

Tuesday 13th January 2026

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

Substitutes: All remaining Members of the Council.

Dear Councillor

You are summoned to attend a meeting of the **Policy & Resources Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 27th April at 7.30pm**. The meeting is open to the press and public and will be streamed via Zoom:

<https://us02web.zoom.us/j/89314270279?pwd=ghOcyHySxLzN0S4c3cFiaFf9TaRYUS.1>

Meeting ID: 893 1427 0279

Passcode: 926233

Yours sincerely,

Liz Manship

Liz Manship
Finance & Corporate Services Manager

AGENDA

- 1. Apologies for absence**
Chairperson
- 2. Declarations of interest and dispensation**
Chairperson
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes (Appendix 1)**
Chairperson
To approve the minutes of a meeting of the Policy & Resources Committee held on 19th January 2025 (appendix 1).
- 4. Questions and Petitions from members of the public**
Chairperson
- 5. Members’ questions and petitions**
Chairperson
All questions for this meeting must be submitted to the RFO by 2.00 pm on Friday 24th April 2026
- 6. List of Payments (Appendix 2 & 3)**
Chairperson
6.1 To ratify the BACS & Direct Payments made 1st January to 31st March 2026 (appendix 2).

6.2 To approve the reconciliation statements for the period 1st January to 31st March 2026, previously verified by a member of the Audit Working Group (appendix 3).
(Members are requested to raise any questions on this item prior to the meeting).

7. Budget Monitoring 2025/26 Quarter 3 (Appendix 4, 5 & 6)

Chairperson

7.1. To receive the Income and Expenditure Account for the period 1st January to 31st March 2026 (Appendix 4)

7.2. To note any income and expenditure against cost centres with a variance greater than 15% of annual budget (financial regulations 4.2) (Appendix 5)

7.3 To ratify virements made to the Budget, 1st January to 31st March 2026 (Appendix 6)

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

Chairperson

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

9. Internal Audit (2025/26 Q3) (Appendix 7 & 8)

Chairperson

9.1 To receive the Internal Audit Report for 2025/26 Quarter 3 and note the recommendations contained therein. (Appendix 7)

9.2 To consider Officer proposed actions **and recommend** to Full Council (Appendix 8)

10. 2025/26 CIL Report (Appendix 9 & 10)

Chairperson

To approve the 2025/26 CIL report for West Berkshire (App 9). 2024/25 CIL report included to show CIL brought forward from previous years, spent on Café refurb in 2025/26 (App 10)

11. Ear-Marked Reserves (Appendix 11)

11.1. To note the EMR position on 1st April 2026 - £566,149.68 (bottom of Appendix 11).

11.2. To approve the EMRs arranged by the RFO to support year-end closedown as identified within Appendix 11.

12. Grant Sub-Committee Meeting – 23rd February 2026 (Appendix 12)

Chairperson

12.1. To receive the draft minutes from the Grant Sub-Committee meeting of 23rd February 2026

12.2. To approve that Sophie Williams, NTC Finance Apprentice, may advise the Good Exchange of the match-funded grants, as resolved by the Grant Sub-Committee, and support the process of their allocation.

13. Staff Sub-Committee Meeting – 24th March 2026 (Appendix 13)

Chairperson

To receive the draft minutes from the Staff Sub-Committee meeting of March 2026

14. CCLA Change of Authorised Signatories

Chairperson

To approve the removal of Martin Kavanagh and the addition of Joanna Aylott as a signatory on the CCLA Deposit Fund

15. Substitute Councillors at Committee meetings (Appendix 14)

Chairperson

To consider the information provided by the CEO in appendix 14 and **make a recommendation** on the use of Substitute Councillors at Committee meetings to Full Council

16. Health and Safety (Appendix 15 – to follow)

Chairperson

To receive the quarterly health and safety report from the CEO.

17. Forward Work Programme for Policy and Resources Committee meetings 2025/26 (Appendix 16 & 17)

Chairperson

17.1 To note and agree any other items that Members resolve to add to the Forward Work Programme (2026/27 programme) (appendix 16).

17.2 To note the list of Internal Auditor recommendations 2025/26, as requested by P&R Committee at its January meeting (appendix 17).

18. Next meeting:

Chairperson

To note that the next meeting of the Policy & Resources Committee is to be held on Monday 8th June 2026, should no meeting be called earlier.

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE COUNCIL
CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 19th JANUARY AT 7.30PM.**

PRESENT

Councillors Jo Day, David Harman, Pam Lusby-Taylor, Steve Masters, Vaughan Miller, Andy Moore, Gary Norman (Chairperson), Elizabeth O'Keefe, & Meg Thomas.

IN ATTENDANCE

Liz Manship, Finance & Corporate Services Manager

ABSENT

Councillor Nigel Foot

164. APOLOGIES FOR ABSENCE

There were none

165. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were none

166. MINUTES

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Andy Moore

VOTE: Carried with a majority of 8 with 1 abstention due to non-attendance.

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Monday 9th June 2025 be approved as a correct record and signed by the Chairperson.

167. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

168. MEMBERS' QUESTIONS AND PETITIONS

There were none.

169. LIST OF PAYMENTS

169.1 BACS & DIRECT PAYMENTS – 1st October to 31st December 2025

PROPOSED: Councillor Elizabeth O'Keefe

SECONDED: Councillor Vaughan Miller

RESOLVED: That the lists of BACS & DIRECT payments made 1st October to 31st December be ratified.

169.2 RECONCILIATION STATEMENTS – 1st October to 31st December 2025.

PROPOSED: Councillor Steve Masters

SECONDED: Councillor David Harman

RESOLVED: The Reconciliation Statements for the period 1st October to 31st December 2025, previously verified by a member of the Audit Working Group are approved and are to be signed by the Chair.

170. BUDGET MONITORING QUARTER THREE

170.1 INCOME & EXPENDITURE ACCOUNT

The Income and Expenditure account for the period 1st October to 31st December was received and noted by the Committee.

170.2 EXTRAORDINARY EXPENDITURE

PROPOSED: Councillor David Harman

SECONDED: Councillor Andy Moore

Extraordinary expenditure, 1st October to 31st December 2025, was ratified:

170.2.1 – Emergency Expenditure

Purchase Order: 3097 – Date 18/09/2025 – Replace defective water heater & associated repairs - £2,185.00.

170.2.2 – Works authorised without 3 quotes

Purchase Order: 3116 – Date 07/11/2025 – Re-instating collapsed lath and plaster ceiling panels & associated repairs.

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

The Committee received the explanation for variance over 15% of annual budget, 1st October to 31st December 2025. In particular, the reason for the reduction in Town Hall Wedding income and noting the reduction in Shaw Cemetery income, which will be monitored.

170.4 VIREMENTS MADE TO THE BUDGET – 1st July to 30th September 2025

PROPOSED: Councillor Vaughan Miller

SECONDED: Councillor Meg Thomas

RESOLVED: That the virements made to the budget 1st October to 31st December 2025 be ratified.

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

Members were advised that there were no debts over £500 and more than three months old.

172. INTERNAL AUDIT – TO RECEIVE THE INTERNAL AUDIT REPORT FOR 2025/26 QUARTER 2.

The Internal Audit report for 2025/26 Quarter 1, was received.

PROPOSED: Councillor Elizabeth O’Keeffe

SECONDED: Councillor Steve Masters

RESOLVED:

172.1 That the recommendations received from the Audit Working Group be agreed and recommended to Full Council.

172.2 That the resolved actions resulting from the Internal Auditor’s reports, be recorded within the Policy & Resources Committee’s Forward Work Programme.

173. 2025/2026 CIL RECEIPTS REVIEW

The Council received two CIL receipts within this financial year: £5,979.34 in May 2025 and £11,481.91 in November 2025. Total £17,461.25. The November CIL, £11,481.91, was formally allocated to the Café project by Council 8th December 2025.

PROPOSED: Councillor Vaughan Miller

SECONDED: Councillor David Harman

RESOLVED: Recommendation to Full Council that the May CIL of £5,979,34, be formally allocated to the Café project.

174. FINANCIAL REGULATIONS – AMENDMENT to DBS CHECKS

Seeking to process DBS checks for Officers, the CEO has become aware that Standard Checks are not possible for our officers. However, Basic checks are considered sufficient for the purpose and by the Insurance Company.

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Alistair Bounds

RESOLVED: To recommend to Council that sections 9.5 and 19.5 read as follows:

9.5 No Officer appointed after 1st April 2025 will have access to the Bank or a Bank Card without a clear DBS Check with NTC in respect to dishonesty, fraud or theft from employer and the agreement of their Line Manager further to a satisfactory 3-month probation review. A Basic DBS check is required for all Officers.

19.5 As required by the Council’s Insurer’s, the CEO shall ensure that all Officers with access to the bank, banking papers, debit or credit card, have a clear DBS check with NTC in respect to dishonesty, fraud or theft from employer. A Basic DBS check is required for all Officers. These to be renewed in consideration of DBS guidelines. For new Officers this will form part of the recruitment process.

