

6 October 2021.

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

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

Also: All Members of the Council for information.

Dear Councillor

You are summoned to attend a meeting of the **Policy & Resources Committee** to be held
in the **Waterside Centre, Newbury**, at **7.30 pm, Monday, 11 October 2021**.

The meeting is open to the press and the public.

Yours sincerely,

Hugh Peacocke,
Chief Executive Officer

AGENDA

1. Apologies for absence

Chairperson

2. Declarations of interest and dispensations

Chairperson

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

3. Minutes (Appendix 1)

Chairperson

To approve the minutes of meetings of the Policy & Resources Committee held on
Monday 19 July 2021.

4. Questions and Petitions from members of the public

Chairperson

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we can all be proud of.

5. Members' questions and petitions

Chairperson

(Please note that questions from Councillors and Members of the public must be submitted in writing by 2 pm on Friday 8 October 2021.)

6. Berkshire Youth (Appendix 2)

Chairperson

To receive a report from Berkshire Youth on the operation of the SLA with the Council for April to September 2021.

7. Health and Safety Report (Appendix 3)

Chairperson

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

(Members are requested to raise any questions on this item prior to the meeting).

8. List of Payments (Appendix 4)

Chairperson

To note the payments made during the period 1 July 2021 to 30 September 2021 as attached at Appendix 3.

9. Income and Expenditure Account 2021/22 (Appendices 5 and 5a)

Chairperson

9.1. To receive the Income and Expenditure Account for the period ended 30 September 2021.

9.2. To resolve to approve expenditure against cost centres that are over the annual budget, in accordance with this Council's financial regulation, as listed in Appendix 4a.

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

Chairperson

To note the debts over £500 and more than three months old.

11. Strategic Risk Register (Appendix 6)

Chairperson of the Audit Working Group

To consider the recommendations of the Audit working Group and

To resolve to approve the amended Strategic Risk Register

12. Report from the Climate Emergency Working Group (Appendix 7)

Councillor Chris Foster, Chairperson of the Working Group

12.1 To receive a report from the Community Services Manager and the Climate Change Working Group and

12.2 To consider any recommendations from the Working Group

13. The Council Strategy 2019 to 2024 (Appendix 8)

Councillor Martin Colston, Chairperson of the Strategy Working Group

13.1 To consider the report from the Chief Executive Officer and the Strategy Working Group

13.2 To note the action plan report at 30 September 2021 and any amendments arising from same

14. Report on Key Performance Indicators (Appendix 9)

Chairperson

To note the Key Performance Indicators for August/ September 2021.

15. Complaints Policy (Appendix 10)

Chairperson

To review the Council's policy for dealing with complaints and to approve any changes required.

16. Forward Work Programme for Policy and Resources Committee meetings 2021/22 (Appendix 11)

Chairperson

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

17. Exclusion of the press and public

Chairperson

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

18. Staff Sub Committee

Chairperson

To receive a report from the staff sub-committee meetings held on 18 and 25 August 2021.

**Minutes of a meeting of the Policy & Resources Committee held on
Monday 19 July 2021 at 7.30 pm, in the council Chamber, Town Hall, Newbury.**

Present

Councillors: Martin Colston (Chairperson); Jeff Beck (substitute for Cllr. Sarah Slack); Jo Day; Jon Gage; Stuart Gourley; Elizabeth O’Keeffe, Roger Hunneman (Substitute for Cllr. Sue Farrant), Steve Masters and Erik Pattenden.

In attendance

Hugh Peacocke, Chief Executive Officer.

1. Apologies for absence

Councillor Sue Farrant, Nigel Foot and Sarah Slack.

2. Declarations of interest and dispensations

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

3. Minutes

Proposed: Councillor Jeff Beck

Seconded: Councillor Elizabeth O’Keeffe

Resolved: That the minutes of the meeting of the Policy & Resources Committee held on Monday 26 April be approved as a correct record and signed by the Chairperson.

4. Questions and petitions from members of the public

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

5. Members’ questions and petitions

There were none.

6. Newbury Business Improvement District (BID) Future Business Plans

The meeting welcomed Ms. Melissa Hughes, CEO Newbury BID, who outlined the structure of the BID and its current and future plans. She also encouraged the Council to support the BID at the next ballot, in 2022.

Members thanked Ms. Hughes for her presentation and asked that the BID considers:

- a) engaging and involving young people in their future plans and perhaps on the BID board.

- b) promoting travelling to Newbury by public transport as part of their marketing campaigns, and

- c) that taxi drivers be invited to appoint a representative to attend the Business Watch meetings.

The Council was invited to nominate a representative to the Brand Newbury Focus Group.

Proposed: Councillor Jo Day

Seconded: Councillor Erik Pattenden

Resolved: That Councillor Martin Colston represents the Council on the Brand Newbury Focus Group.

7. Health and Safety Report

The meeting received the quarterly Health and Safety report and noted the status of the matters listed.

8. List of Payments

The Committee noted the payments made during the period 1 April 2021 to 30 June 2021.

9. Income and Expenditure Account 2021/22

The Committee Noted the Income and Expenditure Account for the period ended 30 June 2021.

The CEO explained that the overspend of £2,100 on budget line 300/4415 (Newtown Road Cemetery Energy supply) had arisen because heaters were left on in the church over the winter. Despite enquiries, the Council was unable to determine who was responsible for this. Controls will be installed to switch the heaters off after a defined time to prevent this happening again.

The meeting noted that the rates due for Shaw Cemetery (budget line 305/4405) were underestimated in the budget (£280) and will total £1,410 and approval was sought for this overspend against budget.

The CEO advised the meeting that the Council's 3-year insurance contract expired on 31 August 2021 and that he had sought quotes from 4 providers for a new contract. The Council's current provider, Zurich, gave the best quotation, at £10,631 per annum, a reduction from the current annual premium of £12,467.

Proposed: Councillor Martin Colston

Seconded: Councillor Steve Masters

Resolved: That the Council approves the above expenditure and the over-expenditure against cost centres that are over the annual budget, in accordance with this Council's financial regulations.

10. Internal Audit Report

The meeting received the final interim internal audit report for the financial year 2020/21 from Auditing Solutions Ltd. The CEO advised the meeting that all of the recommended actions had been completed.

11. Grants Sub-Committee

The Committee noted the draft minutes of the Grants Sub-Committee meeting held on 23 June 2021.

12. Membership and Terms of Reference of the Committee's Working Groups for 2021/22.

Proposed: Councillor Martin Colston

Seconded: Councillor Elizabeth O'Keeffe

Resolved:

- a) To add Councillor Jeff Beck to the Working Group and to approve the membership (increased to 5 members) and Terms of reference of The Audit Working Group;
- b) To add Councillor David Marsh to the Strategy Working group for the longer-term planning and to approve the membership and Terms of reference of The Strategy Working Group
- c) To add Councillor Stuart Gourley to the Working Group and to approve the membership and Terms of reference of The Climate Emergency Working Group.

13. Mayor's Benevolent Fund Accounts

The meeting noted the summary financial report for the Mayor's Benevolent Fund 2020/21, which showed a small surplus, despite the difficulties of organising fund-raising events during the lockdown and Covid 19 restrictions. The Mayor thanked the Civic Manager for the innovative ideas she had developed to help meet these challenges.

14. Newbury Town Council- Planning Ahead

Proposed: Councillor Martin Colston

Seconded: Councillor Jo Day

Resolved: To authorise the Council's Strategy Review Working Group to consider proposals for the longer-term Strategy, which may include all existing service provision and any additional services that the Council might wish to deliver.

15. Forward Work Programme for Policy and Resources Committee meetings 2021/22

The Committee noted the Forward Work Programme for Policy and Resources Committee meetings 2021/22.

16. Exclusion of the Press and Public

Proposed: Councillor Jeff Beck

Seconded: Councillor Elizabeth O'Keeffe

Resolved: That the press and public be excluded from the meeting for item 17 of business because publicity would be prejudicial to the public interest by reason of the confidential financial business to be discussed.

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

The Committee received an update on these matters. The only relevant debt relates to a Town Hall tenant and negotiations are ongoing.

18. Exclusion of the Press and Public

Proposed: Councillor Steven Masters

Seconded: Councillor Elizabeth O'Keeffe

Resolved: That the press and public be excluded from the meeting for item 17 of business because publicity would be prejudicial to the public interest by reason of the confidential personal business to be discussed.

19. An additional bench by the Canal at West Mills

The meeting heard that this matter had been referred to the Committee by the Community Services Committee due to the need for approval of expenditure outside the provisions of this year's budget.

Having regard to the circumstances of this event, the Committee felt that the Council was obligated to address the matter, as proposed in the report to the Committee.

Proposed: Councillor Jeff Beck

Seconded: Councillor Steven Masters

Resolved: That the Council approves the installation of a 3rd bench on the land indicated off West Mills and allocate a sum from reserves, not to exceed £2,500 for this purpose.

The Chairman declared the meeting closed at 8.50 pm.

Signed: _____
Chairman

Date: _____

Detached Youth Work

Report for April to September 2021

5th October 2021
Newbury Town Council

The current context

This report covers April to September 2021. During this period Newbury came out of a national lockdown with restrictions easing over the 6 months. Schools were re-opened as did community and sports facilities. Newbury, like the rest of England, was encouraged to minimize gathering in groups to all restrictions being dropped.

Throughout this period Berkshire Youth has always delivered in work in line with our own risk assessments and always following the NYA Guidance – which has been approved by DCMS & Public Health England. At times this has meant reinforcing public health messaging and supporting local police in areas, times or locations they felt a youth work approach would be more beneficial.

As restrictions eased we started conversations with young people about their struggles with the situation, their sense of unfairness and confusion. Young people were bored of lockdown and restrictions and frustrated as they wanted normal life back. The summer came as a bit of a care free/party time amongst young people with restrictions easing as schools finished for the summer break.

We also supported the Town Council Youth event with young people during this period

What happens next?

Newbury Town Council and partners will meet to discuss the responses from today and will see what we can put in place to improve Newbury for young people

Future Possibilities

- Newbury Youth Forum
- Future Face to Face Events for Young People



The current context

It is fair to say that young people have been relieved at the easing of restrictions and the relaxing of social distance measures. This has meant many of them have been able to enjoy their summer break from school more than last year.

Young people have still felt bored and isolated in the community. As we have opened Waterside we have tried to encourage young people to make the most of the facilities and encouraged them to move from open spaces into the building.

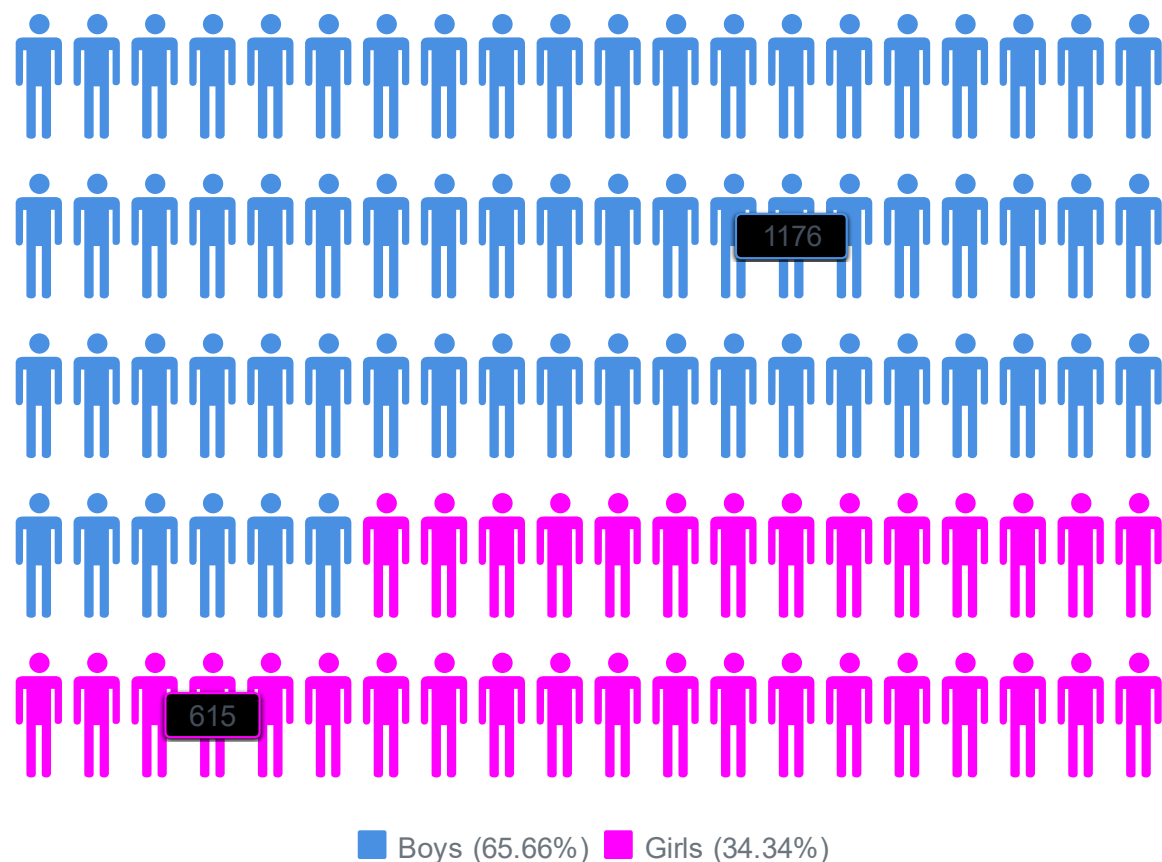
As we have moved into the lighter evenings we have seen more young people around and more willing to engage with staff. They have spoken of their hopes for September and schools returning “normally”. Young people continue to talk about their mental wellbeing as an area of concern for them and their peers.

We have continued to work with wider partners such as police, housing and antisocial behaviour groups to identify priority locations and times based on local information. This is often reactive and would always welcome further information so that we can be proactive in our delivery.



Who we have seen...

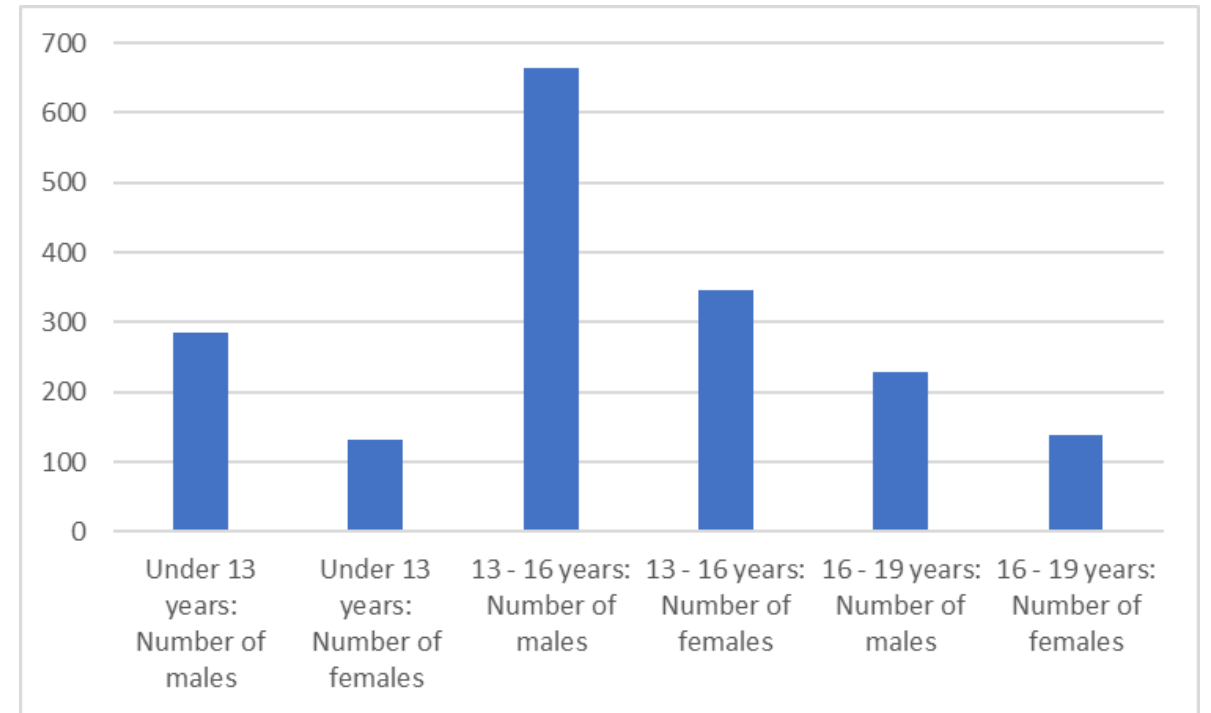
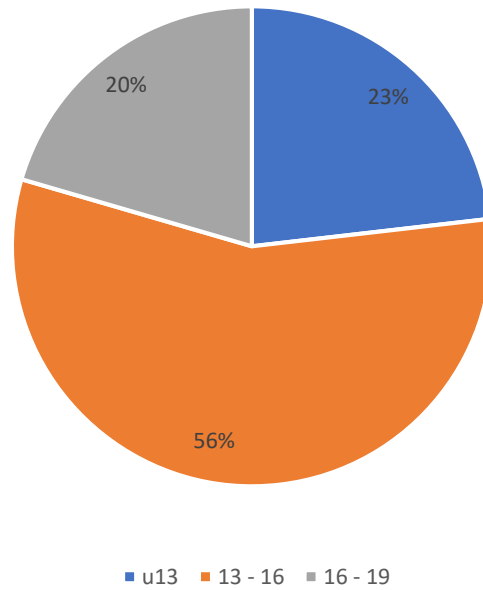
Gender of Participants



Data from 1st April to 24th September 2021

Who we have seen...

Age groups of young people



Data from 1st April 2021 – 24th September 2021

Waterside



The refurbishment of the Waterside Centre is largely complete. We are still working our way through the final bits and pieces of the build phase.

The Sports Hall floor has now been relayed and the final adjustments to the Climbing Wall are due to take place so it can be operational from October



Provision has started for dance, singing, boxing and paddlesports. The Café will open in November.

We are also looking at establishing a community café & larder to encourage family and wider community engagement from November.

Waterside



Outside the benches and planters are in place and we are seeking volunteers to paint and fill with plants and flowers.

External signage will go up in the next few weeks on both the front and rear of the building.

We have also launched a Youth Work Hub in partnership with DWP.

Summer at Waterside



362
Young people
engaged



800+ free lunches



3200+ hours of
activities

Next steps...

Autumn events

As we move into Autumn we see the traditional festivals of Autumn that often can cause some local disruption; Michaelmas Fair, Halloween and Bonfire night. We will continue to have a presence at these events and in the lead up to them.

October Half term

We will be looking to provide a range of activities over half term for young people. This will include paddlesports and use of the climbing wall. These will be a paid for opportunity but we are seeking funding for children on FSM as well as vulnerable young people.

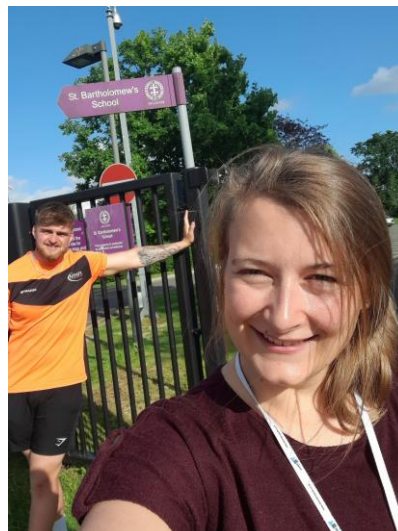
Waterside transition

Now Waterside is open and offering sessions to young people we are moving to the next stage of our detached work by encouraging young people into the building. With the colder and darker nights it is important that young people have a space they feel they belong and a space to feel safe.

Volunteers

We are keen to introduce volunteers to help expand the programme and enable greater transition into Waterside

Out and about...



