

10 June 2020

To: All Members of Newbury Town Council

Dear Councillor,

You are summoned to attend a meeting of **Newbury Town Council** to be held on **Monday 15 June 2020 at 7.00 pm**. The meeting is open to the press and public.

Join Zoom Meeting

<https://us02web.zoom.us/j/89398051575?pwd=Q2pVczFPZlkvWVVS0tOZmpSWm9Cdz09>

Meeting ID: 893 9805 1575

Password: 684156

One tap mobile

+442030512874,,89398051575#,,1#,684156# United Kingdom

+442034815237,,89398051575#,,1#,684156# United Kingdom

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

1. Apologies for absence

Chief Executive Officer

2. Declarations of Interest

Town Mayor/ Chief Executive Officer

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

3. Minutes (Appendix 1)

Town Mayor

3.1 To approve the minutes of a meeting of Newbury Town Council held on Wednesday 20 May 2020 (previously circulated).

4. Questions and Petitions from Members of the Public

Town Mayor/ Chief Executive Officer

(Questions, in writing, must be with the CEO by 2.00 pm on Monday 15 June 2020)

5. Members' Questions and Petitions

Town Mayor/ Chief Executive Officer

(Questions, in writing, must be with the CEO by 2.00 pm on Monday 15 June 2020)

Town Hall, Market Place, Newbury, RG14 5AA

☎ (01635) 35486

☎ (01635) 40484

🐦 @NewburyTC

✉ towncouncil@newbury.gov.uk

🌐 www.newbury.gov.uk

📘 NewburyTC

Newbury Town Council is committed to continuing to make Newbury a better place to live, work and visit

- 6. Town Mayor's report (Appendix 2)**
Town Mayor
To receive a report from the Town Mayor, Councillor Elizabeth O'Keeffe.
- 7. Leader's report (Appendix 3)**
Leader of the Council
To receive a report from the Leader of the Council, Councillor Martin Colston.
- 8. List of Payments (Appendix 4)**
Chairperson
To note the payments made during the period 1 January 2020 to 31 March 2020.
(Members are requested to raise any questions on this item prior to the meeting).
- 9. Income and Expenditure Account 2019/20 (Appendices 5 and 5a)**
Chairperson
To receive the Income and Expenditure Account for the period ended 31 March 2020.
To resolve to approve expenditure against cost centres that are over the annual budget, 2019-2020, in accordance with this Council's financial regulation (4.2), as listed in Appendix 6a.
- 10. Reserves and Balances at 31 March 2020 (Appendix 6)**
Chief Executive Officer
11.1 To note the Council's balance sheet at 31 March 2020 (Appendix 6.1)
11.2 To note the balances on Community Infrastructure Levies and contributions to the Council under Section 106 (Appendix 6.2)
11.3 To approve the earmarked reserves at 31 March 2020 (Appendix 6.2)
- 11. End of Year Statutory Accounts 2019/20 (Appendix 7)**
Chief Executive Officer
12.1 To receive the Annual Return (subject to external audit) for the financial year 2019/20
12.2 To approve each individual paragraph (1-9) of the Annual Governance Statement as defined at Section 2 of the Annual Return
12.3 To adopt the accounts and **to authorise** the signing of the Annual Return by The Town Mayor.
- 12. Town Centre re-opening (Appendix 8)**
Town Mayor
To receive a report on *Supporting Our Town Centres to Reopen Safely*,
A webinar for West Berkshire businesses, presented by West Berkshire Council on 10 June 2020.
- 13. Committees**
Town Mayor / Committee Chairpersons
To receive the minutes of meetings of the Town Council's Committees:
Planning & Highways (Draft) 01 June 2020 (already circulated)
- 14. Forward Work Programme for Full Council meetings 2019/20 (Appendix 9)**
Town Mayor
To note and agree any other items that Members resolve to add to the Forward Work Programme.

**Minutes of a meeting of Newbury Town Council
Held at 7.00 pm on Wednesday 20 May 2020**

Present

Councillors Martin Colston; Jo Day; Billy Drummond; Sue Farrant; Nigel Foot; Chris Foster; Jon Gage; Roger Hunneman; Olivia Lewis; Stephen Masters; David Marsh; Vaughan Miller; Andy Moore; Gary Norman; Elizabeth O’Keeffe (Town Mayor); Erik Pattenden, Sarah Slack and Martha Vickers.

Officer present

Hugh Peacocke – Chief Executive Officer
David Ingram – Community Services Manager
Margaret Gore - Corporate Services Officer

Apologies for absence

Councillor: Phil Barnett; Jeff Beck; Pam Lusby Taylor and Tony Vickers
Absent: Councillor Jeff Cant

1. Declarations of Interest

Councillors Billy Drummond, David Marsh, Stephen Masters; Andy Moore, Erik Pattenden and Martha Vickers are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire District Council business

2. Minutes

Proposed: Councillor Billy Drummond

Seconded: Councillor Martin Colston

Resolved: That Standing Orders, as approved on 21 October 2019, have due regard to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Proposed: Councillor Nigel Foot

Seconded: Councillor Martin Colston

Resolved: To ratify the decisions made at the virtual meeting on Monday 30 March 2020 which do not relate to Standing Orders

Proposed: Councillor Andy Moore

Seconded: Councillor Jon Gage

Resolved: To approve the minutes of a meeting of Newbury Town Council held on Monday 30 March 2020

3. Questions and petitions from members of the public

None received.

4. Members' questions and petitions

None received.

5. Town Mayor's Report

The Mayor reported on Civic and Mayoral activities since the meeting of the Council on 3 February 2020.

6. Leader's Report

The Leader presented his report which was noted by the Council.

7. Chief Executive Officer's Report

The Chief Executive Officer presented his report which was noted by the Council.

8. Detached Youth Work

The meeting received a presentation from Mr. David Seward, Berkshire Youth, detailing proposals for youth outreach work in Newbury. The meeting noted that the provision of this service was a key objective in the Council Strategy 2019-2024 and that £25,000 had been provided in this year's budget for this work.

Proposed: Councillor Erik Pattenden

Seconded: Councillor Martha Vickers

Resolved: That the Council approves the proposal from Berkshire Youth for the provision of detached youth work in Newbury.

Proposed: Councillor Erik Pattenden

Seconded: Councillor Martha Vickers

Resolved: that the Council authorises the Chief Executive Officer to agree KPI's and reporting arrangements with Berkshire Youth for the provision of this service

9. Council Strategy 2019-2024

The meeting heard that Avison Young, the consultants appointed by West Berkshire District Council to prepare the development brief for the London Road Regeneration project, had attended the meeting of the planning and Highways Committee on Monday 11 May. The Committee advised the consultants of the relevant objectives in the Council Strategy 2019-2024, to which they should have regard. The Committee felt that the objective in the Strategy regarding the Football Club needed to be reviewed and recommended the following wording to Full Council:

approve the recommendation from the Planning and Highways Committee to amend the Strategy objective regarding the future provision of football facilities in Newbury.

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

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

4. Lobby WBC to:

“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. This should be 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 3/4G pitches providing higher availability for matches and training”

Proposed: Councillor Vaughan Miller

Seconded: Councillor Nigel Foot

Resolved: that the Council approves the recommendation from the Planning and Highways Committee and amends the Strategy objective regarding the future provision of football facilities in Newbury as recommended by the Committee.

10. Notice of Motion:

Councillor Olivia Lewis proposed a notice of motion

This Council resolves to support proposed plans to pedestrianise areas of Newbury Town Centre in order to facilitate social distancing and help businesses in the town reopen.

Proposed: Councillor Olivia Lewis

Seconded: Councillor Chris Foster

Resolved: That the Council:

- supports West Berkshire Council in a proposed plan to pedestrianise areas within the town centre until September. This would allow for the main body of Market Square to be used both to assist social distancing at the weekly and monthly markets, but also to offer local pubs, cafes and restaurants space for outdoor seating as they begin to reopen on a take-away basis requiring social distancing. Temporary covers could be erected if useful to protect visitors from the elements. In addition, this plan would allow more space for cyclists and pedestrians to safely make short journeys without using the car.
- encourages WBC to make permanent the pedestrianisation of the Market Place (excluding Wharf Street) in line with NTC strategy; and to consider extending permanent pedestrianisation to other areas as well.
- will consult local interest groups such as Spokes for their recommendations in response to COVID-19.

The Town Council requests that the District Council:

- takes urgent steps to ensure social distancing for cyclists and pedestrians, especially in Newbury as the District’s main employment, retail and commercial centre.
- trial prioritising these groups on certain roads, by, for example, ensuring they are prioritised for pedestrians (and cyclists) and introducing temporary traffic calming/access measures on residential streets. Ward councillors should be consulted on how to do this sympathetically.

- produce and share an action plan detailing how safe travel to schools will be facilitated if the government decides to close streets around schools during drop-off and pick-up times.
- provide additional secure cycle parking in the town centre, for example in the Kennet Centre car park.

11. Committees

The Council received the minutes of meetings of the Town Council's Committees:

Planning & Highways	20 April 2020	(already circulated)
Planning & Highways	11 May 2020 (Draft)	(already circulated)

12. Mayor and Deputy Mayor 2020/2021

The Council noted that in accordance with the Coronavirus Regulations 2020 the Council would not be holding an Annual Meeting this year and that Councillor Elizabeth O'Keeffe would remain the Town Mayor and Councillor Billy Drummond the Deputy Mayor until the next Annual Meeting.

