

12 October 2022

To: Councillors Phil Barnett, Jeff Beck, Martin Colston, Jo Day, Billy Drummond, Sue Farrant, Nigel Foot, Chris Foster, Jon Gage, Stuart Gourley, Roger Hunneman, Olivia Lewis, Pam Lusby-Taylor, David Marsh, Stephen Masters, Vaughan Miller, Andy Moore, Gary Norman, (Town Mayor), Elizabeth O’Keeffe, Erik Pattenden, Sarah Slack, Martha Vickers and Tony Vickers.

From 7.00 pm:

Remembrance Sunday - To receive a briefing on the arrangements for the Remembrance Day events on Sunday 13 November 2022

Barry Digby: To recognise Barry’s 20 years of service with the Council’s Civic Team.

Dear Councillor,

You are summoned to attend a meeting of **Newbury Town Council** to be held in **The Council Chamber, Town Hall, Newbury** at **7.30 pm Monday 17 October 2022**.

The meeting will also be streamed live via Zoom using the following link:

<https://us02web.zoom.us/j/83660504012?pwd=K3VyM0MyKysvYlkcXkRkSIRBL0hHUT09&from=addon>

Meeting ID: 836 6050 4012

Passcode: 761791

The meeting is open to the press and public.

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

1. Apologies for absence
Chief Executive Officer

2. Declarations of Interest
Town Mayor/ Chief Executive Officer

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)

Town Mayor

To approve the minutes of the Full Council meeting held on Monday 26 September 2022.

4. Citizens' Advice (Presentation to follow)

Town Mayor

To receive a presentation from Ms. Isabel Esperanca, Chief Officer, [Citizens Advice West Berkshire](#) on their work in Newbury and in particular the use of the Town Council's ongoing funding.

To present the Council's contribution of £20,000 for 2022-23 to Citizens' Advice West Berkshire.

5. Questions and Petitions from Members of the Public

Town Mayor/ Chief Executive Officer

(Questions, in writing, must be with the CEO by 2.00 pm on Friday 14 October 2022)

6. Members' Questions and Petitions

Town Mayor/ Chief Executive Officer

(Questions, in writing, must be with the CEO by 2.00 pm on Friday 14 October 2022)

7. Town Mayor's Report (Appendix 2)

Town Mayor

To receive a report from the Town Mayor, Councillor Gary Norman.

8. Leader's Report (Appendix 3)

Leader of the Council

To receive a report from the Leader of the Council, Councillor Martin Colston.

9. Chief Executive Officer's Report (Appendix 4)

Chief Executive Officer

To receive a report from the Chief Executive Officer

10. Committees

Town Mayor / Committee Chairpersons

To receive the minutes of meetings of the Town Council's Committees (already circulated):

- Community Services Committee 18 July (Draft)
- Planning & Highways 11 July, 1 August, 22 August, 3 October (draft)
- Civic Pride, Arts & Leisure 4 July (Draft)
- Policy & Resources 18 July and 10 October (Draft)

11. Market Working Group (Appendix 5)

Town Mayor

To agree to appoint a Market Working Group, set terms of reference and appoint members.

12. Appointment of External Auditor (Appendix 6)

Town Mayor

To Remain as part of the Smaller Authorities' Audit Appointments (SAAA) sector led appointment scheme for the next 5 years.

13. Local Democracy Working Group

To receive a verbal update on LDW from the Chair of the Local Democracy Working Group

14. Budget for 2023/24 (Appendix 7)

Town Mayor

15.1 **To note** the attached budget production plan with a target to produce a draft budget for e-mail distribution before Christmas, so that full discussions can take place at the Policy & Resources Committee meeting on 16 January 2023 and at the subsequent Council meeting on Monday 30 January 2023.

15.2 To invite members of the Council to submit proposals to officers for consideration by the relevant Committee for inclusion in the draft budget and the Council's Strategy when they consider their budget needs for 2023/24. Such proposals should be submitted with as much detail as possible by the 4th of November 2022.

15.3 To note that Council and each Committee / Sub-Committee is asked to Consider its budget needs for 2023/24, in time for inclusion in the draft budget (and / or revised Strategy) being prepared for January 2023.