Health & Safety Report for P&R Committee - Last Updated 04/10/2021						Appendix 3		
<p>Note: Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.</p> <p>Service plans also contain details such as health and safety inspections where relevant. The Health and Safety officer continues to co-ordinate and provide advice on all services, while the health and safety responsibility for each of those services remains operationally with the principle service manager and ultimately with the Chief Executive Officer.</p>								
Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS1	Football changing rooms Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading, quarterly descaling of shower heads	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Recreation Ground R&M budget	To minimise risk of legionella / compliance with legislation
HS2	Town Hall Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading,	Safety Office	Included in staff cost	On Going	Weekly / Monthly / On going	N/A	Staff costs budget	To minimise risk of legionella / compliance with legislation
HS3	Shaw Cemetery Domestic Water Services hygiene regimes following LRA - weekly purging, monthly temp reading,	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Shaw Cemetery R&M budget	To minimise risk of legionella / compliance with legislation
HS4	Town Hall Inspections (offices and communal areas). Including Quarterly Workplace Inspections by Safety Officer	Officers	Included in staff cost	On going / ad hoc	Daily / Weekly / Monthly / Quarterly / On going	N/A	Officer Time	Improved Town Hall Safety
HS5	Town Hall Fire Alarm Testing	Officers	Included in staff cost	On going	Weekly	N/A	Officer Time	Compliance with legislation
HS6	Town Hall Disabled Toilet Alarm Testing	Officers	Included in staff cost	On going	Monthly	N/A	Officer Time	Improved Town Hall Safety
HS7	Risk Management Strategy and Strategic Risk Register Review	Council	Included in staff cost	12/10/2020	Agreed at P&R 12/10/2020	October 2021	Audit Working Group to consider following Management Team input	Ensured risk strategy is still correct
HS8	Town Hall Safety Inspections (quarterly) CSM inspects the Town Hall by weekly walk round during lockdown period. Current position is that the quarterly inspection will be held pending return to office working. Annual inspection will be carried out in June 2021	Safety Officer / Caretaker	Included in staff cost	20 December 2019	Weekly Checks on going	Weekly Checks on going	Officer Time	Improved Town Hall Safety
HS9	Annual Play Area Inspection by ROSPA accredited inspection company	Contractor / Safety Officer / Community Services Manager	Approx. £700	End March 2021	Completed 16/04/2021	End March 2022	Playground R&M budget	Legal requirement Safety for users
HS10	Boiler Servicing & Gas Safety Certificate for Servery	Safety Officer / Subcontractor	£200.00	End Jan 2020	Competed 19/01/2021	End Jan 2022	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS11	Boiler Servicing & Gas Safety Certificate for Old Court House (Suite 1)	Safety Officer / Subcontractor	£200.00	End July 2021	Completed 15/09/2021	End July 2022	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS12	Town Hall Evacuation Chair Training - 2 yearly	Subcontractor / Safety Officer	£900.00	End July 2021	Completed 08/07/2021	End July 2023	Legal requirement	Improved Town Hall safety / compliance with legislation
HS13	1/4ly Lift Inspection / service	Subcontractor / Safety Officer	£320.00	End Sept 2021	Completed 08/09/2021	End Dec 2021	Legal requirement / R&M Budget	Improved Town Hall safety / compliance with legislation
HS14	Lift Inspection (annually by Insurers) Due to Covid 19 and the infrequent use of the Lift, Insurers inspection delayed – Inspection date awaited	Subcontractor / Safety Officer	Included in Insurance	End June 2019	Completed 20/06/2019	Delayed due to Lockdown	Legal requirement	Improved Town Hall safety / compliance with legislation
HS15	Fire Extinguishers Maintenance (annually) for All NTC Sites, requiring extinguishers (Shaw Cemetery, Victoria Park Changing Rooms & Kiosk, Bowling Club, Town Hall, Newtown Road Cemetery)	Safety Officer / Subcontractor	£1,043 Annually	End July 2021	Job Raised by Chubb - Awaiting Date from Engineer	End July 2022	Various Contracts / R&M budgets	Improved safety / compliance with legislation
HS16	5 yearly Periodical Test & Inspections of the Town Hall Electrical System	Safety Officer / Subcontractor	£4,750.00	End April 2015	All Works Completed October 2020	April 2025	Town Hall R&M budget	Improved safety / compliance with legislation
HS17	Newtown Road Cemetery 5 yearly Electrical installation testing	Safety Officer / Subcontractor	£300.00	End April 2017	Completed 17/05/2017	May 2022	Newtown Road Cemetery R&M Budget	Improved safety / compliance with legislation
HS18	Independent Town Hall Annual Fire Risk Assessment Review (annually)	Safety Officer / Community Services Manager	£175.00	End May 2021	Completed 20/05/2021	End June 2022	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS19	Town Hall (PAT) Portable Electrical Appliance Testing (annually) Due to infrequent use of Offices, PAT Testing will be VISUAL only check for 2020/21 year wiring test completed, no current appliance issues . New MCB sockets being installed as added safety. Normal PAT testing will resume in June 2021	Safety Officer / Caretaker	Included in staff cost	Weekly on Going	Weekly on Going	May 2022	Officer Time	Improved Town Hall safety / compliance with legislation
HS20	Lightning Conductor Maintenance / Inspection (annually) Test Strike UK Limited	Safety Officer / Subcontractor	£110.00	End Jan 2020	Completed 04 November 2020	End November 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation

Health & Safety Report for P&R Committee - Last Updated 04/10/2021						Appendix 3		
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Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS21	Independent Legionella Risk Assessment - All NTC Premises	Safety Officer / Subcontractor	£1,500.00	End Jan 2020	Completed 20/01/2020	As required by Legislation	Town Hall R&M budget	Improved safety / compliance with legislation
HS22	Shaw Cemetery (PAT) Portable Electrical Appliance Testing (annually) Contractors to carry out 2021 test in November 2020 –	Safety Officer / Subcontractor	£130.00	End July 2019	Completed 25/07/2019	Delayed due to Lockdown Completed 21/10/2020	Shaw Cemetery R&M budget	Improved Shaw Cemetery safety / compliance with legislation
HS23	Town Hall Emergency Light Test (6 monthly)	Safety Officer / Subcontractor	£165.00	End June 2020	Completed 26/03/2021	End September 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS24	Bandstand Electrical Supply Testing (annually)	Safety Officer / Subcontractor	£120.00	End oct 2021	Week Comm 04/10/2021	End Oct 2022	Victoria Park R&M budget	Improved Bandstand safety / compliance with legislation
HS25	Town Hall Fire Alarm Maintenance (quarterly)	Safety Officer / Subcontractor	Included in contract	End July 2021	Completed 23/07/2021	End October 2021	Town Hall Contract	Information for Emergency Services and Town Hall occupants
HS26	Town Hall Emergency Evacuation Drills	Community Services Manager / Safety Officer / Fire Marshals	Included in staff cost	Minimum of 2 per annum	Completed Not a Drill 27/08/2019	Minimum of 2 per annum - delayed due to lockdown	N/A	Improved Town Hall safety / compliance with legislation
HS27	Independent Commercial EPC Survey	Community Services Manager / Contractor	£375.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS28	Independent DEC Survey	Community Services Manager / Contractor	£475.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS29	Independent Asbestos management Survey	Community Services Manager / Contractor	£595.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS30	Independent Marketing style floor plan Survey	Community Services Manager / Contractor	£445.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS31	Independent 5 year Structural & Aerial Drone Surveys - All NTC Premises	Community Services Manager / Contractor	£8,606.00	End June 2019	Completed 30/06/2019	End June 2024	Town Hall R&M budget	Compliance with legislation
HS32	Independent Tree Condition Survey & Mapping - All NTC Land	Community Services Manager / Contractor	£15,700.00	End Jan 2020	Completed End January 2020	End January 2025	Town Hall R&M budget	Compliance with legislation
HS33	Shaw Cemetery Memorial survey (subject to available funding)	Community Services Manager / Contractor	TBC	End March 2020	TBC	TBC	Shaw Cemetery R&M budget	Compliance with legislation
HS34	Town Hall Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Town Hall R&M budget	Compliance with legislation
HS35	Market Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 28/05/2020	As required by Legislation	Market R&M budget	Compliance with legislation
HS36	Play Area Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Play Area R&M budget	Compliance with legislation
HS37	Cemeteries Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Shaw & Newtown Road R&M budget	Compliance with legislation
HS38	Review of Town Hall Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS39	Review of Victoria Park Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS40	Review of Newtown Road Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets

Health & Safety Report for P&R Committee - Last Updated 04/10/2021						Appendix 3		
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Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS41	Review of Shaw Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS42	Review of Market Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS43	Review of Recreation Grounds Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS44	Review of Playground Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS45	Review of Allotments Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS46	Review of Bus Shelter Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS47	Review of Clocks Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS48	Review of Public Seating (Benches) Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS49	Review of Skatepark Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS50	Review of Footway Lighting Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS51	Review of War Memorial Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets

Health & Safety Report for P&R Committee - Last Updated 04/10/2021						Appendix 3		
<p>Note: Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.</p> <p>Service plans also contain details such as health and safety inspections where relevant. The Health and Safety officer continues to co-ordinate and provide advice on all services, while the health and safety responsibility for each of those services remains operationally with the principle service manager and ultimately with the Chief Executive Officer.</p>								
Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS1	Football changing rooms Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading, quarterly descaling of shower heads	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Recreation Ground R&M budget	To minimise risk of legionella / compliance with legislation
HS2	Town Hall Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading,	Safety Office	Included in staff cost	On Going	Weekly / Monthly / On going	N/A	Staff costs budget	To minimise risk of legionella / compliance with legislation
HS3	Shaw Cemetery Domestic Water Services hygiene regimes following LRA - weekly purging, monthly temp reading,	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Shaw Cemetery R&M budget	To minimise risk of legionella / compliance with legislation
HS4	Town Hall Inspections (offices and communal areas). Including Quarterly Workplace Inspections by Safety Officer	Officers	Included in staff cost	On going / ad hoc	Daily / Weekly / Monthly / Quarterly / On going	N/A	Officer Time	Improved Town Hall Safety
HS5	Town Hall Fire Alarm Testing	Officers	Included in staff cost	On going	Weekly	N/A	Officer Time	Compliance with legislation
HS6	Town Hall Disabled Toilet Alarm Testing	Officers	Included in staff cost	On going	Monthly	N/A	Officer Time	Improved Town Hall Safety
HS7	Risk Management Strategy and Strategic Risk Register Review	Council	Included in staff cost	12/10/2020	Agreed at P&R 12/10/2020	October 2021	Audit Working Group to consider following Management Team input	Ensured risk strategy is still correct
HS8	Town Hall Safety Inspections (quarterly) CSM inspects the Town Hall by weekly walk round during lockdown period. Current position is that the quarterly inspection will be held pending return to office working. Annual inspection will be carried out in June 2021	Safety Officer / Caretaker	Included in staff cost	20 December 2019	Weekly Checks on going	Weekly Checks on going	Officer Time	Improved Town Hall Safety
HS9	Annual Play Area Inspection by ROSPA accredited inspection company	Contractor / Safety Officer / Community Services Manager	Approx. £700	End March 2021	Completed 16/04/2021	End March 2022	Playground R&M budget	Legal requirement Safety for users
HS10	Boiler Servicing & Gas Safety Certificate for Servery	Safety Officer / Subcontractor	£200.00	End Jan 2020	Completed 19/01/2021	End Jan 2022	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS11	Boiler Servicing & Gas Safety Certificate for Old Court House (Suite 1)	Safety Officer / Subcontractor	£200.00	End July 2021	Completed 15/09/2021	End July 2022	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS12	Town Hall Evacuation Chair Training - 2 yearly	Subcontractor / Safety Officer	£900.00	End July 2021	Completed 08/07/2021	End July 2023	Legal requirement	Improved Town Hall safety / compliance with legislation
HS13	1/4ly Lift Inspection / service	Subcontractor / Safety Officer	£320.00	End Sept 2021	Completed 08/09/2021	End Dec 2021	Legal requirement / R&M Budget	Improved Town Hall safety / compliance with legislation
HS14	Lift Inspection (annually by Insurers) Due to Covid 19 and the infrequent use of the Lift, Insurers inspection delayed – Inspection date awaited	Subcontractor / Safety Officer	Included in Insurance	End June 2019	Completed 20/06/2019	Delayed due to Lockdown	Legal requirement	Improved Town Hall safety / compliance with legislation
HS15	Fire Extinguishers Maintenance (annually) for All NTC Sites, requiring extinguishers (Shaw Cemetery, Victoria Park Changing Rooms & Kiosk, Bowling Club, Town Hall, Newtown Road Cemetery)	Safety Officer / Subcontractor	£1,043 Annually	End July 2021	Job Raised by Chubb - Awaiting Date from Engineer	End July 2022	Various Contracts / R&M budgets	Improved safety / compliance with legislation
HS16	5 yearly Periodical Test & Inspections of the Town Hall Electrical System	Safety Officer / Subcontractor	£4,750.00	End April 2015	All Works Completed October 2020	April 2025	Town Hall R&M budget	Improved safety / compliance with legislation
HS17	Newtown Road Cemetery 5 yearly Electrical installation testing	Safety Officer / Subcontractor	£300.00	End April 2017	Completed 17/05/2017	May 2022	Newtown Road Cemetery R&M Budget	Improved safety / compliance with legislation
HS18	Independent Town Hall Annual Fire Risk Assessment Review (annually)	Safety Officer / Community Services Manager	£175.00	End May 2021	Completed 20/05/2021	End June 2022	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS19	Town Hall (PAT) Portable Electrical Appliance Testing (annually) Due to infrequent use of Offices, PAT Testing will be VISUAL only check for 2020/21 year wiring test completed, no current appliance issues . New MCB sockets being installed as added saftey. Normal PAT testing will resume in June 2021	Safety Officer / Caretaker	Included in staff cost	Weekly on Going	Weekly on Going	May 2022	Officer Time	Improved Town Hall safety / compliance with legislation
HS20	Lightning Conductor Maintenance / Inspection (annually) Test Strike UK Limited	Safety Officer / Subcontractor	£110.00	End Jan 2020	Completed 04 November 2020	End November 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation

Health & Safety Report for P&R Committee - Last Updated 04/10/2021						Appendix 3		
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Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS21	Independent Legionella Risk Assessment - All NTC Premises	Safety Officer / Subcontractor	£1,500.00	End Jan 2020	Completed 20/01/2020	As required by Legislation	Town Hall R&M budget	Improved safety / compliance with legislation
HS22	Shaw Cemetery (PAT) Portable Electrical Appliance Testing (annually) Contractors to carry out 2021 test in November 2020 –	Safety Officer / Subcontractor	£130.00	End July 2019	Completed 25/07/2019	Delayed due to Lockdown Completed 21/10/2020	Shaw Cemetery R&M budget	Improved Shaw Cemetery safety / compliance with legislation
HS23	Town Hall Emergency Light Test (6 monthly)	Safety Officer / Subcontractor	£165.00	End June 2020	Completed 26/03/2021	End September 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS24	Bandstand Electrical Supply Testing (annually)	Safety Officer / Subcontractor	£120.00	End oct 2021	Week Comm 04/10/2021	End Oct 2022	Victoria Park R&M budget	Improved Bandstand safety / compliance with legislation
HS25	Town Hall Fire Alarm Maintenance (quarterly)	Safety Officer / Subcontractor	Included in contract	End July 2021	Completed 23/07/2021	End October 2021	Town Hall Contract	Information for Emergency Services and Town Hall occupants
HS26	Town Hall Emergency Evacuation Drills	Community Services Manager / Safety Officer / Fire Marshals	Included in staff cost	Minimum of 2 per annum	Completed Not a Drill 27/08/2019	Minimum of 2 per annum - delayed due to lockdown	N/A	Improved Town Hall safety / compliance with legislation
HS27	Independent Commercial EPC Survey	Community Services Manager / Contractor	£375.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS28	Independent DEC Survey	Community Services Manager / Contractor	£475.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS29	Independent Asbestos management Survey	Community Services Manager / Contractor	£595.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS30	Independent Marketing style floor plan Survey	Community Services Manager / Contractor	£445.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS31	Independent 5 year Structural & Aerial Drone Surveys - All NTC Premises	Community Services Manager / Contractor	£8,606.00	End June 2019	Completed 30/06/2019	End June 2024	Town Hall R&M budget	Compliance with legislation
HS32	Independent Tree Condition Survey & Mapping - All NTC Land	Community Services Manager / Contractor	£15,700.00	End Jan 2020	Completed End January 2020	End January 2025	Town Hall R&M budget	Compliance with legislation
HS33	Shaw Cemetery Memorial survey (subject to available funding)	Community Services Manager / Contractor	TBC	End March 2020	TBC	TBC	Shaw Cemetery R&M budget	Compliance with legislation
HS34	Town Hall Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Town Hall R&M budget	Compliance with legislation
HS35	Market Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 28/05/2020	As required by Legislation	Market R&M budget	Compliance with legislation
HS36	Play Area Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Play Area R&M budget	Compliance with legislation
HS37	Cemeteries Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Shaw & Newtown Road R&M budget	Compliance with legislation
HS38	Review of Town Hall Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS39	Review of Victoria Park Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets

Health & Safety Report for P&R Committee - Last Updated 04/10/2021						Appendix 3		
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Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS40	Review of Newtown Road Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS41	Review of Shaw Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS42	Review of Market Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS43	Review of Recreation Grounds Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS44	Review of Playground Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS45	Review of Allotments Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS46	Review of Bus Shelter Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS47	Review of Clocks Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS48	Review of Public Seating (Benches) Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS49	Review of Skatepark Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS50	Review of Footway Lighting Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS51	Review of War Memorial Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets

Date: 04/10/2021

Newbury Town Council 2021-22

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Time: 13:53

Current Account

List of Payments made between 01/07/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2021	WBC Business Rates	DD	561.00		Market place - 4th installment
01/07/2021	WBC Business Rates	DD	99.00		Suite 2, TH - 4th Installment
01/07/2021	WBC Business Rates	DD	279.00		Suite 12 - 4th Installment
01/07/2021	WBC Business Rates	DD	106.00		Suite 4, TH - 4th Installment
01/07/2021	WBC Business Rates	DD	97.00		Suite 3, TH - 4th installment
01/07/2021	WBC Business Rates	DD	324.00		TH Chamber-4th installment
01/07/2021	WBC Business Rates	DD	141.00		Shaw Cem - 4th installment
01/07/2021	WBC Business Rates	DD	54.00		NTR Cem - 4th installment
01/07/2021	WBC Business Rates	DD	155.00		M/Parlout TH - 4th installment
05/07/2021	Vodafone	DD-V10June	83.10		GMO & Caretaker Mobiles
13/07/2021	BACS P/L Pymnt Page 1325	BACS Pymnt	38,508.23	✓	BACS P/L Pymnt Page 1325
14/07/2021	Handelsbanken	CHARGES	63.67		Bank charges - July 21
16/07/2021	Crown Gas & Power	DD-C25July	43.65		t hail gas
16/07/2021	Unmetered (Foot Way Lighting)	DD-S83July	692.47		2 Jun 2021 to 1 Jul 2021
16/07/2021	Old Toilet Block, Victoria Par	DD-S78July	41.85		2 Apr 2021 to 28 Jun 2021
19/07/2021	MAYORS SUITE 140664414	DDS91Credi	-118.40		6 Jan 2021 to 4 May 2021
20/07/2021	Streamline Merchant Services	DD-S59-1	11.94		01 Jun 2021 to 30 Jun 2021
20/07/2021	Streamline Merchant Services	DD-S59-2	16.45		Card Transactions June 2021
20/07/2021	Streamline Merchant Services	DD-S59-3	37.79		Card transactions June 2021
23/07/2021	BACS P/L Pymnt Page 1332	BACS Pymnt	6,346.19	✓	BACS P/L Pymnt Page 1332
26/07/2021	Together Technology Ltd	DD-T23-3	333.00		T-Voice One System rental
26/07/2021	Blackbox Solutions	DD-B25June	34.50		Print Scan Support Charge
26/07/2021	TOWN HALL 155 BART St - 61156	DD-S95July	1,019.98		ccount for quarter 2 2021 22
26/07/2021	Sports Pavilion, Victoria Park	DD-S85July	767.12		Account for quarter 2 2021 22
26/07/2021	SHAW CEMETERY	DD-S79July	123.97		2 Jun 2021 to 1 Jul 2021
26/07/2021	BAND STAND	DD-S82July	40.52		2 Jun 2021 to 1 Jul 2021
26/07/2021	CLOCK TOWER 380066313	DD-S84	53.13		2 Jun 2021 to 1 Jul 2021
28/07/2021	Together Technology Ltd	DD-T23-1	160.55		TL Gold Internet Package
28/07/2021	Together Technology Ltd	DD-T23-2	124.68		PSTN Line Rental
28/07/2021	EE Limited	DD-E23 Jul	541.63		EE Mobile-set up & paymentx11
30/07/2021	Salaries	SALARIES	36,022.61		Salaries - July 2021
02/08/2021	WBC Business Rates	DD	155.00		Mayors Parlour 5th installment
02/08/2021	WBC Business Rates	DD	54.00		NTR Cemetery 5th installment
02/08/2021	WBC Business Rates	DD	141.00		Shaw Cemetery
02/08/2021	WBC Business Rates	DD	324.00		Meeting Hall, Town Hall
02/08/2021	WBC Business Rates	DD	97.00		Suite 3, Town Hall
02/08/2021	WBC Business Rates	DD	106.00		Suite 4, Town Hall
02/08/2021	WBC Business Rates	DD	279.00		Suite 12, Town Hall 5th instal
02/08/2021	WBC Business Rates	DD	99.00		Suite 2, Town Hall 5th install
02/08/2021	WBC Business Rates	DD	561.00		Market @ Market Place 5th inst
03/08/2021	Vodafone	dd V10	-75.39		Damage Insurance Reg
06/08/2021	BACS P/L Pymnt Page 1346	BACS Pymnt	13,643.21	✓	BACS P/L Pymnt Page 1346
06/08/2021	SUITE 4 8325654412	DD-S88July	347.74		5.5.21-30.6.21
09/08/2021	Town Hall Market 621564417	S87 JUL dd	1,803.94		17.4-22.7
12/08/2021	BACS P/L Pymnt Page 1349	BACS Pymnt	7,066.20	✓	BACS P/L Pymnt Page 1349
16/08/2021	Siemens Financial Services Ltd	DD RENTAL	156.00		LEASE RENT
16/08/2021	Handelsbanken	CHARGES	62.83		ransaction Charge

