pe Quarter
	Go to Youth Club – How often do you go to youth clubs, scouts, girl guides or other organized activities?
Engagement	Report total contacts and, where practicable, repeat engagement with young people
	Able to obtain advice locally – 'if needed advice about something I could go to someone in my neighbourhood'
Geographical activity	Report locations where youth work has been delivered

Responsive deployment	Evidence that deployment has responded to agreed local priorities, emerging issues and ASB concerns
Outcomes	Provide a minimum of two anonymised case studies annually demonstrating the impact of the service
Reporting	Provide a performance report to the Town Council annually

6.2 The annual report should provide a concise summary covering:

• Hours/sessions delivered.
• Number of young people engaged.
• Repeat engagement, where available.
• Age profile.
• Locations covered.
• Key issues raised by young people.
• Emerging issues or trends.
• Partnership activity.
• Referrals or signposting, where appropriate.
• Progress against the four priorities.
• Anonymised examples of positive outcomes.

6.3 Safeguarding incidents should continue to be managed by Berkshire Youth under its own safeguarding procedures as the employing and lead organisation. The Council should receive appropriate assurance that safeguarding, DBS and mandatory training requirements are being maintained, without receiving personal or confidential information relating to individual young people.

7. Performance Monitoring

7.1 It is proposed that performance monitoring remains proportionate to the value and nature of the service.

7.2 Berkshire Youth should provide a simple RAG-rated performance dashboard twice annually, showing performance against the agreed indicators as Green – target achieved or on track; Amber – target at risk or partially achieved; and Red – target not achieved.

7.3 Where a target is Amber or Red, Berkshire Youth should provide a brief explanation and identify any action being taken.

7.4 The Council and Berkshire Youth should review priorities periodically to ensure that youth work resources remain focused on areas of greatest need.

8. Financial Implications

8.1 Under the current Partnership Agreement, Newbury Town Council provides funding of up to £25,000 per annum towards the delivery of the Newbury Youth Work Project.

8.2 The financial arrangements for any renewed agreement will need to be confirmed with Berkshire Youth and considered against the Council's approved budget.

8.3 Any future agreement should clearly identify the annual contribution from Newbury Town Council; the level of youth work provision to be delivered; payment arrangements; the duration of the agreement; and arrangements for reviewing the funding should there be a material change in the level of service.

9. Risk Implications

9.1 The principal risks associated with the agreement relate to failure to deliver the agreed level of youth work; inability to recruit or retain appropriately qualified staff; safeguarding; ineffective deployment of resources; failure to demonstrate value for money; and insufficient evidence of the impact of the Council's investment.

9.2 The proposed performance indicators and twice-yearly reporting arrangements will provide the Council with a proportionate mechanism for monitoring these risks.

10. Conclusion

10.1 The current partnership with Berkshire Youth provides Newbury Town Council with a mechanism for delivering detached and outreach youth work across the town.

10.2 The expiry of the current agreement provides an opportunity to clarify what the Council expects the service to achieve while retaining the flexibility required for effective youth work.

10.3 It is proposed that the new agreement moves away from a predominantly activity-based approach and focuses on four clear priorities: Positive Relationships – ASB Prevention – Wellbeing – Youth Voice.

10.4 These priorities would be supported by a small number of straightforward performance indicators, allowing Members to understand both how much activity has been delivered and what difference the service is making, without creating an unnecessarily complex monitoring framework.

10.5 Subject to Members' agreement, these principles can be incorporated into the next Partnership Agreement/Service Level Agreement negotiated with Berkshire Youth.

NEWBURY TOWN COUNCIL

WORKING IN PLACE – THE NIGHTINGALES

Report to: Full Council
Report author: Chief Executive Officer/Town Clerk
Date: 20 July 2026
Purpose: To consider Newbury Town Council's participation in the Working in Place programme for the Nightingales area and agree appropriate representation and governance arrangements.