15. Climate Emergency Working Group (Appendix 8)

Councillor Chris Foster, Chairperson of the Working Group

15.1 To receive a report from the Community Services Manager and the Climate Emergency Working Group and

15.2 To consider the recommendations from the Working Group

16. Forward Work Programme for Full Council meetings 2022/23 (Appendix 9)

Town Mayor

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

17. Exclusion of the press and Public

Town Mayor

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

18. Victoria Park Café

Town Mayor

To receive a verbal update on the tenders received and to note that there will be a special meeting of the Council at 7.30 pm on 27 October to consider the bids.

**Minutes of The Meeting of Newbury Town Council
Held in the Council Chamber, Town Hall, Newbury,
at 7.30 pm on Monday 8 August 2022.**

Present

Councillors Phil Barnett, Jo Day, Billy Drummond, Sue Farrant, Nigel Foot, Chris Foster, Jon Gage, Roger Hunneman, Pam Lusby-Taylor, David Marsh, Stephen Masters, Vaughan Miller, Gary Norman (Town Mayor) and Sarah Slack.

Officers in Attendance

Hugh Peacocke – Chief Executive Officer
David Ingram, Community Services Manager

20. Apologies for absence

Apologies received from Councillors Martin Colston, Stuart Gourley, Elizabeth O’Keeffe, Erik Pattenden, Martha Vickers.

Absent

Councillors Jeff Beck, Olivia Lewis, Andy Moore and Tony Vickers.

21. Declarations of interest and dispensations

Councillors Phil Barnett, Billy Drummond, David Marsh and Stephen Masters 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.

22. Minutes of the meeting of Newbury Town Council held on Monday 27 June 2022

Proposed: Councillor Billy Drummond

Seconded: Councillor Sue Farrant

Resolved: To approve the minutes of the meeting of Newbury Town Council held on Monday 27 June 2022 as a true record of the meeting.

23. Questions and Petitions from Members of the Public

Question received from Mr. Allan Mercado:

“A large extensive fair now occupies the most used, attractive area of Victoria Park, namely the sailing pond, children’s swings and water splash area. It has made access to these facilities impossible.

What fee has been asked of the fair’s owners for this facility. The fair will occupy the park for 3 weeks till August 23rd.”

Mayor’s response:

“The fee received by the Council from Hebborn’s fair, for the use of Victoria Park from 1 August to 21 August was £3,250.

The fair does not prevent access to any of the Council's facilities in the Park. The Council feels that the fair complements the facilities in that part of the Park. Indeed, our experience has been that the fair is popular with the public and an added attraction in the Park."

24. Members' Questions and Petitions

Question received from Councillor Phil Barnett:

"In view of the cyber-crime operating freely in society today, is this Town Council going to register to be part of the Government's national cyber security pilots for local town councils?"

Mayor's response:

"This Council has taken significant steps to ensure that our IT systems are secure, and that good cyber security practice is maintained. We have achieved this by working closely with our IT contractors, Technique, and will continue to do so in order to make sure the Council keeps up with the most contemporary cyber security practices. We also have cyber protection insurance in place, in the event of any losses to the Council arising from cyber-crime.

In terms of participating in a Government run Cyber Security Pilot for Local Councils, NTC would investigate the costs and benefits of participating in such a scheme when presented with the information about what it would involve before deciding upon whether to join or not. If participation comes with an associated cost, the Council will have to see if the funds are available in the NTC budget.

However, the Council would welcome the chance to consider any invitation to join such a pilot scheme."

25. Community United (Appendix 2)

The meeting considered a request from Community United for financial support for 'One Community Cricket & Family Fun Day 2022', an event they planned to hold at Falklands Cricket Club on 25 September 2022. Community United estimated that the cost of running the event would be £6,000. As the event was registered on The Good Exchange, any funding from the Council would be matched by them. The meeting noted that the Council's budget for 2022/23, included £3,000 towards 'Diversity & Inclusivity'.

Proposed: Councillor Nigel Foot

Seconded: Councillor Stephen Masters

That the Council contributes £2,500 to The Good exchange towards the Community United event.