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List of Payments made between 01/07/2021 and 30/09/2021

Date Paid	Pavee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
17/08/2021	Officers Account	Top Up	2,057.11		Top Up of Officer Account
17/08/2021	3805910013 Footway lights UNME	s80	58.67		2 Jul 2021 to 2 Aug 2021
17/08/2021	Unmetered (Foot Way Lighting)	dd s83	678.99		2 Jul 2021 to 2 Aug 2021
17/08/2021	No 2/Petty Cash Account	55332292	2,057.11		to petty top up
19/08/2021	Streamline Merchant Services	streamline	37.79		Transaction Charges - Cards A
19/08/2021	MAYORS SUITE 140864414	56 s91	47.88		May 2021 to 22 Jul 2021
19/08/2021	Streamline Merchant Services	DD-S59Aug	4.38		Card transactions 01-31 July21
23/08/2021	NEWTOWN CEMETERY	45 S81	151.02		May 2021 to 31 Jul 2021
23/08/2021	CHANGING CITY REC 294466441648	S94	43.85		may-jul for quarter 2 2021 22
23/08/2021	Crown Gas & Power	1100737	2.40		july
23/08/2021	Streamline Merchant Services	1116737	11.94		01 Jul 2021 to 31 Jul 2021
25/08/2021	Blackbox Solutions	20236	34.50		1 Aug 2021 to 31 Aug 2021
26/08/2021	Town Hall Market 621564417	41-44	-2,136.82		17 Apr 2021 to 22 Jul 2021
26/08/2021	CLOCK TOWER 380066313	69 s84	78.69		2 Jul 2021 to 1 Aug 2021
26/08/2021	BAND STAND	67 s82	17.76		2 Jul 2021 to 1 Aug 2021
26/08/2021	SHAW CEMETERY	68 s79	29.12		2 Jul 2021 to 1 Aug 2021
26/08/2021	Together Technology Ltd	123 205-20	397.91		Unlimited Telephone Suppor
27/08/2021	Salaries	SALARIES	35,806.12		Salaries - August 2021
31/08/2021	EE Limited	V019041390	349.40		mobile
01/09/2021	BACS P/L Pymnt Page 1359	BACS Pymnt	1,937.71	✓	BACS P/L Pymnt Page 1359
01/09/2021	WBC Business Rates	DD	155.00		15020091 May parlour 6 install
01/09/2021	WBC Business Rates	DD	54.00		NTR Cemetery 6 install
01/09/2021	WBC Business Rates	DD	141.00		Shaw Cemetery 6 install
01/09/2021	WBC Business Rates	DD	324.00		Meeting Hall, Town Hall 6 inst
01/09/2021	WBC Business Rates	DD	97.00		Suite 3, Town Hall 6 install
01/09/2021	WBC Business Rates	DD	106.00		Suite 4, Town Hall 6 install
01/09/2021	WBC Business Rates	DD	279.00		Suite 12, Town Hall 6 INSTALL
01/09/2021	WBC Business Rates	DD	99.00		Suite 2, Town Hall 6 INSTALL
01/09/2021	WBC Business Rates	DD	561.00		Market @ Market Place 6 INSTAL
01/09/2021	CF Corporate Finance Ltd	quarterly	290.40		quarterly lease for the photoc
08/09/2021	BACS P/L Pymnt Page 1366	BACS Pymnt	32,254.49	✓	BACS P/L Pymnt Page 1366
08/09/2021	Frama	DD	200.00		Frama
13/09/2021	MARKET PILLAR 1 2231825317	41 sse	164.38		26 Apr 2021 to 26 Aug 202
13/09/2021	Harry Rush Flooring	deposit	700.00		Estimate
13/09/2021	Handelsbanken	CHARGES	1.00		Handelsbanken h rush
14/09/2021	Handelsbanken	CHARGES	75.70		Handelsbanken Transaction
16/09/2021	Unmetered (Foot Way Lighting)	DD UNME S8	692.47		3 Aug 2021 to 1 Sep 2021
17/09/2021	Crown Gas & Power	112775 DD	4.77		gas
20/09/2021	Streamline Merchant Services	MM1122517	11.94		for aug trans
20/09/2021	MARKET PILLAR 2 5576435313	57	202.69		May 2021 to 31 Aug 2021
20/09/2021	Wash Common changing rms	44.47	179.69		1 Jun 2021 to 31 Aug 2021
22/09/2021	ONE STOP MILK	CARD	1.04	CAROLINE	ONE STOP MILK
24/09/2021	Salaries	SALARIES	36,068.50		Salaries - Sept 2021
24/09/2021	BACS P/L Pymnt Page 1374	BACS Pymnt	80,946.72	✓	BACS P/L Pymnt Page 1374
24/09/2021	CLOCK TOWER 380066313	70	77.95		2 Aug 2021 to 1 Sep 2021
24/09/2021	BAND STAND	68	17.77		2 Aug 2021 to 1 Sep 2021
24/09/2021	SHAW CEMETERY	69 sse	25.76		2 Aug 2021 to 1 Sep 2021

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List of Payments made between 01/07/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			306,981.96		

Linked to Cashbook 1

Entered Month 4
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
Victoria Park Recreation	02/07/2021	11050SM54	1	151.20	0.00	151.20	0.00
BOWLING GR	02/07/2021	11050SM55	1	90.00	0.00	90.00	0.00
					0.00	241.20	
A41 Auditing Solutions Ltd							
Internal Audit serv for 20,21	01/06/2021	A6967	1	276.00	0.00	276.00	0.00
					0.00	276.00	
A49 Andrea Pellegram Ltd							
Neighbourhood Development Plan	30/06/2021	375	1	400.00	0.00	400.00	0.00
					0.00	400.00	
B56 Berkshire Youth							
sk a Young person - consultati	06/07/2021	3076	1	200.00	0.00	200.00	0.00
					0.00	200.00	
B57 Becky Walsh Consultation							
Mental health self	29/06/2021	1	1	200.00	0.00	200.00	0.00
					0.00	200.00	
C16 CT Electrical Newbury Ltd							
upgrade the lighting at Shaw C	18/06/2021	CT 7309	1	2,920.13	0.00	2,920.13	0.00
RECTIFIED LOSS OF POWER TO CLO	22/06/2021	CT 7310	1	108.00	0.00	108.00	0.00
					0.00	3,028.13	
C30 Steve Carter Haulage							
taking muck away shaw ce	17/06/2021	1944	1	312.00	0.00	312.00	0.00
					0.00	312.00	
D10 Mrs J I Day							
Flowers for Mayor Making 2021	01/07/2021	REFUND-MM21	1	32.70	0.00	32.70	0.00
					0.00	32.70	
D12 DCK Payroll Solutions							
JUNE PAYROLL	25/06/2021	P2427	1	111.58	0.00	111.58	0.00
					0.00	111.58	

Continued over page

Linked to Cashbook 1						Entered Month 4		
						Pay by BACS/Online File		
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
E12	elliswhittam							
<i>Employment - Year 3 TO JUL22</i>	01/07/2021	SINV026725	1	2,247.26	0.00	2,247.26	0.00	
					0.00	2,247.26		
E14	Environmental Solutions Ltd							
<i>june shredding</i>	30/06/2021	17080	1	31.70	0.00	31.70	0.00	
					0.00	31.70		
G1	Gardner Leader LLP							
<i>equest for cover for legal s7</i>	01/07/2021	JOB/NEW103/111	1	1,000.00	0.00	1,000.00	0.00	
					0.00	1,000.00		
G22	The Good Exchange Ltd							
<i>Grant Sub 23 June 21-minute 14</i>	01/07/2021	GS06.21-MIN14	1	13,395.00	0.00	13,395.00	0.00	
					0.00	13,395.00		
G29	Michelle Girdler							
<i>Refund-Allot rent+Key-S46b</i>	01/07/2021	REFUNDS46B	1	39.37	0.00	39.37	0.00	
					0.00	39.37		
I16	iRED							
<i>TI Investigative Survey - Comm</i>	01/06/2021	101268	1	954.00	0.00	954.00	0.00	
					0.00	954.00		
J2	JS Maintenance Services							
<i>rub park bench vp</i>	15/06/2021	A5325	1	52.69	0.00	52.69	0.00	
<i>ball valve soth all</i>	15/06/2021	A5326	1	77.48	0.00	77.48	0.00	
<i>gate vp</i>	15/06/2021	A5328	1	54.00	0.00	54.00	0.00	
<i>tap shaw cem</i>	16/06/2021	A5327	1	125.51	0.00	125.51	0.00	
<i>pipe to wat trogh w mill</i>	17/06/2021	A5329	1	188.22	0.00	188.22	0.00	
<i>PORCH REP AT SHAW</i>	19/06/2021	A5330	1	218.47	0.00	218.47	0.00	
<i>bodin footholds & christi gate</i>	21/06/2021	A5333	1	36.00	0.00	36.00	0.00	
<i>MEND BOOT SHED VP</i>	30/06/2021	A336	1	125.00	0.00	125.00	0.00	
<i>CHANG WORN MEC H VP</i>	01/07/2021	A338	1	54.00	0.00	54.00	0.00	
<i>leak trough southb</i>	05/07/2021	A5339	1	126.48	0.00	126.48	0.00	
					0.00	1,057.85		

Continued over page

Linked to Cashbook 1						Entered Month 4		
						Pay by BACS/Online File		
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
M16	Mint Consultancy							
<i>Secure Hosting with SSL Certi</i>	30/06/2021	MI0385	1	500.00	0.00	500.00	0.00	
					0.00	500.00		
M18	Carmen Moisa							
<i>Refund-Allot rent keys-DF30b</i>	01/07/2021	REFUNDDF30B	1	61.85	0.00	61.85	0.00	
					0.00	61.85		
M28	Minster Cleaning Services							
<i>july clean offices</i>	01/07/2021	9055	1	1,496.69	0.00	1,496.69	0.00	
					0.00	1,496.69		
M54	Michael Pagliaroli Architects Ltd							
<i>v par cafe</i>	21/06/2021	SI-111268	1	3,750.00	0.00	3,750.00	0.00	
					0.00	3,750.00		
M61	Microshade Business Consultants Ltd							
<i>Hosting Rialtas Suite</i>	19/07/2021	14776	1	280.80	0.00	280.80	0.00	
					0.00	280.80		
P15	David Pawley Clock & Sundial maker							
<i>jul-sep 20</i>	17/06/2021	96676	1	270.00	0.00	270.00	0.00	
<i>serv clo tow oct-dec20</i>	17/06/2021	96677	1	270.00	0.00	270.00	0.00	
					0.00	540.00		
P44	Penny Post Ltd							
<i>Promotion of Victoria Park caf</i>	29/06/2021	16160	1	50.00	0.00	50.00	0.00	
					0.00	50.00		
S2	SSE Contracting Ltd							
<i>NORTHROFTLANEN</i>	18/06/2021	9 4 1 5 2	1	472.57	0.00	472.57	0.00	
<i>RECHARGEABLE RE</i>	23/06/2021	0 9 4 4 8 1	1	78.55	0.00	78.55	0.00	
<i>MAINTENANCE CHAR</i>	23/06/2021	094483	1	1,416.47	0.00	1,416.47	0.00	
					0.00	1,967.59		

Continued over page

Linked to Cashbook 1

Entered Month 4

Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S7 Sawscape Play Ltd							
<i>nstall a whole new bed to the</i>	01/06/2021	1448	1	480.00	0.00	480.00	0.00
					0.00	480.00	
S24 Sundog Hire Ltd							
<i>Heras Fencing blossom</i>	06/07/2021	1721	1	295.20	0.00	295.20	0.00
					0.00	295.20	
S40 ServiceMASTER Clean							
<i>Clean Carpet - Shaw Cem Chapel</i>	01/07/2021	257024	1	168.84	0.00	168.84	0.00
					0.00	168.84	
T12 Thatcham Glass							
<i>safety glas</i>	05/07/2021	57801	1	306.00	0.00	306.00	0.00
					0.00	306.00	
T30 Technique Limited							
<i>Backup for Microsoft Office 36</i>	30/06/2021	54791	1	2,084.47	0.00	2,084.47	0.00
					0.00	2,084.47	
W26 WEL Medical Limited							
<i>Defib Safe & IPad SP1 x 2</i>	01/07/2021	1242093	1	3,000.00	0.00	3,000.00	0.00
					0.00	3,000.00	
				Proposed Payment Total	0.00	38,508.23	

Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
Victoria Park Recreation	02/07/2021	11050SM54	1	151.20	0.00	151.20	0.00
BOWLING GR	02/07/2021	11050SM55	1	90.00	0.00	90.00	0.00
					0.00	241.20	
Above paid on 13/07/2021 by Online Payment Ref A15							
A41 Auditing Solutions Ltd							
Internal Audit serv for 20,21	01/06/2021	A6967	1	276.00	0.00	276.00	0.00
					0.00	276.00	
Above paid on 13/07/2021 by Online Payment Ref A41							
A49 Andrea Pellegram Ltd							
Neighbourhood Development Plan	30/06/2021	375	1	400.00	0.00	400.00	0.00
					0.00	400.00	
Above paid on 13/07/2021 by Online Payment Ref A49							
B56 Berkshire Youth							
sk a Young person - consultati	06/07/2021	3076	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 13/07/2021 by Online Payment Ref B56							
B57 Becky Walsh Consultation							
Mental health self	29/06/2021	1	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 13/07/2021 by Online Payment Ref B57							
C16 CT Electrical Newbury Ltd							
upgrade the lighting at Shaw C	18/06/2021	CT 7309	1	2,920.13	0.00	2,920.13	0.00
RECTIFIED LOSS OF POWER TO CLO	22/06/2021	CT 7310	1	108.00	0.00	108.00	0.00
					0.00	3,028.13	
Above paid on 13/07/2021 by Online Payment Ref C16							

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Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C30 Steve Carter Haulage							
taking muck away shaw ce	17/06/2021	1944	1	312.00	0.00	312.00	0.00
					0.00	312.00	
Above paid on 13/07/2021 by Online Payment Ref C30							
D10 Mrs J I Day							
Flowers for Mayor Making 2021	01/07/2021	REFUND-MM21	1	32.70	0.00	32.70	0.00
					0.00	32.70	
Above paid on 13/07/2021 by Online Payment Ref D10							
D12 DCK Payroll Solutions							
JUNE PAYROLL	25/06/2021	P2427	1	111.58	0.00	111.58	0.00
					0.00	111.58	
Above paid on 13/07/2021 by Online Payment Ref P1104							
E12 elliswhittam							
Employment - Year 3 TO JUL22	01/07/2021	SINV026725	1	2,247.26	0.00	2,247.26	0.00
					0.00	2,247.26	
Above paid on 13/07/2021 by Online Payment Ref E12							
E14 Environmental Solutions Ltd							
june shredding	30/06/2021	17080	1	31.70	0.00	31.70	0.00
					0.00	31.70	
Above paid on 13/07/2021 by Online Payment Ref E14							
G1 Gardner Leader LLP							
equest for cover for legal s7	01/07/2021	JOB/NEW103/111	1	1,000.00	0.00	1,000.00	0.00
					0.00	1,000.00	
Above paid on 13/07/2021 by Online Payment Ref NEW103/105							
G22 The Good Exchange Ltd							
Grant Sub 23 June 21-minute 14	01/07/2021	GS06.21-MIN14	1	13,395.00	0.00	13,395.00	0.00
					0.00	13,395.00	
Above paid on 13/07/2021 by Online Payment Ref G22							

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Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G29 Michelle Girdler							
Refund-Allot rent+Key-S46b	01/07/2021	REFUNDS46B	1	39.37	0.00	39.37	0.00
					0.00	39.37	
Above paid on 13/07/2021 by Online Payment Ref G29							
I16 iRED							
TI Investigative Survey - Comm	01/06/2021	101268	1	954.00	0.00	954.00	0.00
					0.00	954.00	
Above paid on 13/07/2021 by Online Payment Ref I16							
J2 JS Maintenance Services							
rub park bench vp	15/06/2021	A5325	1	52.69	0.00	52.69	0.00
ball valve soth all	15/06/2021	A5326	1	77.48	0.00	77.48	0.00
gate vp	15/06/2021	A5328	1	54.00	0.00	54.00	0.00
tap shaw cem	16/06/2021	A5327	1	125.51	0.00	125.51	0.00
pipe to wat trogh w mill	17/06/2021	A5329	1	188.22	0.00	188.22	0.00
PORCH REP AT SHAW	19/06/2021	A5330	1	218.47	0.00	218.47	0.00
bodin footholds & christi gate	21/06/2021	A5333	1	36.00	0.00	36.00	0.00
MEND BOOT SHED VP	30/06/2021	A336	1	125.00	0.00	125.00	0.00
CHANG WORN MEC H VP	01/07/2021	A338	1	54.00	0.00	54.00	0.00
leak trough southb	05/07/2021	A5339	1	126.48	0.00	126.48	0.00
					0.00	1,057.85	
Above paid on 13/07/2021 by Online Payment Ref J2							
M16 Mint Consultancy							
Secure Hosting with SSL Certi	30/06/2021	MI0385	1	500.00	0.00	500.00	0.00
					0.00	500.00	
Above paid on 13/07/2021 by Online Payment Ref M16							
M18 Carmen Moisa							
Refund-Allot rent keys-DF30b	01/07/2021	REFUNDDF30B	1	61.85	0.00	61.85	0.00
					0.00	61.85	
Above paid on 13/07/2021 by Online Payment Ref M18							

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Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M28 Minster Cleaning Services							
july clean offices	01/07/2021	9055	1	1,496.69	0.00	1,496.69	0.00
					0.00	1,496.69	
Above paid on 13/07/2021 by Online Payment Ref INV29354							
M54 Michael Pagliaroli Architects Ltd							
v par cafe	21/06/2021	SI-111268	1	3,750.00	0.00	3,750.00	0.00
					0.00	3,750.00	
Above paid on 13/07/2021 by Online Payment Ref M54							
M61 Microshade Business Consultants Ltd							
Hosting Rialtas Suite	19/07/2021	14776	1	280.80	0.00	280.80	0.00
					0.00	280.80	
Above paid on 13/07/2021 by Online Payment Ref M61							
P15 David Pawley Clock & Sundial maker							
jul-sep 20	17/06/2021	96676	1	270.00	0.00	270.00	0.00
serv clo tow oct-dec20	17/06/2021	96677	1	270.00	0.00	270.00	0.00
					0.00	540.00	
Above paid on 13/07/2021 by Online Payment Ref P15							
P44 Penny Post Ltd							
Promotion of Victoria Park caf	29/06/2021	16160	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 13/07/2021 by Online Payment Ref P44							
S2 SSE Contracting Ltd							
NORTHROFTLANEN	18/06/2021	9 4 1 5 2	1	472.57	0.00	472.57	0.00
RECHARGEABLE RE	23/06/2021	0 9 4 4 8 1	1	78.55	0.00	78.55	0.00
MAINTENANCE CHAR	23/06/2021	094483	1	1,416.47	0.00	1,416.47	0.00
					0.00	1,967.59	
Above paid on 13/07/2021 by Online Payment Ref S2							