The Mayor thanked the Deputy Mayor for all his support over the past year and told the meeting that she would be supporting another charity this year, Berkshire Women's Aid, Respect. The Deputy Mayor said that although it had been a difficult year, it was a great honour to serve in these positions.

13. Election of Leader and Deputy Leader of the Council for the 2020/2021 municipal year

The Mayor invited nominations for the appointment of Leader of the Council for the 2020/2021 municipal year. There were no other nominations.

Proposed: Councillor Olivia Lewis

Seconded: Councillor Erik Pattenden

Resolved: That Councillor Martin Colston be elected Leader of the Council for 2020/21. and Cllr. Colston was duly elected.

The Mayor invited nominations for the appointment of Deputy Leader of the Council for the 2020/2021 municipal year. There were no other nominations.

Proposed: Councillor Jo Day

Seconded: Councillor Andy Moore

Resolved: That Councillor Olivia Lewis be elected Deputy Leader of the Council for 2020/21.

14. Committees / Sub-Committees for 2020/2021 municipal year (Appendix 8).

Councillor Martin Colston proposed the following amendments to the memberships as circulated to the Council:

- That Councillor Gary Norman, as Chair of the Planning and Highways Committee, be appointed to the Policy and Resources Committee and Councillor Tony Vickers a substitute for that Committee

- That Councillor Elizabeth O’Keeffe be appointed to the Civic Pride, Arts and Leisure Committee and Councillor Nigel Foot a substitute for that Committee
- That Councillor David Marsh is appointed to the Civic Pride, Arts and Leisure Committee.

The Council confirmed the number of seats to be allocated to each political party on each Committee and Sub-Committee, in line with Standing Orders.

Proposed: Councillor Olivia Lewis

Seconded: Councillor Chris Foster

Resolved: That the Council agrees the membership of each Committee / Sub-Committee for the 2020/2021 municipal year, as amended above. (The agreed membership is attached at Appendix 1)

15. School Link Councillors for 2020/2021

The Council received the reports from the School Link Councillors 2019/20

Proposed: Councillor Martin Colston

Seconded: Councillor Roger Hunneman

Resolved: That the Council agrees the Council’s School Link Councillors for 2020/21 as shown on appendix 2.

16. Representation on Outside Bodies for 2020/2021

The Council received the reports from the Council’s representatives on outside bodies for 2019/20

Proposed: Councillor Nigel Foot

Seconded: Councillor Jon Gage

Resolved: That the Council agrees the Council’s Representation on Outside Bodies for 2020/2021 as shown on appendix 3.

17. Forward Work Programme for Full Council meetings 2020/21

The Council noted and agreed the Forward Work Programme.

There being no further business, the Town Mayor declared the meeting closed at 8.50 pm.

Town Mayor

Date: _____

NEWBURY TOWN COUNCIL

COMMITTEE AND SUBCOMMITTEE COMPOSITION 2020/21

Total number of members: 23

Lib-Dems: 19 Conservatives: 2 Greens: 2

Total Committee/ Subcommittee places to be filled: 53

Proportional allocation: Lib-Dems: 80% (43 Places), Conservatives: 10% (5 Places), Greens: 10% (5 Places)

	POLICY & RESOURCES			PLANNING & HIGHWAYS			COMMUNITY SERVICES			CIVIC PRIDE, ARTS & LEISURE			STAFF			GRANTS		
	10 Members 5 Subs			11 Members 5 Subs			10 Members 5 Subs			10 Members 5 Subs			6 Members 4 Subs			6 Members 4 Subs		
Political balance	8/1/1			9/1/1			8/1/1			8/1/1			5/1			5/1		
1.	Martin Colston (C)			Gary Norman(C)			Olivia Lewis (C)			Jo Day (C)			Martin Colston (C)			Gary Norman (C)		
2.	Olivia Lewis (V-C)			Tony Vickers			Martha Vickers			Sarah Slack			Olivia Lewis			David Marsh		
3.	Sue Farrant			Pam Lusby Taylor			Martin Colston			Martin Colston			Elizabeth O'Keeffe			Martha Vickers		
4.	Elizabeth O'Keeffe			Phil Barnett			Chris Foster			Olivia Lewis			Andy Moore			Billy Drummond		
5.	Gary Norman			Vaughan Miller			Jon Gage			Elizabeth O'Keeffe			Vaughan Miller			Olivia Lewis		
6.	Jo Day			Nigel Foot			Nigel Foot			Sue Farrant			Jeff Beck			Martin Colston		
7.	Erik Pattenden			Roger Hunnemann			Sarah Slack			Gary Norman								
8.	Jon Gage			Andy Moore			Roger Hunnemann			Billy Drummond								
9.	Jeff Cant			Jeff Beck			Jeff Beck			Jeff Cant								
10.	Stephen Masters			David Marsh			David Marsh			David Marsh								
11.				Billy Drummond														
	10			11			10			10			6			6		
Group	LD	C	G	LD	C	G	LD	C	G	LD	C	G	LD	C	G	LD	C	G
%	80	10	10	82	9	9	80	10	10	80	10	10	83	17	0	83	0	17
NAMED SUBS	Martha Vickers			Jon Gage			Vaughan Miller			Martha Vickers			Billy Drummond			Jon Gage		
	Tony Vickers			Martin Colston			Erik Pattenden			Chris Foster			Nigel Foot			Andy Moore		
	Roger Hunnemann			Jo Day			Tony Vickers			Nigel Foot			Sarah Slack			Stephen Masters		
	David Marsh			Stephen Masters			Stephen Masters			Stephen Masters			Jeff Cant			Jeff Cant		
	Jeff Beck			Jeff Cant			Jeff Cant			Jeff Beck								
Group	LD	C	G	LD	C	G	LD	C	G	LD	C	G	LD	C	G	LD	C	G
%	80	10	10	82	9	9	80	10	10	80	10	10	83	17	0	83	0	17

Town Council Link Councillors for Schools 2019-20

School	Link Councillor/Representative
Falkland Primary School	Chris Foster
Fir Tree Primary School and Nursery	Pam Lusby Taylor
John Rankin Infant and Nursery / Junior Schools	Sarah Slack
Park House School	Tony Vickers
Robert Sandilands Primary School and Nursery	Erik Pattenden
St Bartholomew's School Foundation Trust	Sarah Slack
St John The Evangelist Infant and Nursery School	Martin Colston
St Joseph's Catholic Primary School	Elizabeth O'Keeffe
St Nicolas Church of England School	Nigel Foot
Speenhamland Primary School	Jo Day
Trinity School	Jeff beck
Victoria Park Nursery School	Martha Vickers
The Willows	Billy Drummond
The Winchcombe School	Stephen Masters
Newbury College	Martin Colston

**NEWBURY TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES
FOR MUNICIPAL YEAR 2019-2020**

Ref	Outside Body	Representative
1.	Newbury Twin Town Association	Town Mayor and Deputy Town Mayor or a nominated substitute: Elizabeth O'Keeffe, Billy Drummond
2.	Carnival Committee	Billy Drummond
3.	NYC Link Councillors	Elizabeth O'Keeffe, Olivia Lewis, Martha Vickers, Chris Foster, Vaughan Miller, Jo Day & Sarah Slack
4.	Wash Common Community Association	Tony Vickers
5.	Time to Talk Management Committee	Billy Drummond
6.	West Berks Citizens' Advice- Trustee	Sarah Slack
7.	Age UK, Newbury	Vera Barnett
8.	Volunteer Centre West Berkshire	Andy Moore
9.	St Bartholomew's School Foundation	Nigel Foot
10.	Newbury Almshouse Trust	Martha Vickers / Sue Farrant
11.	Greenham & Crookham Commons Commission	Roger Hunnemann / Billy Drummond
12.	Berkshire Association of Local Councils (and NALC / WBDALC)	Leader of the Council: Martin Colston
13.	Spring Festival Committee	Chairperson of Civic Pride, Arts & Leisure Committee: Jo Day
14.	Community Youth Project (Greenham Community Centre)	Olivia Lewis, Jon Gage.
15.	River Lambourn HLF Project	Chris Foster
16.	West Berkshire Heritage Forum	Gary Norman
17.	Disability External Scrutiny Board Observers	1
18.	Clay Hill Residents Association	Pam Lusby Taylor
19.	BID Board	Hugh Peacocke
20.	BID Sub-Groups: Finance Operations Marketing Christmas & Events Car Parking	Martin Colston <i>Check with BID</i> Community Services Officer (+ 1 from each pool) 2 (Never meets) Community Services Officer (+ 1 from each pool) 1 from each pool (Never meets)
21.	Friends of West Berkshire Museum	Nigel Foot
22.	Newbury Library	Olivia Lewis, Erik Pattenden, Martha Vickers <i>Other members: Paul James, Felicity Harrison, (WBC), Hugh Peacocke/ David Ingram (NTC)</i>
23.	Wash Common Community Library	Roger Hunnemann
24.	Patient and Public Engagement which is a sub-group of the Health and Wellbeing Board	Martha Vickers

In each and every case, the relationship between the Council and the Outside Body is different. It is up to each representative (working with other representatives if relevant) to decide the importance and relevance of a report to the Council and act accordingly.