1. Purpose of the Report

The purpose of this report is to update Members on the development of the Working in Place – The Nightingales initiative, facilitated by Get Berkshire Active (GBA), and to seek agreement on:

- the appropriate level of engagement by Newbury Town Council (NTC);
- NTC's representation on the proposed Strategic Group;
- the authority delegated to NTC's representative;
- arrangements for reporting progress and proposals back to the Council.

The initiative is intended to address physical inactivity and wider inequalities through a place-based, systems approach, with an emphasis on community-led change rather than the delivery of predetermined interventions.

2. Background

The Nightingales area has been identified as a focus area within GBA's wider place-based programme. The programme identifies the area as experiencing comparatively high levels of adult inactivity, deprivation, inequalities affecting children and young people, and higher than local-average levels of children under 16 living in low-income families. The approach recognises that physical activity is influenced not simply by individual motivation but by the wider physical environment, availability and organisation of services, social circumstances and public policy.

Work undertaken with local partners has identified three broad themes:

1. **Active and Safe Environments**
2. **Children, Young People and Families**
3. **Health and Wellbeing**

The programme identifies a number of interconnected challenges within the Nightingales area, including:

- poor environmental quality and safety concerns;
- low levels of trust and engagement with services;
- underused or inaccessible community assets;

- barriers to connectivity and physical activity;
- limited youth and after-school provision;
- anti-social behaviour;
- health inequalities associated with deprivation;
- social isolation and mental health challenges;
- fragmented responsibilities and silo working between organisations; and
- negative external perceptions of the area.

At the same time, the programme identifies significant existing assets, including parks, play areas, green spaces, allotments, the community centre, school facilities, community organisations and proximity to Greenham Common. Opportunities include better use of existing facilities, environmental improvements, active travel, increased youth provision and using physical activity as a means of improving wider health, wellbeing and community connection.

The emerging approach is therefore not intended to focus solely on providing new sports or physical activity programmes. It seeks to understand the underlying barriers to participation and to coordinate partners and residents around locally identified priorities.

3. Community-Led and Place-Based Approach

A central principle of the programme is that priorities should be developed with the community rather than for the community.

The work to date has identified the importance of community-led change, trust and relationships, local leadership, pride in place, access to facilities, support for young people and families and long-term partnership working. The programme also recognises the need to combine longer-term systems change with achievable "quick wins".

Community engagement is being developed through the Greenham Community Centre, including a resident-focused Community Conversation and an Active Neighbourhood Scan involving residents and partner organisations. These activities are intended to identify community priorities and practical opportunities for environmental improvement.

This is particularly important to NTC. The Council owns and/or manages assets and public spaces that may contribute to the programme's objectives. It therefore has the potential to influence the physical environment and support locally identified interventions, while recognising that the Council alone cannot address the broader social, economic and health inequalities affecting the area.

4. Proposed Governance Structure

The proposed structure places a Working in Place – The Nightingales Strategic Group at the centre of the programme, linked strategically to the Health and Wellbeing Board.

Below the Strategic Group, the proposed model identifies three thematic areas:

- Children & Young People;
- Health & Wellbeing;
- Active Environments.

The structure also identifies the Greenham Community Forum and Resident Voice, providing mechanisms through which community views can inform the wider programme.

This structure is consistent with the systems leadership approach being promoted through the programme, in which organisations work collectively across traditional organisational boundaries while retaining their own statutory responsibilities and decision-making processes.

5. Proposed NTC Engagement

It is recommended that NTC adopts a position of active strategic engagement.

There is a clear alignment between the initiative and the Council's community services, parks and open spaces, play provision and wider role in supporting community wellbeing. NTC is also a relevant local asset owner and service provider and should therefore have a voice in discussions about the future use and improvement of public spaces within the area.