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Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S24 Sundog Hire Ltd							
Heras Fencing blossom	06/07/2021	1721	1	295.20	0.00	295.20	0.00
					<u>0.00</u>	<u>295.20</u>	
Above paid on 13/07/2021 by Online Payment Ref S24							
S40 ServiceMASTER Clean							
Clean Carpet - Shaw Cem Chapel	01/07/2021	257024	1	168.84	0.00	168.84	0.00
					<u>0.00</u>	<u>168.84</u>	
Above paid on 13/07/2021 by Online Payment Ref S40							
S7 Sawscape Play Ltd							
nstall a whole new bed to the	01/06/2021	1448	1	480.00	0.00	480.00	0.00
					<u>0.00</u>	<u>480.00</u>	
Above paid on 13/07/2021 by Online Payment Ref S7							
T12 Thatcham Glass							
safety glas	05/07/2021	57801	1	306.00	0.00	306.00	0.00
					<u>0.00</u>	<u>306.00</u>	
Above paid on 13/07/2021 by Online Payment Ref T12							
T30 Technique Limited							
Backup for Microsoft Office 36	30/06/2021	54791	1	2,084.47	0.00	2,084.47	0.00
					<u>0.00</u>	<u>2,084.47</u>	
Above paid on 13/07/2021 by Online Payment Ref T30							
W26 WEL Medical Limited							
Defib Safe & Ipad SP1 x 2	01/07/2021	1242093	1	3,000.00	0.00	3,000.00	0.00
					<u>0.00</u>	<u>3,000.00</u>	
Above paid on 13/07/2021 by Online Payment Ref W26							
Total Purchase Ledger Payments					<u>0.00</u>	<u>38,508.23</u>	

Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A4 Ab-Fab Loos Limited							
Disabled Unit	28/07/2021	30841	1	153.60	0.00	153.60	0.00
					0.00	153.60	
Above paid on 06/08/2021 by Online Payment Ref A4							
B20 Blue Sky Big Band							
performance	25/07/2021	112	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 06/08/2021 by Online Payment Ref B20							
C16 CT Electrical Newbury Ltd							
v p splash repair	09/07/2021	7314	1	144.00	0.00	144.00	0.00
					0.00	144.00	
Above paid on 06/08/2021 by Online Payment Ref C16							
C36 Corn Exchange							
Hire of the Corn Exchange Audi	01/07/2021	969	1	840.00	0.00	840.00	0.00
					0.00	840.00	
Above paid on 06/08/2021 by Online Payment Ref C36							
D12 DCK Payroll Solutions							
July 2021 Monthly Payr	22/07/2021	P2531	1	111.58	0.00	111.58	0.00
					0.00	111.58	
Above paid on 06/08/2021 by Online Payment Ref P1104							
G6 Greentips							
removal of fallen Willow	01/07/2021	ETW.0053.IN	1	540.00	0.00	540.00	0.00
remove 16 dead Pine Trees – P	01/07/2021	TW.0057.IN	1	6,750.00	0.00	6,750.00	0.00
					0.00	7,290.00	
Above paid on 06/08/2021 by Online Payment Ref G6							
H14 Huck Nets (UK) Ltd							
BLACK TEE PT 2	16/07/2021	277862	1	118.79	0.00	118.79	0.00
					0.00	118.79	
Above paid on 06/08/2021 by Online Payment Ref H14							

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Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
J2 JS Maintenance Services							
all swings ret	20/07/2021	A5342	1	252.00	0.00	252.00	0.00
leak from trough pars	20/07/2021	A5343	1	195.61	0.00	195.61	0.00
leak from pipework	20/07/2021	A5344	1	69.86	0.00	69.86	0.00
leak trough southb	25/07/2021	A5345	1	145.35	0.00	145.35	0.00
					0.00	662.82	

Above paid on 06/08/2021 by Online Payment Ref J2

N7 Newbury News Ltd							
may grants Scheme	01/07/2021	I2157	1	71.52	0.00	71.52	0.00
Out and About Summ jun in	01/07/2021	I3543	1	102.00	0.00	102.00	0.00
Out and About	01/07/2021	I3544	1	162.00	0.00	162.00	0.00
publi consult notice	04/07/2021	I3754	1	221.40	0.00	221.40	0.00
vacc than u	04/07/2021	I3755	1	96.00	0.00	96.00	0.00
what on, advertise nwn	04/07/2021	I3756	1	90.00	0.00	90.00	0.00
banner	11/07/2021	I3935	1	18.00	0.00	18.00	0.00
pub 15.7	18/07/2021	I4074	1	102.00	0.00	102.00	0.00
					0.00	862.92	

Above paid on 06/08/2021 by Online Payment Ref SIN654247

P19 Proludic Ltd							
Joints for Urbanix Stepper	27/07/2021	SIN004268	1	110.40	0.00	110.40	0.00
					0.00	110.40	

Above paid on 06/08/2021 by Online Payment Ref P19

P32 Mr Kavan Patterson							
Allot keyrefund S11b-Patterson	23/07/2021	KEYREFUNS11B	1	20.00	0.00	20.00	0.00
					0.00	20.00	

Above paid on 06/08/2021 by Online Payment Ref P32

R32 Christopher Richardson							
Altkey refund-WC25g-Richardson	29/07/2021	REFUNDWC25GKEY	1	10.00	0.00	10.00	0.00
					0.00	10.00	

Above paid on 06/08/2021 by Online Payment Ref R32

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Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S2 SSE Contracting Ltd							
G L A N T E R N W I T H A S D	22/07/2021	0 9 7 7 3 1	1	524.16	0.00	524.16	0.00
F A I R C L O S E N lantern	23/07/2021	0 9 7 8 6 7	1	917.20	0.00	917.20	0.00
					0.00	1,441.36	
Above paid on 06/08/2021 by Online Payment Ref S2							
S36 Elizabeth Stanley							
Allot key refubd S90a-Stanley	26/07/2021	KEYREFUNDS920A	1	10.00	0.00	10.00	0.00
Allotrent refund-S90a Stanley	30/07/2021	REFUND-ALLOTS90A	1	25.00	0.00	25.00	0.00
					0.00	35.00	
Above paid on 06/08/2021 by Online Payment Ref S36							
S45 Sharon Seamons							
Allotkey refund-WC36a-Seamons	29/07/2021	REFUNDWC36AKEY	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 06/08/2021 by Online Payment Ref S45							
S97 PCC St Johns Church Newbury - Rooms							
Climate Change Workshop	19/07/2021	1019	1	80.00	0.00	80.00	0.00
					0.00	80.00	
Above paid on 06/08/2021 by Online Payment Ref S97							
T30 Technique Limited							
Jack North 08/07/2021 BACK U	20/07/2021	55033	1	108.00	0.00	108.00	0.00
Annual Subscription	28/07/2021	55144	1	1,424.74	0.00	1,424.74	0.00
					0.00	1,532.74	
Above paid on 06/08/2021 by Online Payment Ref T30							
W1 West Berkshire District Council							
license for annu 17.8.21-22	20/07/2021	208787 514672	1	70.00	0.00	70.00	0.00
					0.00	70.00	
Above paid on 06/08/2021 by Online Payment Ref W1							
Total Purchase Ledger Payments					0.00	13,643.21	

Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
supply and install bird netting	02/08/2021	11362SM9	1	432.00	0.00	432.00	0.00
					0.00	432.00	
Above paid on 12/08/2021 by Online Payment Ref A15							
A20 A & S Meats							
Market Management-August 2021	05/08/2021	59	1	1,399.20	0.00	1,399.20	0.00
					0.00	1,399.20	
Above paid on 12/08/2021 by Online Payment Ref A20							
A29 Appcentric							
monthly NTC Support & Retainer	03/08/2021	1245	1	522.50	0.00	522.50	0.00
					0.00	522.50	
Above paid on 12/08/2021 by Online Payment Ref A29							
A7 Hughes & Salvidge t/a Aasvogel Skip Hire							
outhby Allotments, Greenham sk	07/08/2021	271530	1	292.61	0.00	292.61	0.00
					0.00	292.61	
Above paid on 12/08/2021 by Online Payment Ref A7							
D25 Mr P A Downing							
Allotkeyrefundx2-S57d-Downing	05/08/2021	REFUNDKEYS57D	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 12/08/2021 by Online Payment Ref D25							
DY Dynamiq Management Limited							
Climate Change Video Editing	02/08/2021	DM-2461	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 12/08/2021 by Online Payment Ref DY							
K8 Kennet Community Radio							
market campaign	10/08/2021	KR1000302	1	588.00	0.00	588.00	0.00
					0.00	588.00	
Above paid on 12/08/2021 by Online Payment Ref K8							

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Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M28	Minster Cleaning Services						
Cleaning Services for August	01/08/2021	9206	1	1,496.69	0.00	1,496.69	0.00
					0.00	1,496.69	
Above paid on 12/08/2021 by Online Payment Ref INV29354							
M61	Microshade Business Consultants Ltd						
Hosted Application Service	19/08/2021	14900	1	280.80	0.00	280.80	0.00
					0.00	280.80	
Above paid on 12/08/2021 by Online Payment Ref M61							
R20	RBS Software Solutions						
ay Campbell on Thu 05/08/21	06/08/2021	29100	1	450.00	0.00	450.00	0.00
Allotments Software Annual Sup	30/08/2021	SM24009	1	206.40	0.00	206.40	0.00
					0.00	656.40	
Above paid on 12/08/2021 by Online Payment Ref R20							
R23	Royal Borough of Windsor & Maidenhead						
Pension Admin-Actuarial Fees	22/07/2021	IX2399738	1	228.00	0.00	228.00	0.00
					0.00	228.00	
Above paid on 12/08/2021 by Online Payment Ref R23							
W1	West Berkshire District Council						
E-Learning for NTC Officers	27/07/2021	208787-514768	1	550.00	0.00	550.00	0.00
					0.00	550.00	
Above paid on 12/08/2021 by Online Payment Ref W1							
Total Purchase Ledger Payments					0.00	7,066.20	

Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
Wasp nest - Southbys allotment	19/08/2021	2067	1	66.00	0.00	66.00	0.00
D/Farm allot-dead rabbit	19/08/2021	11424SM12	1	48.00	0.00	48.00	0.00
					0.00	114.00	
Above paid on 01/09/2021 by Online Payment Ref A15							
C10 Crescent Signs Ltd							
Bronze plaque- Elizabeth Lee	19/08/2021	19790	1	116.40	0.00	116.40	0.00
					0.00	116.40	
Above paid on 01/09/2021 by Online Payment Ref 17108/1710							
C26 C & D Security							
Anker Project Restricted Keys	01/08/2021	1167	1	240.00	0.00	240.00	0.00
					0.00	240.00	
Above paid on 01/09/2021 by Online Payment Ref C26							
C44 Ms Isobel Collyer							
Allotment key refund x 1	12/08/2021	REFUNDKEY	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 01/09/2021 by Online Payment Ref C44							
F5 Foxes Tree Services & Son Ltd							
EMERG WORK SHAW	16/08/2021	3857	1	144.00	0.00	144.00	0.00
					0.00	144.00	
Above paid on 01/09/2021 by Online Payment Ref F5							
R24 Rotary International GB & NI							
Crocus Corms 2021. 2 boxes o	12/08/2021	-81020	1	350.00	0.00	350.00	0.00
					0.00	350.00	
Above paid on 01/09/2021 by Online Payment Ref R24							
S13 Mole Country Stores							
WIRE	01/08/2021	201130013	1	11.46	0.00	11.46	0.00
STROKE OIL CUTTING LINE	01/08/2021	201206807	1	18.30	0.00	18.30	0.00
					0.00	29.76	
Above paid on 01/09/2021 by Online Payment Ref New068							

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Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S26 St John Ambulance							
Fire marshal; S	11/08/2021	2100114452	1	300.00	0.00	300.00	0.00
					<u>0.00</u>	<u>300.00</u>	
Above paid on 01/09/2021 by Online Payment Ref S26							
S33 SMI International Group Limited							
SURESAN 500ML SANITIZER WITH P	17/08/2021	INV928810	1	56.16	0.00	56.16	0.00
					<u>0.00</u>	<u>56.16</u>	
Above paid on 01/09/2021 by Online Payment Ref S33							
T30 Technique Limited							
Adobe Acrobat DC Teams - Subsc	12/08/2021	55365	1	247.39	0.00	247.39	0.00
					<u>0.00</u>	<u>247.39</u>	
Above paid on 01/09/2021 by Online Payment Ref T30							
W1 West Berkshire District Council							
market place licence	13/08/2021	208787 516439	1	180.00	0.00	180.00	0.00
					<u>0.00</u>	<u>180.00</u>	
Above paid on 01/09/2021 by Online Payment Ref W1							
W8 Watership Brass							
VP B/Stand 31.07.21 @ 3pm	19/08/2021	225	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
Above paid on 01/09/2021 by Online Payment Ref W8							
Total Purchase Ledger Payments					<u>0.00</u>	<u>1,937.71</u>	

Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
repair fence at skylings & rec	17/08/2021	PMM 24	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 08/09/2021 by Online Payment Ref A13							
A15 HawkEye Pest Control Ltd							
West Mills All	01/09/2021	11371SM27	1	114.00	0.00	114.00	0.00
Southbys Allotm	01/09/2021	11371SM28	1	126.00	0.00	126.00	0.00
Dairy Farm Allot	01/09/2021	11371SM29	1	108.00	0.00	108.00	0.00
Wash Common Allotment	01/09/2021	11371SM30	1	84.00	0.00	84.00	0.00
One Tree Allotment	01/09/2021	11371SM31	1	96.00	0.00	96.00	0.00
Pest Inspection-Parsons	01/09/2021	11371SM32	1	84.00	0.00	84.00	0.00
					0.00	612.00	
Above paid on 08/09/2021 by Online Payment Ref A15							
A20 A & S Meats							
Market Management - Sept 2021	02/09/2021	60	1	1,399.20	0.00	1,399.20	0.00
					0.00	1,399.20	
Above paid on 08/09/2021 by Online Payment Ref A20							
A29 Appcentric							
June updates	03/09/2021	1246	1	1,590.00	0.00	1,590.00	0.00
Monthly support & Retainer	03/09/2021	1256	1	522.50	0.00	522.50	0.00
					0.00	2,112.50	
Above paid on 08/09/2021 by Online Payment Ref A29							
A4 Ab-Fab Loos Limited							
Disabled UnitDisabled	26/08/2021	#31624	1	153.60	0.00	153.60	0.00
					0.00	153.60	
Above paid on 08/09/2021 by Online Payment Ref A4							
B29 Broxap Ltd							
bench	23/08/2021	279355	1	1,836.00	0.00	1,836.00	0.00
					0.00	1,836.00	
Above paid on 08/09/2021 by Online Payment Ref B29							

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Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B33 Business Stream Revenue Account							
mar aug 21	17/08/2021	8	1	1,023.51	0.00	1,023.51	0.00
					0.00	1,023.51	
Above paid on 08/09/2021 by Online Payment Ref B33							
B58 BHIB							
Cyber insurance	26/08/2021	43986	1	835.96	0.00	835.96	0.00
					0.00	835.96	
Above paid on 08/09/2021 by Online Payment Ref B58							
C16 CT Electrical Newbury Ltd							
Install 2 Defibs/13AMP curuits	25/08/2021	CT7321	1	905.28	0.00	905.28	0.00
					0.00	905.28	
Above paid on 08/09/2021 by Online Payment Ref C16							
C59 Canal & River Trust							
annua access to tow path	18/08/2021	156031	1	98.12	0.00	98.12	0.00
					0.00	98.12	
Above paid on 08/09/2021 by Online Payment Ref 8083919							
D12 DCK Payroll Solutions							
Salries - August 2021	31/08/2021	P2602	1	141.58	0.00	141.58	0.00
					0.00	141.58	
Above paid on 08/09/2021 by Online Payment Ref P1104							
E14 Environmental Solutions Ltd							
Secure shredding	31/08/2021	17602	1	31.70	0.00	31.70	0.00
					0.00	31.70	
Above paid on 08/09/2021 by Online Payment Ref E14							
G1 Gardner Leader LLP							
Suite7 Lease-remaining balance	31/08/2021	62202	1	831.20	0.00	831.20	0.00
					0.00	831.20	
Above paid on 08/09/2021 by Online Payment Ref NEW103/105							

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Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G19 Mrs EK Goddard							
Allotrent&key refund-WM73	07/09/2021	ALLOTREFUNDWM73	1	37.50	0.00	37.50	0.00
					0.00	37.50	
Above paid on 08/09/2021 by Online Payment Ref G19							
H1 Hags/SMP							
Bulk Pack - Blossoms Field	01/09/2021	076086	1	30.00	0.00	30.00	0.00
					0.00	30.00	
Above paid on 08/09/2021 by Online Payment Ref H1							
H11 Healthmatic Ltd							
Wharf toilets Jul to Sept21	03/09/2021	11117	1	3,444.00	0.00	3,444.00	0.00
					0.00	3,444.00	
Above paid on 08/09/2021 by Online Payment Ref INV7984							
M28 Minster Cleaning Services							
Office cleaning - Sept 21	01/09/2021	9388	1	1,496.69	0.00	1,496.69	0.00
					0.00	1,496.69	
Above paid on 08/09/2021 by Online Payment Ref INV29354							
M29 Mr L J Milner							
Allotrent refund - WM71a	07/09/2021	ALLOTREFUNDWM71A	1	32.00	0.00	32.00	0.00
					0.00	32.00	
Above paid on 08/09/2021 by Online Payment Ref M29							
M61 Microshade Business Consultants Ltd							
Host Citrix-Omega	06/09/2021	15033	1	280.80	0.00	280.80	0.00
					0.00	280.80	
Above paid on 08/09/2021 by Online Payment Ref M61							
M7 Michaels Civic Robes							
Black sleeves, white cuff	31/08/2021	MCR1890	1	133.20	0.00	133.20	0.00
					0.00	133.20	
Above paid on 08/09/2021 by Online Payment Ref M7							

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Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P34 Mr R W J Phillips							
Allot key refund-S57b-Phillips	27/08/2021	REFUNDS57BKEY	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 08/09/2021 by Online Payment Ref P34							
P6 Pangbourne and District Silver Band							
Music in Banstand 29.08.21	04/09/2021	29/08/21/PSB	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 08/09/2021 by Online Payment Ref P6							
R25 Mrs Rachel E Regan							
Allot key refuns-S44b-Regan	27/08/2021	REFUNDS44BKEY	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 08/09/2021 by Online Payment Ref R25							
S2 SSE Contracting Ltd							
VP New wall Lights	03/09/2021	198209	1	3,453.02	0.00	3,453.02	0.00
LED Light A339 F/Bridge	06/09/2021	198259	1	457.58	0.00	457.58	0.00
					0.00	3,910.60	
Above paid on 08/09/2021 by Online Payment Ref S2							
S22 Sports Courts UK Ltd							
cleaning and treatment splash	23/08/2021	SC/21/6719	1	510.00	0.00	510.00	0.00
					0.00	510.00	
Above paid on 08/09/2021 by Online Payment Ref S22							
S27 The Society of Local Council Clerks							
Membership Fee: Hugh Peacocke	01/09/2021	MEM235739-1	1	410.00	0.00	410.00	0.00
					0.00	410.00	
Above paid on 08/09/2021 by Online Payment Ref S27							
S36 Elizabeth Stanley							
Allotke ref'd No2-S90a-Stanley	26/08/2021	2NDKEYREFUNDS90A	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 08/09/2021 by Online Payment Ref S36							

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Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S41 Sundog Grounds Maintenance Ltd							
Southbys-repair water pipe	25/08/2021	3355	1	720.00	0.00	720.00	0.00
Graffiti Removal.	25/08/2021	3357	1	192.00	0.00	192.00	0.00
					0.00	912.00	
Above paid on 08/09/2021 by Online Payment Ref S41							
T40 The Tadley Band							
15 August 202	21/08/2021	TB01020	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 08/09/2021 by Online Payment Ref T40							
U2 Miss Katie Unsworth							
Allot key refund - S74a	07/09/2021	KEYREFUNDS74A	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 08/09/2021 by Online Payment Ref U2							
W1 West Berkshire District Council							
HWG-Image Esther J Iuker	30/08/2021	208787-518054	1	36.00	0.00	36.00	0.00
					0.00	36.00	
Above paid on 08/09/2021 by Online Payment Ref W1							
Z2 Zurich Management Services							
General Insurance renew 21/22	01/09/2021	RENEWAL 2021-22	1	10,631.05	0.00	10,631.05	0.00
					0.00	10,631.05	
Above paid on 08/09/2021 by Online Payment Ref YLL-272085							
Total Purchase Ledger Payments					0.00	32,254.49	

Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A11 All Plumbing Services Ltd							
, supplied and installed a new	10/09/2021	7519	1	572.40	0.00	572.40	0.00
					0.00	572.40	
Above paid on 24/09/2021 by Online Payment Ref A11							
A2 ADT Fire & Security Plc							
call-out F/alarm 16.08.21	22/09/2021	47904413	1	330.80	0.00	330.80	0.00
					0.00	330.80	
Above paid on 24/09/2021 by Online Payment Ref 40579697							
B49 Beenham Wind Orchestra							
Newbury Bandstand—Victoria Pa	13/09/2021	28-2021	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 24/09/2021 by Online Payment Ref B49							
C3 Chubb Fire and Security Ltd							
06SP Powder Extinguisher6KG S	13/09/2021	8963430	1	72.58	0.00	72.58	0.00
Wet Chemical 6 L Foam Extin	13/09/2021	8963431	1	36.29	0.00	36.29	0.00
charges relate to annu EXTING	13/09/2021	8963432	1	36.29	0.00	36.29	0.00
					0.00	145.16	
Above paid on 24/09/2021 by Online Payment Ref C3							
C67 CLASSIC DECORATORS							
Suite 7	01/09/2021	2024	1	5,136.00	0.00	5,136.00	0.00
					0.00	5,136.00	
Above paid on 24/09/2021 by Online Payment Ref C67							
D2 Mr B Digby							
Honorary payment 20.09.21	20/09/2021	BD200921	1	225.00	0.00	225.00	0.00
					0.00	225.00	
Above paid on 24/09/2021 by Online Payment Ref D2							

Continued over page

Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
F24		Future Nature WTC Ltd					
Ecological Appraisals and Bio	07/09/2021	10077	1	5,887.20	0.00	5,887.20	0.00
					0.00	5,887.20	
Above paid on 24/09/2021 by Online Payment Ref F24							
G33		Shaun Giles					
Allot key refund- WM24b-SGiles	14/09/2021	KEYREFUNDWM24B	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 24/09/2021 by Online Payment Ref G33							
H19		House of Logos Ltd					
ayors Bear Lapel pins	08/09/2021	21577	1	828.00	0.00	828.00	0.00
					0.00	828.00	
Above paid on 24/09/2021 by Online Payment Ref H19							
H27		Mr Anthony Hewitt					
Honorary payment 20.09.21	20/09/2021	AH200921	1	25.00	0.00	25.00	0.00
					0.00	25.00	
Above paid on 24/09/2021 by Online Payment Ref H27							
L2		Mrs J Lewis					
Honorary payment 20.09.21	20/09/2021	JL200921	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 24/09/2021 by Online Payment Ref L2							
M7		Michaels Civic Robes					
Mayoral Bicorn- gold loop	22/09/2021	INV-MCR1900	1	536.40	0.00	536.40	0.00
					0.00	536.40	
Above paid on 24/09/2021 by Online Payment Ref M7							
N39		Northern Print Solutions Ltd					
A3 folded to DL leaflets - 17	15/09/2021	39292	1	216.00	0.00	216.00	0.00
					0.00	216.00	
Above paid on 24/09/2021 by Online Payment Ref N39							

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Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
N7 Newbury News Ltd							
Out & About	12/09/2021	I5449	1	102.00	0.00	102.00	0.00
Out and About Autumn	12/09/2021	I5450	1	102.00	0.00	102.00	0.00
					0.00	204.00	
Above paid on 24/09/2021 by Online Payment Ref SIN654247							
P23 Mr Garry Poulson							
Honorary payment 20.09.21	20/09/2021	GP200921	1	25.00	0.00	25.00	0.00
					0.00	25.00	
Above paid on 24/09/2021 by Online Payment Ref P23							
P24 Prolectric							
City Rec-Replace solar bollard	21/09/2021	INV-5061	1	528.00	0.00	528.00	0.00
					0.00	528.00	
Above paid on 24/09/2021 by Online Payment Ref P24							
R20 RBS Software Solutions							
Month end consult 06.09.2021	13/09/2021	29153	1	225.00	0.00	225.00	0.00
					0.00	225.00	
Above paid on 24/09/2021 by Online Payment Ref R20							
S41 Sundog Grounds Maintenance Ltd							
t bench space at West Mills an	01/09/2021	3354	1	840.00	0.00	840.00	0.00
Victoria Park Bowls Club	01/09/2021	3356	1	360.00	0.00	360.00	0.00
etal fence post next to draina	01/09/2021	3358	1	144.00	0.00	144.00	0.00
eset goal posts in fresh concr	01/09/2021	3359	1	288.00	0.00	288.00	0.00
Graffiti Removal.vp	08/09/2021	3364	1	1,740.00	0.00	1,740.00	0.00
					0.00	3,372.00	
Above paid on 24/09/2021 by Online Payment Ref S41							
S71 Smart Integrated Solutions							
12 Months From Last Day Of SE	01/09/2021	5852	1	744.00	0.00	744.00	0.00
					0.00	744.00	
Above paid on 24/09/2021 by Online Payment Ref S71							

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Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T2 Mr R Thomason							
Honorary payment 20.09.21	20/09/2021	RT200921	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 24/09/2021 by Online Payment Ref T2							
W1 West Berkshire District Council							
JUNE LANDSCAPES	08/09/2021	208787 518166	1	27,672.58	0.00	27,672.58	0.00
TREE WAT WC GREEN HOSP	08/09/2021	208787 518167	1	210.00	0.00	210.00	0.00
JULY MAINTENANCE	08/09/2021	208787 518168	1	27,672.58	0.00	27,672.58	0.00
VARIOUS JOB PLAY AREA	08/09/2021	208787 518169	1	5,685.60	0.00	5,685.60	0.00
Chamber hire12.07.2021	21/09/2021	208787-518394	1	396.00	0.00	396.00	0.00
					0.00	61,636.76	
Above paid on 24/09/2021 by Online Payment Ref W1							
Total Purchase Ledger Payments					0.00	80,946.72	

Newbury Town Council

Policy and Resources Committee

October 2021

Item 9: In Year Budget Monitoring 2021/22

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

Cost Centre	Code	Page	Description	Amount of overspend	Reason
300	4415	3	Energy Supply	£1,764	NTR Cemetery – Heater left on over winter. Meter needs to be read regularly
305	4405	4	Rates Shaw Cemetery	£566	2021/22 - Budget only set at £280.00.
330	4425	5	Street Furniture	£2,500	High levels of vandalism- R & M budget already expended. Bench at West Mills- approved by P & R 19 July 2021.
340	4425	6	R&M Playgrounds	£6,088 over budget total of £14,000	Community Services Committee 28 June: RESOLVED: To approve the backfill of the Children's' play area with Play bark, just-in-time repairs across the whole play areas and to approve the expenditure to carry this out (£11,900 plus regular top up, £112 per 1,000 Ltrs bag with regular investment until equipment is life expired & removed). Community Services Committee 20 September: Resolved: to approve the release of an additional £17,000 for the provision on necessary repairs to equipment within the Council's 14 play areas.
345	4425	7	Victoria Park R&M	Already 102% of £13,450 spent	£5,440 spent on repairs to Pond- carried forward from last year – Ear marked reserve Community Services Committee 28 June: RESOLVED: To approve funding for basic minimal repairs to make the Bandstand watertight for the remaining season and to conduct an in-depth structural survey. An allocation of a sum not to exceed £5,000 for this work.
355	4470	8	Tree maintenance Fund	£2,375	Community Services Committee - Tree Budget RESOLVED: To approve an additional £5,000 in contingency funding for 2020/21 trees works from the Councils unallocated reserves budget.

Receipts in excess of budget expectations at half-year stage

Cost Centre	Code	Page	Description	Budget	Receipts to date	Reasons
305	1300	4	Shaw Cemetery	£35,000	£44,929	Concerns arising from pandemic
310	1320	4	Market income	£39,000	£33,628	The Market has performed very well throughout the pandemic.
345	1360	6	VP Tennis courts	£12,000	£10,917	Tennis and other outdoor activities have grown throughout the pandemic
345	1500	6	Hire of VP	£2,000	£4,260	As above
350	1990	7	Extension to lease at Hutton Close	0	£4,000	
430	4405	9	Rates on public toilets at The Wharf	-£7,309	£14,085	Removal of business rates on public toilets from 2020/21 (includes refund of rates paid last year)

Detailed Income & Expenditure by Budget Heading 06/10/2021

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Staff							
4000 Salaries/NI/PAYE	35,781	211,137	420,066	208,929		208,929	50.3%
4010 Misc Staff Expenses	193	2,255	2,575	320		320	87.6%
4045 Salary Reallocation	(35,762)	(211,118)	(420,066)	(208,948)		(208,948)	50.3%
Staff :- Indirect Expenditure	212	2,274	2,575	301	0	301	88.3%
Net Expenditure	(212)	(2,274)	(2,575)	(301)			
110 Central Services							
1076 Precept Received	567,625	1,135,249	1,135,249	0			100.0%
1090 Interest Received	62	90	2,500	2,410			3.6%
1091 Shares/Dividend Income	1	2	0	(2)			0.0%
1905 CIL income received	0	3,136	0	(3,136)			0.0%
1990 Miscellaneous Income	40	40	0	(40)			0.0%
Central Services :- Income	567,727	1,138,517	1,137,749	(768)			100.1%
4045 Salary Reallocation	2,136	12,799	25,962	13,163		13,163	49.3%
4050 Bank Charges	129	1,132	2,060	928		928	55.0%
4055 Election Expenses	0	0	6,500	6,500		6,500	0.0%
Central Services :- Indirect Expenditure	2,265	13,931	34,522	20,591	0	20,591	40.4%
Net Income over Expenditure	565,463	1,124,585	1,103,227	(21,358)			
200 P&R General							
4045 Salary Reallocation	3,214	18,663	36,695	18,032		18,032	50.9%
4105 Members' travel & subsistence	(1)	(1)	750	751		751	(0.1%)
4110 Bus Shelter Advertising	0	0	800	800		800	0.0%
4120 Precept Leaflet	0	0	1,200	1,200		1,200	0.0%
4125 P&R Projects Fund	0	0	5,000	5,000		5,000	0.0%
P&R General :- Indirect Expenditure	3,213	18,662	44,445	25,783	0	25,783	42.0%
Net Expenditure	(3,213)	(18,662)	(44,445)	(25,783)			
210 Grants & Contributions							
1600 Sponsorship	0	900	0	(900)			0.0%
Grants & Contributions :- Income	0	900	0	(900)			
4150 Grants for Climate Change Proj	0	0	10,000	10,000		10,000	0.0%
4155 Berkshire Youth; Youth Worker	0	0	25,000	25,000		25,000	0.0%
4160 Contribution to BID Xmas light	0	0	12,000	12,000		12,000	0.0%
4165 Greenham Community Youth	0	0	2,500	2,500		2,500	0.0%
4170 Volunteer Centre	0	0	500	500		500	0.0%

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4180 Grant Sub Committee	0	14,190	24,500	10,310		10,310	57.9%
4185 CAB Grant	0	0	20,000	20,000		20,000	0.0%
4190 CCTV	0	0	12,000	12,000		12,000	0.0%
4205 WBC - contribution to library	0	0	10,000	10,000		10,000	0.0%
4210 Defibs	754	3,254	4,000	746		746	81.4%
4211 Riverside Centre	0	0	2,500	2,500		2,500	0.0%
4212 Greenham & Crookham Common	0	500	500	0		0	100.0%
Grants & Contributions :- Indirect Expenditure	754	17,944	123,500	105,556	0	105,556	14.5%
Net Income over Expenditure	(754)	(17,044)	(123,500)	(106,456)			
220 Corporate Services							
1990 Miscellaneous Income	0	0	100	100			0.0%
Corporate Services :- Income	0	0	100	100			0.0%
4200 Visitor Information Centre	0	0	1,500	1,500		1,500	0.0%
4220 Training and Development	0	3,610	5,000	1,390		1,390	72.2%
4225 Advertising Recruitment	0	0	1,000	1,000		1,000	0.0%
4230 Telephone	525	3,887	5,650	1,763		1,763	68.8%
4235 Postage	364	1,029	1,500	471		471	68.6%
4240 Printing/Stationery	265	740	1,500	760		760	49.4%
4245 Office Equipment	0	13	2,000	1,987		1,987	0.7%
4250 IT	2,143	11,492	22,000	10,508	412	10,096	54.1%
4255 Professional Fees	4,156	8,412	15,000	6,588		6,588	56.1%
4260 Audit	0	(2,215)	3,800	6,015		6,015	(58.3%)
4265 Subscriptions	410	4,232	4,400	168	100	68	98.4%
4270 Photocopier Charges	29	357	2,000	1,643		1,643	17.9%
4275 Advertising General	85	807	1,200	393		393	67.3%
4280 Recycling Costs	26	673	900	227		227	74.7%
4285 GM contract admin fee (WBC)	0	0	2,700	2,700		2,700	0.0%
4290 DNU- Capital exp computers etc	0	0	6,000	6,000		6,000	0.0%
4420 Insurance	4,898	12,202	13,000	798		798	93.9%
Corporate Services :- Indirect Expenditure	12,900	45,239	89,150	43,911	512	43,398	51.3%
Net Income over Expenditure	(12,900)	(45,239)	(89,050)	(43,811)			
290 Town Hall							
1270 Suite Lease Income	2,423	10,353	32,000	21,647			32.4%
1275 Solar Panel Income	0	0	400	400			0.0%
1280 Chamber Hire	904	2,632	6,000	3,368			43.9%
1285 Projector Hire	40	60	0	(60)			0.0%
Town Hall :- Income	3,367	13,046	38,400	25,354			34.0%

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4045 Salary Reallocation	3,919	22,730	47,325	24,595		24,595	48.0%
4310 Reconnect Drinking Fountain	0	0	1,850	1,850		1,850	0.0%
4315 Topographical Survey	0	0	11,650	11,650		11,650	0.0%
4320 Town Hall Refurb	0	0	10,000	10,000		10,000	0.0%
4345 Replacement Solar Panel Invert	0	0	1,500	1,500		1,500	0.0%
4405 Rates	1,060	8,192	11,094	2,902		2,902	73.8%
4410 Water	20	119	1,000	881		881	11.9%
4415 Energy Supplies	(50)	3,258	10,300	7,042		7,042	31.6%
4416 Energy Conservation Projects	4,906	4,986	5,000	14		14	99.7%
4425 Repairs and Maintenance	5,566	9,070	74,000	64,930	2,962	61,968	16.3%
4430 Maint. Contracts	1,247	8,763	14,588	5,825		5,825	60.1%
4440 Fire Extinguishers	121	548	1,500	952		952	36.6%
4445 Security	0	338	800	463		463	42.2%
Town Hall :- Indirect Expenditure	16,789	58,005	190,607	132,602	2,962	129,640	32.0%
Net Income over Expenditure	(13,422)	(44,959)	(152,207)	(107,248)			
295 Weddings							
1280 Chamber Hire	342	342	2,500	2,158			13.7%
Weddings :- Income	342	342	2,500	2,158			13.7%
4045 Salary Reallocation	343	1,887	3,429	1,542		1,542	55.0%
4340 Weddings expenditure	347	1,094	1,000	(94)		(94)	109.4%
Weddings :- Indirect Expenditure	689	2,981	4,429	1,448	0	1,448	67.3%
Net Income over Expenditure	(348)	(2,640)	(1,929)	711			
300 Newtown Road Cemetery							
4045 Salary Reallocation	343	1,623	2,348	725		725	69.1%
4355 Toilet Hire NRC	128	591	1,300	709	431	278	78.6%
4405 Rates	54	326	389	63		63	83.8%
4415 Energy Supplies	0	2,164	400	(1,764)		(1,764)	541.1%
4416 Energy Conservation Projects	0	0	1,000	1,000		1,000	0.0%
4425 Repairs and Maintenance	0	350	7,500	7,150		7,150	4.7%
4430 Maint. Contracts	2,741	4,568	12,250	7,682		7,682	37.3%
4435 Maint. Contracts Unscheduled	0	0	1,200	1,200		1,200	0.0%
4436 Headstone Survey	0	0	2,000	2,000		2,000	0.0%
4440 Fire Extinguishers	0	46	100	54		54	46.0%
4515 Tree Surveys & Works	0	0	800	800		800	0.0%
4540 NRC Composting Toilet (25%)	0	0	2,563	2,563		2,563	0.0%
4545 Redecoration of Chapel	0	0	1,200	1,200		1,200	0.0%
Newtown Road Cemetery :- Indirect Expenditure	3,266	9,669	33,050	23,381	431	22,950	30.6%
Net Expenditure	(3,266)	(9,669)	(33,050)	(23,381)			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
305 Shaw Cemetery							
1300 Cemetery Income	11,871	44,929	35,000	(9,929)			128.4%
Shaw Cemetery :- Income	11,871	44,929	35,000	(9,929)			128.4%
4045 Salary Reallocation	1,772	10,530	21,149	10,619		10,619	49.8%
4250 IT	0	642	1,100	458		458	58.3%
4265 Subscriptions	0	95	95	0		0	100.0%
4400 Rent Payable	0	0	1,000	1,000		1,000	0.0%
4405 Rates	141	846	280	(566)		(566)	302.2%
4410 Water	78	250	3,000	2,750		2,750	8.3%
4415 Energy Supplies	25	267	1,000	733		733	26.7%
4416 Energy Conservation Projects	0	1,860	1,860	0		0	100.0%
4425 Repairs and Maintenance	0	1,747	13,560	11,813	680	11,133	17.9%
4430 Maint. Contracts	14,824	24,707	63,500	38,793		38,793	38.9%
4435 Maint. Contracts Unscheduled	0	0	2,200	2,200		2,200	0.0%
4440 Fire Extinguishers	0	115	250	135		135	46.0%
4515 Tree Surveys & Works	0	680	2,885	2,205		2,205	23.6%
Shaw Cemetery :- Indirect Expenditure	16,840	41,739	111,879	70,140	680	69,460	37.9%
Net Income over Expenditure	(4,969)	3,190	(76,879)	(80,069)			
310 Markets							
1320 Market Income	6,765	33,628	39,000	5,372			86.2%
1990 Miscellaneous Income	0	200	0	(200)			0.0%
Markets :- Income	6,765	33,828	39,000	5,172			86.7%
4045 Salary Reallocation	1,772	11,023	23,094	12,071		12,071	47.7%
4265 Subscriptions	0	369	370	1		1	99.7%
4275 Advertising General	0	858	1,500	643	375	268	82.2%
4360 Market Management	1,166	7,176	14,000	6,824		6,824	51.3%
4405 Rates	561	3,539	5,725	2,187		2,187	61.8%
4415 Energy Supplies	193	308	1,000	692		692	30.8%
4425 Repairs and Maintenance	0	0	2,865	2,865		2,865	0.0%
Markets :- Indirect Expenditure	3,692	23,272	48,554	25,282	375	24,907	48.7%
Net Income over Expenditure	3,073	10,555	(9,554)	(20,109)			
315 War Memorial							
4045 Salary Reallocation	342	1,955	3,708	1,753		1,753	52.7%
4425 Repairs and Maintenance	0	0	700	700	180	520	25.7%
4850 Sinking Fund	0	0	2,000	2,000		2,000	0.0%
War Memorial :- Indirect Expenditure	342	1,955	6,408	4,453	180	4,273	33.3%
Net Expenditure	(342)	(1,955)	(6,408)	(4,453)			

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
320 Footway Lighting							
4045 Salary Reallocation	342	1,955	3,708	1,753		1,753	52.7%
4415 Energy Supplies	659	3,655	7,313	3,658		3,658	50.0%
4425 Repairs and Maintenance	5,402	11,314	13,000	1,686	1,541	144	98.9%
4855 Street Lighting Upgrade	0	0	2,530	2,530		2,530	0.0%
Footway Lighting :- Indirect Expenditure	6,403	16,925	26,551	9,626	1,541	8,085	69.5%
Net Expenditure	(6,403)	(16,925)	(26,551)	(9,626)			
325 Clock House							
4045 Salary Reallocation	342	1,955	3,708	1,753		1,753	52.7%
4415 Energy Supplies	74	378	750	372		372	50.4%
4425 Repairs and Maintenance	0	765	4,840	4,075	250	3,825	21.0%
Clock House :- Indirect Expenditure	416	3,098	9,298	6,200	250	5,950	36.0%
Net Expenditure	(416)	(3,098)	(9,298)	(6,200)			
330 Street Furniture							
4045 Salary Reallocation	341	1,964	3,709	1,745		1,745	53.0%
4415 Energy Supplies	0	0	220	220		220	0.0%
4425 Repairs and Maintenance	700	2,376	5,500	3,124	5,650	(2,526)	145.9%
4435 Maint. Contracts Unscheduled	0	0	500	500		500	0.0%
4460 Grit Bins	0	0	4,635	4,635		4,635	0.0%
4860 Move of Bus Stop	0	0	5,800	5,800		5,800	0.0%
Street Furniture :- Indirect Expenditure	1,041	4,340	20,364	16,024	5,650	10,374	49.1%
Net Expenditure	(1,041)	(4,340)	(20,364)	(16,024)			
6000 plus Transfer from EMR	700	1,210					
Movement to/(from) Gen Reserve	(341)	(3,130)					
335 Recreation Grounds							
1355 Income - Pitches	337	1,298	2,266	969			57.3%
Recreation Grounds :- Income	337	1,298	2,266	969			57.3%
4045 Salary Reallocation	1,413	7,972	15,218	7,246		7,246	52.4%
4410 Water	55	118	600	482		482	19.7%
4415 Energy Supplies	171	1,391	2,060	669		669	67.5%
4423 Upgrading	0	0	2,250	2,250		2,250	0.0%
4425 Repairs and Maintenance	680	751	4,600	3,850		3,850	16.3%
4430 Maint. Contracts	6,640	11,067	29,800	18,733		18,733	37.1%