Amendment:

Proposed: Councillor Sue Farrant

Seconded: Councillor Roger Hunneman

That the Council contributes £2,000 to The Good exchange towards the Community United event.

The Mayor called for a vote on the amendment which was defeated by the Mayor's casting vote.

The Mayor called for a vote on the proposal to contribute £2,500 to The Good exchange towards the Community United event and this was approved on the casting vote of the Mayor.

26. Notice of Motion received from Councillor Sarah Slack

Proposed: Councillor Sarah Slack

Seconded: Councillor Chris Foster

Resolved: Newbury Town Council urges West Berkshire Council to increase the tree canopy cover in our town centre as a matter of urgency, bearing in mind West Berkshire Council, like Newbury Town Council, has declared a Climate Emergency.

It was agreed to request WGBC to convene a meeting with the Town council and The Newbury BID to discuss how this matter might be progressed.

27. Affixing of the Council's Seal

Proposed: Councillor Sarah Slack

Seconded: Councillor Chris Foster

Resolved: That the Council's seal be affixed to the sublet agreement from Living Saucha Ltd. to Plum and grain of the Town Hall, in Suite 1 of the Town Hall.

28. Exclusion of the Press and Public

Proposed: Councillor Roger Hunneman

Seconded: Councillor Stephen Masters

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

29. The proposed Community Café in Victoria Park

The meeting received a verbal update from Mr. Chris Burnell, Aero Consultancy, on the tendering process for the Community Café in Victoria Park. Mr. XXXX told the meeting that because of prevailing conditions in the construction market that the interested contractors did not meet the Council's deadline on Friday 5 August and no valid tenders had been received. He recommended that the Council extend the deadline for the receipt of valid tenders as he was hopeful that at least 2 bids would be made for this contract.

Proposed: Councillor Sarah Slack

Seconded: Councillor Chris Foster

Resolved: That the Council extends the deadline for the receipt of valid tenders for the construction of the Community Café in Victoria Park to a date no later than 11 October 2022.

There being no further business, the Town Mayor declared the meeting closed at 8.13 pm.

Town Mayor: _____

Date: _____

Leader's Report for Full Council Meeting on 17th October 2022

Below are some of the highlights since my last report in June:

1. Help make Newbury a unique, welcoming, safe and well cared for Town

- a. We will get an update on the tenders for the Café at this evening's meeting, and then have a follow-up extra-ordinary Council meeting on 26th October to make our next decisions.
- b. After a successful tender process – many thanks especially to David Ingram and Jon Gage – we are very pleased to have appointed John O'Connor to be our next grounds maintenance contractor
- c. Work is well under way on our Neighbourhood Development Plan: the questionnaire for our initial consultation is now live
- d. We retained our Green Flag status for Victoria Park for a fourth year

2. Foster a real sense of community

- a. Following the death of HM the Queen, the Mayor laid the first wreath outside the Town Hall, NTC provided a book of condolence for the public to sign and was heavily involved in the Proclamation of the new King in the Market Place.
- b. The Newbury in Bloom awards were held in the Town Hall and the event was a great celebration of the efforts of the many residents who took part and helped present Newbury at its best.
- c. On 17th August a team of Members and Officers played a bowls match against the Newbury Bowls Club. I thoroughly enjoyed my first experience of the game and the generous hospitality of the Bowl Club despite a fairly comprehensive loss!!!

3. Take actions to address the climate emergency

- a. Final figures for our Carbon Footprint for 2021-22 are in and I'm proud to say it has reduced to 40.6 tonnes, down 40% on our starting point in 2018/19. This means we are 1 year ahead of our scheduled reduction plan to get to carbon neutral by 2030.
- b. We held a successful Climate Workshop in the Chamber on 1st October with a combined total of 50 attendees, most in person and some on Zoom. We shared our progress so far and plans for further reduction in carbon footprint, and received some great feedback and ideas from those present. We are continuing to search for local carbon reduction projects to help with our Climate Grants.