Mayors Report

Full Council, June 15th, 2020

We continue to write letters of thanks to all the amazing volunteers helping during this crisis. They include businesses large and small , charities and individuals. It is particularly encouraging to have so many businesses stepping up at a time when they are under great financial pressure themselves. There have also been some mayors phone chats and birthday wishes.

The High Sheriff requested that we forward her the names of any organisations or individuals that deserved recognition for their efforts. She was looking to recognise the unsung heroes who work quietly helping others. They will receive a letter of thanks and hopefully one day be invited to a celebratory event.

We are continuing to talk with West Berkshire Women's Aid and Time 2 Talk about funding raising possibilities. Lots more zooms!

On June 11th I visited Ruth Saunders to wish her a Happy 104th birthday it was an occasion I could not let pass by . I went along to her home with my nephew Yuri. We stood at a safe distance and Yuri played Happy Birthday on the Violin. A few neighbours and family also stood spaced around. She is an incredible person.

Leader's Report for Full Council Meeting on 15th June 2020

It's only 4 weeks since the last Full Council meeting, so this will be a shorter report than usual.

We are now moving into a new phase of the Covid-19 crisis: the gradual easing of lockdown and the (partial) re-opening of schools, shops, cafes, pubs and restaurants. It will be an ongoing challenge to get the balance right between public health and reclaiming some sort of normality; and holding on to some of the beneficial new ways of working, travelling and living that we have recently adopted. Newbury Town Council will, I'm sure, play a part in shaping the 'new normal' and supporting residents and local businesses along the way.

Since my last report we have:

- Provided further much needed support for local charities and volunteers with funds to help their work with the most vulnerable
- Added new traders to the charter markets, and welcomed back long-standing traders
- Continued to provide our services and maintain our facilities as far as possible given the government and Public Health England guidelines
- Completed the final consultation on the upgrade to the City Recreation Ground with an overwhelmingly positive response
- Begun shaping our partnership with Berkshire Youth to deliver outreach youth work in the parish of Newbury
- Continued design work on the new café for Victoria Park
- Continued the regular Planning & Highways Committee meetings

We have just fixed dates to restart both the Victoria Park Café Sub-Committee and the Climate Emergency Working Group so we can make key decisions and ensure we progress our key priorities as fast as is practical. And we will be soon starting our assessment of the benefits and challenges of creating a Neighbourhood Development Plan.

As always, a big thank you to our hardworking officers for being able to deliver so much in very challenging circumstances, and while running with 2 vacancies and time lost to illness.

Keep safe everyone

Martin Colston

Leader of the Council

10th June 2020

List of Payments made between 01/01/2020 and 31/03/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/01/2020	West Berkshire Council	Std Ord	152.00		Mayors Parlour rates
01/01/2020	West Berkshire Council	Std Ord	105.00		Shaw Cemetery Rates
01/01/2020	West Berkshire Council	Std Ord	798.00		Market Rates
01/01/2020	West Berkshire Council	Std Ord	319.00		Chamber Rates
01/01/2020	West Berkshire Council	Std Ord	97.00		Elsie Kimber room rates
01/01/2020	West Berkshire Council	Std Ord	275.00		Suite 12 rates
01/01/2020	West Berkshire Council	Std Ord	104.00		Suite 4 Rates
01/01/2020	West Berkshire Council	Std Ord	96.00		Suite 3 rates
03/01/2020	Southern Electric	DD	226.86		Gas 26.10. to 01.12.19
03/01/2020	Vodafone	DDa	80.68		Caretaker & GMO Phone
06/01/2020	Southern Electric	DDb	31.81		VP Old toilet 01.10-20.12.19
13/01/2020	BACS P/L Pymnt Page 994	BACS Pymnt	47,651.64		BACS P/L Pymnt Page 994
13/01/2020	Stripe PAYG Tennis	TRANSFER	3.47		Fees 03.01 to 09.01.2020
15/01/2020	GoCardless	TRANS	22.77		Fees 06.01 to 09.01.2020
15/01/2020	Cash	pc15012020	125.67		PC15012020/11501/Cash
15/01/2020	Handelsbanken	TRANS	59.37		Bank charges
16/01/2020	GoCardless	TRANS	0.80		Tennis Fees
17/01/2020	Southern Electric	DDb	718.27		F/Way ligh day 03.12to01.02
21/01/2020	NTC	DD	161.94		Digital Post-Duplicate payment
21/01/2020	Streamline Merchant Services	DDe	31.80		Tree stakes - open spaces
22/01/2020	Officers Account	Top up	1,764.10		Top up of Officer's Account
22/01/2020	NTC	TRANSFER	2,562.59		Repayment of duplicate BNP
22/01/2020	Everflow Ltd	DDc	764.30		Water 14.02 to 13.03.2020
23/01/2020	GoCardless Tennis	TRANS	0.80		Fees 21.01.2020
23/01/2020	Southern Electric	DD	221.43		VP Pavillion Oct to Dec 19
23/01/2020	Southern Electric	DDa	765.30		T/Hall 16.07 to 11.10.19
24/01/2020	Stripe PAYG Tennis	TRANS	2.42		Fees 13.01 to 20.01.2020
24/01/2020	Together Technology Ltd	DDc	333.00		T/Hall phones
24/01/2020	Southern Electric	DDf	534.73		Shaw Cem 02.09 to 01.10.2019
27/01/2020	GoCardless	TRANS	0.80		Tennis fees 27.01.2020
27/01/2020	Southern Electric	DDe	191.76		NTR Cemetery 11.10 to 07.01.20
28/01/2020	BACS P/L Pymnt Page 1000	BACS Pymnt	49,285.38		BACS P/L Pymnt Page 1000
28/01/2020	Card - Petty Cash	stmjanpt12	1,637.58		STMJANPT12020/11531/Card - Pet
28/01/2020	Together Technology Ltd	DD	160.55		Broadband
28/01/2020	Together Technology Ltd	DDa	124.68		Analogue phones
31/01/2020	Stripe PAYG Tennis	TRANS	0.86		Tennis fees 27 & 28.01.2020
31/01/2020	Handelsbanken	BACS	18,122.48		Salaries
04/02/2020	Vodafone	DD	84.55		GMO & Caretaker phones
05/02/2020	GoCardles	TRANS	3.50		Tenis/wedding fees
06/02/2020	GoCardless Tennis	TNSFR	0.80		Fees 06.02.2020
07/02/2020	Stripe PAYG Tennis	TRANS	3.62		Fees 03.02 to 05.02.2020
07/02/2020	GoCardless	TRANS	14.67		Market rent fees
10/02/2020	BACS P/L Pymnt Page 1006	BACS Pymnt	5,519.79		BACS P/L Pymnt Page 1006
10/02/2020	Southern Electric	DD	332.35		T/Hall S4-26.10 to 23.01.2020
10/02/2020	Southern Electric	DDa	197.89		T/Hall, S2 26.10to23.01.2020
10/02/2020	Southern Electric	DDb	148.65		Market P2-26.10to23.01.2020
10/02/2020	Southern Electric	DDc	304.67		WC Cahnge1-26.10to23.01.2020

List of Payments made between 01/01/2020 and 31/03/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
10/02/2020	Southern Electric	DDd	102.50		Market P1-26.10 to 23.01.2020
10/02/2020	Southern Electric	DDe	1,668.18		T/Hall 12.10 to 23.01.2020
10/02/2020	Southern Electric	DDf	931.64		155 Bart St-26.10to23.01.2020
10/02/2020	Southern Electric	DDg	154.96		Mayors st-26.10to23.01.2020
11/02/2020	GoCardless	TRANS	4.00		Suite rent fees
13/02/2020	Stripe PAYG Tennis	TRANS	3.61		Fees 10.02 to 12.02.2020
14/02/2020	Siemens Financial Services Ltd	DDc	156.00		Franking machine lease
14/02/2020	Handelsbanken	TRANSFER	64.66		Bank charges
17/02/2020	Together Technology Ltd	DDc	810.00		Fax machine Shaw Cemetery
18/02/2020	GoCardless	TRANS	0.80		Tennis Fees 18.02.2020
18/02/2020	Southern Electric	DDb	740.79		F/Way night 03.01-03.02.2020
19/02/2020	Streamline Merchant Services	DDd	60.14		Card machine charges
20/02/2020	BACS P/L Pymnt Page 1012	BACS Pymnt	51,313.40		BACS P/L Pymnt Page 1012
24/02/2020	Southern Electric	DD	487.50		City Rec 25.10 to 01.02.2020
24/02/2020	Southern Electric	DDa	258.42		VP B/Stand 02.11to01.01.2020
25/02/2020	Stripe PAYG	TRANS	1.78		Fees 14.02 to 21.02.2020
25/02/2020	Digital Post Solutions Ltd	DDc	180.00		Royal mail tariff fees
26/02/2020	Together Technology Ltd	DDb	333.00		Town hall phones
26/02/2020	Stripe PAYG	TRANS	0.60		Tennis fees 26.02.2020
27/02/2020	Together Technology Ltd	DD	160.55		Broadband
27/02/2020	Together Technology Ltd	DDa	124.68		Analogue phones
27/02/2020	GoCardless Tennis	TRANS	0.80		Fees 27.02.2020
27/02/2020	Crown Gas & Power	DDe	756.37		Duplicate payment
27/02/2020	Stripe PAYG Tennis	TRANS	1.25		Fees 27.02.2020
28/02/2020	Handelsbanken	BACS	17,714.34		Salaries - February 2020
02/03/2020	CF Corporate Finance Ltd	DDc	290.40		Photocopier lease01.03.2020
04/03/2020	Vodafone	DDb	80.68		Caretaker & GMO Mobiles
06/03/2020	Frama (UK) Ltd	DDa	200.00		Postage upload 03.03.2020
09/03/2020	Southern Electric	DD	251.60		0039D/11662/Southern Electric
10/03/2020	BACS P/L Pymnt Page 1024	BACS Pymnt	12,541.82		BACS P/L Pymnt Page 1024
11/03/2020	Officers Account	Top up	1,796.34		Top up Officers account
12/03/2020	GoCardless	TRANS	1.60		Tennis fees 12.03.2020
13/03/2020	Handelsbanken	TRANS	96.32		Bank charges
17/03/2020	Stripe PAYG Tennis	TRANS	2.60		Fees 02.03 to 13.03.2020
17/03/2020	GoCardless	TRANS	27.90		Fees 03.03 to 11.03.2020
17/03/2020	Southern Electric	DDe	650.38		F/Way light day-04.02-02.03.20
18/03/2020	BACS P/L Pymnt Page 1029	BACS Pymnt	39,773.62		BACS P/L Pymnt Page 1029
19/03/2020	Streamline Merchant Services	DDf	66.44		Card payment charges
23/03/2020	Crown Gas & Power	056213	44.56		056213/11712/Crown Gas & Power
26/03/2020	Together Technology Ltd	DD	333.00		T/Hall phones
26/03/2020	Together Technology Ltd	DDa	160.55		Broadband
26/03/2020	Together Technology Ltd	DDb	124.68		Analogue phones
26/03/2020	Southern Electric	242.46	242.46		Clock Tower 02.02-01.03.2020
27/03/2020	Handelsbanken	SALARIES	16,616.93		March Slaries
30/03/2020	St Bartholomews	Std Ord	212.50		St Barts/Parsons Rental
31/03/2020	Blackbox Solutions	DDc	32.14		Photocopier charges