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4435 Maint. Contracts Unscheduled	0	0	9,650	9,650		9,650	0.0%
4515 Tree Surveys & Works	0	0	5,460	5,460	450	5,010	8.2%
4580 PPE	0	0	1,000	1,000		1,000	0.0%
4585 Drinking Water Tap	0	0	1,220	1,220		1,220	0.0%
4590 Consultation	0	0	1,000	1,000		1,000	0.0%
Recreation Grounds :- Indirect Expenditure	8,960	21,299	72,858	51,559	450	51,109	29.9%
Net Income over Expenditure	(8,623)	(20,001)	(70,592)	(50,591)			
336 City Recreation Ground							
4423 Upgrading	0	0	14,000	14,000		14,000	0.0%
4585 Drinking Water Tap	0	0	1,220	1,220		1,220	0.0%
City Recreation Ground :- Indirect Expenditure	0	0	15,220	15,220	0	15,220	0.0%
Net Expenditure	0	0	(15,220)	(15,220)			
340 Play Areas							
4045 Salary Reallocation	1,413	8,743	18,258	9,515		9,515	47.9%
4423 Upgrading	0	0	5,800	5,800		5,800	0.0%
4425 Repairs and Maintenance	4,605	16,160	14,000	(2,160)	6,088	(8,248)	158.9%
4430 Maint. Contracts	5,242	8,737	23,240	14,503		14,503	37.6%
4435 Maint. Contracts Unscheduled	0	0	9,600	9,600		9,600	0.0%
Play Areas :- Indirect Expenditure	11,260	33,640	70,898	37,258	6,088	31,170	56.0%
Net Expenditure	(11,260)	(33,640)	(70,898)	(37,258)			
6000 plus Transfer from EMR	0	500					
Movement to/(from) Gen Reserve	(11,260)	(33,140)					
345 Victoria Park							
1360 Income - Tennis Courts	911	10,917	12,000	1,083			91.0%
1380 Income - Bowling Club	0	900	927	27			97.1%
1385 Income - Kiosk/Cafe	0	2,850	1,600	(1,250)			178.1%
1500 Other open spaces income	0	4,260	2,000	(2,260)			213.0%
1990 Miscellaneous Income	24	115	1,000	885			11.5%
Victoria Park :- Income	935	19,041	17,527	(1,514)			108.6%
4045 Salary Reallocation	2,845	16,531	32,530	15,999		15,999	50.8%
4325 PWLB Loan Interest	0	0	10,000	10,000		10,000	0.0%
4355 Toilet Hire NRC	0	0	700	700		700	0.0%
4410 Water	431	1,533	4,350	2,817		2,817	35.2%
4415 Energy Supplies	17	1,388	4,000	2,612		2,612	34.7%

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4425 Repairs and Maintenance	2,537	13,286	13,450	164	700	(536)	104.0%
4430 Maint. Contracts	14,823	24,907	66,450	41,543		41,543	37.5%
4435 Maint. Contracts Unscheduled	0	0	4,850	4,850		4,850	0.0%
4437 Wild Flower Meadow VP	0	0	4,000	4,000		4,000	0.0%
4440 Fire Extinguishers	0	92	200	108		108	46.0%
4445 Security	0	109	500	391		391	21.8%
4465 Tennis Courts Maintenance Fund	0	0	3,600	3,600		3,600	0.0%
4475 VP LTA Registration Fee	0	0	350	350		350	0.0%
4480 Music at the Bandstand	300	750	3,000	2,250		2,250	25.0%
4485 VP tennis court promotion	0	0	1,500	1,500		1,500	0.0%
4490 VP Fun Day	0	375	2,500	2,125		2,125	15.0%
4515 Tree Surveys & Works	0	0	2,300	2,300		2,300	0.0%
4525 Fees	0	3,750	35,000	31,250	24,464	6,787	80.6%
4530 Community Cafe	500	735	399,000	398,266	2,500	395,766	0.8%
4535 Hoist	0	0	12,000	12,000		12,000	0.0%
4590 Consultation	0	0	1,000	1,000		1,000	0.0%
Victoria Park :- Indirect Expenditure	21,453	63,455	601,280	537,825	27,664	510,162	15.2%
Net Income over Expenditure	(20,518)	(44,413)	(583,753)	(539,340)			
350 Open Spaces							
1395 Wayleave Income	0	0	25	25			0.0%
1990 Miscellaneous Income	4,000	4,000	0	(4,000)			0.0%
Open Spaces :- Income	4,000	4,000	25	(3,975)			16000.0
4045 Salary Reallocation	2,129	12,724	25,658	12,934		12,934	49.6%
4400 Rent Payable	0	82	180	98		98	45.4%
4410 Water	0	29	100	71		71	29.3%
4425 Repairs and Maintenance	225	2,726	5,000	2,274	420	1,854	62.9%
4430 Maint. Contracts	17,592	29,320	72,994	43,675		43,675	40.2%
4435 Maint. Contracts Unscheduled	108	283	4,000	3,717		3,717	7.1%
4515 Tree Surveys & Works	0	2,800	7,650	4,850		4,850	36.6%
4750 Greenham House Gdns	0	0	9,450	9,450		9,450	0.0%
4755 Blossoms Field Tree Works	0	0	3,500	3,500		3,500	0.0%
4760 Litter Picking Equipment	0	92	500	408		408	18.4%
4765 Speen Moor Friends Group	0	199	500	301		301	39.8%
4770 Biodiversity Survey	0	0	2,000	2,000		2,000	0.0%
Open Spaces :- Indirect Expenditure	20,053	48,254	131,532	83,278	420	82,858	37.0%
Net Income over Expenditure	(16,053)	(44,254)	(131,507)	(87,253)			
6000 plus Transfer from EMR	0	2,800					
Movement to/(from) Gen Reserve	(16,053)	(41,454)					

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
355 Floral Displays and Trees							
1990 Miscellaneous Income	0	1,135	2,000	865			56.8%
Floral Displays and Trees :- Income	0	1,135	2,000	865			56.8%
4045 Salary Reallocation	341	2,563	6,111	3,548		3,548	41.9%
4425 Repairs and Maintenance	0	0	850	850		850	0.0%
4430 Maint. Contracts	5,225	8,708	21,896	13,188		13,188	39.8%
4470 Tree Maintenance	0	7,375	5,000	(2,375)		(2,375)	147.5%
4500 Tree planting	0	0	4,850	4,850		4,850	0.0%
4505 Edible Crops	0	0	300	300		300	0.0%
4510 Additional Floral Displays NIB	0	1,599	1,500	(99)		(99)	106.6%
4590 Consultation	0	0	1,000	1,000		1,000	0.0%
Floral Displays and Trees :- Indirect Expenditure	5,565	20,245	41,507	21,262	0	21,262	48.8%
Net Income over Expenditure	(5,565)	(19,110)	(39,507)	(20,397)			
360 Britain & Newbury In Bloom							
1600 Sponsorship	0	500	0	(500)			0.0%
Britain & Newbury In Bloom :- Income	0	500	0	(500)			
4045 Salary Reallocation	1,413	8,796	18,307	9,511		9,511	48.0%
4710 Newbury In Bloom	0	2,829	7,000	4,171	1,000	3,171	54.7%
Britain & Newbury In Bloom :- Indirect Expenditure	1,413	11,624	25,307	13,683	1,000	12,683	49.9%
Net Income over Expenditure	(1,413)	(11,124)	(25,307)	(14,183)			
6001 less Transfer to EMR	0	500					
Movement to/(from) Gen Reserve	(1,413)	(11,624)					
420 Wash Common Allotment							
1400 Allotment Income	35	3,573	3,300	(273)			108.3%
Wash Common Allotment :- Income	35	3,573	3,300	(273)			108.3%
4045 Salary Reallocation	342	2,498	5,801	3,303		3,303	43.1%
4410 Water	51	215	700	485		485	30.8%
4425 Repairs and Maintenance	70	564	2,250	1,686	122	1,564	30.5%
4430 Maint. Contracts	364	606	1,440	834		834	42.1%
4435 Maint. Contracts Unscheduled	0	0	2,000	2,000		2,000	0.0%
4450 Extra security measures	0	0	2,300	2,300		2,300	0.0%
4515 Tree Surveys & Works	0	0	800	800		800	0.0%
Wash Common Allotment :- Indirect Expenditure	827	3,883	15,291	11,408	122	11,286	26.2%
Net Income over Expenditure	(792)	(310)	(11,991)	(11,681)			

Detailed Income & Expenditure by Budget Heading 06/10/2021

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
421 Allotments (except Wash Common)							
1400 Allotment Income	124	19,902	19,570	(332)			101.7%
Allotments (except Wash Common :- Income	124	19,902	19,570	(332)			101.7%
4045 Salary Reallocation	2,487	14,633	29,007	14,374		14,374	50.4%
4255 Professional Fees	0	0	2,500	2,500		2,500	0.0%
4400 Rent Payable	213	425	876	451		451	48.5%
4410 Water	121	(550)	4,000	4,550		4,550	(13.7%)
4425 Repairs and Maintenance	616	7,850	16,500	8,650	2,685	5,965	63.9%
4430 Maint. Contracts	1,730	2,884	7,192	4,308		4,308	40.1%
4435 Maint. Contracts Unscheduled	0	0	1,500	1,500		1,500	0.0%
4450 Extra security measures	0	165	5,540	5,375	1,206	4,169	24.7%
4515 Tree Surveys & Works	0	0	500	500		500	0.0%
Allotments (except Wash Common :- Indirect Expenditure	5,166	25,407	67,615	42,208	3,891	38,317	43.3%
Net Income over Expenditure	(5,042)	(5,505)	(48,045)	(42,540)			
6000 plus Transfer from EMR	0	2,000					
Movement to/(from) Gen Reserve	(5,042)	(3,505)					
430 Wharf Toilets							
4045 Salary Reallocation	698	3,692	6,424	2,732		2,732	57.5%
4195 Wharf Toilets Contract	2,870	5,740	11,845	6,105		6,105	48.5%
4405 Rates	0	(6,776)	7,309	14,085		14,085	(92.7%)
4425 Repairs and Maintenance	0	170	3,650	3,480		3,480	4.7%
Wharf Toilets :- Indirect Expenditure	3,568	2,826	29,228	26,402	0	26,402	9.7%
Net Expenditure	(3,568)	(2,826)	(29,228)	(26,402)			
500 CP A&L General							
4045 Salary Reallocation	2,486	14,399	28,081	13,682		13,682	51.3%
4600 CPA&L Committee Fund	0	0	500	500		500	0.0%
4620 Music in the Market Place	0	0	1,000	1,000		1,000	0.0%
4625 Art Trail	216	216	1,000	784		784	21.6%
4637 Local Democracy WG	515	515	600	85		85	85.8%
4638 Youth Voice Event	0	200	5,000	4,800		4,800	4.0%
4639 Art on the Park	0	0	500	500		500	0.0%
CP,A&L General :- Indirect Expenditure	3,217	15,330	36,681	21,351	0	21,351	41.8%
Net Expenditure	(3,217)	(15,330)	(36,681)	(21,351)			

Detailed Income & Expenditure by Budget Heading 06/10/2021

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
505 Civic Responsibility							
4045 Salary Reallocation	2,486	15,008	30,469	15,461		15,461	49.3%
4650 Mayors Allowance	0	0	1,000	1,000		1,000	0.0%
4655 Honorarium	425	1,625	4,000	2,375		2,375	40.6%
4660 Mayor Making	0	810	2,500	1,690		1,690	32.4%
4665 Remembrance	0	0	4,000	4,000		4,000	0.0%
4670 Regalia and Robes	727	838	3,000	2,162		2,162	27.9%
4680 Civic Hospitality & Events	600	600	1,500	900		900	40.0%
4690 Twin Towns	0	0	250	250		250	0.0%
4700 Civic Award Scheme	0	500	1,000	500		500	50.0%
4705 Watership Brass	0	650	650	0		0	100.0%
Civic Responsibility :- Indirect Expenditure	4,238	20,031	48,369	28,338	0	28,338	41.4%
Net Expenditure	(4,238)	(20,031)	(48,369)	(28,338)			
600 Planning & Highways							
1120 Grants & Donations Received	0	0	100	100			0.0%
Planning & Highways :- Income	0	0	100	100			0.0%
4045 Salary Reallocation	2,844	16,475	32,142	15,667		15,667	51.3%
4800 P & H Committee Fund	396	396	1,000	604		604	39.6%
4805 Heritage Working Group	0	206	3,000	2,794		2,794	6.9%
4810 Town Design St. & Town Plan	0	400	7,000	6,600		6,600	5.7%
4815 Signage	0	0	10,000	10,000		10,000	0.0%
4820 Canal Corridor	0	0	10,000	10,000		10,000	0.0%
Planning & Highways :- Indirect Expenditure	3,240	17,477	63,142	45,665	0	45,665	27.7%
Net Income over Expenditure	(3,240)	(17,477)	(63,042)	(45,565)			
6000 plus Transfer from EMR	0	276					
Movement to/(from) Gen Reserve	(3,240)	(17,201)					
Grand Totals:- Income	595,502	1,281,009	1,297,537	16,528			98.7%
Expenditure	157,784	543,506	1,964,260	1,420,754	52,216	1,368,538	30.3%
Net Income over Expenditure	437,718	737,502	(666,723)	(1,404,225)			
plus Transfer from EMR	700	6,786					
less Transfer to EMR	0	500					
Movement to/(from) Gen Reserve	438,418	743,788					

Audit Working Group Meeting

On Zoom at 7.00 pm on Thursday 30 October 2021.

Agenda

Present: Councillor Steve Masters (Chair), Martin Colston and Gary Norman.

1. Apologies

Councillor Vaughan Miller

2. Review of the Strategic Risk Register

The meeting noted that the annual review is scheduled for Policy & Resources on 11 October and that the Audit Working Group reviews the Register and makes recommendations to P & R.

The meeting agreed that arising from the implications of, and lessons learned from, the pandemic, that there were significant changes to the Register:

- I. Our business continuity depends more and more on our IT infrastructure and our staff.
- II. There are growing risks to the health of our staff and increased risks that we will lose some key staff.
- III. The recruitment market seems to be very tight at the moment.
- IV. There are also growing concerns in the supply chain - contractors are very busy, resulting in delays to various projects and some materials are also difficult to source and deliver.
- V. The changing role of the Town Hall as staff become more adaptable to remote and flexible working.

The meeting reviewed the draft SRR presented by the CEO and made the changes shown tracked on the attached.

The meeting also agreed an actions plan to take forward some of the proposals in the mitigating plans shown on the SRR. (attached)

Newbury Town Council Strategic Risk Register

	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
R.01	Contractors not supplying agreed services	8	7	56	All tasks are controlled by defined contracts and/or service level agreements. All contracts/agreements are monitored with corrective action taken and reported as required. Written procurement procedures are used and credit checks made on all potential suppliers.	Review, and extend, if possible, the list of preferred suppliers. created. To be used to find alternatives quickly.	6	56	3036
R.02	Council action(s) having unintended negative impact on other parties	7	3	21	Transparent procedures and processes in place to minimise risk in day-to-day service operations. Effective project management, action-planning and risk management procedures for all defined projects, events and services. Regular inspections of all assets and facilities to which the public have access. Insurance in place. Councillors available to discuss any issues at any time. Expert advice sought when appropriate.	Incidents discussed and analysed at Leader/Chief Exec. Meetings and at management team meetings. Risk assessments completed. Any recommendations tabled at appropriate Council Committee. Training and development for members and officers.	48	2	168
R.03	Malicious misrepresentation and Media Misreporting	6	7	42	Relevant senior Councillors made available to issue statements and meet journalists. Use of the procedure for dealing with persistent and abusive complainers. Press Releases issued whenever possible to announce projects/events. Relevant Councillors made available to issue statements, meet journalists. Better reports presented to decision-making meetings and available to the public and the media	Make "Handling the press" training available to relevant Councillors and staff, <u>within the next 6 months.</u> Record instances of media misreporting in a log. Review and assess significance of this risk.	5	5	25
R.04	Significant change in funding, sudden large unexpected expenditure	65	86	4830	Reserves policy in place. Insurance to cover major identifiable risks. Reserves position frequently monitored. Four-year budget planning in place.	Use of Public Works Loan Board and other sources to obtain funds. Use reserves. Increase precept. Increase income from services. <u>Longer-term financial planning</u>	34	57	1528

	Risk or Trigger Event	Impact	Probability	Inherent Risk Score *	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk *** —
R.05	Disaster impacting on the town	6	4	24	Emergency contact list and list of resources maintained by the Community Services Team. Key individuals will make themselves available. Active monitoring of information sources. Accept instructions from Category 1 responders, i.e. emergency services, West Berkshire Council.	Take part in consultations and exercises run by Category 1 responders. Initiate and/or take part in post-incident reviews. Undertake Counter-terrorism training.	5	4	20
R.06	Sudden loss of key staff	8	6	48	Use of agencies, locums etc	Train up other members of staff to do part of role and identify possible alternatives. Purchase outside expertise	6	6	36
R.07	Fraud, misconduct, gross underperformance	6	3	18	Preventative measures in place, including payments authorisation, quarterly internal audits, spot checks. Audit reports reviewed. Insurance cover for identifiable risks. Performance management procedures in place, including monthly reviews and annual appraisals. List of payments and Income and Expenditure presented quarterly to P & R.	Review of recruitment process effectiveness. Consider obtaining news management service if an incident occurs. Additional management performance training. <u>Risks covered by insurance</u>	46	2	812
R.08	Sudden loss of staff	7	4	28	Flexible allocation of tasks to create ease of workload sharing. Succession planning in place. Annual review/updating of job descriptions. Updating of succession plans. Staff development to increase resilience.	Continue preparing/ reviewing manuals for each service function. Cross training of staff. <u>Ask the Council's HR service about the counselling services provided, and about an attitude/morale/health and wellbeing survey.</u> <u>Arrange more all-staff events.</u>	5	4	20
R.09	One off activities - experiencing problematic delivery or unexpected consequences	6	4	24	One-off activities given individual risk assessment, risk management plans, discussed with WBC Safety Advisory Group. Expert/professional advice sought when appropriate.	Ensure post-event reviews are always undertaken and, where appropriate, measures introduced to prevent recurrence. Insurance to mitigate impacts	4	2	8
R.10	Confidential or sensitive information being disclosed	5	4	20	Councillor and staff induction and training in place. Security measures in place, e.g. use of safe(s), shredder. (Very little confidential information is held).	Regular review of training to ensure it is up-to-date with latest advice. Regular review of the impact on processes arising from changes in procedures, e.g. credit card payments, on-line banking. Councillor training needed for new Data Protection Regs and use of	5	3	15

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	Risk or Trigger Event	Impact	Probability	Inherent Risk Score *	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
R.11	Loss of I.T. facilities	9	3	27	Disaster recovery service in place. Daily data back-up in place. Hardware replacement service in place. All documents and emails in 'the Cloud' Accounts software hosted with a provider	Regular testing of disaster recovery service and data backup Warranty in place for onsite server with NBD Response Email Backup in place for testing 1 spare laptop to provide to a affected user	3	1	3
R.12a	Physical Loss of Town Hall due to fire, flood or similar major event	3	1	3	Management Team called together to agree priorities. Set up short term recovery in an alternative location. Establish medium/long term plan to return to Town Hall. Insurance in place to cover costs. 'the Cloud' in use so staff can work remotely.	Staff have technology to enable flexible and remote working. Some meetings can be virtual Other venues can be used	2	1	2
R.12b	Loss of access to Town Hall	3	4	12	Zoom/ Virtual events	Zoom/ remote working. Covid-secure measures	3	4	12
R.13	Loss of Town Hall contents including civic regalia	5	2	10	All contents including regalia insured. Most valuable regalia kept in alarmed Town Hall safe. Attendant with Mayor at all times when full chain is worn. All regalia and contents insured with up to date valuations. All important paperwork scanned and in cloud. CCTV installed in Town Hall		4	1	4
R.14	Loss of non-precept income	2	10	20	Accounting procedures	Budget adjustments CIL money to be ring-fenced to cover the PWLB loan repayments on the VP Cafe, to avoid affecting the precept. <u>Use of reserves.</u> <u>Debt recovery.</u>	2	10	20
R.15	Loss of telecommunications	8	2	16	Incoming call routing on main number is handled in the cloud, so has resilience built in. Additionally, routing can easily be deployed to a backup cloud instance if required..	Routing of main number via multiple IVR options terminates on mobiles, and can be rerouted to alternative mobile numbers as required	4	1	4

*The impact relates solely to the impact on Newbury Town Council as a corporate body.