175. GRANT SUB-COMMITTEE MEETING – 17th NOVEMBER 2025

The Committee received the draft minutes from the Grant Sub-Committee meeting of 17th November 2025.

176. CLIMATE EMERGENCY SUB-COMMITTEE MEETING – 6TH OCTOBER 2025

The Committee received the draft minutes from the Climate Emergency Sub-Committee meeting of 6th October 2025.

177. STAFF SUB-COMMITTEE MEETING – 26TH NOVEMBER 2025

The Committee received the draft minutes from the Staff Sub-Committee meeting of 26th November 2025.

178. SERVICE REVENUES

178.1 To consider and approve the Services Revenues for the Cemeteries, Markets and Recreation Grounds (2026/27) and Allotments (2027/28)

PROPOSED: Councillor Vaughan Miller

SECONDED: Councillor Elizabeth O’Keeffe

RESOLVED: The Service revenues for the Cemeteries, Markets and Recreation Grounds (2026/27) and Allotments (2027/28) as recommended by the Community Services Committee at its meeting of 15th December 2025, were approved (Appendix 1).

178.2 To ratify the allotments concessionary rates.

PROPOSED: Councillor Vaughan Miller

SECONDED: Councillor Elizabeth O’Keeffe

RESOLVED:

178.2.1 20% Concessionary Rate Clarification: A 20% reduction to the rates for tenants in receipt of any of the following:

- State Pension (where only source of income)
- Child Tax Credit
- Working Tax Credit.

178.2.2 With the above in place, the Committee ratified the 50% and 20% Concessionary Rates (Appendix 2)

178.2.3 That advice be sought from the CEO regarding obtaining evidence from tenants on application.

178.3 To consider and approve the Services Revenues for the Town Hall and Weddings (2026/27) as recommended by the Strategic Working Group

PROPOSED: Councillor Andy Moore

SECONDED: Councillor Vaughan Miller

RESOLVED: The Service revenues for the Town Hall and Weddings (2026/27, as recommended by the Strategic Working Group, were approved (Appendix 3).

179. BUDGET & PRECEPT 2026/27**PROPOSED:** Councillor Vaughan Miller**SECONDED:** Councillor Elizabeth O'Keeffe

RESOLVED: The Committee recommends to Full Council the draft budget and precept, as recommended by the Strategic Working Group. As follows, with the associated Band D:

Band D Calculations	2025/26	2026/27 Recommended to Council
Budget	£2,145,107	£2,275,075
Precept	1,817,641	1,967,492
Precept % increase from 2025/26		8.24%
Tax Base confirmed by West Berkshire	13,491.52	13,526.89
Band D per annum	£134.72	£145.45
Band D per week.	£2.59	£2.80

180. EAR-MARKED RESERVES**PROPOSED:** Councillor Elizabeth O'Keefe**SECONDED:** Councillor Meg Thomas

RESOLVED: The Committee recommends to Full Council the review and recommendations to the Council's Ear-Marked Reserves (appendix 4)

181. HEALTH & SAFETY

The Committee received the quarterly health & safety report.

182. STRATEGIC RISK REGISTER**PROPOSED:** Councillor Steve Masters**SECONDED:** Councillor Andy Moore

RESOLVED: The Committee reviewed and approved the Strategic Risk Register, as recommended by the Audit Working Group and recommended its adoption to Full Council.

183. BANK CARDS & BANKING INTERNET ACCESS**PROPOSED:** Councillor David Harman**SECONDED:** Councillor Jo Day

RESOLVED:

183.1 Bank debit cards, with single transaction limits of £100.00 within a 24-hr period, were approved for each of 3 officers, Lucia Reale, Anna Roberts and Sophie Williams, subject to the satisfactory completion of their probationary periods and satisfactory DBS certificates received.

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Jo Day

183.2 Read-only access to the on-line banking records is approved for Sophie Williams, for the purpose of checking and printing bank statements against the purchase and sales ledger, subject to the satisfactory completion of her probationary period and satisfactory DBS certificate received.

184. FORWARD WORK PROGRAMME

PROPOSED: Councillor Gary Norman

SECONDED: Councillor Jo Day

The Forward Work Programme was received with no amendments, other than the addition of the agreed actions following the Internal Audit Reports, as resolved by the Committee in item 172.2.

185. NEXT MEETING

PROPOSED: Councillor Vaughan Miller

SECONDED: Councillor Steve Master

RESOLVED: That the next meeting, scheduled to take place on Monday 20th April 2026, be moved to Monday 27th April at 7.30pm.

THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 21:50 HRS

CHAIRPERSON:

Signature:

Date:

12/01/2026

Newbury Town Council Current Year

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09:30

List of Purchase Ledger Payments

User: MGG

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 V-Park</i>	02/01/2026	15114SM90	1	224.53	0.00	224.53	0.00
<i>Pest Control - VP Bowl Club</i>	02/01/2026	15114SM93	1	163.37	0.00	163.37	0.00
					0.00	387.90	
Above paid on 12/01/2026 by Online Payment Ref A15							
A20 A & S Meats							
<i>Market Management - Jan 26</i>	02/01/2026	129	1	1,560.00	0.00	1,560.00	0.00
					0.00	1,560.00	
Above paid on 12/01/2026 by Online Payment Ref A20							
A22 Active Heating Services Ltd							
<i>T-Hall, Fault water heater</i>	18/12/2025	82302	1	240.00	0.00	240.00	0.00
					0.00	240.00	
Above paid on 12/01/2026 by Online Payment Ref 13872/1385							
A29 Appcentric							
<i>Website Support - Jan 26</i>	03/01/2026	2074	1	574.75	0.00	574.75	0.00
					0.00	574.75	
Above paid on 12/01/2026 by Online Payment Ref A29							
A50 Aero Property Consultants							
<i>VP Cafe re purposing - Dec 25</i>	29/12/2025	25/153	1	960.00	0.00	960.00	0.00
					0.00	960.00	
Above paid on 12/01/2026 by Online Payment Ref A50							
C10 Crescent Signs Ltd							
<i>Caps - City rec</i>	17/12/2025	INV-22446	1	104.40	0.00	104.40	0.00
					0.00	104.40	
Above paid on 12/01/2026 by Online Payment Ref 17108/1710							
C26 C & D Security							
<i>WC Allot Service Padlock 23.12</i>	28/12/2025	2073	1	96.00	0.00	96.00	0.00
<i>OTPA allot Replace Padlock Dec25</i>	28/12/2025	2074	1	191.40	0.00	191.40	0.00

Continued over page

List of Purchase Ledger Payments

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
<i>WCAIlot Cylinder replacement</i>	28/12/2025	2075	1	150.00	0.00	150.00	0.00
<i>Southby Replace Lock Cylinder</i>	28/12/2025	2076	1	150.00	0.00	150.00	0.00
<i>WMAIlot Replace lock 09.12.25</i>	28/12/2025	2077	1	191.40	0.00	191.40	0.00
					0.00	778.80	

Above paid on 12/01/2026 by Online Payment Ref C26

C81 Churches Fire & Security Ltd

<i>Renewal - VP Kiosk to 31.01.27</i>	01/01/2026	S125-0145717	1	183.17	0.00	183.17	0.00
<i>Renewal-TH RobingRm to31.01.27</i>	01/01/2026	SI25-0145716	1	533.50	0.00	533.50	0.00
					0.00	716.67	

Above paid on 12/01/2026 by Online Payment Ref C81

C9 Ms L Chivas

<i>BSL Interpretation Remembrance</i>	15/12/2025	INV-0272	1	81.00	0.00	81.00	0.00
					0.00	81.00	

Above paid on 12/01/2026 by Online Payment Ref C9

D12 DCK Payroll Solutions

<i>NTC Salary - Dec 25</i>	02/01/2026	26560	1	234.12	0.00	234.12	0.00
					0.00	234.12	

Above paid on 12/01/2026 by Online Payment Ref P1104

D38 Designer Shade Solutions UK Ltd

<i>VP Cafe Pergola (10% Deposit)</i>	22/12/2025	000842	1	2,793.48	0.00	2,793.48	0.00
<i>VP Cafe Pergola (40%)</i>	22/12/2025	000843	1	11,173.92	0.00	11,173.92	0.00
					0.00	13,967.40	

Above paid on 12/01/2026 by Online Payment Ref D38

E14 Environmental Solutions Ltd

<i>Secure Shredding - Dec 25</i>	19/12/2025	31056	1	74.48	0.00	74.48	0.00
					0.00	74.48	