4. Focused support for young people, the elderly, minorities and the vulnerable

- a. I was one of a group of Members who visited the West Berkshire Food Bank earlier this month. It's a tremendous operation run by a fantastic team of committed volunteers. It was very sobering to see the weekly boxes for families. Supplies of some essentials are starting to run down as the number of clients goes up and the number of donors goes down.
- b. We had an inspiring update from Berkshire Youth at P&R on 10th October. The team is growing and the waterside Centre is thriving which is a great combination for our young people – keep up the great work.

Once again, a big thank you to our hardworking officers and Members.

Martin Colston

Leader of the Council, 17th October 2022

Meeting of Newbury Town Council, Monday 17 October 2022.

Agenda Item 9: Chief Executive Officer's Report.

A) Victoria Park

The Council raised £19,000 through the Good Exchange for works on the roof of the bandstand. A consultant has been briefed and we expect the works to be completed before next Summer.

We also received a grant of £10,000 from the National lottery towards the provision of inclusive play equipment and a new seesaw will be installed soon.



Victoria Park has once again been awarded 'Green Flag' status for 2022/23, recognised by the Green Flag Award Scheme as one of the very best in the world. The Town Council received the Award for Victoria Park for the first time in 2019.

The prestigious Green Flag Award is the recognised mark of a quality park or green space and demonstrates to the public that the Park boasts the highest possible environmental standards, is well maintained and has excellent visitor facilities.

B) Staff Matters

- **Democratic Services Officer**

We were very sorry to lose Darius Zarazel, but we wish him every success in his new role with South Oxfordshire District Council. We are now recruiting his replacement and we aim to have the post filled by 3 January 2023.

- **Parks and Open Spaces Supervisor**

Mr. James Heasman, the Council's Parks and Open Spaces Officer, has been promoted to Parks and Open Spaces Supervisor.

- **Maternity News**



Kym and James Heasman had a baby girl, Bethany, on 5th July and we were all delighted when Elisa told us that she and Jack are expecting a baby in March! Congratulations to you all!

C) Audit of Accounts 2020-21

The External Auditor has completed the Audit of Accounts for 2020-21. My thanks to our Accounts Team, Margaret and Angela, and our external consultants, RBS, for all their help in a satisfactory outcome.

Hugh Peacocke

Chief Executive Officer

10 October 2022

Market Working Group Terms of Reference

Name: Market Working Party

Members:

- **3 Members of Newbury Town Council (To be appointed)**
- **2 Market traders to be nominated by the traders and/or the Market manager**
- **Newbury BID Representative**
- **WBC Representative as Landlord**

Quorum: 3 of the official group membership, at least one of which will be an elected member of NTC, one a trader and one other representative.

Support:

Meeting support will be provided by a Community Services Officer and the Market Manager.

Goals:

1. To bring forward proposals to grow the markets in Newbury
2. To consider the impact and advantage of one-off events e.g. Christmas Fayre, other events by surveying the Charter Market traders no later than 4 weeks after any event.
3. To consider the longer term provision of Newbury markets beyond the expiry of the current Agreement with WBC in 2027.

Guidance from the Council / Parent Committee

Input/recommendations may be provided through the Community Services Committee. All recommendation (outside approved delegated budget provisions) require the approval of the Community Services Committee.

Resources and Budget

There is currently a budget allocated to the promotion/marketing of the market and entertainment. This budget is managed by the Community Services Officer.

Governance

The Working Party will decide through consensus, 2/3 majority vote or chair's authority to decide what should be taken forward for action or for consideration by the Community Services Committee.

Meetings

The Working Group shall meet twice a year to discuss matters on the Agenda, additional meetings can be called by the Chair. Meetings should fit in with the availability of the Market Managers and at minimal cost to the Council.

Additional Notes

- The Group will communicate through email, phone and meetings, both formally and informally.
- The Group may meet on Zoom if agreed by the Chair
- Shared information/documentation will be held in the Councils Community Services Office.
- The Group reports progress on an ad hoc basis and formally each September to its parent Community Services Committee. It can also publish press releases on key items of progress and events/promotions.

These Terms of Reference may be reviewed and changed as necessary by the working group in light of additional information **and approved by the parent committee.**

Newbury Town Council

Public Report

To: Council

Date of meeting: 17th October 2022

Agenda item No. 12: Appointment of External Auditor

Decision Required: To Remain as part of the Smaller Authorities' Audit Appointments (SAAA) sector led appointment scheme for the next 5 years.