** Inherent Risk is the product of Impact multiplied by Probability. Both Impact and Probability are assessed on a scale of 1 to 10, where 1 is a low score and 10 the highest. Therefore the higher the Inherent Risk Score, the more significant it is thought to be. Inherent Risk Score provides a means of prioritising management time and effort by highlighting areas of concern on a numerical scale. Subsequent experience and changes in circumstances over time can result in the need to re-value the scores for Impact and Probability.

***Residual Risk is the perceived risk remaining after planned actions have been taken. While good controls and mitigating plans are essential in managing strategic risks, some risks cannot be completely eliminated or may take some time to control following an incident.

Considered by Audit Working Group 30.09.21

Newbury Town Council Strategic Risk Register Action Plan

	Risk or Trigger Event	Current Controls	Mitigating Plans	Specific Actions	Who	By when
R.01	Contractors not supplying agreed services	All tasks are controlled by defined contracts and/or service level agreements. All contracts/agreements are monitored with corrective action taken and reported as required. Written procurement procedures are used and credit checks made on all potential suppliers.	Review, and extend, if possible, the list of preferred suppliers. To be used to find alternatives quickly.	Review, and extend, if possible, the list of preferred suppliers.	The Community Services team.	31/12/21
R.03	Malicious misrepresentation and Media Misreporting	Relevant senior Councillors made available to issue statements and meet journalists. Use of the procedure for dealing with persistent and abusive complainers. Press Releases issued whenever possible to announce projects/events. Relevant Councillors made available to issue statements, meet journalists. Better reports presented to decision-making meetings and available to the public and the media	Make "Handling the press" training available to relevant Councillors and staff, within the next 6 months. Record instances of media misreporting in a log. Review and assess significance of this risk.	Make "Handling the press" training available to relevant Councillors and staff, within the next 6 months.	CEO	31/03/22
R.04	Significant change in funding, sudden large unexpected expenditure	Reserves policy in place. Insurance to cover major identifiable risks. Reserves position frequently monitored. Four-year budget planning in place.	Use of Public Works Loan Board and other sources to obtain funds. Use reserves. Increase precept. Increase income from services. Longer-term financial planning	Longer-term financial planning	CEO	February 2024
R.08	Sudden loss of staff	Flexible allocation of tasks to create ease of workload sharing. Annual review/updating of job descriptions. Updating of succession plans. Staff development to increase resilience.	Continue preparing/ reviewing manuals for each service function. Cross training of staff. Ask the Council's HR service about the counselling services provided, and about an attitude/morale/health and wellbeing survey. Arrange more all-staff events.	Ask the Council's HR service about the counselling services provided, and about an attitude/morale/health and wellbeing survey.	CEO	October 2021
				Arrange more all-staff events.	CEO	ongoing

Considered by Audit Working Group 30.09.21

Newbury Town Council

Public Report to: Policy & Resources Committee,

Agenda Item No 11:

Climate Change 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 September 2021

Climate Change Working Group meetings

Since last update, 12th October 2020, the CCWG have regularly to discuss and take forward the recommendations of the Council, this includes Workshops held both Virtually in April 2021 and in St Johns Church Hall on 25th September 2021.

NTC have attracted excellent Speakers for both Workshops, attendance has however been a little disappointing.

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.

In 2020 after much efficiency work & conscious efforts to reduce emission, turn off lights, heaters etc, the Carbon Footprint dropped to 42.29 tonne.

A reduction, against the set KPI for the year up to March 21 has been achieved at 52.7 tonne which does include figures for both home working & carbon generated by Water consumption controlled by the Council

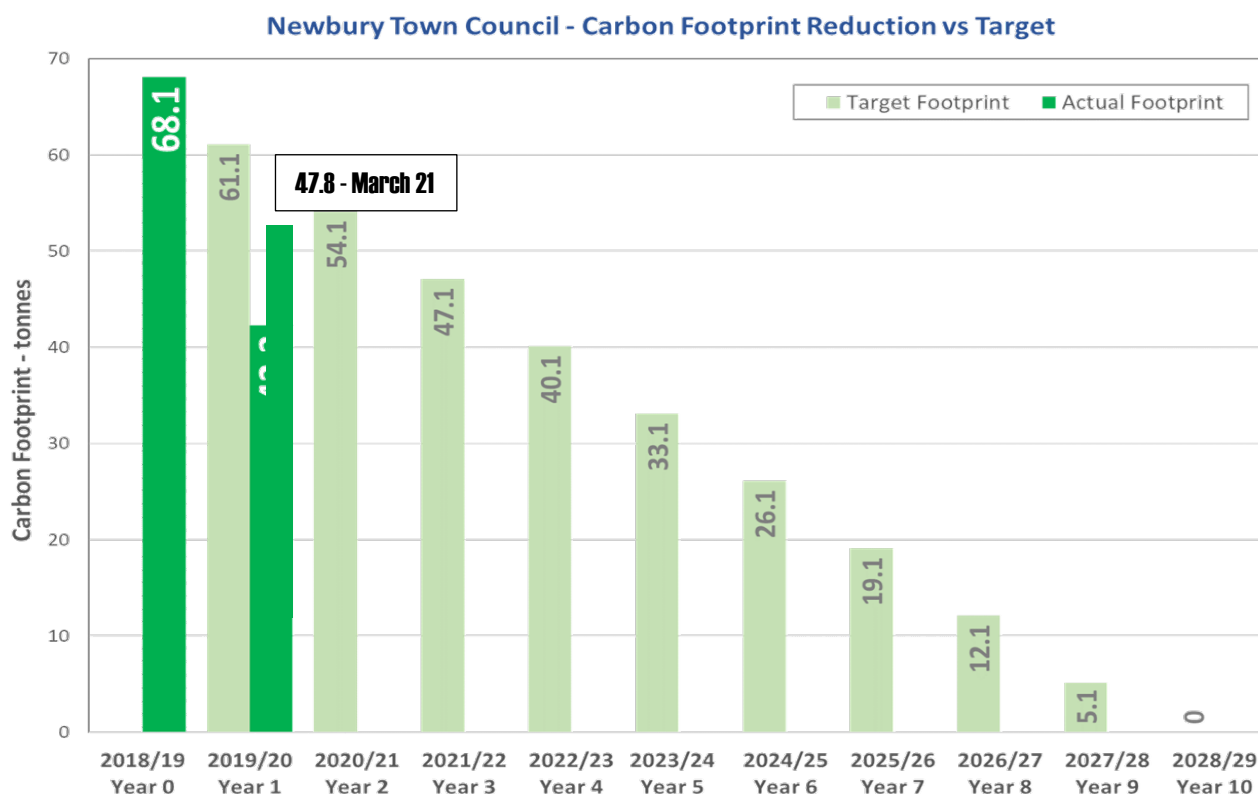
The like for like calculation on the Carbon Footprint of the Council was 47.8 Tonnes, roughly in line with the 2021/22 target.

The increase over the previous year is due to a combination of factors. Lockdown did not mean that the heating for example of the Town Hall was turned off. The Listed Grade 2 building has to be heated to a background temperature to prevent damp & condensation. As there is no mechanical ventilation, more windows have been unsealed, open during occupation hours, this resulting in a much higher heat loss. Intermittent use of the building has resulted in unintentional issues such as lights & heating being left on while unoccupied at levels beyond frost / security levels. The combination of these factors has resulted in over 5 Tonne of additional Carbon emissions, almost all in electricity consumption, over the previous year.

Further investment in the Chapel Shaw Cemetery was carried out with low energy fittings installed, the Newtown Rd Cemetery still to be completed.

Further work to replace the Calor Gas heaters at Shaw and the gas boilers in the Town Hall is in hand.

Quotes for additional Solar roof panels to the Town Hall are awaited.



SSE Clarity is our cloud-based energy visualisation platform, which lets you easily report on and compare energy usage data from smart meters.

This understanding of our consumption allows NTC to identify opportunities to use energy more efficiently so you can cut costs and carbon emissions, helping your business on the journey to net zero.

Working with SSE a management tool, Clarity, is being installed to allow NTC to check meter readings on a half hourly basis, this enabling real time management of our supply and early intervention.

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 will include 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 been a success. The change in management pattern in Newtown Rd cemetery has allowed unusual species to flourish, major tree planning programmes are in hand.

The InfoNature Biodiversity Surveys carried out on 3 selected sites, Newtown Rd Cemetery, Wash Common & Victoria Park indicated that NTC manage these well and with some additional consideration & management the Biodiversity balance could be enhanced. This will be factored into the revision of the Grounds Maintenance provision post January 2023 and the budget review.

Climate Change Working Group

The Climate Change Working Group has monitored, directed & overseen the achievement set out in the first full 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

28th September 2021

Newbury Town Council Strategy Working Group

Notes of meeting held at 7.00 pm on 7 September 2021.

Present: Councillors Martin Colston (Chairman), Chris Foster, David Marsh, Erik Pattenden and Martha Vickers

Apologies: Councillors Roger Hunneman, Olivia Lewis

In attendance: Hugh Peacocke, CEO.

1. To agree the programme for the Strategy Working Group 2021-22

Members approved the programme as follows:

Event Date	Action	Who	when
7/9	Advise members of WG of meeting to consider long term plans Review action plan for Strategy 2019-2024	CEO	Now
11 October	Send outcomes of meeting to P & R	CEO	5/10
By 12/11	Write to all members re Strategy review/ Budget asking them to submit ideas for consideration by Committees	CEO	20/10
16/11	Advise lead officers of submissions, to take to relevant Committee	CEO	16/11
29/11	Discuss Budget/ Strategy items at CPA & C meeting- on agenda	CM	23/11
6/12	Discuss Budget/ Strategy items at P & H meeting- on agenda	DSO	30/11
13/12	Discuss Budget/ Strategy items at CS Committee meeting- on agenda	CSM	7/12
16/12	Strategy Working Group considers proposals from Committees and makes recommendations to P & R	CEO	14/12
17/1	P & R Committee meeting- Agenda- recommendations re Strategy and budget to Full Council	CEO	11/1
31/1	Full Council approves review of Strategy 2019-2024 and Budget 22-23- agenda	CEO	25/1

2. To consider the position at 31 August 2021 on the Action plan for the Strategy 2019-2024 (Appendix 2)

Members noted the action plan at 31 August and made some amendments. The position will be reported to P & R on 11 October.

Noted that some of the items delayed due to the pandemic could now be progressed- meetings with market traders and allotment tenants, for example.

It was asked if “Welcome Back” funds might be available to upgrade public toilets at The Wharf and to replace playground equipment. (The CEO has since inquired- they are not available for anything “permanent”)

3. To consider any amendments or additions needed to the Strategy 2019-2024 (Appendix 3)

It was agreed that following the P & R meeting on 11 October, Members would be invited to submit ideas/ proposals for consideration in the annual strategy review/ budget-making process. Any responses would be sent to the relevant committee for consideration as part of their budget-setting meeting.

4. To consider the issues arising from the Council’s longer-term Strategy

The meeting noted the long-term issues and agreed that investigations should begin regarding the Town Hall, playgrounds, Shaw cemetery and the public toilets at The Wharf.

Following research, the options should be put out for public consultation before longer-term plans are finalised.

It was further agreed that opportunities for increased income (market, allotments, Town Hall, football pitches) should be considered, as well as investigating where efficiencies and savings might be made.

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

A. Provide outstanding parks, playgrounds and public spaces

Strategy	Item	Deadline	Lead	Position at 30 September 2021	Status (RAG)
1.	Open a new café in Victoria Park	Easter 2023	CSM	Planning approval granted Operator selected. Working to meet planning conditions. Loan application going to Full council 18 October 2021.	
2.	Retain Green Flag for Victoria Park	September 2022	CSM	Application to be made for 2022	
3.	Consultation and plan on Green Flag for Wash Common	Consultation re Wash Common	CSM	Consultation complete	
		Decision and plan by Dec 2021		Draft plan for end of 2021	
4.	Wash Common upgrade	By end 2023	CSM	Include proposals in budget 2022-23	
5.	Explore options for our land at Hutton Close	By Q3 2021	CEO	Legal inquiries received. With Land Agent	
6.	Explore taking ownership of Greenham House Gardens from WBC	decision taken 2020	CSM	Programme of works to be undertaken by WBC agreed but delayed by Covid- Now scheduled April 2022 Consultation responses to CS 22/3	
	Finalise plans for upgrades to the City Recreation Ground	January 2020	CSM	Completed	Completed
	Upgrade City Recreation Ground	2020 to 2022	CSM	Completed	Completed
	Refurbishment / replacement of playground and other park equipment	Rolling programme from August 2020	CSM	Plan prepared and approved.	Completed

B. Run vibrant markets

1.	Run an annual meeting with all market traders and agree joint action plan to enhance our market	September 2021	CSM		
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C. Run thriving Allotments

1.	Maintain and run high quality allotments, and promote allotments to new tenants targeting > 97% occupancy	ongoing	CSM	Currently at 100% and a waiting list.	
2.	Encourage and support competitions within and between allotments	ongoing	CSM	New 2021/22 Awards presented at the band stand VP	
3.	Organise an annual meeting with allotment holders to agree action plan for the following year	October 2021	CSM		
4.	Explore options for additional allotment sites	April 2022	CSM	In discussion with Rivar & others (Greenham PC)	

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

Strategy	Item	Deadline	Lead	Position at 30 September 2021	Status (RAG)
1.	Ensure safety and quality, start implementation of long-term rolling plan for the upkeep and refurbishment of the public buildings in our care	From August 2020,	CSM	Ongoing subject to Budget constraints. Town Hall re-opened to the public and staff after Covid restrictions lifted. To be reviewed in long-term financial planning.	

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

1.c)	Continue to pressure BT to improve the appearance of the BT tower, and work with any interested parties who can make this happen		CEO	Poor response from BT	
2.a)i	Explore options for the best location for a specialist hoist in at least one public toilet in Newbury	Completed	CSM	Members' consensus is New Build in Café but other options may be considered	
2.a)ii	Install as soon as practical	by Easter 2022 in new cafe	CSM	Part of Café build, if practicable.	
3.a)	Work with West Berkshire District Council to identify what additional signage and footpaths are required for walking and cycling routes to and from the Town Centre and local schools, and agree a programme for their delivery	By end 2021,	DSO	CIL Grant approved. Taking forward. Programme presented to P & H for approval. With WBDC	
b)	Consider additional signage to countryside paths and open space within the parish of Newbury or immediately adjacent to it			Ask members which footpaths	
4.b)	Provide defibrillators in appropriate locations and assist other bodies who wish to provide them		CSM	2 new facilities provided on Football Changing Rooms. Provide a further defib on Café when built	
5.a)	Working with Newbury BID, agree a co-operation plan with coach operators who bring visitors to the town to make them feel welcome and encourage them to continue to stop off in Newbury	By end 2021	CEO	Delayed due to pandemic	
5.b)	Work with Newbury BID and other organisations to encourage sustainable tourism growth in the interest of the town's economy		CEO	Allocated £300 to the BID towards promotional video promoting the re-opening of the town Centre after lockdown 1.	
5. d)	Work with partners to ensure Newbury "arrival points" (Tesco roundabout, train stations, car parks etc) give visitors a good impression		DSO	New "Welcome" sign at new bus station Explore options at Railway station	Completed

G. Provide a strong voice for Newbury to push the following with WBC, Newbury BID, etc

Strategy	Item	Deadline	Lead	Position at 30 September 2021	Status (RAG)
1.a	Neighbourhood Development Plan By end 2020, explore the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions	End 2020	DSO	Consultant engaged and options considered. Delayed due to pre-election period and Coronavirus meetings Regs.	Completed
1.b	Decide whether to move forward with a Neighbourhood Development Plan based on both the cost benefit investigation and the success or otherwise of G2-G7 below	By end Q1 2021	DSO	Amend to Q2 2021	Completed
2.	Work with and support the Canal Corridor Working Group to prepare an action plan for the future development and protection of the Canal Corridor.	By Q3 2021	DSO	Convened WG in June. Now running again.	Completed
3.	Promote and encourage investment in the Town Centre, especially south of the Canal Bridge, including a coherent plan for the Kennet Centre	Ongoing	DSO	NTC has commented on Kennet Centre applications.	
4.	Work with Newbury BID and other relevant organisations to lobby for a decision from WBC for the permanent pedestrianisation of the Market Place, excluding Mansion House and Wharf Streets.	Q3 2021	DSO	Working with TCWG and BID Press WBC/Masterplan consultants	
5.	Ensure the views of our residents form a central part of the input to any consultation on the new Newbury Town Centre Masterplan 2036.	Ongoing	DSO	TCWG met consultants. Keeping dual-hatted members and P & H appraised	
6.	Ensure full participation and input into any consultation on the redevelopment of the LRIE.	ongoing	DSO	Formal response has been provided 2020/21. Standing item on P & H Agenda	
7	Lobby West Berkshire Council regarding the Local Plan Review	ongoing	DSO	NTC has responded. Asked our dual-hatted members to pursue	
8.	Lobby WBC to: a)Provide a suitable football facility for Newbury's Men's, Ladies and Youth teams to play football at an equivalent or better standard than the old ground provided, within the Newbury settlement area, with good walking and cycling access to the town centre, good public transport links and adequate parking. Inability to provision a suitable alternative site should result in the ground on Faraday Road being returned to its former standard or being redeveloped to an even better standard, with 3G pitches providing higher availability for matches and training.	ongoing	DSO	Met LRIE consultants. Standing item on P & H agenda	
	b)Take action where appropriate under S215 of the Planning against owners of lands or buildings which detract from the amenity of the area (See also 1.G.11.e)	ongoing	DSO	Ongoing.	
	c)Complete a Conservation Area Appraisal for the town	ongoing	DSO	Town Centre CAA underway by Masterplan Consultants	
	d)Consider making Newbury a low emission zone and so discourage through traffic on the A339	ongoing	DSO	Sent to Masterplan consultants	
	e)Consider providing an additional 'at grade' pedestrian crossing of the A339	ongoing	DSO	Sent to Masterplan consultants	

2. Foster a real sense of community

B. Stage and support enjoyable and inclusive community events

Strategy	Item	Deadline	Lead	Position at 30 September 2021	Status (RAG)
1.	Work with and support the tennis coaches to stage a Victoria Park tennis championship.	Target first one in 2022	CSM	Covid Delayed	
2.	Support the re-establishment of Art on the Park and other public arts events	Summer 2022	CM	Art organisations keen to re-establish for Summer 2022	
3.	Work with Newbury BID and other parties to explore options for a Christmas Market in Newbury from 2021	Dec 2021	CSM	Plans for Christmas Fayre agreed	
4.	Hold an Annual Family Day in Victoria Park for the enjoyment of our residents and to promote the park and its facilities	Summer 2022	CSM	Tentative date chosen- may be impacted by Café build.	
5.	Organise and support the annual Mayor's Drive	July	CM	Options under consideration	

C. Celebrate and recognise individual and community achievements

1.	Run and sponsor Newbury's annual Civic Award scheme to recognise the contributions of our residents to the town	1 August 2020	CM		Completed
	a) Add an award for best environmental contribution				
	b) Display full list of all those who have been congratulated by the Mayor during the preceding year	1 August 2020	CM	Available on website and social media platforms	

3. Take actions to address the climate emergency

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

Strategy	Item	Deadline	Lead	Position at 30 September 2021	Status (RAG)
1.b)	reduce its annual carbon footprint by an average of at least 7 tonnes every year	December every year, starting in 2020	CSM	Currently ahead of Target, next phase Gas boiler change. Awaiting result of audit	
1.c)	Audit our street lighting to determine what lights can be removed and to plan replacement of the ones we need to keep with new energy efficient lights. Begin replacements as funds allow.	Q3 2021	CSM	With NTC Supplier, SSE to provide suggested action Plan. Funding not provided	
4. a)	Establish new sown wildflower meadows where possible using local seed sources and/or those appropriate to the ecological and cultural heritage of the site	Completed VP & OHG	CSM	New bed planted in VP Herb garden at Andover Road	
4. b)	Conduct biodiversity surveys in our major open spaces to provide benchmarks and give basis for future enhancements	Oct 2021	CSM	Base-line survey for Wash Common & other sites subject to funding – Working with BBoWT on action plan	

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

Strategy	Item	Deadline	Lead	Position at 1 August 2021	Status (RAG)
1.	NTC will hold at least one Climate Change Community Workshop per year		CSM	One held on 26/4, second on 19/9. Further Workshop planned for 17 August 2021 4 th workshop held on 25 th Sept 2021	
2.	Launch a Climate Fund to support local environmental groups with projects that will reduce CO2 emissions and other actions that benefit the climate in the parish of Newbury	By mid August 2020	CSM	£10K allocated in budget.	
3.b)	Support a local 'Green Directory' to ensure residents know what resources, offers and support they can access		CSM	Promote support through 2 above.	
4.	Reconnect the drinking water fountain on the Town Hall	April 2022	CSM	£1,850 provided in budget	
	Install new drinking water taps in the City recreation Ground and Blossoms Field	April 2022	CSM	£2,440 provided in budget	
5.	Investigate cost effective ways of increasing the current recycling rate from waste collected from our parks	During 2021	CSM	Trial started Jan 2021	
	Decide whether to implement new arrangements	Q1 2022	CSM	Review in August 2021	
7.	Encourage local community groups to set up market stalls at no / heavily reduced fees to promote green initiatives e.g. refillables		CSM		

4. Focused support for youth, the elderly and the vulnerable

A. Provide funding to support youth work in Newbury

1.	Launch a new fund dedicated to delivering much needed youth work for Newbury, running from August 2020 to March 2024.	From August 2020	CEO	Funds provided in budget. 3- year SLA in place from 1 December 2020 Regular reporting to P & R Committee	Completed
2	Provide funding support for youth work initiatives at the Greenham Community Youth Project at the Nightingales, and the Riverside Centre in Clay Hill		CEO	Funds provided in budget.	