List of Payments made between 01/01/2020 and 31/03/2020

<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			283,720.82		

Linked to Cashbook 1

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
<i>Pest Management Victoria Park</i>	31/12/2019	10135SM33	1	151.20	0.00	151.20	0.00
<i>Pest inspection-Bowls Club</i>	31/12/2019	10138SM35	1	90.00	0.00	90.00	0.00
					0.00	241.20	
Above paid on 13/01/2020 by Online Payment Ref A15							
A2 ADT Fire & Security Plc							
<i>Inspect Fire System</i>	19/12/2019	43203041-15	1	219.60	0.00	219.60	0.00
					0.00	219.60	
Above paid on 13/01/2020 by Online Payment Ref 40579697							
A20 A & S Meats							
<i>Market Management January 2020</i>	31/12/2019	39	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	
Above paid on 13/01/2020 by Online Payment Ref A20							
B25 Blackbox Solutions							
<i>Toner - New photocopier</i>	13/12/2019	15194	1	11.94	0.00	11.94	0.00
					0.00	11.94	
Above paid on 13/01/2020 by Online Payment Ref B25							
C16 CT Electrical Newbury Ltd							
<i>T/Hall replace emergency light</i>	20/12/2019	CT7221	1	282.00	0.00	282.00	0.00
<i>Replace faulty switch Suite 1</i>	07/01/2020	CT7224	1	107.86	0.00	107.86	0.00
					0.00	389.86	
Above paid on 13/01/2020 by Online Payment Ref C16							
C23 City Electrical Factors Limited							
<i>171325/11470/1542/City Electri</i>	10/12/2019	171325	1	111.00	0.00	111.00	0.00
					0.00	111.00	
Above paid on 13/01/2020 by Online Payment Ref C23							

Continued over page

Linked to Cashbook 1

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C8 CIA Fire & Security Ltd							
<i>Tennis courts-control serevice</i>	31/12/2019	211224	1	778.80	0.00	778.80	0.00
					0.00	778.80	
Above paid on 13/01/2020 by Online Payment Ref LTANEWBU							
D12 DCK Accounting Solutions Ltd							
<i>Payroll Dec 2019</i>	18/12/2019	P1651	1	100.20	0.00	100.20	0.00
					0.00	100.20	
Above paid on 13/01/2020 by Online Payment Ref P1104							
E14 Environmental Solutions Ltd							
<i>Secure Shredding - Dec 2019</i>	20/12/2019	13236	1	63.04	0.00	63.04	0.00
<i>Secure shredding Dec 2019</i>	19/12/2019	13246	1	63.04	0.00	63.04	0.00
					0.00	126.08	
Above paid on 13/01/2020 by Online Payment Ref E14							
H11 Healthmatic Ltd							
<i>Contract-clean Wharf Toilets</i>	31/12/2019	9696	1	3,444.00	0.00	3,444.00	0.00
					0.00	3,444.00	
Above paid on 13/01/2020 by Online Payment Ref INV7984							
H14 Huck Nets (UK) Ltd							
<i>Repairs for Trampoline</i>	18/12/2019	253498	1	110.39	0.00	110.39	0.00
					0.00	110.39	
Above paid on 13/01/2020 by Online Payment Ref H14							
I1 Her Majesty's Revenue and Customs							
<i>HMRC - Payroll December 2019</i>	17/12/2019	PRDEC19	1	13,432.93	0.00	13,432.93	0.00
					0.00	13,432.93	
Above paid on 13/01/2020 by Online Payment Ref 120PW00124							
I6 David W Ingram							
<i>Travel - training 27.11.19</i>	23/12/2019	EXP041219(2)	1	59.50	0.00	59.50	0.00
					0.00	59.50	
Above paid on 13/01/2020 by Online Payment Ref I6							

Continued over page

Linked to Cashbook 1

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
I8 International Copiers							
<i>Collection of photocopier</i>	31/12/2019	47974	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 13/01/2020 by Online Payment Ref I8							
J2 JS Maintenance Services							
<i>Blossoms Fd - assist repairs</i>	11/12/2019	A5196	1	72.00	0.00	72.00	0.00
<i>VP - Repair gate</i>	11/12/2019	A5197	1	36.00	0.00	36.00	0.00
					0.00	108.00	
Above paid on 13/01/2020 by Online Payment Ref J2							
L13 Link Up							
<i>Bus stop posters</i>	31/12/2019	0974/19	1	94.00	0.00	94.00	0.00
					0.00	94.00	
Above paid on 13/01/2020 by Online Payment Ref L13							
M28 Minster Cleaning Services							
<i>Office cleaning</i>	31/12/2019	6062	1	1,377.53	0.00	1,377.53	0.00
					0.00	1,377.53	
Above paid on 13/01/2020 by Online Payment Ref INV29354							
N1 National Association of Civic Officers							
<i>Elisa - NACO Training 17.03.20</i>	10/12/2019	2008	1	130.00	0.00	130.00	0.00
					0.00	130.00	
Above paid on 13/01/2020 by Online Payment Ref INV1830							
N28 Newbury BID CIC							
<i>CCTV contribution 2019/2020</i>	16/12/2019	1380	1	12,000.00	0.00	12,000.00	0.00
					0.00	12,000.00	
Above paid on 13/01/2020 by Online Payment Ref N28							
N4 National Association of Memorial Masons							
<i>NAMM Membership 2020</i>	23/12/2019	NAMM2020	1	264.00	0.00	264.00	0.00
					0.00	264.00	
Above paid on 13/01/2020 by Online Payment Ref 4313							

Continued over page

Linked to Cashbook 1

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
O3 Elizabeth O'Keeffe							
<i>Mayors expenses 5 Oct-15 dec</i>	19/12/2019	CIVIC1219	1	40.00	0.00	40.00	0.00
					0.00	40.00	
Above paid on 13/01/2020 by Online Payment Ref O3							
P12 Penwood Nurseries Ltd							
<i>Trees & Stakes</i>	18/12/2019	14262	1	513.50	0.00	513.50	0.00
					0.00	513.50	
Above paid on 13/01/2020 by Online Payment Ref P12							
R2 Rivar Sand & Gravel Ltd							
<i>Scalpings for Southbys Allot</i>	11/12/2019	75681	1	277.54	0.00	277.54	0.00
					0.00	277.54	
Above paid on 13/01/2020 by Online Payment Ref R2							
R5 Berkshire Pension Fund							
<i>Pension - Payroll Dec 2019</i>	17/12/2019	PRDEC19	1	10,093.55	0.00	10,093.55	0.00
					0.00	10,093.55	
Above paid on 13/01/2020 by Online Payment Ref QL66							
S2 SSE Contracting Ltd							
<i>Maintenance charge Dec 2019</i>	23/12/2019	039353	1	1,237.01	0.00	1,237.01	0.00
<i>Recharge repairs - Dec 2019</i>	23/12/2019	039415	1	421.01	0.00	421.01	0.00
					0.00	1,658.02	
Above paid on 13/01/2020 by Online Payment Ref S2							
S75 Stuart Michael Associates Ltd							
<i>VP Project-Professional serv</i>	18/12/2019	20909/NTC	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 13/01/2020 by Online Payment Ref S75							
Total Purchase Ledger Payments					0.00	47,651.64	