Background

In 2017 the Council opted into the SAAA for the purpose of conducting external audits.

We have now been notified that this option is due to expire on 28 October, 2022. (See attached notice from SAAA).

If the Council decides to make alternative arrangements, SAAA must be notified and a new auditor appointed.

Issues arising/ Options considered

The current arrangements have proven satisfactory over the past 5 years.

The Council may decide to opt out of these arrangements. The SAAA has advised as follows:

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- *an opted-out authority regardless of size (including exempt authorities) MUST appoint an appropriate external auditor.*
- *the appointed auditor must be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).*
- *an opted-out authority must convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA.*

- *an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise.*
- *an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations.*
- *any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by 30 November 2022 will have an external auditor appointed for it by the Secretary of State through SAAA. This will result in additional costs of £300 which will have to be met by the authority.*

During the previous 5-year period all smaller authorities were 'opted-in' to the central procurement regime managed by SAAA.

It is worth noting that no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor.

I have sought advice from our internal auditors in this matter and they have responded as follows:

On balance and weighing up the cost of physically seeking an alternative to the SAAA appointed provider, to say nothing of the probability that other such providers will undoubtedly seek higher fees than those agreed nationally, I would suggest that the Council is probably better to stay with the appointed provider. That said, it is obviously for the Council to determine. If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme. (See Appendix 6.3 attached)

Considerations:

1. Reference to Council Strategy 2019-2024

N/A

2. Legal

The Council is required to appoint an external auditor. Remaining in SAAA meets this requirement.

3. Financial

The fees for this year's external audit were £2,000 plus VAT. As stated above, it is very likely that any other audit appointment would be considerably more expensive.

4. Climate/ Environmental issues

N/A

5. Crime and Disorder

N/A

6. Risk assessment

If the Council decides to opt out of the current scheme, any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by 30 November 2022 will have an external auditor appointed for it by the Secretary of State through SAAA. This will result in additional costs of £300 which will have to be met by the authority.

7. Equality and Diversity

N/A

8. Consultation

The Council's internal auditor and the Association of Local councils have advised the council in this matter.

Conclusion/ Recommendation

The Council is recommended to resolve to continue as part of the SAAA sector led auditor appointment regime for the next 5 years.

Report Author: Hugh Peacocke, (CEO and RFO)

Date: 10 October 2022

Dear Clerk/RFO/Chairman

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;

- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

From: [Comms - Hampshire ALC](#)
Subject: External Auditor Appointments
Date: 26 August 2022 12:24:13

This is an **EXTERNAL EMAIL. STOP. THINK** before you **CLICK** links or **OPEN** attachments.

Dear Clerks

We wanted to draw your attention to an important email that was sent out earlier this month to all smaller authorities (those whose gross annual income or expenditure is less than £6.5 million). This email would have been sent to you by the Smaller Authorities' Audit Appointments (SAAA).

We would urge you to read this email and action it and, if you have not received it, you can read the notification here: https://saaa.co.uk/comms/2022Opt-out_communication_.pdf

In brief, the SAAA is responsible for appointing external auditors to all smaller authorities and the next round of 5-year appointments is about to take place. All smaller authorities must have an external auditor even if they declare themselves exempt as the certificate of exemption must still be submitted.

If your council wish to remain as part of the SAAA sector led appointment scheme then no further action by the council is required but all councils must be given the opportunity to opt out and appoint their own external auditor. This must be done by 28th October at the latest. Opting out and appointing your own external auditor is a significant decision and it is important the council understand the implications of doing this. They should carefully read the implications and advice contained in the email/notice sent to them by the SAAA or go to the website here: www.saaa.co.uk

All smaller authorities should now action this by adding it to a council meeting agenda in September or October (i.e. before the cut off date of 28th October) and record the council's response in the minutes.

Kind regards

Jane Ives

Member Services Manager

Hampshire Association of Local Councils

Floor 2, Eastleigh House, Upper Market Street, Eastleigh, Hants, SO50 9YN

t: 02380 688061

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From: [Anne Pollard](#)
Subject: 2022-23 appointment of external auditors by SAAA
Date: 02 September 2022 14:36:57

This is an **EXTERNAL EMAIL. STOP. THINK** before you **CLICK** links or **OPEN** attachments.