Above paid on 12/01/2026 by Online Payment Ref E14

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
F26	Farol Ltd						
<i>Combi Pole Pruner Etc</i>	15/12/2025	355199	1	1,000.23	0.00	1,000.23	0.00
					0.00	1,000.23	
Above paid on 12/01/2026 by Online Payment Ref F26							
G1	Gardner Leader LLP						
<i>Title Rectification Scout Hall</i>	22/12/2025	103702	1	808.80	0.00	808.80	0.00
					0.00	808.80	
Above paid on 12/01/2026 by Online Payment Ref NEW103/105							
H27	Mr Anthony Hewitt						
<i>Civic Duties Oct-Dec 2025</i>	22/12/2025	CD OCT-DEC 25	1	75.00	0.00	75.00	0.00
					0.00	75.00	
Above paid on 12/01/2026 by Online Payment Ref H27							
I12	IBS Office Solutions Ltd						
<i>Copier charges 30.09-19.12.25</i>	23/12/2025	3030994	1	272.56	0.00	272.56	0.00
					0.00	272.56	
Above paid on 12/01/2026 by Online Payment Ref I12							
I18	Innova Care Concepts Ltd						
<i>VP Cafe Change Places (Toilet)</i>	22/12/2025	IND701878	1	6,903.30	0.00	6,903.30	0.00
					0.00	6,903.30	
Above paid on 12/01/2026 by Online Payment Ref I18							
J21	John O'Conner GM Ltd						
<i>GM Contract - Dec 2025</i>	11/12/2025	125871	1	44,764.77	0.00	44,764.77	0.00
<i>Remove Rubbish - Shaw Cemetery</i>	31/12/2025	126374	1	96.00	0.00	96.00	0.00
					0.00	44,860.77	
Above paid on 12/01/2026 by Online Payment Ref J21							
K8	Kennet Community Radio						
<i>Event Support- Market 20.12.25</i>	05/01/2026	KR1000709	1	834.00	0.00	834.00	0.00
					0.00	834.00	
Above paid on 12/01/2026 by Online Payment Ref K8							

List of Purchase Ledger Payments

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
L2 Mrs J Lewis							
<i>Civic Duties Oct-Dec 2025</i>	22/12/2025	CD OCT-DEC 25	1	75.00	0.00	75.00	0.00
					0.00	75.00	
Above paid on 12/01/2026 by Online Payment Ref L2							
M25 Innes J Mason							
<i>Civic Duties Oct-Dec 2025</i>	22/12/2025	CD OCT-DEC25	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 12/01/2026 by Online Payment Ref M25							
M28 Minster Cleaning Services							
<i>Office Cleaning - Jan 25</i>	02/01/2026	18152	1	2,131.55	0.00	2,131.55	0.00
					0.00	2,131.55	
Above paid on 12/01/2026 by Online Payment Ref INV29354							
M35 Mr V J Miller							
<i>ClIrrExpenses 27.08.25-05.01.26</i>	05/01/2026	CLLR EXPENSES JAN 26	1	54.00	0.00	54.00	0.00
					0.00	54.00	
Above paid on 12/01/2026 by Online Payment Ref M35							
O5 Fenland Leisure Products Ltd							
<i>Bird Nest Swing Seat</i>	16/12/2025	SIN069612	1	1,020.00	0.00	1,020.00	0.00
					0.00	1,020.00	
Above paid on 12/01/2026 by Online Payment Ref O5							
R44 David Risley							
<i>Civic Duties Oct-Dec 25</i>	22/12/2025	CD OCT-DEC25	1	225.00	0.00	225.00	0.00
					0.00	225.00	
Above paid on 12/01/2026 by Online Payment Ref R44							
S108 Sackville-West Ltd							
<i>Painting Storage - Dec 25</i>	31/12/2025	INV-13534	1	159.22	0.00	159.22	0.00
					0.00	159.22	
Above paid on 12/01/2026 by Online Payment Ref S108							

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
S41 Sundog Grounds Maintenance Ltd							
<i>Grind stump by Bomb Shelter</i>	23/12/2025	4506	1	576.00	0.00	576.00	0.00
					0.00	576.00	
Above paid on 12/01/2026 by Online Payment Ref S41							
T30 Cybit Limited							
<i>E-mail Signature - Officers</i>	31/12/2025	41971	1	50.05	0.00	50.05	0.00
					0.00	50.05	
Above paid on 12/01/2026 by Online Payment Ref T30							
W1 West Berkshire District Council							
<i>Annual Rent - Shaw Cem Office</i>	01/12/2025	643459	1	1,000.00	0.00	1,000.00	0.00
					0.00	1,000.00	
Above paid on 12/01/2026 by Online Payment Ref W1							
W53 Stephen Wallis							
<i>Civic duties Oct-Dec 2025</i>	22/12/2025	CD OCT-DEC 25	1	320.00	0.00	320.00	0.00
					0.00	320.00	
Above paid on 12/01/2026 by Online Payment Ref W53							
Total Purchase Ledger Payments					0.00	80,295.00	

List of Purchase Ledger Payments

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
A2 ADT Fire & Security Plc							
<i>T-Hall, Callout Alarm - 6.1.26</i>	07/01/2026	59104681	1	598.80	0.00	598.80	0.00
<i>THall Alarm Call out- 09.01.26</i>	12/01/2026	59107082	1	598.80	0.00	598.80	0.00
					0.00	1,197.60	

Above paid on 23/01/2026 by Online Payment Ref 40579697

C26 C & D Security							
<i>10 x AL 1 Keys</i>	13/01/2026	2091	1	120.00	0.00	120.00	0.00
<i>4 x PF 4 Keys</i>	13/01/2026	2092	1	48.00	0.00	48.00	0.00
<i>10 x AL1 keys 01.05.25</i>	13/01/2026	2093	1	120.00	0.00	120.00	0.00
<i>10 x AL3 Keys</i>	13/01/2026	2094	1	120.00	0.00	120.00	0.00
<i>20 x AL2 & 2 x C1 Keys</i>	13/01/2026	2095	1	264.00	0.00	264.00	0.00
<i>5 x PF4 Keys 11.08.25</i>	13/01/2026	2096	1	60.00	0.00	60.00	0.00
<i>2 x PF & 1 x C1 key 11.08.25</i>	13/01/2026	2097	1	36.00	0.00	36.00	0.00
<i>T-Hall Open display cabinet</i>	13/01/2026	2098	1	96.00	0.00	96.00	0.00
					0.00	864.00	

Above paid on 23/01/2026 by Online Payment Ref C26

C3 Chubb Fire and Security Ltd							
<i>Shaw Cem- Fire Ext- 31.01.27</i>	12/01/2026	11286247	1	189.60	0.00	189.60	0.00
<i>VP Kisok- Fire Ext-31.01.27</i>	12/01/2026	11286248	1	94.80	0.00	94.80	0.00
<i>Bowls Club- Fire Ext- 31.01.27</i>	12/01/2026	11286249	1	99.59	0.00	99.59	0.00
<i>T-Hall- Fire Ext- 31.01.27</i>	12/01/2026	11286250	1	815.45	0.00	815.45	0.00
<i>NTR Cem- Fire Ext- 31.01.27</i>	12/01/2026	11286251	1	94.80	0.00	94.80	0.00
					0.00	1,294.24	

Above paid on 23/01/2026 by Online Payment Ref C3

G6 Greentips							
<i>Reduce height Parson hedge</i>	16/01/2026	TW.0068.10	1	4,140.00	0.00	4,140.00	0.00
					0.00	4,140.00	

Above paid on 23/01/2026 by Online Payment Ref G6

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
H11 Healthmatic Ltd							
<i>Wharf Toilets- H&S Checks</i>	14/01/2026	15156	1	510.00	0.00	510.00	0.00
					0.00	510.00	
Above paid on 23/01/2026 by Online Payment Ref INV7984							
H41 Hoskins Electrical Services							
<i>Wharf Toilets Vent Repairs</i>	07/01/2026	0429	1	45.00	0.00	45.00	0.00
					0.00	45.00	
Above paid on 23/01/2026 by Online Payment Ref H41							
M61 Microshade Business Consultants Ltd							
<i>IT Support - Jan 26</i>	25/01/2026	260100418838	1	783.48	0.00	783.48	0.00
					0.00	783.48	
Above paid on 23/01/2026 by Online Payment Ref M61.							
N4 National Association of Memorial Masons							
<i>C&G SIAM Assessment</i>	21/01/2026	2667	1	2,124.00	0.00	2,124.00	0.00
					0.00	2,124.00	
Above paid on 23/01/2026 by Online Payment Ref 4313							
N7 Newbury News Ltd							
<i>General NTC Advert</i>	11/01/2026	140909	1	312.00	0.00	312.00	0.00
					0.00	312.00	
Above paid on 23/01/2026 by Online Payment Ref NW502447							
S2 Energieo Limited							
<i>Replace light- 1 Northbrook St</i>	21/01/2026	900059494	1	1,536.11	0.00	1,536.11	0.00
					0.00	1,536.11	
Above paid on 23/01/2026 by Online Payment Ref S2							
S27 SLCC Enterprises							
<i>ILCA Training- Amy</i>	12/01/2026	QL208522-1	1	168.00	0.00	168.00	0.00
					0.00	168.00	
Above paid on 23/01/2026 by Online Payment Ref MEM252371-							