Linked to Cashbook 1

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A22 Active Heating Services Ltd							
Service T/Hall boiler	23/01/2020	16089	1	168.00	0.00	168.00	0.00
					<u>0.00</u>	<u>168.00</u>	
Above paid on 28/01/2020 by Online Payment Ref 13872/1385							
D12 DCK Accounting Solutions Ltd							
Payroll - January 2020	23/01/2020	P1685	1	84.60	0.00	84.60	0.00
					<u>0.00</u>	<u>84.60</u>	
Above paid on 28/01/2020 by Online Payment Ref P1104							
H14 Huck Nets (UK) Ltd							
Red post caps	15/01/2020	253942	1	13.43	0.00	13.43	0.00
					<u>0.00</u>	<u>13.43</u>	
Above paid on 28/01/2020 by Online Payment Ref H14							
I1 Her Majesty's Revenue and Customs							
Payroll - January 2020	23/01/2020	PRJAN2020	1	7,231.07	0.00	7,231.07	0.00
					<u>0.00</u>	<u>7,231.07</u>	
Above paid on 28/01/2020 by Online Payment Ref 120PW00124							
J13 J Dell Roofing							
Wharf toilet - clean windows	13/01/2020	AB058	1	1,720.00	0.00	1,720.00	0.00
					<u>0.00</u>	<u>1,720.00</u>	
Above paid on 28/01/2020 by Online Payment Ref J13							
N7 Newbury News Ltd							
New Year New You advert	09/01/2020	SIN670783	1	300.00	0.00	300.00	0.00
T/Hall chamber advert	09/01/2020	SIN670813	1	240.00	0.00	240.00	0.00
SIN671096/11530/1568/Newbury N	22/01/2020	SIN671096	1	768.00	0.00	768.00	0.00
Wedding feature	23/01/2020	SIN671104	1	180.00	0.00	180.00	0.00
					<u>0.00</u>	<u>1,488.00</u>	
Above paid on 28/01/2020 by Online Payment Ref SIN654247							

Continued over page

Linked to Cashbook 1

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P15	David Pawley Clock & Sundial maker						
Maintence Town Hall Clock	14/01/2020	96644	1	270.00	0.00	270.00	0.00
Maintain Clock House Clock	14/01/2020	96645	1	270.00	0.00	270.00	0.00
					0.00	540.00	
Above paid on 28/01/2020 by Online Payment Ref P15							
P19	Proludic Ltd						
Cresswell Rd play area - spare	20/01/2020	SIN002157	1	732.36	0.00	732.36	0.00
					0.00	732.36	
Above paid on 28/01/2020 by Online Payment Ref P19							
R19	Rospa Play Safety Ltd						
Resista drill testing-play equ	08/01/2020	46867	1	594.00	0.00	594.00	0.00
					0.00	594.00	
Above paid on 28/01/2020 by Online Payment Ref R19							
R2	Rivar Sand & Gravel Ltd						
75965/11532/1551/Rivar Sand &	08/01/2020	75965	1	270.14	0.00	270.14	0.00
76226/11533/1551/Rivar Sand &	22/01/2020	76226	1	268.80	0.00	268.80	0.00
					0.00	538.94	
Above paid on 28/01/2020 by Online Payment Ref R2							
R20	RBS Software Solutions						
Month end support - Jan 2020	09/01/2020	27481	1	481.32	0.00	481.32	0.00
Making TAX Digi-support fees	09/01/2020	27485	1	70.80	0.00	70.80	0.00
					0.00	552.12	
Above paid on 28/01/2020 by Online Payment Ref R20							
R5	Berkshire Pension Fund						
Payroll - January 2020	23/01/2020	PRJAN2020	1	7,109.12	0.00	7,109.12	0.00
					0.00	7,109.12	
Above paid on 28/01/2020 by Online Payment Ref QL66							

Continued over page

Linked to Cashbook 1

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S13 Mole Country Stores							
Tree stakes	08/01/2020	200062744	1	31.80	0.00	31.80	0.00
					0.00	31.80	
Above paid on 28/01/2020 by Online Payment Ref New068							
S21 Trade UK - 6331640070618731							
Cable ties	24/01/2020	1038523478	1	41.20	0.00	41.20	0.00
					0.00	41.20	
Above paid on 28/01/2020 by Online Payment Ref 6331640070							
S42 SMS Ltd							
VP Kiosk alarm- Annual Maint	03/01/2020	15838	1	174.00	0.00	174.00	0.00
Robing Roon Alarm -maint	03/01/2020	15839	1	492.00	0.00	492.00	0.00
					0.00	666.00	
Above paid on 28/01/2020 by Online Payment Ref 11769							
S75 Stuart Michael Associates Ltd							
V/Park Project fees	17/01/2020	20980/NTC	1	240.00	0.00	240.00	0.00
					0.00	240.00	
Above paid on 28/01/2020 by Online Payment Ref S75							
T30 Technique Limited							
New PC & Screen for Richie	20/01/2020	49261	1	432.00	0.00	432.00	0.00
					0.00	432.00	
Above paid on 28/01/2020 by Online Payment Ref T30							
W1 West Berkshire District Council							
GM Contract - December 2019	22/01/2020	208787-479093	1	27,102.74	0.00	27,102.74	0.00
					0.00	27,102.74	
Above paid on 28/01/2020 by Online Payment Ref W1							
Total Purchase Ledger Payments					0.00	49,285.38	

Linked to Cashbook 1

Entered Month 11
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A20 A & S Meats							
Market Manager - February 2020	03/02/2020	41	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	
Above paid on 10/02/2020 by Online Payment Ref A20							
C3 Chubb Fire and Security Ltd							
Shaw Cemetery - 31.01.2021	17/01/2020	8000082	1	180.37	0.00	180.37	0.00
VP Kiosk - 31.01.2021	17/01/2020	8000083	1	72.14	0.00	72.14	0.00
VP Bowls - 31.01.202	17/01/2020	8000084	1	72.14	0.00	72.14	0.00
T/Hall - 31.01.2021	17/01/2020	8000085	1	865.80	0.00	865.80	0.00
NTR Cemetery-31.01.2021	17/01/2020	8000086	1	72.14	0.00	72.14	0.00
					0.00	1,262.59	
Above paid on 10/02/2020 by Online Payment Ref C3							
E14 Environmental Solutions Ltd							
Secure shredding - January 202	24/01/2020	13442	1	63.04	0.00	63.04	0.00
					0.00	63.04	
Above paid on 10/02/2020 by Online Payment Ref E14							
J2 JS Maintenance Services							
A5206/11538/1573/JS Maintenanc	21/01/2020	A5206	1	63.22	0.00	63.22	0.00
A5208/11539/1574/JS Maintenanc	22/01/2020	A5208	1	60.00	0.00	60.00	0.00
A5209/11540/1575/JS Maintenanc	23/01/2020	A5209	1	36.00	0.00	36.00	0.00
A5210/11541/1576/JS Maintenanc	23/01/2020	A5210	1	98.74	0.00	98.74	0.00
A5211/11542/1577/JS Maintenanc	24/01/2020	A5211	1	41.98	0.00	41.98	0.00
					0.00	299.94	
Above paid on 10/02/2020 by Online Payment Ref J2							
M28 Minster Cleaning Services							
Office cleaning - February 202	01/02/2020	6265	1	1,377.53	0.00	1,377.53	0.00
					0.00	1,377.53	
Above paid on 10/02/2020 by Online Payment Ref INV29354							

Linked to Cashbook 1

Entered Month 11
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
O3 Elizabeth O'Keeffe							
Expenses for cancelled event	10/02/2020	EXP02022020	1	23.50	0.00	23.50	0.00
					<u>0.00</u>	<u>23.50</u>	
Above paid on 10/02/2020 by Online Payment Ref O3							
S10 South-Down Engraving							
Supply/engrave 10 x shields	05/02/2020	12757	1	207.96	0.00	207.96	0.00
					<u>0.00</u>	<u>207.96</u>	
Above paid on 10/02/2020 by Online Payment Ref S10							
S21 Trade UK - 6331640070618731							
Polishing kit	14/01/2020	1042984905	1	31.98	0.00	31.98	0.00
					<u>0.00</u>	<u>31.98</u>	
Above paid on 10/02/2020 by Online Payment Ref 6331640070							
S27 The Society of Local Council Clerks							
Job Vacancy advert - FCSM	31/01/2020	130744	1	246.00	0.00	246.00	0.00
					<u>0.00</u>	<u>246.00</u>	
Above paid on 10/02/2020 by Online Payment Ref S27							
S71 Smart Integrated Solutions							
CCTV V/Park support & Maint	01/02/2020	4080	1	186.00	0.00	186.00	0.00
					<u>0.00</u>	<u>186.00</u>	
Above paid on 10/02/2020 by Online Payment Ref S71							
T12 Thatcham Glass							
Replace glass Suite 6 - T/Hall	28/01/2020	052538	1	60.00	0.00	60.00	0.00
					<u>0.00</u>	<u>60.00</u>	
Above paid on 10/02/2020 by Online Payment Ref T12							
T22 Tudor Environmental							
Digging equipment etc NIB	03/02/2020	31433	1	315.31	0.00	315.31	0.00
					<u>0.00</u>	<u>315.31</u>	
Above paid on 10/02/2020 by Online Payment Ref T22							