Dear Clerk

You will undoubtedly have received a letter / email from SAAA advising you of the external audit arrangements for 2022-23 and the subsequent four years.

We have received a few queries from clients as to whether or not we can advise of potential alternative providers. Should you / your Council be considering seeking an alternative provider to the SAAA appointee, I would advise that we are not in a position to offer such guidance or suggestions.

On balance and weighing up the cost of physically seeking an alternative to the SAAA appointed provider, to say nothing of the probability that other such providers will undoubtedly seek higher fees than those agreed nationally, I would suggest that the Council is probably better to stay with the appointed provider. That said, it is obviously for the Council to determine.

Kind regards

Stuart

S J Pollard
Director



Auditing Solutions Ltd., Company Number 04357952

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Date	Action	Who	By
7/10	RFO to prepare 6 monthly figures and give to management team	CEO	7/10
7/10	RFO writes to all staff re salary allocations estimates	CEO	15/10
17/10	Council on 17/10 will ask CEO to write to all members re Strategy review/ Budget asking them to submit ideas for consideration by Committees	CEO	06/11
21/10	All staff reply to CEO re salary allocations	All Staff	21/10
07/11	Send members' proposals to relevant managers/ officers	CEO	07/11
10/11	Management team meet to consider draft budgets, including any issues arising from members' proposals	CEO	08/11
11/11	RFO sends first draft of budget to Chair P & R.	CEO	11/11
15/11	Leader's Briefing, including draft budget	CEO	15/11
20/11	Advise lead officers of submissions, to take to relevant Committee	CEO	20/11
28/11	Discuss Budget/ Strategy items at CPA & C meeting- on agenda	CM	22/11
30/11	Staff Sub to agree budget	CEO	24/11
5/12	Discuss Budget/ Strategy items at P & H meeting- on agenda	DSO	30/11
12/12	Discuss Budget/ Strategy items at CS Committee meeting- on agenda	CSM	6/12
13/12	Strategy Working Group considers proposals from Committees and makes recommendations to P & R	CEO	13/12
22/12	RFO sends draft budget to all members for information	CEO	22/12
16/1	P & R Committee meeting- Agenda- recommendations re Strategy and budget to Full Council	CEO	10/1
30/1	Full Council approves review of Strategy 2019-2024 and Budget 22-24- agenda	CEO	24/1

Newbury Town Council

Public Report to: Full Council

17 October 2022

Agenda Item No 12

Climate Emergency Working Group Report & Recommendations

Background

At the Council Meeting on 10th June 2019, a motion was passed which included

- i) the steps the Council should take to develop a clear evidence-based and **fully costed strategy to ensure the Council's activities are carbon neutral by 2030**
- ii) how best to engage, consult and work with relevant experts, potential partner organisations, outside bodies and community groups in the development of the strategy
- iii) the processes and structures the Council should employ to monitor and evaluate the implementation of the strategy
- iv) Explore how NTC can support and promote a wider program of activities to help Newbury become more sustainable.

At the P&R Committee Meeting of 14th October 2019, it was further Resolved that the recommendations of the Climate Change Working Group Appendix 6.1 be adopted, subject to the following amendments:

- 2.6 To review the energy supply contract and seek opportunities for cost savings or reduction in carbon emissions with the aim of using a totally green energy supply as soon as financially viable.
- 3.2 Use the Newbury Town Council website and social media to promote community work, schemes, ideas etc on climate change and associated environmental issues. To facilitate information exchange to show leadership e.g., through coffee mornings type events in the chamber.
- 4.1 To Procurement items – to consider carbon assessment of all procurement (including green space, consumables etc)
- 4.2 To include an environmental assessment report on future reports to the council (along with financial impact, etc)
- 4.3 To review all business tenancy agreements to ensure tenants minimise energy usage by considering energy efficiency and monitoring its use and supporting carbon reduction initiatives.