B. Support initiatives to make Newbury a more inclusive town

1.	Support our minority communities where possible by working with relevant local groups such as Community United		CEO	Invited to TCWG Invite Community United to respond on relevant consultations	
2.a	Explore NTC becoming an accredited dementia-friendly organisation		CEO	Workshop completed 20/04	
2.b	Organise dementia-awareness training for all members and officers by Q1 2020, and then display accreditation on NTC website	Q1 2020	CEO	Training provided 13/1/20	Completed

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

1.	Ensure NTC has permanent representation on WBC Homeless committee to stand up for the needs of the homeless in Newbury		CEO	Cllr. Martha Vickers appointed. Cllr. Vickers reported in November.	Completed
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Suspended due to coronavirus pandemic



KPI's at 30 September 2021 (for July, August and September)

Indicator Accounts		Position for quarter (R/A/G and notes)
Percentage of invoices paid within 30 days of receipt by Corporate Services Team (excluding disputed invoices)	Check 'outstanding balances' in the Purchase Ledger reports on Omega and speak to Mags	
Council expenditure to be within 5% budget	Check I&E for month	Café expenditure delayed.
Amount of bad debt over £500 and more than 3 months old (aim to reduce this over the year)	Check 'outstanding balances' in Sales Ledger reports on Omega	Debts arising due to pandemic
Achieving budgeted income from chamber lettings (£7,000)	Check receipts	Down due to pandemic
Achieving budgeted income from Suite Lettings (£38,000)	Check receipts	Town Hall suites down due to pandemic
Unqualified financial audit	Every September	Received from External auditors 30/9/21
Website/social media		
Number of Facebook followers (aim for 10 new p.m. 120 pa)		Starting Aug (Increased by 23 from Aug-Sept)
Number of Twitter followers (aim for 10 new pm, 120 pa)		Starting Aug (Increased by 11 from Aug-Sept)
Number of hits on website (sessions) to increase in each quarter		Starting Aug (5,399 Sessions between 1 st Aug-1 st Oct)
All agendas published within 3 clear days prior to the meeting		
Communication with Public		
Publish minutes of meetings within 2 working days of Democratic Services being advised they are approved by the chairperson		
Produce draft minutes of all Council and Committee meetings within 3 working days of committee meeting		
Saturday surgery issues to be processed within 3 working days		
Complaints dealt with within 5 working days		
Produce 4 press releases each month	Look on website and PR folder in V drive	
Produce a newsletter every month	Look on website	

Indicator		Position for quarter (R/A/G)
Community Services		
Undertake monthly detailed play area inspections		Green
Market Income in line with budget (£40,000)		Green
Allotment income in line with budget (£21,000 - due 1.4.18)		Green
Shaw Cemetery income in line with budget (£35,000)		Green
Shrub and flower beds weeded as per contract		Amber
pond cleaned 6 times pa or more if needed		Amber
Contractors quote for Unscheduled Works within a week		RED
Frequency of grass cutting – based on length of grass		Amber
Frequent litter picking, based on times per site per contract		Amber
Contractors inspecting playgrounds weekly & competently		Green
Number of vacant allotment plots below 17		Amber
Planning and Highways		
Planning comments made at meetings of the committee should be submitted to WBC within 2 working days of the meeting being held		
Staff		
Total staff Time Off In Lieu (TOIL) carried forward	See corporate services/KPIs/TOIL record, this needs to be completed when time sheets are handed in for payroll	Slightly down
Each staff member to undertake 6 hours training per quarter (pro-rata)	Once a quarter – gather data from the managers and report on the number of staff who have completed the required training hours	On target
number of staff working days lost to sickness - target no more than 4 per month	Check the Admin Calendar/leave records/timesheets	On target

Newbury Town Council

Complaints Procedure

1. Purpose

- 1.1. This document sets out detailed guidance notes for staff and members on the processes for dealing with complaints and comments from the public and explains our regulatory obligations. Information can also be found on the Council's website: www.newbury.gov.uk.

2. Applicability

- 2.1. This procedure shall apply to all employees of Newbury Town Council, including elected members, contract, agency and other temporary staff, volunteers and employees of partner organisations working with the Council.

3. Roles and Responsibilities

- 3.1. The Chief Executive Officer (CEO) has overall responsibility for ensuring that council complaints are managed appropriately in accordance with these agreed procedures.
- 3.2. The CEO is responsible for:
 - Directing and reviewing this procedure.
 - Ensuring that there is effective consultation and communication on complaints related matters in terms of guidance, training, and processes.
 - Publishing & promoting the adoption of this council complaints procedure.
 - Ensuring compliance with published timescales, procedures, and working practices.
- 3.3. Managers and officers are responsible for the day-to-day management of Council complaints, including ensuring implementation of these procedures. Managers should check all initial responses prior to their transmission to complainants.
- 3.4. All Council staff are responsible for familiarising themselves with and ensuring that they comply with this procedure.

4. Regulatory Requirements

- 4.1. An effective comments and complaints procedure is required to investigate any expressions of dissatisfaction which may have been voiced by residents or customers of the Council and resolve these at an early stage.
- 4.2. In addition, the Council is committed to equal opportunities for everyone and must carefully and thoroughly investigate any complaint of discrimination or harassment due to any of the 'protected characteristics', as defined by the Equality Act 2010.

The protected characteristics are:

- Age
- Disability
- Gender re-assignment
- Marriage and civil partnerships
- Pregnancy and maternity
- Race
- Religion
- Sex
- Sexual orientation.

- 4.3. Complaints also offer an opportunity to receive valuable feedback on our services and policies so that we can build on our success and put things right where they might have gone wrong.
- 4.4. However, the process is not a 'blame exercise'. The aim is to identify where problems have occurred and to put things right.

5. The scope of complaints

- 5.1. The Council defines a complaint as 'an expression of dissatisfaction about the Council or its services.' This means that if a member of the public contacts you in person, writing, or by phone and is unhappy with the Council for whatever reason then this must be defined as a complaint. Whilst for most matters it will be clear that a complaint is about a Council service, extra care and consideration should be given to complaints that may be covered by the sub-sections below.

Contracted services

- 5.2. A number of the Council's services are provided by external contractors. The general procedure is to refer any comments regarding these contracted services directly to the appointed contractor although it should be noted that in a number of circumstances, customers have a right of appeal back to the Council. In some circumstances the complaints are dealt with directly by the Council and not the contractor. The exact position will depend on the terms of the contract. If you receive a comment which relates to a service which has been contracted out and you are unsure how to deal with it then please refer to your manager.

Complaints made via Elected Members

- 5.3. These are complaints from a resident which are received via a Member of the Council. The complaint is handled in the usual way, but the response is supplied to the complainant and to the Member for information.

6. Exclusions

- 6.1. Complaints about matters that have alternative courses of redress are usually excluded from the council process. These are:
- Decisions taken by full Council or Committees/ Sub-Committees
 - Insurance claims
 - Job applications

- 6.2. The only exceptions are when the complaint relates to the way in which the process has been handled, to the behaviour of a member of staff, or where there is an issue about discrimination.
- 6.3. This does not mean the complaint can be ignored, merely that an appropriate process for managing this aspect of the Council's work already exists. It should still be acknowledged, but such acknowledgement should make it clear that the correspondence will not be treated as a complaint – and why this is. If you are unclear what to do you should refer the matter to the appropriate manager.

7. Special circumstances within complaints handling

Discrimination and harassment

- 7.1. Complaints regarding discrimination or harassment due to someone having any of the protected characteristics shown in para 4.2 are taken very seriously by the Council and must be investigated carefully and thoroughly, following the procedure for second stage complaints (see below). Discrimination or harassment may be a hidden reason for a complaint, or it may be one of many issues in a complaint. It is important to remember that the complainant could either be a victim of discrimination or harassment or the person carrying out the discrimination or harassment.
- 7.2. Where it is felt that a crime is being committed that has not been reported to the police (e.g. a racially aggravated or sexual offence), it may be appropriate to encourage the victim of discrimination or harassment to go to the police. If in doubt about whether the offence in question constitutes a crime, the investigating officer should refer the matter to their manager.
- 7.3. If the alleged discrimination relates to a personnel matter then the CEO will need to be informed as part of the investigation process. Generally, these issues will be dealt with differently, and senior staff will need to be involved.

Compensation payments

- 7.5. Where the likelihood of compensation could arise, then the Council's insurers should be notified of any potential insurance claims as soon as they are anticipated. The complainant should be informed that their insurance claim must be in writing to the appropriate Service. Complaints which are being treated as insurance claims do not form part of this Complaints Procedure.

Legal matters

- 7.6. Where there are legal matters involved, they should be referred to the CEO. This will include, for example, cases where it is alleged that the Council or an officer has been negligent, or that the Council has broken the law, or is in breach of contract, and complaints made through solicitors.

Personal conduct

- 7.4. Where it is alleged that an officer has acted in an improper or illegal fashion, or professional competence is called into question, the matter should be dealt with by a manager. The officer concerned can provide information in respect of the complaint but should not be involved in drafting a response. If the allegations are found to be baseless then the officer against whom they have been brought should be informed at the earliest opportunity and an apology should be sought by the Chief Executive from the complainant.

8. Confidentiality

- 8.1. All complaints must be treated with confidentiality and due regard given to people's privacy. We are not at liberty to discuss a complaint with neighbours or to indicate the source of a complaint in response to an enquiry from another resident. Where complaints are discussed with interested parties (for example, Members of Council) this aspect of confidentiality must be stressed. Contact your manager for more information.

9. General principles of the Procedure

- 9.1. All complainants have the right to have their concerns examined in line with the Council's Complaints Procedure.
- 9.2. The Council aims to deal with all complainants consistently, honestly, and proportionately, with no fear, favour, or discrimination.
- 9.3. The time spent on dealing with a complaint should be proportionate to the nature of the complaint and consistent with the outcome that is being sought being realistic and achievable.

10. Persistent, unreasonable, or prolific Complainants

- 10.1. *"For us, unreasonable and unreasonably persistent complainants are those who, because of the nature or frequency of their contacts with an organisation, hinder the organisation's consideration of their, or other people's complaints"* (The Local Government Ombudsman)
- 10.2. Some complainants refuse to accept the Council's response and these complainants may become persistent – they will continue to write, often to a number of officers, and/or Members in respect of a complaint the Council considers resolved.
- 10.3. Some complainants send in a large number of unrelated complaints, often about minor issues or issues which are not within the Council's remit. These complainants are prolific – the issues they raise require disproportionate amounts of staff time to respond, even where the issue is not one the Council can resolve.

11. Unsubstantiated complaints and abusive complainants

- 11.1. An unsubstantiated complaint is one where the complainant, or their representative, has offered no evidence to permit the authority to investigate a complaint (for example, they may claim discrimination, but supply nothing which demonstrates how the discrimination has occurred). The authority will not investigate a complaint where the complainant offers no evidence to support their case. The complainant and the officer involved should be notified of any decision not to proceed with an investigation.
- 11.2. The authority reserves the right to refuse to accept phone calls or emails from complainants or representatives who are, or have become, abusive to officers, or who exhibit challenging behaviour which makes it difficult or impossible for officers to engage with them. Such complainants will be asked to communicate only by letter, and representatives may be asked to cease representation. These steps will be taken by the Council under their right to protect officers in their employment from harassment and abuse.

12. Vexatious Complaints

- 12.1. The term vexatious is recognised in law and means *'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'*
- 12.2. A vexatious complaint is one that is pursued, regardless of its merits, solely to harass, annoy, or subdue somebody; something that is unreasonable, without foundation, frivolous, repetitive, burdensome, or unwarranted.
- 12.3. A very small minority of residents make complaints that are vexatious, in that they persist unreasonably with their complaints or make complaints in order to unnecessarily aggravate the Council rather than genuinely to resolve a grievance. Their actions may hinder the Council's ability to investigate their complaint or the complaints of others. This behaviour may occur at any time before, during or after a complaint has been investigated.
- 12.4. This may involve making serial complaints about different matters or continuing to raise the same or similar matters repeatedly. Their method and frequency of contact with the Council can hinder the efficient consideration of their complaints and the ability of officers to provide a satisfactory outcome.
- 12.5. Some individuals may also display threatening and abusive behaviour or harassment when contacting the Council.
- 12.6. How we manage such complainants will depend upon the individual circumstances of the case. If for instance their actions adversely affect the health and safety of staff and our ability to do our work or provide a service to others, we may need to address unacceptable behaviour by restricting contact with our offices.

13. The Council's Complaints Procedure

13.1. There are three stages to the complaints procedure, the initial stage (Stage 1), the review stage (Stage 2), and the Council or Committee stage (Stage 3). The complaint may come from the complainant or from a representative acting on their behalf.

Initial Stage (Stage 1)

13.2. This stage is usually managed by the relevant service unit and includes:

- recording the comment/complaint;
- acknowledging receipt of the comment/complaint (where appropriate);
- providing a response and informing the customer of their right to a review.

13.3. Complaints can be submitted on a form, by letter, email, or phone. The form is a useful template for the information we generally require:

- contact details;
- nature of the complaint – how has the council let them down;
- any harm or loss which has been caused;
- what they want to be done to resolve the complaint;
- who else they have discussed this with at the council;
- If the complaint is about discrimination, substantiating information to support the complaint. See Sections 7.1 to 7.3 for the handling of such complaints.

13.4. Complaints may be submitted on behalf of constituents by Members of the Council or MPs. If submitted by Members, the member of staff dealing with the complaint can discuss the complaint informally to see what resolution can be reached – a formal response may not be required. Members should refrain from promising a resolution the Council may not be able to provide.

13.5. Services should acknowledge complaints which come to them within 3 working days of receipt and add the details to any log.

13.6. In general Stage 1 complaints are answered by the service. The response should address all issues and offer an apology if an error has occurred. Common sense needs to be applied when dealing with telephone complaints. A written acknowledgement or reply may not be necessary, but action must be taken to address the concern.

13.7. You should provide a written reply to the customer within 5 working days of receipt. If it is not possible to provide a full reply within this period provide a holding response within 5 working days explaining when a full reply will be given.

13.8. When you send your final reply you must include a standard wording advising them of their rights for a Stage 2 review, and a copy of, or a link to, the Council's 'Your Right to a Review - Stage 2 Complaints' leaflet. This explains how the customer can have their complaint reviewed by the CEO.

Review Stage (Stage 2)

- 13.9. If the customer remains dissatisfied with the Stage 1 response, their complaint can be reviewed at Stage 2. This involves review of the issue by the CEO. In order for the complaint to be reviewed, the complainant must write to request this within 10 working days of being made aware of their Stage 1 response
- 13.10. Stage 2 requests should be sent directly to the CEO but staff in the service which dealt with the original complaint may also receive a letter expressing dissatisfaction with the Stage 1 response. All such letters should be treated as a request for a Stage 2 review.
- 13.11. Stage 2 reviews should be acknowledged within 3 working days of receipt.
- 13.12. The CEO should respond to the complainant setting out the result of the review within 15 working days of receipt. In the event that the review cannot be completed within this period, for example due to periods of sickness or annual leave, then an interim response must be provided.
- 13.13. When the CEO provides a final response it must be made clear that if the complainant remains dissatisfied then they have the right to request that their complaint is heard by a meeting of the Council or the relevant Committee or Sub-Committee of the Council (Stage 3).

The Council or Committee Stage (Stage 3)

- 13.14. This Stage is based on the NALC (National Association of Local Councils) model, and the procedure will be as follows:
- 13.15. The complainant should outline the grounds for complaint and, thereafter, questions may be asked by the CEO or other nominated officer or by members if this is a meeting of the complaints Committee or Sub-Committee.
- 13.16. The CEO or other nominated officer (or if the complaint concerns them, another member of staff or a member) will have an opportunity to explain the Council's position and questions may be asked by the complainant.
- 13.17. The CEO or other nominated officer, or as the case may be, the complaints Committee or Sub-Committee and then the complainant should be offered the opportunity to summarise their respective positions.
- 13.18. The complainant should be advised when a decision about the complaint is likely to be made and when it is likely to be communicated to them.
- 13.19. The decision should set out the reasons why the meeting made its decision and any recommendations for future action by the Council.
- 13.20. The decision should be conveyed by the CEO to the complainant as soon as possible.

Complaints Procedure (NTC Website)

Background / Scope

- Newbury Town Council takes all complaints and feedback seriously. It is one of the best ways of learning and ensuring excellent service provision.
- The aim of this procedure is to ensure that all complaints from members of the public are handled swiftly and courteously to a resolution acceptable to all parties.
- Internal staff complaints are covered by the separate Employee Grievance Policy.
- Complaints about Councillors, if they cannot be swiftly resolved through discussion, are to be referred to the District Council Monitoring Officer.
- Complaints may arrive through a variety of mechanisms, including via email, via letter, via a verbal report to a Councillor or Officer, via a question raised at a Council meeting, via Councillors' surgeries. There may be other sources.
- Discretion must be used in complaints aired in public – e.g. via the letters pages of the local paper and each considered as to whether it requires a response.
- Anonymous complaints will be filed but not responded to.
- Repetitive complaints from the same individual may lead to the complainant being categorised as vexatious or persistent, with limitations on further responses.

Procedure

- Depending on the source, and content, each complaint is passed to an appropriate officer. Where a complaint is dispatched to multiple recipients, those recipients must swiftly decide amongst themselves who will respond.
- They will establish further detail as required from all relevant sources by all relevant means and report back findings as swiftly as possible to the complainant and seek the complainant's assurance that their complaint has been dealt with. If necessary, interim reports of progress and estimates of future timescales should be provided.
- In general, the route of the complaint will be via email unless the complainant requires written letters.
- Records of all complaints are to be kept – which in most cases will be automatic as part of the correspondence entered into.
- If the complainant remains dissatisfied, they may request that the complaint be brought to the CEO (Stage 2) or a Council or Committee/Sub-Committee meeting for formal discussion and resolution (Stage 3) (The Chief Executive Officer will decide which meeting is appropriate, having regard to the subject matter of the complaint.)

Full details of the council's complaints Procedure can be found at XXXX

Newbury Town Council

Work Programme for Policy and Resources Committee Meetings

Standing Items on each (ordinary meeting) agenda:

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

Meeting Date	Item
April	To approve earmarked reserves and note the level of general reserves
	Review of S.106 and CIL moneys
	Financial Regulations Review. It is good practice to review Financial Regulations annually.
	Standing Orders/ scheme of delegations –to Full Council
	Write off bad debts
	To receive report from Berkshire Youth
July	Report from grants Sub-Committee (re June meeting)
	Review Working Groups and their membership (AWG)
	Mayor's Benevolent Fund Accounts
October	Prep for Budget/ Strategy
	Risk management strategy and Strategic risk register
	Investments
	Receive report from Climate Emergency Working Group
	To receive a report from the Staff sub-Committee
	To receive report from Berkshire Youth
January	Budget
	Recommendations to Full Council re Council Strategy Review
	Review of Contributions for Newbury Library
	Report from Grants subcommittee (if met)