Participation may also provide opportunities to:

- better understand residents' priorities before making future decisions about Council assets;
- coordinate NTC investment with that of other public and voluntary sector organisations;
- identify external funding opportunities;
- ensure NTC assets form part of a wider neighbourhood approach;
- develop low-cost interventions and "quick wins";
- improve community engagement with NTC; and
- support improved physical activity and wellbeing outcomes.

However, participation in the partnership should not itself provide authority for any representative to commit NTC to unbudgeted expenditure, significant changes to services, or changes to the use or disposal of Council-owned land and assets.

6. NTC Representation and Delegated Authority

The CEO Clerk currently represents NTC in the development of this work.

The Council may wish to nominate a Member Champion or relevant Committee Chair to provide political oversight and strengthen links between the programme and Council priorities.

It is recommended that the nominated person be authorised to:

- represent NTC at Strategic Group meetings;
- contribute to partnership discussions and development of shared priorities;
- share appropriate non-confidential information and data;
- identify opportunities for collaboration and external funding;
- involve relevant NTC officers in thematic workstreams;
- support community engagement and "test and learn" activity where this falls within existing budgets, policies and officer delegations; and
- develop proposals for consideration by the Council.

The representative would not have delegated authority through this arrangement to commit the Council to unbudgeted expenditure, materially alter Council services, dispose of or materially change the use of Council assets, or enter significant contractual or partnership commitments without the appropriate Council approval.

7. Reporting and Accountability

It is recommended that Council provides the principal Member oversight of NTC's involvement, given the programme's focus on community wellbeing, physical activity and local facilities.

Progress reports should be presented periodically to Community Services, with recommendations involving significant financial commitments, Council assets, strategic policy or matters outside the Committee's delegated authority referred to Full Council for decision.

This arrangement would enable NTC to participate constructively and responsively in the partnership while maintaining appropriate democratic oversight.

8. Recommendations

It is recommended that Council resolves to:

1. **Support Newbury Town Council's active strategic participation** in the Working in Place – The Nightingales programme, recognising the Council's role as a local service provider, landowner, asset manager and community partner.
2. **Consider whether to nominate a Councillor as Member Champion** for the initiative to provide political oversight and act as a link between the partnership and the Council.
3. **Agree that Newbury Town Council be represented on the Working in Place – The Nightingales Strategic Group by a named representative.**
4. **Delegate authority to the named representative**, in consultation with the relevant Committee Chair where appropriate, to represent NTC within the Strategic Group; contribute to the development of shared priorities; share appropriate information; identify opportunities for collaboration and external funding; and involve relevant NTC officers in supporting thematic workstreams.
5. **Agree that this delegation does not authorise** the commitment of unbudgeted Council expenditure, significant changes to Council services, the disposal or

material change of use of Council assets, or significant contractual or partnership commitments without approval under the Council's established governance and financial arrangements.

6. **Agree that NTC should support appropriate community engagement and place-based "test and learn" activity**, where this can be delivered within existing Council policies, approved budgets and officer delegations.
7. **Agree that progress on the Working in Place programme be reported to the Community Services Committee**, with proposals requiring significant financial commitment, decisions regarding Council assets, changes in strategic policy, or matters outside existing delegated authority referred to Full Council for consideration and approval.

NEWBURY TOWN COUNCIL

NEWBURY NEIGHBOURHOOD DEVELOPMENT PLAN

Report to: Full Council
Report author: Chief Executive Officer/Town Clerk
Date: 20 July 2026

1. Purpose of Report

To provide Council with an update on the emerging Newbury Neighbourhood Development Plan (NDP), identify the principal matters requiring further consideration, and agree the approach to progressing the Plan towards statutory consultation.

2. Background

The current draft NDP establishes a strong overall vision for Newbury and contains emerging policies and aspirations covering:

- Biodiversity and wildlife;
- Sustainability and climate change;
- Economy and enterprise;
- Community facilities;
- Transport and access; and
- Design and heritage.

The draft also contains proposals relating to key locations including the town centre, Market Place, Wharf, Kennet and Avon Canal and Victoria Park.