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
S41	Sundog Grounds Maintenance Ltd						
<i>NTR Cem Wall - Pointing Work</i>	20/01/2026	4500	1	2,736.00	0.00	2,736.00	0.00
					0.00	2,736.00	
Above paid on 23/01/2026 by Online Payment Ref S41							
W25	Empire Cafe Newbury Ltd						
<i>50 cakes - Mayor Festive Tea</i>	12/01/2026	0000	1	262.50	0.00	262.50	0.00
					0.00	262.50	
Above paid on 23/01/2026 by Online Payment Ref W25							
W58	Wokingham Town Council						
<i>Play Inspect Training Dec25</i>	20/01/2026	X836	1	582.00	0.00	582.00	0.00
					0.00	582.00	
Above paid on 23/01/2026 by Online Payment Ref W58							
Total Purchase Ledger Payments						0.00	16,554.93

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
A15 HawkEye Pest Control Ltd							
Treated Wasp Nest - Southbys	01/02/2026	14672SM9	1	72.00	0.00	72.00	0.00
Bird proof courtyard & balcony	01/02/2026	15070SM8	1	1,560.00	0.00	1,560.00	0.00
					<u>0.00</u>	<u>1,632.00</u>	
Above paid on 09/02/2026 by Online Payment Ref A15							
A29 Appcentric							
Support website - Feb 2026	03/02/2026	2091	1	574.75	0.00	574.75	0.00
					<u>0.00</u>	<u>574.75</u>	
Above paid on 09/02/2026 by Online Payment Ref A29							
A50 Aero Property Consultants							
VP cafe - Re purposing Jan 26	31/01/2026	26/006	1	1,200.00	0.00	1,200.00	0.00
					<u>0.00</u>	<u>1,200.00</u>	
Above paid on 09/02/2026 by Online Payment Ref A50							
B1 Biffa Waste Services Ltd							
General Waste Bags	23/01/2026	571C035063	1	810.00	0.00	810.00	0.00
					<u>0.00</u>	<u>810.00</u>	
Above paid on 09/02/2026 by Online Payment Ref N15485*1*5							
B66 Andrew Burgess							
Allot key refund - WC016	02/02/2026	KEY REFUND WC016	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
Above paid on 09/02/2026 by Online Payment Ref B66							
C10 Crescent Signs Ltd							
Blue Heritage Plaque	23/01/2026	INV-22479	1	483.60	0.00	483.60	0.00
					<u>0.00</u>	<u>483.60</u>	
Above paid on 09/02/2026 by Online Payment Ref 17108/1710							
C70 CFH Docmail Ltd.							
Print distribute Precept leafl	01/02/2026	ABMISC35	1	861.84	0.00	861.84	0.00
					<u>0.00</u>	<u>861.84</u>	
Above paid on 09/02/2026 by Online Payment Ref C70							

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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
D12 DCK Payroll Solutions							
NTC Salaries - January 2026	31/01/2026	26700	1	234.12	0.00	234.12	0.00
					0.00	234.12	
Above paid on 09/02/2026 by Online Payment Ref P1104							
D38 Designer Shade Solutions UK Ltd							
40% - VP Cafe Carpe Gable	28/01/2026	000864	1	11,173.92	0.00	11,173.92	0.00
					0.00	11,173.92	
Above paid on 09/02/2026 by Online Payment Ref D38							
E14 Environmental Solutions Ltd							
Secure Shredding - Jan 26	16/01/2026	31296	1	74.48	0.00	74.48	0.00
					0.00	74.48	
Above paid on 09/02/2026 by Online Payment Ref E14							
G13 Glasdon UK Limited							
Munchy 2 seat section (V-Park)	15/12/2025	SI927504	1	201.67	0.00	201.67	0.00
					0.00	201.67	
Above paid on 09/02/2026 by Online Payment Ref G13							
G42 Mr B B Gerov							
Allot Key refund - S33b/33c	22/01/2026	KEY REFUND (S33B)	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 09/02/2026 by Online Payment Ref G42							
H41 Hoskins Electrical Services							
TH Suite 1, light repairs	30/01/2026	0430	1	900.00	0.00	900.00	0.00
					0.00	900.00	
Above paid on 09/02/2026 by Online Payment Ref H41							
H55 Mrs Rachel S Henley							
Allot key refund OTP020a	03/02/2026	KEY REFUND OTP020A	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 09/02/2026 by Online Payment Ref H55							

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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
J21 John O'Conner GM Ltd							
GM Contract - Jan 2026	22/01/2026	126911	1	44,764.77	0.00	44,764.77	0.00
Filling Grit Bins - Jan 26	22/01/2026	126912	1	537.65	0.00	537.65	0.00
					<u>0.00</u>	<u>45,302.42</u>	
Above paid on 09/02/2026 by Online Payment Ref J21							
K16 Jeff Kirwin							
Market Rent Refund- Jan 26	23/01/2026	REFUND- DEVIN,FISH	1	63.83	0.00	63.83	0.00
					<u>0.00</u>	<u>63.83</u>	
Above paid on 09/02/2026 by Online Payment Ref K16							
L13 Link Up Local Mencap							
Bus Stop Leaflets	01/01/2026	1250/25	1	49.00	0.00	49.00	0.00
					<u>0.00</u>	<u>49.00</u>	
Above paid on 09/02/2026 by Online Payment Ref L13							
M28 Minster Cleaning Services							
Office Clean - February 26	02/02/2026	18315	1	2,404.55	0.00	2,404.55	0.00
					<u>0.00</u>	<u>2,404.55</u>	
Above paid on 09/02/2026 by Online Payment Ref INV29354							
M39 Masker Architects Ltd							
Town Hall project works	31/01/2026	2025129	1	1,837.20	0.00	1,837.20	0.00
					<u>0.00</u>	<u>1,837.20</u>	
Above paid on 09/02/2026 by Online Payment Ref M39							
N7 Newbury News Ltd							
Community Yearbook ad	25/01/2026	142130	1	240.00	0.00	240.00	0.00
					<u>0.00</u>	<u>240.00</u>	
Above paid on 09/02/2026 by Online Payment Ref NW502447							
P58 Mrs Carolyn Ann Purton							
Allot key refund - OTP 006b	04/02/2026	KEYREFUND OTP006B	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
Above paid on 09/02/2026 by Online Payment Ref P58							

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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
R20 Rialtas Business Solutions Ltd							
Omega Training- SW	23/01/2026	33402	1	360.00	0.00	360.00	0.00
					<u>0.00</u>	<u>360.00</u>	
Above paid on 09/02/2026 by Online Payment Ref R20							
R40 R Allen House and Garden Maintenance							
TH Suite 10 - repairs	22/01/2026	234	1	960.00	0.00	960.00	0.00
THall - Repairs lift cavity	22/01/2026	235	1	380.00	0.00	380.00	0.00
					<u>0.00</u>	<u>1,340.00</u>	
Above paid on 09/02/2026 by Online Payment Ref R40							
S108 Sackville-West Ltd							
Paint Storage- 01.01- 31.01.26	30/01/2026	INV-13811	1	159.22	0.00	159.22	0.00
					<u>0.00</u>	<u>159.22</u>	
Above paid on 09/02/2026 by Online Payment Ref S108							
S27 SLCC Enterprises							
LM Membership to 31.01.27	01/02/2026	MEM257186-1	1	442.00	0.00	442.00	0.00
					<u>0.00</u>	<u>442.00</u>	
Above paid on 09/02/2026 by Online Payment Ref MEM252371-							
S41 Sundog Grounds Maintenance Ltd							
Clean & repair Queen Victoria	26/01/2026	4523	1	3,432.00	0.00	3,432.00	0.00
St John Corner - wall repair	30/01/2026	4525	1	162.00	0.00	162.00	0.00
					<u>0.00</u>	<u>3,594.00</u>	
Above paid on 09/02/2026 by Online Payment Ref S41							
T30 Cybit Limited							
Email Signature- Jan 26	28/01/2026	42520	1	50.05	0.00	50.05	0.00
					<u>0.00</u>	<u>50.05</u>	
Above paid on 09/02/2026 by Online Payment Ref T30							
Total Purchase Ledger Payments					<u>0.00</u>	<u>74,028.65</u>	