Updated position October 2022

Climate Change Working Group meetings

Since last update, October 2021, the CCWG have regularly to discuss and take forward the recommendations of the Council, this includes the 5th Workshops held in the Town Hall & on Zoom on Saturday 1st October 2022.

There were 37 in attendance at the Town Hall, a further 7 joined via Zoom link with Cllrs Martin Colston & Chris Foster leading the Presentations on the afternoon.

There were 3 participating organisation who provided display stand and refreshments by 8 Bell Charity.

Feedback & the presentation slides will be loaded onto the Council Web in due course.

Energy efficiency & supply

The Council set its base for Carbon in March 2019 at 68.11 tonnes then calculated. The agreed reduction was set at 7 tonne per annum over 10 years.

Since then, the Council has investment in efficiency work & conscious efforts to reduce its emission, new heaters, lighting, controls, etc, the Carbon Footprint dropped steadily as shown below.

Covid did have an impact as well as additional calculation such as water consumption being added to the Report.

Home working became a new feature as well as more refined energy management, offsetting third part usage.

The like for like calculation on the Carbon Footprint of the Council was 40.6 Tonnes, roughly in line with the 2021/22 target a 40% reduction so far.

This also has financial benefits in that on a like for like tariff basis, the reduction equates to approved £14,000 in savings on the Supply bills to the Council.