The Plan is now reaching the stage where the individual workstreams need to be brought together into a single coherent planning document. There are areas of overlap between the workstreams which require consideration by Councillors before the next detailed meeting with the Council's planning consultant.

3. Key Matters for Consideration

The principal areas where a clear Council position would assist the next stage are:

3.1 Town Centre and the Wharf

A number of objectives overlap around the town centre, including economic development, heritage, public realm, transport, culture and community use.

Council should consider whether the emerging approach should establish:

- **Market Place** as the principal civic and Charter Market space; and
- **The Wharf** as a complementary cultural, leisure, community and events destination.

This would provide greater clarity and avoid potentially competing objectives for the two spaces.

3.2 Town Centre Economy and Markets

The draft places significant emphasis on independent businesses, flexible commercial space, markets, creative industries and the green economy.

Further consideration should be given to:

- The future role of the Charter Market;
- Support for independent and specialist retail;
- The relationship between the traditional retail core and other commercial areas;
- The role of markets in supporting the vitality and identity of Newbury; and
- Whether further edge-of-town retail development should be discouraged where this would adversely affect the town centre.

3.3 Heritage and Character

There is an opportunity for heritage to become a particularly strong element of the NDP, reflecting Newbury's distinctive history as a market town.

Work is progressing on Character Areas and potential Non-Designated Heritage Assets (NDHAs). Further consideration is required regarding:

- The extent of the proposed NDHA list;
- The identification and boundaries of Character Areas;
- Industrial, canal and market heritage; and
- The appropriate balance between conservation and enabling sensitive development.

3.4 Transport and Accessibility

The emerging Plan strongly supports active and sustainable travel and reducing unnecessary vehicle movements within the town centre.

Council should consider the degree to which the NDP should support:

- Increased pedestrian priority within the town centre;
- Improved walking and cycling connections;
- Better connections between Victoria Park, the Wharf and Market Place;
- Sustainable public transport;
- Strategic car parking; and
- Improved accessibility for people of all ages and abilities.

3.5 Community and Health Facilities

The draft seeks greater protection for community facilities and identifies pressure on local healthcare provision.

Further work will be required to:

- Agree the schedule of community facilities proposed for protection;
- Strengthen the evidence supporting healthcare policies;
- Engage with relevant NHS/Integrated Care Board partners; and
- Ensure proposed requirements for development are proportionate and supported by evidence.

3.6 Sport and Recreation

The draft contains an ambition for Newbury to develop as a sporting destination.

Council should consider which facilities should be prioritised, including potential requirements relating to football, athletics, cycling and other indoor and outdoor sports.

3.7 Environment and Climate Change

Further work is required to develop robust policies relating to:

- Biodiversity and green infrastructure;
- Wildlife corridors;
- Local Green Spaces;
- Trees and planting;
- Rivers, waterways and water quality;
- Flooding and climate resilience; and
- Renewable energy and low-carbon development.

4. Planning Policies and Community Aspirations

An important next step will be to establish a clear distinction between:

Planning Policies – matters capable of being taken into account when determining planning applications; and

Community Aspirations/Projects – wider ambitions which may require delivery by the Town Council, West Berkshire Council, partner organisations or through future funding.

This distinction will help ensure that the statutory planning policies are capable of meeting the required Basic Conditions while retaining the wider community ambitions identified through preparation of the Plan.

5. Evidence and Outstanding Work

Before progressing to statutory Regulation 14 consultation, further work will be required, including:

- Completion of outstanding sections and removal of placeholder text;
- Completion of the Design Code and Character Area assessments;
- Local Green Space assessments and mapping;
- Non-Designated Heritage Asset assessments;
- Community facility schedule and mapping;
- Green infrastructure and biodiversity mapping;
- Transport and accessibility evidence;
- Supporting evidence for economic and healthcare policies;
- Completion of the Policies/Proposals Map; and
- Review of all policies against national and West Berkshire planning policy.