Linked to Cashbook 1

Entered Month 11
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A20 A & S Meats							
Market Management- Feb 26	02/02/2026	130	1	1,560.00	0.00	1,560.00	0.00
					0.00	1,560.00	
A22 Active Heating Services Ltd							
Repair Gas Boiler- Suite 1	01/02/2026	82562	1	235.80	0.00	235.80	0.00
					0.00	235.80	
B29 Broxap Ltd							
Ruddington Dog Bins	05/02/2026	0000344134	1	697.08	0.00	697.08	0.00
'Eastgate' Seat- Eliz Av	06/02/2026	0000344213	1	1,035.60	0.00	1,035.60	0.00
					0.00	1,732.68	
G6 Greentips							
Tree Works - <i>NTC South</i>	05/02/2026	TW.0071.IN	1	21,948.00	0.00	21,948.00	0.00
					0.00	21,948.00	
K17 AJ & K Killingray							
Allot Key Refund x1- SO11A	10/02/2026	REFUNDKEYS11A	1	10.00	0.00	10.00	0.00
					0.00	10.00	
L13 Link Up Local Mencap							
Bus Stop Leaflets	01/02/2026	1418/25	1	49.00	0.00	49.00	0.00
					0.00	49.00	
M24 McCarthy Marland (Recycling) Ltd							
Swap Skip- Shaw Cem	06/02/2026	IN194546	1	430.80	0.00	430.80	0.00
					0.00	430.80	
M38 Maspace Limited							
VP <i>Cafe</i> Refurb- App 4-Dec 25& Jan 26	10/02/2026	1217	1	127,642.60	0.00	127,642.60	0.00
					0.00	127,642.60	
This invoice was paid by Direct Payment 13.02.2026						0.00	127,642.60
M39 Masker Architects Ltd							
2nd payment for T-Hall project	01/02/2026	INV-0561	1	1,590.00	0.00	1,590.00	0.00
					0.00	1,590.00	
Proposed Payment Total					0.00	155,198.88	

Supplier ref M28 was paid be Direct Payment Friday 13.02.2026 - £127,642.60

The remaining amount was paid by BACs payment Wednesday 18.02.2026 - £27,556.28

05/03/2026

Newbury Town Council Current Year

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Proposed List of Payments Entered

User: MGG

Linked to Cashbook 1

Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
Fit Slide- Mega Tower VP	16/02/2026	PMM228	1	425.20	0.00	425.20	0.00
Supply & Build VP Seesaw	20/02/2026	PMM190	1	425.00	0.00	425.00	0.00
					<u>0.00</u>	<u>850.20</u>	
A15 HawkEye Pest Control Ltd							
Pest Control- West Mills Allot	27/02/2026	15287SM21	1	253.94	0.00	253.94	0.00
Pest Control- Southbys Allot	27/02/2026	15287SM26	1	280.66	0.00	280.66	0.00
Pest Control- One Tree Allot	27/02/2026	15287SM28	1	213.84	0.00	213.84	0.00
Pest Control- DF Allot	27/02/2026	15287SM29	1	240.59	0.00	240.59	0.00
Pest Control- Wash Com Allot	27/02/2026	15287SM32	1	187.13	0.00	187.13	0.00
Pest Control-Parsons Allot	01/03/2026	15287SM27	1	187.13	0.00	187.13	0.00
					<u>0.00</u>	<u>1,363.29</u>	
A20 A & S Meats							
Market Management - March 26	04/03/2026	INV 131	1	1,560.00	0.00	1,560.00	0.00
					<u>0.00</u>	<u>1,560.00</u>	
A29 Appcentric							
Website Support - March 26	03/03/2026	2111	1	574.75	0.00	574.75	0.00
					<u>0.00</u>	<u>574.75</u>	
A43 Apple Print Ltd							
Town Trails Leaflets	25/02/2026	IN-19477	1	397.00	0.00	397.00	0.00
					<u>0.00</u>	<u>397.00</u>	
A50 Aero Property Consultants							
VP Cafe Repurposing - Mar 26	28/02/2026	26/022	1	1,200.00	0.00	1,200.00	0.00
					<u>0.00</u>	<u>1,200.00</u>	
B21 Barlows Woodyard							
Feather Edge Treated wood	02/03/2026	001/10053031	1	77.73	0.00	77.73	0.00
Chestnut Fencing	02/03/2026	0001/10053032	1	144.19	0.00	144.19	0.00
					<u>0.00</u>	<u>221.92</u>	

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Linked to Cashbook 1

Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B67 BF Engineering Services Ltd							
VP Cafe - Kitchen installation	02/03/2026	55085	1	11,919.36	0.00	11,919.36	0.00
						<u>0.00</u>	<u>11,919.36</u>
PAID by Direct Payment 05.03.2026						0.00	11,919.36
C10 Crescent Signs Ltd							
Replacement Base- WC	27/02/2026	INV-22514	1	434.40	0.00	434.40	0.00
						<u>0.00</u>	<u>434.40</u>
C36 Corn Exchange							
Hospitality - Newbury In Bloom	01/02/2026	1160	1	72.00	0.00	72.00	0.00
						<u>0.00</u>	<u>72.00</u>
C59 Canal & River Trust							
Lock Island- 25.03- 23.06.26	18/02/2026	0000234656	1	300.00	0.00	300.00	0.00
						<u>0.00</u>	<u>300.00</u>
D12 DCK Payroll Solutions							
NTC Salaries - Feb 26	28/02/2026	26828	1	242.64	0.00	242.64	0.00
						<u>0.00</u>	<u>242.64</u>
D38 Designer Shade Solutions UK Ltd							
VP Cafe Carpe Gable	03/03/2026	000890	1	2,793.48	0.00	2,793.48	0.00
						<u>0.00</u>	<u>2,793.48</u>
E14 Environmental Solutions Ltd							
Secure Shredding- Feb 26	13/02/2026	31590	1	74.48	0.00	74.48	0.00
						<u>0.00</u>	<u>74.48</u>
G6 Greentips							
Shaw Cem - Emergency Tree Work	04/03/2026	ETW.0077.IN	1	1,680.00	0.00	1,680.00	0.00
						<u>0.00</u>	<u>1,680.00</u>
G14 Greenham Trust Ltd (Grant Account)							
GS Committee Agreed 23.02.26	04/03/2026	GRATSUB 23.02.26	1	9,061.37	0.00	9,061.37	0.00
						<u>0.00</u>	<u>9,061.37</u>

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Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
H11 Healthmatic Ltd							
Clean W-Toilet 01.01-31.03.26	27/02/2026	15279	1	4,352.45	0.00	4,352.45	0.00
					<u>0.00</u>	<u>4,352.45</u>	
<hr/>							
H39 Mr Roger Hunneman							
Cllr RH Expenses	13/02/2026	CLLREXP-RH	1	40.60	0.00	40.60	0.00
					<u>0.00</u>	<u>40.60</u>	
<hr/>							
H41 Hoskins Electrical Services							
Investigate Damp Socket EKRoom	27/02/2026	0433	1	45.00	0.00	45.00	0.00
					<u>0.00</u>	<u>45.00</u>	
<hr/>							
I2 IAM Consulting Services							
CAS Renewal 01.11.25-31.10.26	04/03/2026	1410	1	1,440.00	0.00	1,440.00	0.00
					<u>0.00</u>	<u>1,440.00</u>	
<hr/>							
I18 Innova Care Concepts Ltd							
VP Cafe- Changing Places	19/02/2026	IN817962	1	20,709.90	0.00	20,709.90	0.00
					<u>0.00</u>	<u>20,709.90</u>	
<hr/>							
J21 John O'Conner GM Ltd							
Grit Bin- 2x Brown Rock Salt	12/02/2026	127491	1	1,062.41	0.00	1,062.41	0.00
Remove rubbish- Northcroft	12/02/2026	127492	1	180.00	0.00	180.00	0.00
GM Contract - February 2026	18/02/2026	127793	1	44,764.77	0.00	44,764.77	0.00
Fill Grit Bins	19/02/2026	127794	1	537.65	0.00	537.65	0.00
Shaw Cem Aggregate Car Park	28/02/2026	128158	1	144.00	0.00	144.00	0.00
Remove fly Tipping-Gaskel Mews	28/02/2026	128159	1	60.00	0.00	60.00	0.00
					<u>0.00</u>	<u>46,748.83</u>	
<hr/>							
K5 Keep Britain Tidy							
VP Green Flag Award 26/27	06/02/2026	SI016400	1	466.80	0.00	466.80	0.00
City R- Green Flag Award 26/27	06/02/2026	SI016401	1	466.80	0.00	466.80	0.00
					<u>0.00</u>	<u>933.60</u>	
<hr/>							
K18 Daniel Knowles							
Allotrent refund DF3c	24/02/2026	RENTREFUND-DF003C	1	33.12	0.00	33.12	0.00
					<u>0.00</u>	<u>33.12</u>	