Continued over page

Linked to Cashbook 1

Entered Month 11
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T30							
Technique Limited							
New wireless PCI - PC - Richie	28/01/2020	49374	1	125.94	0.00	125.94	0.00
					<u>0.00</u>	<u>125.94</u>	
Above paid on 10/02/2020 by Online Payment Ref T30							
Total Purchase Ledger Payments					<u>0.00</u>	<u>5,519.79</u>	

Linked to Cashbook 1

Entered Month 11
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
Repairs V/Park&Cresswell Rd	13/02/2020	PA0120	1	310.00	0.00	310.00	0.00
Blossoms Field - repairs	13/02/2020	PA0121	1	370.00	0.00	370.00	0.00
Blossoms Field Allot gate	13/02/2020	PA0122	1	280.00	0.00	280.00	0.00
Blossoms Field - modifications	13/02/2020	PA0123	1	310.00	0.00	310.00	0.00
VP - Bearings repaired	13/02/2020	PA0124	1	612.00	0.00	612.00	0.00
					0.00	1,882.00	
Above paid on 20/02/2020 by Online Payment Ref A13							
A19 A & B Meats							
Refund-overpayment DD	18/02/2020	REFUND	1	220.19	0.00	220.19	0.00
					0.00	220.19	
Above paid on 20/02/2020 by Online Payment Ref 45							
A41 Auditing Solutions Ltd							
Internal Audit - Jan 2020	10/02/2020	A6328	1	534.00	0.00	534.00	0.00
					0.00	534.00	
Above paid on 20/02/2020 by Online Payment Ref A41							
C10 Crescent Signs Ltd							
Wharf Toilet - 20p sign	07/02/2020	18820	1	141.60	0.00	141.60	0.00
Stewart Rome - blue plaque	07/02/2020	18823	1	315.60	0.00	315.60	0.00
					0.00	457.20	
Above paid on 20/02/2020 by Online Payment Ref 17108/1710							
C25 Crown Gas & Power							
T/Hall gas 31.12-28.01.2020	11/02/2020	723545	1	349.02	0.00	349.02	0.00
					0.00	349.02	
Above paid on 20/02/2020 by Online Payment Ref C25							
D12 DCK Accounting Solutions Ltd							
Monthly Payroll - February 202	19/02/2020	P1719	1	84.60	0.00	84.60	0.00
					0.00	84.60	
Above paid on 20/02/2020 by Online Payment Ref P1104							

Continued over page

Linked to Cashbook 1

Entered Month 11
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
E15 Expert Property Care							
Excess for insurance claim	17/02/2020	EXCESS	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 20/02/2020 by Online Payment Ref E15							
F5 Foxes Tree Services & Son Ltd							
Tree works - southbys/WC	10/02/2020	3089	1	3,006.00	0.00	3,006.00	0.00
					0.00	3,006.00	
Above paid on 20/02/2020 by Online Payment Ref F5							
I1 Her Majesty's Revenue and Customs							
Payroll - February 2020	19/02/2020	PRFEB2020	1	7,068.87	0.00	7,068.87	0.00
					0.00	7,068.87	
Above paid on 20/02/2020 by Online Payment Ref 120PW00124							
J2 JS Maintenance Services							
VP - Rod pond pipes	30/01/2020	A5213	1	36.00	0.00	36.00	0.00
T/Hall-Repair taps - servery	10/02/2020	A5215	1	79.98	0.00	79.98	0.00
					0.00	115.98	
Above paid on 20/02/2020 by Online Payment Ref J2							
L3 G & P Lilleystone							
Repairs to various padlocks	12/02/2020	L9842	1	1,006.14	0.00	1,006.14	0.00
					0.00	1,006.14	
Above paid on 20/02/2020 by Online Payment Ref L3							
L7 Lift & Engineering Services Ltd							
Lift Maint 13.02to12.02.2021	31/01/2020	13072	1	384.00	0.00	384.00	0.00
					0.00	384.00	
Above paid on 20/02/2020 by Online Payment Ref L7							
R20 RBS Software Solutions							
Month end visit - Ray -Feb	05/02/2020	27610	1	498.06	0.00	498.06	0.00
					0.00	498.06	
Above paid on 20/02/2020 by Online Payment Ref R20							

Continued over page

Linked to Cashbook 1

Entered Month 11
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R5		Berkshire Pension Fund					
Payroll - February 2020	19/02/2020	PRFRB2020	1	7,009.06	0.00	7,009.06	0.00
					<u>0.00</u>	<u>7,009.06</u>	
Above paid on 20/02/2020 by Online Payment Ref QL66							
S27		The Society of Local Council Clerks					
Conference 26&26 Feb - Hugh	07/02/2020	130918	1	339.00	0.00	339.00	0.00
					<u>0.00</u>	<u>339.00</u>	
Above paid on 20/02/2020 by Online Payment Ref S27							
W1		West Berkshire District Council					
GM Contract - January 2020	12/02/2020	20878-479603	1	27,509.28	0.00	27,509.28	0.00
					<u>0.00</u>	<u>27,509.28</u>	
Above paid on 20/02/2020 by Online Payment Ref W1							
W24		Wiltshire Countryside Services					
Emergrncy Tree works NTRcem	13/02/2020	938	1	600.00	0.00	600.00	0.00
					<u>0.00</u>	<u>600.00</u>	
Above paid on 20/02/2020 by Online Payment Ref W24							
Total Purchase Ledger Payments					<u>0.00</u>	<u>51,313.40</u>	

Linked to Cashbook 1

Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
Pest management - Wmils allot	01/03/2020	10195SM38	1	114.00	0.00	114.00	0.00
Pest management Southbys	01/03/2020	10195SM39	1	126.00	0.00	126.00	0.00
Pest management DF Allot	01/03/2020	10195SM40	1	108.00	0.00	108.00	0.00
Pest management WC Allot	01/03/2020	10195SM41	1	84.00	0.00	84.00	0.00
Pest management-OTP Allot	01/03/2020	10195SM42	1	96.00	0.00	96.00	0.00
Pest management-Parsons	01/03/2020	10195SM43	1	84.00	0.00	84.00	0.00
					0.00	612.00	
Above paid on 10/03/2020 by Online Payment Ref A15							
A21 Arboricultural Association							
39894/11635/1606/Arboricultural	21/02/2020	39894	1	264.00	0.00	264.00	0.00
					0.00	264.00	
Above paid on 10/03/2020 by Online Payment Ref A21							
B21 Barlows Woodyard							
Stakes	22/02/2020	0001/10037784	1	69.12	0.00	69.12	0.00
0001/10037789/11646/1560/Barlo	17/02/2020	0001/10037789	1	415.68	0.00	415.68	0.00
					0.00	484.80	
Above paid on 10/03/2020 by Online Payment Ref B21							
C16 CT Electrical Newbury Ltd							
CT7235/11633/1597/CT Electrica	21/02/2020	CT7235	1	569.04	0.00	569.04	0.00
CT7238/11638/1545/CT Electrica	28/02/2020	CT7238	1	360.00	0.00	360.00	0.00
					0.00	929.04	
Above paid on 10/03/2020 by Online Payment Ref C16							
C28 Barbara Cox							
Refund-Duplicate payment	03/03/2020	REFUND	1	22.50	0.00	22.50	0.00
					0.00	22.50	
Above paid on 10/03/2020 by Online Payment Ref C28							

Continued over page

Linked to Cashbook 1

Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
E14	Environmental Solutions Ltd						
Secure shredding	21/02/2020	13646	1	63.04	0.00	63.04	0.00
					<u>0.00</u>	<u>63.04</u>	
Above paid on 10/03/2020 by Online Payment Ref E14							
I5	Insideout Site Services						
Cleaing T/Hall windows - March	08/03/2020	VR10001	1	180.00	0.00	180.00	0.00
					<u>0.00</u>	<u>180.00</u>	
Above paid on 10/03/2020 by Online Payment Ref I5							
J2	JS Maintenance Services						
A5219/11649/1617/JS Maintenanc	02/03/2020	A5219	1	64.85	0.00	64.85	0.00
A5220/11650/1618/JS Maintenanc	04/03/2020	A5220	1	43.98	0.00	43.98	0.00
					<u>0.00</u>	<u>108.83</u>	
Above paid on 10/03/2020 by Online Payment Ref J2							
L13	Link Up						
Bus stop posters	26/02/2020	1/20/3704	1	47.00	0.00	47.00	0.00
Bus stop posters - February	29/02/2020	1225/19	1	49.00	0.00	49.00	0.00
					<u>0.00</u>	<u>96.00</u>	
Above paid on 10/03/2020 by Online Payment Ref L13							
L17	Lizard Racing Ltd						
702/11637/1572/Lizard Racing L	26/02/2020	702	1	750.00	0.00	750.00	0.00
					<u>0.00</u>	<u>750.00</u>	
Above paid on 10/03/2020 by Online Payment Ref L17							
L23	Lyreco UK Ltd						
Stationery	29/02/2020	6520205957	1	308.40	0.00	308.40	0.00
					<u>0.00</u>	<u>308.40</u>	
Above paid on 10/03/2020 by Online Payment Ref L23							