The required environmental screening and supporting statutory documentation will also need to be prepared as the Plan progresses towards submission.

6. Proposed Next Steps

It is proposed that:

1. Councillors consider the principal strategic matters identified in Section 3;
2. The Steering Group uses the agreed direction to resolve areas of overlap between the individual workstreams;
3. Officers and representatives then meet with the planning consultant to agree the policy direction and outstanding evidence requirements;
4. A consolidated draft NDP is subsequently produced;
5. The consolidated document is reviewed against the Basic Conditions and relevant national and local planning policy; and

6. The completed draft is brought back to Council prior to commencement of Regulation 14 consultation.

7. Recommendations

Council is **RECOMMENDED** to:

1. **Note** the progress made in preparing the Newbury Neighbourhood Development Plan.
2. **Consider and provide a strategic direction** on the areas of potential overlap and conflict identified in Section 3 of this report.
3. **Agree** that the emerging Plan should clearly distinguish statutory planning policies from wider community aspirations and projects.
4. **Agree** that the Steering Group, Officers and planning consultant undertake the outstanding policy, evidence and mapping work required to produce a consolidated draft Plan.
5. **Agree** that the consolidated draft Neighbourhood Development Plan be brought back to Council for consideration prior to proceeding to statutory Regulation 14 consultation.

Newbury Town Council

Appendix 9

Schedule of Meetings for the Municipal Year 2026/2027

2026

Day	Date	Agenda	Lead Officer	Meetings	Notes
Wed	6 May	30 April	CEO	Annual Meeting	
Sun	10 May	5 May	CEO/CSM	Mayor Making	5
Mon	18 May	12 May	CC	Planning & Highways Committee	
~~Wed~~	~~27 May~~	~~21 May~~	~~SDM~~	~~Climate Emergency Sub Committee~~	CANCELLED
Mon	1 June	26 May	SDM	Victoria Park Projects Sub Committee	
Mon	8 June	2 June	RFO	Policy & Resources Committee	
Mon	15 June	9 June	CC	Planning & Highways Committee	
Mon	22 June	16 June	CEO	Full Council	1
Thu	25 June	19 June	RFO	Grants Sub-Committee	
Mon	29 June	23 June	CSM	Civic Pride, Arts & Culture Committee	
Wed	1 July	25 June	RFO	Staff Sub Committee	
Mon	6 July	30 June	CC	Planning & Highways Committee	
Wed	8 July	1 July	SDM	Victoria Park Projects Sub Committee	
Mon	13 July	6 July	SDM	Community Services Committee	
Mon	27 July	21 July	CEO	Full Council	
Mon	3 Aug	28 July	CC	Planning & Highways Committee	
Mon	10 Aug	4 Aug	SDM	Victoria Park Projects Sub Committee	
Mon	24 Aug	18 Aug	CC	Planning & Highways Committee	
Mon	7 Sep	1 Sept	CSM	Community Services Committee	2
Mon	14 Sep	8 Sep	SDM	Civic Pride, Arts & Culture Committee	2
Mon	21 Sep	15 Sep	SDM	Victoria Park Projects Sub Committee	
Mon	28 Sep	22 Sep	CC	Planning & Highways Committee	
Wed	30 Sep	24 Sep	RFO	Staff Sub Committee	
Wed	7 Oct	30 Sep	SDM	Climate Emergency Sub Committee	2
Mon	12 Oct	6 Oct	RFO	Policy & Resources Committee	
Mon	19 Oct	13 Oct	CEO	Full Council	
Mon	26 Oct	20 Oct	CC	Planning & Highways Committee	2
Mon	2 Nov	27 Oct	SDM	Victoria Park Projects Sub Committee	2
Mon	16 Nov	10 Nov	RFO	Grants Sub-Committee	
Mon	23 Nov	17 Nov	CC	Planning & Highways Committee	
Wed	25 Nov	19 Nov	RFO	Staff Sub Committee	
Mon	30 Nov	24 Nov	CSM	Civic Pride, Arts & Culture Committee	
Wed	2 Dec	26 Nov	SDM	Victoria Park Projects Sub Committee	
Mon	14 Dec	8 Dec	SDM	Community Services Committee	
Mon	21 Dec	15 Dec	CC	Planning & Highways Committee	