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Linked to Cashbook 1

Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M28	Minster Cleaning Services						
Clean Office - March 26	02/03/2026	18461	1	2,131.55	0.00	2,131.55	0.00
					0.00	2,131.55	
M40	Roy Mitten						
Southbys Allot Key Refund	13/02/2026	KEYREFUND-SB107	1	10.00	0.00	10.00	0.00
					0.00	10.00	
M50	H C Marsh (Newbury) Ltd						
Shaw Cem- Collect Propane Tank	16/02/2026	0000343879	1	109.95	0.00	109.95	0.00
					0.00	109.95	
M61	Microshade Business Consultants Ltd						
Hosted App Service- Feb 26	13/02/2026	260200430335	1	783.48	0.00	783.48	0.00
					0.00	783.48	
N7	Newbury News Ltd						
Market Ad Out & About	01/03/2026	148397	1	102.00	0.00	102.00	0.00
					0.00	102.00	
O13	Amanda L Owen						
Allot key refunds - S003a	25/02/2026	KEY REFUND S003A	1	10.00	0.00	10.00	0.00
					0.00	10.00	
P19	Proludic Ltd						
Reapir Kit Pod Swing	20/02/2026	SIN012050	1	320.27	0.00	320.27	0.00
					0.00	320.27	
P25	Playdale Playgrounds Llimited						
Plastic Dome Cap- Skyllings	23/02/2026	0000064178	1	33.60	0.00	33.60	0.00
					0.00	33.60	
P57	ProtoCool Ltd						
Sanitise Heat/Cool Systems	20/02/2026	407514	1	536.23	0.00	536.23	0.00
					0.00	536.23	

Continued over page

Linked to Cashbook 1

Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R20 Rialtas Business Solutions Ltd							
Group Train- Frankie S	27/02/2026	33429	1	132.00	0.00	132.00	0.00
Training- Ray C	27/02/2026	33450	1	192.00	0.00	192.00	0.00
					<u>0.00</u>	<u>324.00</u>	
R40 R Allen House and Garden Maintenance							
Repair Wharf Toilet	20/02/2026	228	1	385.00	0.00	385.00	0.00
Shaw Cem Repair Floor	20/02/2026	232	1	65.00	0.00	65.00	0.00
Refurb THall Suite 1	20/02/2026	239	1	630.00	0.00	630.00	0.00
					<u>0.00</u>	<u>1,080.00</u>	
S41 Sundog Grounds Maintenance Ltd							
NTR Cem - Remove Tombstone	19/02/2026	4521	1	2,232.00	0.00	2,232.00	0.00
Dismantle & remove play equip	19/02/2026	4522	1	2,232.00	0.00	2,232.00	0.00
THall Adaption- Court Yard	27/02/2026	454	1	1,950.00	0.00	1,950.00	0.00
THall- Scaffolding Rental	27/02/2026	4543	1	3,780.00	0.00	3,780.00	0.00
					<u>0.00</u>	<u>10,194.00</u>	
S47 Archibald Shaw							
THall Roof Inspection repairs	04/02/2026	33911V26032NG	1	1,440.00	0.00	1,440.00	0.00
					<u>0.00</u>	<u>1,440.00</u>	
S108 Sackville-West Ltd							
Painting Storage- Feb 26	27/02/2026	INV-14135	1	143.81	0.00	143.81	0.00
					<u>0.00</u>	<u>143.81</u>	
S113 SAB East Anglia Ltd							
VP Cafe Chairs	27/02/2026	INV-GB-747	1	982.00	0.00	982.00	0.00
					<u>0.00</u>	<u>982.00</u>	
T30 Cybit Limited							
Email Signature- Feb 26	25/02/2026	43125	1	50.05	0.00	50.05	0.00
					<u>0.00</u>	<u>50.05</u>	
V4 Venetian Finish Ltd							
Plaster- THall Civic Entrance	14/02/2026	342	1	4,014.00	0.00	4,014.00	0.00
					<u>0.00</u>	<u>4,014.00</u>	

Continued over page

Linked to Cashbook 1

Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
B56	Berkshire Youth						
Berkshire Youth Agreement- 2	11/03/2026	INV-0367	1	12,500.00	0.00	12,500.00	0.00
					<u>0.00</u>	<u>12,500.00</u>	
<hr/>							
C10	Crescent Signs Ltd						
Update 2 x Fun Day banners	06/03/2026	INV-22549	1	102.00	0.00	102.00	0.00
					<u>0.00</u>	<u>102.00</u>	
<hr/>							
C81	Churches Fire & Security Ltd						
Alarm Call Out- Robing Room	05/03/2026	SI25-0188974	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
<hr/>							
C86	City Arts Newbury						
CEWG Grant - agreed Jan 26	12/03/2026	CERANT - JAN 26	1	1,000.00	0.00	1,000.00	0.00
					<u>0.00</u>	<u>1,000.00</u>	
<hr/>							
G14	Greenham Trust Ltd (Grant Account)						
Grant - Mencap Project 21223	13/03/2026	CESG GRANT - JAN 26	1	2,000.00	0.00	2,000.00	0.00
Grant-Greenfest Project 21300	13/03/2026	CESG GRANT JAN26	1	2,000.00	0.00	2,000.00	0.00
					<u>0.00</u>	<u>4,000.00</u>	
<hr/>							
H27	Mr Anthony Hewitt						
Civic duties - Jan to Mar 26	11/03/2026	CIVIC DUTY JAN-MAR26	1	25.00	0.00	25.00	0.00
					<u>0.00</u>	<u>25.00</u>	
<hr/>							
L2	Mrs J Lewis						
Civic Duties Jan-Mar 26	11/03/2026	CIVIC DUTY JAM-MAR26	1	64.84	0.00	64.84	0.00
					<u>0.00</u>	<u>64.84</u>	
<hr/>							
L13	Link Up Local Mencap						
Bus Stop Leaflets	01/03/2026	1604/25	1	45.00	0.00	45.00	0.00
					<u>0.00</u>	<u>45.00</u>	
<hr/>							
M25	Innes J Mason						
Civic Duries - Jan-Mar26	11/03/2026	CIVIC DUTY JAN-MAR26	1	75.00	0.00	75.00	0.00
					<u>0.00</u>	<u>75.00</u>	

Continued over page

Linked to Cashbook 1

Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M38 Maspace Limited							
VP Cafe Refurbishment - App6	12/03/2026	1223	1	48,000.00	0.00	48,000.00	0.00
					0.00	48,000.00	
N7 Newbury News Ltd							
NIB- Social & Print	11/03/2026	260309	1	240.00	0.00	240.00	0.00
					0.00	240.00	
N29 Mr JH Norris							
Allot key refund - WC025i	09/03/2026	KEYREFUND-WC25I	1	10.00	0.00	10.00	0.00
					0.00	10.00	
P12 Penwood Nurseries Ltd							
Various Trees and Shrubs	09/03/2026	16265	1	1,795.50	0.00	1,795.50	0.00
					0.00	1,795.50	
P42 PAD Electrics Limited							
Market-Investigate Pop-ups	19/03/2026	INV-1626	1	102.00	0.00	102.00	0.00
					0.00	102.00	
P56 Proair Consultants							
VP Cafe -Engineer consultation	11/03/2026	1279	1	4,968.00	0.00	4,968.00	0.00
					0.00	4,968.00	
PAID by Direct Payment 27.03.2026						0.00	4,968.00
R20 Rialtas Business Solutions Ltd							
LM- Training w Ray 05.03.26	06/03/2026	33492	1	667.20	0.00	667.20	0.00
					0.00	667.20	
R44 David Risley							
Civic Duties Jan-Mar 26	11/03/2026	CIVIC DUTY JAN-MAR26	1	25.00	0.00	25.00	0.00
					0.00	25.00	
S2 Enerveo Limited							
Supply & Install Lighting	11/03/2026	900060723	1	140.12	0.00	140.12	0.00
					0.00	140.12	

Continued over page

Linked to Cashbook 1

Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S27 SLCC Enterprises							
TS-Allot Management Training	11/03/2026	BK225477-1	1	140.40	0.00	140.40	0.00
TS- Cemetery Matters Training	11/03/2026	BK225478-1	1	70.20	0.00	70.20	0.00
CE- Allot Management Training	11/03/2026	BK225494-1	1	140.40	0.00	140.40	0.00
					<u>0.00</u>	<u>351.00</u>	
T39 Mr K Talmage							
Allotrent refund (part) - OTP2	12/03/2026	ALLOTRENT REFUND- OTP	1	7.94	0.00	7.94	0.00
					<u>0.00</u>	<u>7.94</u>	
T51 The Wash Common Dispatch							
Editorial & Ad- NIB 26	09/03/2026	WCD011324	1	45.00	0.00	45.00	0.00
					<u>0.00</u>	<u>45.00</u>	
W53 Stephen Wallis							
Civic Duties - Jan to Mar 26	11/03/2026	CIVIC DUTY JAN-MAR26	1	40.00	0.00	40.00	0.00
					<u>0.00</u>	<u>40.00</u>	
Z2 Zurich Management Services							
Insurenace - VP Cafe	12/03/2026	553992001	1	66.48	0.00	66.48	0.00
					<u>0.00</u>	<u>66.48</u>	
				Proposed Payment Total	<u>0.00</u>	<u>74,420.08</u>	
						Minus - £4968.00	

Total BACs to be paid = £69,452.08**Note: I have had to pull the payment to P56 - Proair - £4,968.00.**

When checking the bank details held on NTC's Omega system against the latest invoice i found a difference. I contacted the supplier using the details held on NTC's Omega system, unfortunately the gentleman is away and cannot confirm the correct bank details until next week.