Continued over page

Linked to Cashbook 1

Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M28 Minster Cleaning Services							
Office cleaning - March 2020	01/03/2020	6555	1	1,377.53	0.00	1,377.53	0.00
					<u>0.00</u>	<u>1,377.53</u>	
Above paid on 10/03/2020 by Online Payment Ref INV29354							
P12 Penwood Nurseries Ltd							
20200229/11618/1557/Penwood Nu	29/02/2020	20200229	1	371.25	0.00	371.25	0.00
					<u>0.00</u>	<u>371.25</u>	
Above paid on 10/03/2020 by Online Payment Ref P12							
R20 RBS Software Solutions							
SM21370/11630/RBS Software Sol	01/03/2020	SM21370	1	1,182.00	0.00	1,182.00	0.00
					<u>0.00</u>	<u>1,182.00</u>	
Above paid on 10/03/2020 by Online Payment Ref R20							
S2 SSE Contracting Ltd							
Light colum Spencer Rd	05/03/2020	046927	1	1,088.46	0.00	1,088.46	0.00
					<u>0.00</u>	<u>1,088.46</u>	
Above paid on 10/03/2020 by Online Payment Ref S2							
T30 Technique Limited							
365 Business licence	03/03/2020	49828	1	54.72	0.00	54.72	0.00
					<u>0.00</u>	<u>54.72</u>	
Above paid on 10/03/2020 by Online Payment Ref T30							
T35 Trade UK Account - 6331640070618731							
Oil filled radiator	18/02/2020	1053373880	1	69.98	0.00	69.98	0.00
					<u>0.00</u>	<u>69.98</u>	
Above paid on 10/03/2020 by Online Payment Ref 6331640070							
W1 West Berkshire District Council							
208787-481178/11651/1298/West	09/03/2020	208787-481178	1	739.27	0.00	739.27	0.00
Administration charges	05/03/2020	208787-481496	1	3,240.00	0.00	3,240.00	0.00
					<u>0.00</u>	<u>3,979.27</u>	
Above paid on 10/03/2020 by Online Payment Ref W1							

Continued over page

10/06/2020

Newbury Town Council 19-20

Page 1027

13:36

List of Purchase Ledger Payments

User: HT

Linked to Cashbook 1

Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
W24		Wiltshire Countryside Services					
946/11634/1607/Wiltshire Count	24/02/2020	946	1	600.00	0.00	600.00	0.00
					<u>0.00</u>	<u>600.00</u>	
				Above paid on 10/03/2020 by Online Payment Ref W24			
				Total Purchase Ledger Payments	<u>0.00</u>	<u>12,541.82</u>	

Linked to Cashbook 1

Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A20 A & S Meats							
Market managment - March 2020	12/03/2020	42	1	1,320.00	0.00	1,320.00	0.00
					<u>0.00</u>	<u>1,320.00</u>	
Above paid on 18/03/2020 by Online Payment Ref A20							
A46 Aprimatic Automation Ltd							
914931/11665/1626/Aprimatic Au	10/03/2020	914931	1	132.00	0.00	132.00	0.00
					<u>0.00</u>	<u>132.00</u>	
Above paid on 18/03/2020 by Online Payment Ref A46							
B22 Kate Brennan							
Allotmenty rent refund S45B	13/03/2020	REFUND13032020	1	40.50	0.00	40.50	0.00
					<u>0.00</u>	<u>40.50</u>	
Above paid on 18/03/2020 by Online Payment Ref B22							
C16 CT Electrical Newbury Ltd							
NTR Cem - Lantern post repair	13/03/2020	CT7246	1	82.14	0.00	82.14	0.00
					<u>0.00</u>	<u>82.14</u>	
Above paid on 18/03/2020 by Online Payment Ref C16							
C63 C&J Adlem Painters & Decorators							
Decorate NTR Chapel	28/02/2020	36	1	1,196.20	0.00	1,196.20	0.00
					<u>0.00</u>	<u>1,196.20</u>	
Above paid on 18/03/2020 by Online Payment Ref C63							
D12 DCK Accounting Solutions Ltd							
Payroll - March 2020	18/03/2020	P1766	1	137.40	0.00	137.40	0.00
					<u>0.00</u>	<u>137.40</u>	
Above paid on 18/03/2020 by Online Payment Ref P1104							
E19 Evolution Water Services Limited							
J113324/11628/1528/Evolution W	21/02/2020	J113324	1	1,800.00	0.00	1,800.00	0.00
					<u>0.00</u>	<u>1,800.00</u>	
Above paid on 18/03/2020 by Online Payment Ref E19							

Continued over page

Linked to Cashbook 1

Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G6 Greentips							
Tree works-D/far & Lock Island	10/03/2020	RR0160IN	1	2,880.00	0.00	2,880.00	0.00
					<u>0.00</u>	<u>2,880.00</u>	
Above paid on 18/03/2020 by Online Payment Ref G6							
H14 Huck Nets (UK) Ltd							
255679/11657/1564/Huck Nets (U	09/03/2020	255679	1	645.72	0.00	645.72	0.00
					<u>0.00</u>	<u>645.72</u>	
Above paid on 18/03/2020 by Online Payment Ref H14							
I1 Her Majesty's Revenue and Customs							
Payroll - March 2020	18/03/2020	PRMARCH2020	1	6,669.16	0.00	6,669.16	0.00
					<u>0.00</u>	<u>6,669.16</u>	
Above paid on 18/03/2020 by Online Payment Ref 120PW00124							
K5 Keep Britain Tidy							
S007073/11668/1566/Keep Britai	17/03/2020	S007073	1	394.80	0.00	394.80	0.00
					<u>0.00</u>	<u>394.80</u>	
Above paid on 18/03/2020 by Online Payment Ref K5							
L22 Lanes Group Plc							
02421354/11655/1581/Lanes Grou	25/02/2020	02421354	1	864.00	0.00	864.00	0.00
					<u>0.00</u>	<u>864.00</u>	
Above paid on 18/03/2020 by Online Payment Ref L22							
O3 Elizabeth O'Keeffe							
Travel expenses - Mayor 27.02.	16/03/2020	TRAVEL27022020	1	84.80	0.00	84.80	0.00
					<u>0.00</u>	<u>84.80</u>	
Above paid on 18/03/2020 by Online Payment Ref O3							
R5 Berkshire Pension Fund							
Payroll - March 2020	18/03/2020	PRMARCH2020	1	6,557.40	0.00	6,557.40	0.00
					<u>0.00</u>	<u>6,557.40</u>	
Above paid on 18/03/2020 by Online Payment Ref QL66							

Continued over page

Linked to Cashbook 1

Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S22 Sports Courts UK Ltd							
Contract-clean 3 Tennis Courts	03/03/2020	SC/20/6256	1	900.00	0.00	900.00	0.00
					<u>0.00</u>	<u>900.00</u>	
Above paid on 18/03/2020 by Online Payment Ref S22							
T30 Technique Limited							
TLC-Laptop NTC 1&remote	17/03/2020	49957	1	216.00	0.00	216.00	0.00
TLC - Laptop NTC 4	17/03/2020	49958	1	216.00	0.00	216.00	0.00
					<u>0.00</u>	<u>432.00</u>	
Above paid on 18/03/2020 by Online Payment Ref T30							
W1 West Berkshire District Council							
Contribution-Library Qtr 2&3	11/03/2020	208787-483138	1	15,637.50	0.00	15,637.50	0.00
					<u>0.00</u>	<u>15,637.50</u>	
Above paid on 18/03/2020 by Online Payment Ref W1							
Total Purchase Ledger Payments					<u>0.00</u>	<u>39,773.62</u>	

Newbury Town Council

Policy and Resources Committee 14 January 2020

Item 9: In Year Budget Monitoring 2019/20

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

Items in italics were reported at an earlier meeting of the committee

Overspent budget lines

Cost Centre	Code	Description	Reason
110	4055	Election	Election May 2019
200	4120	Precept Leaflet	Purchase Order was not linked to the Invoice. Therefore, not over 15%
220	4220	Corporate Services Training & Development	Multiple Small Entries
220	4225	Corporate Services Advertising & Recruitment	FCSM Adverts Jan 20
220	4250	Corporate Services IT	Multiple Small Entries
220	4265	Corporate Services Subscriptions	Adobe & Zoom Subscriptions
220	4435	Corporate Services Maint. Contracts Unscheduled	NTC – Repayment of Duplicate BNP
290	4045	Town Hall Salary Reallocation	This is a percentage of the overall Salary cost.
295	4340	Wedding Expenditure	Wedding Adverts
305	<i>4410</i>	<i>Shaw Cemetery Water</i>	<i>There was a leak at one of the standpipes, which has now been fixed. We are awaiting a refund of some of this money.</i>
325	4415	Clock House Energy Supplies	Unknown. Invoices have been about the same all year.
325	4425	Clock House Repairs and Maintenance	Drone survey and 3 x Servicing and maintenance
330	4425	Street Furniture Repairs & Maintenance	Purchase Order for £5650 still outstanding.
335	4410	Recreation Grounds Water	£948 (budget £510)
335	4425	Recreation Grounds Repairs & Maintenance	Purchase Order for £4486 still outstanding.