2027

Mon	4 Jan	29 Dec	SDM	Victoria Park Projects Sub Committee	
Wed	6 Jan	31 Dec	SDM	Climate Emergency Sub Committee	
Mon	11 Jan	5 Jan	CC	Planning & Highways Committee	
Mon	18 Jan	12 Jan	RFO	Policy & Resources Committee	3
Mon	25 Jan	19 Jan	CEO	Full Council	4
Wed	3 Feb	28 Jan	SDM	Victoria Park Projects Sub Committee	
Mon	8 Feb	2 Feb	CC	Planning & Highways Committee	
Mon	15 Feb	10 Feb	CSM	Civic Pride, Arts & Culture Committee	
Mon	22 Feb	16 Feb	RFO	Grants Sub-Committee (if required)	
Wed	3 Mar	25 Feb	SDM	Victoria Park Projects Sub Committee	
Mon	8 Mar	2 Mar	CC	Planning & Highways Committee	
Mon	15 Mar	9 Mar	CEO	Annual Town Meeting	
Wed	24 Mar	18 Mar	RFO	Staff Sub Committee	
Mon	29 Mar	23 Mar	SDM	Community Services Committee	
Wed	31 March	25 Mar	SDM	Victoria Park Projects Sub Committee	
Wed	7 Apr	1 Apr	SDM	Climate Emergency Sub Committee	
Mon	12 Apr	6 Apr	CC	Planning & Highways Committee	
Mon	19 Apr	13 Apr	CEO	Policy & Resources Committee	

CEO = Chief Executive Officer; RFO = Responsible Financial Officer; SDM = Services Delivery Manager, CSM = Civic Services Manager, CC = Committees Clerk.

Notes:

1. This is the meeting at which the 2025/26 Statutory Accounts are signed off.
2. This is the meeting at which the 2027/28 Services budgets are discussed.
3. This is the meeting at which the 2027/28 draft budget is set.
4. This is the meeting at which the 2027/28 budget and precept are declared.
5. Mayor Making. All meetings take place in the Council Chamber, apart from Mayor Making, which takes place in the Corn Exchange.

Forward Works Programme

Work Programme for Full Council Meetings for the Municipal Year 2026-27

Standing Items on each (ordinary meeting) agenda:

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

Scheduled Council Business	
06 May 2026	Nomination and Election of Mayor and Deputy Mayor Election of Leader and Deputy Leader To nominate the membership of each Committee/Sub Committee for 2025/26 Review Terms of Reference of committees, sub-committees and working groups Meet your Councillor Rota Review and Schedule for 26/27 Reports from Outside Bodies To review the Council's Standing orders, if required
22 June 2026	End of Year Statutory Accounts To receive the Annual Return, Approve each section of the Annual Governance Statement and adopt the accounts and the Mayor to sign them, To note the date for the exercise of electors' rights To receive any reports from the Council's representation on outside bodies – Presentation from Greenham Trust
29 July 2026	Local Governance Review
19 October 2026	**Citizens Advice Presentation** Local Democracy Working Group: a verbal update on LDW from the Chair

	of the Local Democracy Working Group Budget for 2026/27 Councillors are invited to make the Leader of the Council and the RFO aware of any particular projects that may need to be undertaken in 2025/26, so that they may be considered for inclusion in the draft budget and / or service plans and / or project list.
25 January 2027	**Berkshire Youth Presentation** Review of Town Council Strategy 2026/27 Precept Climate Emergency grant Schedule of Meetings for the Municipal Year 2026/27 **Financial Regulations**