I have discussed this with Liz and she has agreed that once the correct bank details are confirmed we will make payment by Direct Payment so as it has already received approval & authorisation.

I would also like to kept this payment separate from any future payments to be approved/authorised.

Linked to Cashbook 1

Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
WC Allot - Mesh fencing	13/03/2026	PMM 233	1	550.00	0.00	550.00	0.00
					0.00	550.00	
A63 AJ Ainsworth Scaffolding Solutions							
Shaw Cem Chapel scaffolding	19/03/2026	INV198	1	1,650.00	0.00	1,650.00	0.00
					0.00	1,650.00	
C30 Steve Carter Haulage							
Shaw Cem - Remove 1 load Muck	11/03/2026	2878	1	336.00	0.00	336.00	0.00
					0.00	336.00	
F36 First Response (First Aid) Ltd							
Fire Marshal Training 29.08	18/03/2026	SI-45082	1	510.00	0.00	510.00	0.00
					0.00	510.00	
G6 Greentips							
Shaw Cem Emergency Tree Works	19/03/2026	ETW.0082.IN	1	2,880.00	0.00	2,880.00	0.00
					0.00	2,880.00	
G12 Newbury & Thatcham Green Gym							
Maintain NHS Commemorative gdn	13/03/2026	022/25-26	1	100.00	0.00	100.00	0.00
					0.00	100.00	
I5 Insideout Site Services							
T-Hall Windows Clean - Feb 26	16/03/2026	VR 12883	1	216.00	0.00	216.00	0.00
					0.00	216.00	
J21 John O'Conner GM Ltd							
GM Contract - March 2026	13/03/2026	128582	1	44,764.77	0.00	44,764.77	0.00
Grit Bin Filling - March 26	13/03/2026	128583	1	537.65	0.00	537.65	0.00
Empty Dogbins 1.4.25-20.3.26	20/03/2026	128712	1	1,668.38	0.00	1,668.38	0.00
					0.00	46,970.80	
M50 H C Marsh (Newbury) Ltd							
2nd Gas bottle, Shaw Cemetery	17/03/2026	0000150093	1	109.95	0.00	109.95	0.00
					0.00	109.95	

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Linked to Cashbook 1

Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M61	Microshade Business Consultants Ltd						
Host Citrix-Rialtas - Mar 26	01/03/2026	260300440004	1	783.48	0.00	783.48	0.00
					0.00	783.48	
N7	Newbury News Ltd						
Market Ad - Easter Supplement	15/03/2026	149728	1	142.80	0.00	142.80	0.00
					0.00	142.80	
N27	3rd Newbury Scout Group						
CPAC Donation - Defib Pads	01/03/2026	DONATION - DEFIB	1	74.59	0.00	74.59	0.00
					0.00	74.59	
O14	Mrs Maurizia Onori						
Refund Key Deposit - DF002aa	23/03/2026	REFUND KEY - DF002AA	1	10.00	0.00	10.00	0.00
					0.00	10.00	
P59	Mr G A Panting						
<i>Refund</i> Duplicate payment Inv 9134	20/03/2026	REFUND-INV 9134	1	56.33	0.00	56.33	0.00
					0.00	56.33	
R2	Rivar Sand & Gravel Ltd						
Market Ad - Easter Supplement	17/03/2026	N-IN132549	1	162.00	0.00	162.00	0.00
					0.00	162.00	
R20	Rialtas Business Solutions Ltd						
Group Training 09.03.26	13/03/2026	33501	1	84.00	0.00	84.00	0.00
					0.00	84.00	
R53	Mrs Hannah Rivers						
Refund, key deposit - OTP016b	23/03/2026	REFUND KEY - OTP016B	1	10.00	0.00	10.00	0.00
					0.00	10.00	
S2	Energieo Limited						
Replace Latern - 2 The Folly	19/03/2026	900060985	1	522.83	0.00	522.83	0.00
					0.00	522.83	

Continued over page

Linked to Cashbook 1

Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
S18	St Nicolas PCC						
Hall Hire Civic Awards Mar 26	16/03/2026	202636	1	291.00	0.00	291.00	0.00
					<u>0.00</u>	<u>291.00</u>	
<hr/>							
S24	Sundog Hire Ltd						
Victoria Park Herras fencing	23/03/2026	6162	1	268.80	0.00	268.80	0.00
Dickens Walk - Herras Fencing	23/03/2026	6163	1	672.00	0.00	672.00	0.00
					<u>0.00</u>	<u>940.80</u>	
<hr/>							
S27	SLCC Enterprises						
ILCA Training - TS	13/03/2026	QL209018-1	1	168.00	0.00	168.00	0.00
					<u>0.00</u>	<u>168.00</u>	
<hr/>							
S41	Sundog Grounds Maintenance Ltd						
Walton Way - Remove posts	20/03/2026	4560	1	504.00	0.00	504.00	0.00
					<u>0.00</u>	<u>504.00</u>	
<hr/>							
T17	Thames & Chiltern in Bloom Association						
T&C Britain In Bloom 2026	23/03/2026	TCIB-182	1	175.00	0.00	175.00	0.00
					<u>0.00</u>	<u>175.00</u>	
					<u>0.00</u>	<u>57,247.58</u>	
				Proposed Payment Total			

Date:02/02/2026

Newbury Town Council Current Year

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Time: 15:32

Bank Reconciliation Statement as at 31/01/2026
for Cashbook 1 - Current Account

User: MGG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/01/2026		22,173.78
			<u>22,173.78</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			22,173.78
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			22,173.78
		Balance per Cash Book is :-	22,173.78
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Notes:

The first 16 lines highlighted with Grey were entered into Month 10 (Jan 2026) instead of Month 9 (Dec 2025) by mistake while i was showing Sophie the basics of what i do when working through the bank statement. The positive & negative amounts balance each other off.

The lines highlighted in orange are the 3 amounts that make the single amount which shows on the bank statement.

Margaret Gore (Mags) 02.02.2026

Bank Reconciliation up to 31/01/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description	
01/12/2025	Inv 9125		1,177.00	1,177.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked	These invoices were entered into the wrong month when training Sophie during December.25 The positive & negative balance off against each other. MG Gore (Mags)
01/12/2025			-1,177.00	-1,177.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
01/12/2025	Correction		-77.00	-77.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
01/12/2025	Correction		-202.00	-202.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
01/12/2025	Correction		-93.00	-93.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
01/12/2025	Correction		-139.60	-139.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
01/12/2025	Correction		-277.20	-277.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
01/12/2025	Correction		-323.00	-323.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
03/12/2025	Inv 9133		167.60	167.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
03/12/2025	Inv 9156		77.00	77.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
05/12/2025	Inv 9165		202.00	202.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
05/12/2025	Inv 9157		323.00	323.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
05/12/2025	Inv 9157		93.00	93.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
05/12/2025	Inv 9132		139.60	139.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
09/12/2025	Inv 9144		277.20	277.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
12/12/2025	Correction		-167.60	-167.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
02/01/2026	SW Trans B	504,000.00		504,000.00		R <input checked="" type="checkbox"/>	Instant Access Account	
02/01/2026	DDA	320.17		320.17		R <input checked="" type="checkbox"/>	Mobilize Lease & Co UK Ltd	
02/01/2026	FTD Mature		504,038.49	504,038.49		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
05/01/2026	INV-9186		202.00	202.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
05/01/2026	MarketRent		213.40	213.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
06/01/2026	CARD (AMY)	2.00		2.00		R <input checked="" type="checkbox"/>	Tesco Metro	
07/01/2026	CARD (AMY)	6.35		6.35		R <input checked="" type="checkbox"/>	Tesco Metro	
07/01/2026	CARD (TMM)	12.99		12.99		R <input checked="" type="checkbox"/>	Mer Charging UK	Market rents Total: £1,436.08
07/01/2026	MarketRent		877.37	877.37		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
07/01/2026	Inv 9191		483.92	483.92		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
07/01/2026	Inv 9197		74.79	74.79		R <input checked="" type="checkbox"/>	Receipt(s) Banked	
08/01/2026	CARD (MAGS)	110.48		110.48		R <input checked="" type="checkbox"/>	Debenhams Online	
08/01/2026	CARD (MG)	8.69		8.69		R <input checked="" type="checkbox"/>	Mer Charging UK	
08/01/2026	CARD (MG)	8.99		8.99		R <input checked="" type="checkbox"/>	Amazon UK	
08/01/2026	CARD (MAGS)	13.84		13.84		R <input checked="" type="checkbox"/>	Amazon UK	
08/01/2026	DDb	31.57		31.57		R <input checked="" type="checkbox"/>	Newtown Road Cemetery	
08/01/2026	DDc	160.47		160.47		R <input checked="" type="checkbox"/>	Wash Common, Changing Room 1	
08/01/2026	DDe	127.32		127.32		R <input checked="" type="checkbox"/>	Wash Common, Changing Room 2	
08/01/2026	DDf	249.30		249.30		R <input checked="" type="checkbox"/>	Suite 4, Town Hall	
08/01/2026	DDg	112.77		112.77		R <input checked="" type="checkbox"/>	Suite 2, Town Hall	
08/01/2026	DDh	21.87		21.87		R <input checked="" type="checkbox"/>	Mayor Suite, Town Hall	
08/01/2026	DDi	844.78		844.78		R <input checked="" type="checkbox"/>	155 Bart Street, Town Hall	
08/01/2026	DDj	886.66		886.66		R <input checked="" type="checkbox"/>	Town Hall, Market Place	
08/01/2026	DDk	228.74		228.74		R <input checked="" type="checkbox"/>	Shaw Cemetery, Long Lane	
08/01/2026	DDI	150.79		150.79		R <input checked="" type="checkbox"/>	Clock Tower, The Broadway	
08/01/2026	DDm	245.03		245.03		R <input checked="" type="checkbox"/>	Spaor Pavilion, Victoria Park	
08/01/2026	DDn	16.06		16.06		R <input checked="" type="checkbox"/>	Bandstand, Victoria Park	
08/01/2026	DDo	139.18		139.18		R <input checked="" type="checkbox"/>	City Rec, Changing Room,	
08/01/2026	DDp	24.97		24.97		R <input checked="" type="checkbox"/>	Market Pillar 1	
08/01/2026	DDq	62.64		62.64		R <input checked="" type="checkbox"/>	Market Pillar 2	
09/01/2026	CARD TMM	7.30		7.30		R <input checked="" type="checkbox"/>	Coffee #1	
09/01/2026	MarketRent		102.49	102.49		R <input checked="" type="checkbox"/>	Receipt(s) Banked	