335	4435	Recreation Grounds Maint. Contracts Unscheduled	Urgent repairs
340	4425	<i>Play areas Repairs and Maintenance</i>	<i>The overspend will be transferred to the other budget heading for replacing playground equipment, once expenditure is invoiced</i>
340	4435	<i>Play areas Repairs. Maint. Contracts Unscheduled</i>	Multiple Small Entries
345	4415	<i>Victoria Park Energy Supplies</i>	Pavilion had a large invoice Oct 19.
350	4425	<i>Open Spaces Repairs and Maintenance</i>	Tree survey and repairs.
355	4430	Floral Display & Trees Maint. Contract	Administration Fee £2,700
420	4515	Wash Common Allotments Tree Surveys & Works	1 x survey @ £420. Budget only set for £58.
430	4415	<i>Wharf Toilet Energy Supplies</i>	<i>This relates to an electricity bill dating from before the contractor took over. The bill was contested, and reduced by nearly half, but then no invoice was issued for nearly two years! There was an accrual for this in last year's accounts, but as the invoice had not been issued, the accrual was not carried forward into this year, hence the overspend.</i>
430	4425	Wharf Toilets Repairs & Maintenance	Overspend taken from EMR
505	4670	<i>Regalia and Robes New Mayor's Robe</i>	<i>The money for this was received by donation and appears elsewhere in an income code</i>
505	4690	Civic Responsibility Twin Towns	Twin Town Reception taken from EMR
600	4805	Planning & Highways Heritage working group	1 x Blue plaque not taken from EMR and a Purchase order outstanding for £406.
900	9040	CAPEX Tree Maint. Reserve	Multiple invoices over the year.

10/06/2020

Newbury Town Council 19-20

08:31

Balance Sheet as at 31st March 2020

31st March 2019

31st March 2020

Current Assets

31,337	Debtors	28,183
38,770	VAT Control	26,132
16,772	Prepayments	15,987
3,794	Accrued Income	139
300	Refundable franking deposit FP	300
64	HMRC PAYE overpayment	0
750,783	Current Account	1,144,287
252,404	CCLA Account	254,284
609	Officers Account	1,699
200	Petty Cash	200

1,095,032

1,471,212

1,095,032
Total Assets

1,471,212

Current Liabilities

1,704	Creditors	128,630
213	Sundry Creditors	1,066
6,565	Allotment Key Deposit	6,995
6,375	Rent Deposits	6,375
500	Wedding holding deposits	375
87,976	Accruals	3,054
0	Tony's Estate	1,259
40	Changing Room Key Deposits	80
37,279	Receipts in Advance	20,109
0	Unkown Deposits	904

140,652

168,847

954,380
Total Assets Less Current Liabilities

1,302,365

Represented By

514,345	General Reserves	529,449
440,036	Earmarked Reserves	772,916

954,380

1,302,365

10/06/2020

Newbury Town Council 19-20

08:31

Balance Sheet as at 31st March 2020

31st March 2019

31st March 2020

The above statement represents fairly the financial position of the authority as at 31st March 2020 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible
Financial

Date : _____

10/06/2020

Newbury Town Council 2020/2021

Page 1

08:20

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Capital Equipment	5,000.00		5,000.00
330 Earmarked Reserves (Committee)	0.00		0.00
340 EMR Tennis Court Maint Fund	3,600.00		3,600.00
345 EMR Trees	10,000.00		10,000.00
350 EMR Election Admin Fund	42,581.00		42,581.00
355 EMR Cafe Maintenance Fund	96,500.00		96,500.00
360 EMR VP Cafe Replacement	91,628.00		91,628.00
365 EMR Art and Town Trail	6,143.77		6,143.77
370 EMR Town Hall Maintenance Fund	6,000.00		6,000.00
375 EMR Removal of Diseased Trees	8,605.00		8,605.00
380 Capital Receipts Reserve	23,152.00		23,152.00
390 Victoria Park Settlement	7,767.07		7,767.07
391 EMR S.106 Money	63,540.55		63,540.55
392 EMR CIL Money	365,909.11		365,909.11
400 EMR Twin Town %0th Anniv	3,005.02		3,005.02
401 EMR Lock Island-Lock Cottage	1,954.00		1,954.00
402 EMR NYC Fund	5,054.00		5,054.00
403 EMR HWG-Plaques/Appraisals	759.00		759.00
404 EMR Civic Robe Replacement	251.00		251.00
405 EMR Edible Crop Project	596.00		596.00
406 EMR Northbrook Street Power	9,000.00		9,000.00
407 EMR Tree Planting	797.00		797.00
408 EMR Allotment Security	2,075.00		2,075.00
409 EMR Visitor Information	7,215.00		7,215.00
410 EMR Town Plan	3,000.00		3,000.00
411 EMR Newbury In Bloom	2,198.00		2,198.00
412 EMR Tennis Court Promotion	785.00		785.00
413 EMR Move of Bus Stop	5,800.00		5,800.00
	772,915.52	0.00	772,915.52

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Reopening West Berkshire town centres

Guidance

- ❑ Social distancing guidance is likely to be in force for some time
- ❑ Non-essential retailers will be allowed to re-open from 15th June
- ❑ Hospitality businesses and others services, such as personal care, will be allowed to re-open from 4th July (estimated)



New signage in town centres



Newbury

- ❑ Town centre pedestrianisation
- ❑ Considering a range of active travel measures.
 - Cycle lanes/walking routes
 - Cycle parking
- ❑ Market Place – looking at how we can be more creative with the use of space
- ❑ Considering how we can streamline table and chair application process.
- ❑ Working with the BID to manage the Town Centre space

Hungerford

Progress is being made of the following temporary measures:

- ❑ Parking bay suspensions to provide passing places for pedestrians on narrow footways and queuing areas outside shops
- ❑ Social distancing signage
- ❑ Potential areas for additional outdoor seating for dining etc
- ❑ Additional cycle parking

Thatcham

- ❑ Additional signage for social distancing
- ❑ Crown Mead: introducing one-way system to provide more space for queuing outside Chemist
- ❑ Temporary reduction in carriageway width in Broadway to allow Market to expand
- ❑ Parking bay suspensions to provide passing places for pedestrians on narrow footways and queuing areas outside shops
- ❑ Additional cycle parking



Tables and chairs



Any requests should go to trafficandroadsafety@westberks.gov.uk

How we have been supporting local businesses

- ❑ All business rates deferred for April and May
- ❑ Almost £27m of grant funding allocated to eligible local businesses
- ❑ A further £1.225m in discretionary funding is currently being distributed
- ❑ Detailed advice and guidance made available on our website
- ❑ Fully-funded business advice available through Berkshire Growth Hub

5 steps to working safely

- ❑ Carry out a Covid-19 risk assessment
- ❑ Develop cleaning, handwashing and hygiene procedures
- ❑ Help people to work from home where possible
- ❑ Maintain 2m social distancing where possible
- ❑ Where people cannot be 2m apart, manage transmission risk

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene** procedures in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____
Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)



Re-Opening Town Centres Safely Fund

- **Development of an action plan for how the local authority may begin to safely reopen their local economies.**
- **Communications and public information activity to ensure that reopening of local economies can be managed successfully and safely.**
- **Business-facing awareness raising activities to ensure that reopening of local economies can be managed successfully and safely.**
- **Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely.**



Signage available for businesses



Plans so far

- ❑ Poster printing and distribution
- ❑ Advice booklet
- ❑ Bringing in a town centre administrator
- ❑ Ongoing support through Berkshire Growth Hub



Public Protection Partnership

- ❑ Environmental Health – Health & Safety including Covid19 advice compliance
- ❑ Environmental Health - Food Safety
- ❑ Trading Standards – Covid19 Business Restrictions
- ❑ Licensing – interface between licensing and other controls e.g. off sales of alcohol, licensed areas etc



PPP- Further information

- ❑ Telephone advice - 01635-519930
- ❑ Advisory visits
- ❑ Social media updates
- ❑ www.publicprotectionpartnership.org.uk/covid-19/
- ❑ Report concerns regarding compliance failings



Any questions?



Next steps

- ❑ If you have further questions or are in need of support you can contact:
- ❑ trafficandroadsafety@westberks.gov.uk
- ❑ gabrielle.mancini@westberks.gov.uk
- ❑ www.publicprotectionpartnership.org.uk/covid-19/



Thank you!



Newbury Town Council

Work Programme for Full Council Meetings for the Municipal Year 2020/21

Standing Items on each (ordinary meeting) agenda:

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

Other items of Business

Meeting Date	Item
June	End of Year Statutory Accounts To receive the Annual Return, Approve each section of the Annual Governance Statement and adopt the accounts and the Mayor to sign them, To note the date for the exercise of electors' rights
October	Citizens' Advice bureau To receive a presentation from Citizens Advice West Berkshire on their work in Newbury and in particular the use of the Town Council's ongoing funding.
	Local Democracy Working Group To receive a verbal update on LDW from the Chair of the Local Democracy Working Group
	Budget for 2020/21 Councillors are invited to make the Leader of the Council and the RFO aware of any particular projects that may need to be undertaken in 2020/21, so that they may be considered for inclusion in the draft budget and / or service plans and / or project list. Such suggestions should be submitted with as much detail as possible by Friday 16 November 2019.
	Annual Review of Town Council Strategy
	Newbury BID Presentation
January	2021/22 Precept
	Schedule of meetings for the municipal year 2021/22
	Update re VP Cafe
	Update re carbon reduction Plan
May	Nomination of Mayor Elect and Deputy Mayor Elect
	Election of Leader and Deputy Leader of the Council
	To nominate the membership of each Committee / Sub-Committee for the 2020/2021 municipal year.
	To review the Council's link councillors with Schools and reports from Link Councillors
	To review the Council's representation on outside bodies for 2020/2021