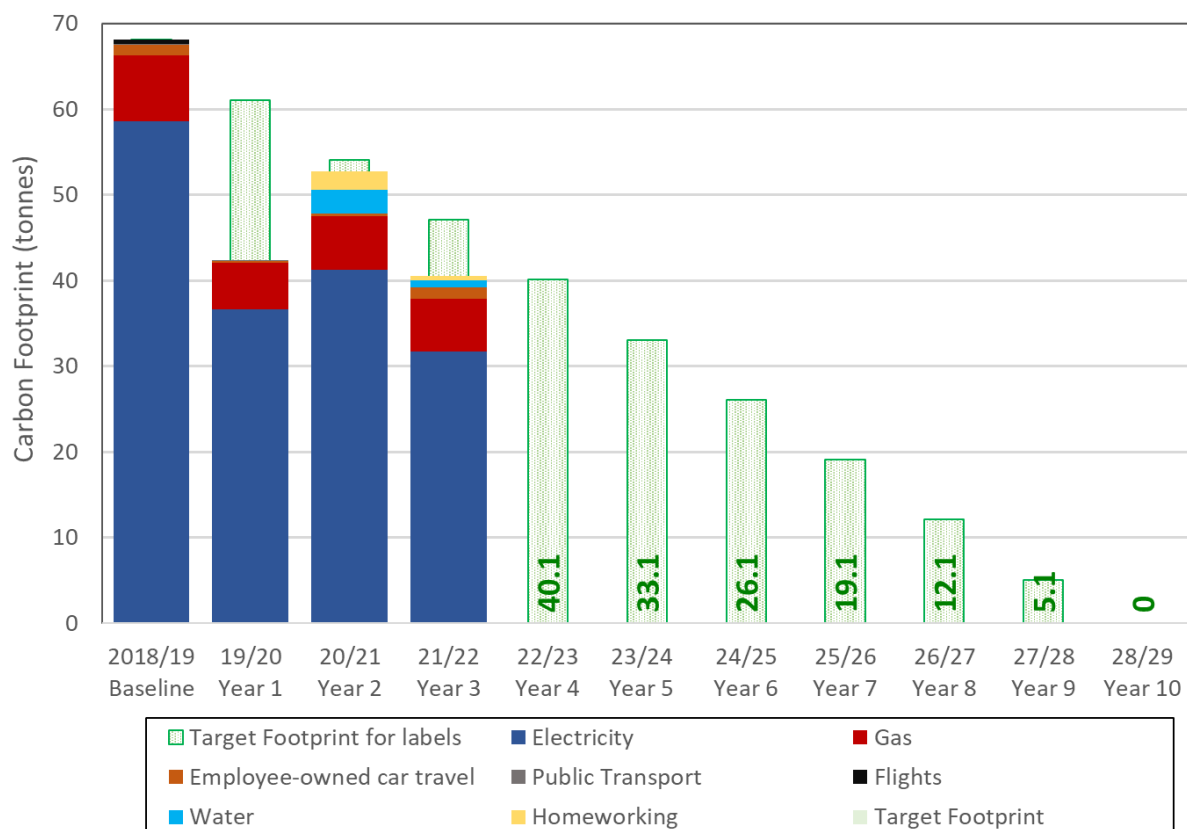
Where next

The Council will in the next year or so need to consider further options to achieve its Zero carbon aspirations. The final investments into energy savings, additional Solar Panel installations and other efficiency works will have secured the best saving by April 2023. The balance, expected to be circa 34 tonnes, will be difficult to achieve with just investment into areas such as Thermal efficiency, currently 38-year payback for example in the Town Hall.

Members will need to consider what options are available and how the Council will wish to deal with the subject of Carbon Offset.

There will be an opportunity to reconsider the Council energy Supplies in 2023/24 and some of the additional generation project, Solar PV as part of the mitigation strategy for the Café consumption and Splash Park.

Newbury Town Council - Carbon Footprint Reduction vs Target



Procurement and Projects / waste & re-cycling

The new Café is the first new Council project which will be Carbon neutral and with an aim to achieve BREEAM Excellent. Other matters are being considered such as:

- Elevated to give more permeable surface under building
- Passive house thermal standard
- Solar power generation
- Heat recovery & redistillation
- Rain garden
- Air source heat pumps

The Café Operator Lease Agreement includes a Green Lease proving to encourage sustainable operations.

New letting of the Town Hall facilities include new modern low energy lighting & controlled heating to encourage Tenants to reduce carbon consumption.

Green management

The Green Spaces Working Group is instrumental in setting out plans for better environmental management. The new wildflower meadow in City Recreation ground has again been a success. The change in management pattern in Newtown Rd cemetery has allowed unusual species to flourish, major tree planning programmes are completed

The revision of the Grounds Maintenance provision post January 2023 has now incorporated a number of new measures around low mow, only 8 Contacted annual cuts, wildlife strips around the hedges, wildlife bands around major trees, use of electric machinery where possible, changes to planting routines etc.

Managing & tackling water from our Green Spaces is an integral part of the new processes. Taking management of hanging baskets back in house will allow for more innovative ways of providing colour and contrast in a more environmentally sustainable way.

Climate Change Working Group

The Climate Change Working Group has monitored, directed & overseen the achievement set out in the years of its being set up.

The recommendation to the Committee is for the Working Group to continue with its work in reducing the Council's carbon emissions and the requirement as set out in the Resolution of 10th June 2019, above.

Recommendation: To maintain the current Working Group structure to monitor, manage and keep reviewing ideas to move this agenda forward. Make necessary Budget recommendations to support the reduction programme.

David W Ingram

5th October 2022

Newbury Town Council

Work Programme for Full Council Meetings for the Municipal Year 2022/23.

Standing Items on each (ordinary meeting) agenda:

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

Other items of Business

Meeting Date	Item
27 June	End of Year Statutory Accounts To receive the Annual Return, Approve each section of the Annual Governance Statement and adopt the accounts and the Mayor to sign them, To note the date for the exercise of electors' rights
	To receive any reports from School Link Councillors
	To receive any reports from the Council's representation on outside bodies
	To review the Council's Standing orders, if required
17 October	Citizens' Advice bureau To receive a presentation from Citizens Advice West Berkshire on their work in Newbury and in particular the use of the Town Council's ongoing funding.
	Local Democracy Working Group To receive a verbal update on LDW from the Chair of the Local Democracy Working Group
	Budget for 2022/23 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 2022/23, so that they may be considered for inclusion in the draft budget and / or service plans and / or project list.
	Commence Review of Town Council Strategy
	Newbury BID Presentation
30 January	Review of Town Council Strategy
	2022/23 Precept
	Schedule of meetings for the municipal year 2022/23
	Update re VP Cafe
	Update re carbon reduction Plan
	Presentation from Community United
10 May	Nomination of Mayor Elect and Deputy Mayor
	Election of Leader and Deputy Leader of the Council
	To nominate the membership of each Committee / Sub-Committee for the 2023/2024 municipal year.