Bank Reconciliation up to 31/01/2026 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
12/01/2026	BACS Pymnt	80,295.00		80,295.00		R <input checked="" type="checkbox"/>	BACS P/L Pymnt Page 2434
12/01/2026	CARD (MG)	65.00		65.00		R <input checked="" type="checkbox"/>	Newbury College
12/01/2026	CARD (JH)	11.83		11.83		R <input checked="" type="checkbox"/>	Mer Charging UK
12/01/2026	DDr	381.16		381.16		R <input checked="" type="checkbox"/>	Yorkshire Gas & Power
12/01/2026	MG Tran Ba	80,000.00		80,000.00		R <input checked="" type="checkbox"/>	Instant Access Account
12/01/2026	MG top Up		80,000.00	80,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/01/2026	Inv 9198		277.20	277.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/01/2026	Inv 9149		202.00	202.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/01/2026	Inv 9107		202.00	202.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/01/2026	Inv 9182		349.00	349.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/01/2026	Inv 9194		60.30	60.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/01/2026	VAT Repay		81,880.53	81,880.53		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/01/2026	CARD (JH)	17.19		17.19		R <input checked="" type="checkbox"/>	Screwfix
13/01/2026	CARD (AMY)	3.65		3.65		R <input checked="" type="checkbox"/>	Tesco Metro
13/01/2026	Inv 9190		253.98	253.98		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/01/2026	Inv 9111		1,650.00	1,650.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/01/2026	Inv 9177		178.56	178.56		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/01/2026	MarketRent		184.30	184.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/01/2026	GN 19/120		54.00	54.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/01/2026	DD	55.56		55.56		R <input checked="" type="checkbox"/>	Emac (Vanarama)
15/01/2026	CHARGES	86.45		86.45		R <input checked="" type="checkbox"/>	Handelsbanken
15/01/2026	Inv 9195		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/01/2026	Wh-Toilet		49.79	49.79		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/01/2026	CARD (JH)	13.69		13.69		R <input checked="" type="checkbox"/>	Mer Charging UK
16/01/2026	Inv 9193		450.00	450.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/01/2026	MarketRent		110.34	110.34		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/01/2026	Inv 9200		77.00	77.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/01/2026	9180/81/83		1,938.00	1,938.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/01/2026	DuckFeed		69.00	69.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/01/2026	HenwickPro		2,357.76	2,357.76		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	DDs	133.74		133.74		R <input checked="" type="checkbox"/>	E.ON Next Energy Ltd
20/01/2026	DDt	20.40		20.40		R <input checked="" type="checkbox"/>	Streamline Merchant Services
20/01/2026	DDu	33.00		33.00		R <input checked="" type="checkbox"/>	Streamline Merchant Services
20/01/2026	CARD (AMY)	2.00		2.00		R <input checked="" type="checkbox"/>	TG Jones (WHSmiths)
20/01/2026	S12c/S13		159.00	159.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	OTP020c		16.56	16.56		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	WC024/024b		119.25	119.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	S066		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	WM014a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	WM014b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	WM030a		56.31	56.31		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	S086b		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	WM027		132.50	132.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	OTP022c		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	S110		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	WC046b		26.50	26.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	S111b		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	WC030a/b		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 31/01/2026 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
20/01/2026	WM041a		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	WC13f/20a		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	WM033b		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	OTP12a		43.73	43.73		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	WM034a		38.42	38.42		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	WC035		59.63	59.63		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	WC042		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	WM042a		67.05	67.05		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	WM035b		50.35	50.35		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	WC036a		33.92	33.92		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	S001		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	WC025c		34.45	34.45		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	WC035b		74.20	74.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	S077a/b		206.70	206.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	S014d		13.25	13.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	S023		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2026	MarketRent		329.29	329.29		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	DDv	11.94		11.94		R <input checked="" type="checkbox"/>	Streamline Merchant Services
21/01/2026	CARD (TS)	162.00		162.00		R <input checked="" type="checkbox"/>	Chubb Fire & Security
21/01/2026	CARD (JH)	5.97		5.97		R <input checked="" type="checkbox"/>	Mer Charging UK
21/01/2026	9171/9187		40.61	40.61		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	P021b		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	DF004b		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	WC019		32.86	32.86		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	DF032a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	P042		46.38	46.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	OTP027d		30.85	30.85		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	WM070		132.50	132.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	WM036c		83.48	83.48		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	S070a		132.50	132.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	WM069a		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	S016		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	WC021a		19.88	19.88		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	WC025a		19.88	19.88		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	WM062a		22.68	22.68		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	WM082a		37.10	37.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	OTP019c		27.82	27.82		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	OTP028c		26.50	26.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	S053b		33.13	33.13		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	WC31a/31b		43.73	43.73		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2026	S057d		47.70	47.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/01/2026	DDw	704.08		704.08		R <input checked="" type="checkbox"/>	Castle Water Ltd
22/01/2026	CARD (JH)	11.06		11.06		R <input checked="" type="checkbox"/>	Mer Charging UK
22/01/2026	Inv 9189		200.56	200.56		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/01/2026	MG Top Up		51,150.00	51,150.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/01/2026	S026c/d		26.50	26.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/01/2026	S030a/b		70.22	70.22		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/01/2026	S057b		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 31/01/2026 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
22/01/2026	WM044b		72.34	72.34		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/01/2026	WC023		19.88	19.88		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/01/2026	S024		56.98	56.98		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/01/2026	CRD (TMM)	5.00		5.00		R <input checked="" type="checkbox"/>	Greggs PLC
23/01/2026	BACS Pymnt	16,554.93		16,554.93		R <input checked="" type="checkbox"/>	BACS P/L Pymnt Page 2444
23/01/2026	DDx	1,532.28		1,532.28		R <input checked="" type="checkbox"/>	Equity Networks Ltd
23/01/2026	CARD (MG)	190.34		190.34		R <input checked="" type="checkbox"/>	Amazon UK
23/01/2026	DD	100.00		100.00		R <input checked="" type="checkbox"/>	Quadient
23/01/2026	CARD (JA)	4.69		4.69		R <input checked="" type="checkbox"/>	Robert Dyas
23/01/2026	CARD (AMY)	3.65		3.65		R <input checked="" type="checkbox"/>	Tesco Metro
23/01/2026	MG -Top Up		17,000.00	17,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/01/2026	WM052		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/01/2026	OTP024c		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/01/2026	WM002/3		132.50	132.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/01/2026	OTP007/8a		46.79	46.79		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/01/2026	WM059a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/01/2026	OTP24a,25a		198.75	198.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/01/2026	S090b		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/01/2026	P014a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/01/2026	P0008		30.61	30.61		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/01/2026	S081a		43.73	43.73		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/01/2026	S93a/94a		212.00	212.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	DDy	135.36		135.36		R <input checked="" type="checkbox"/>	Together Technology Ltd
26/01/2026	S087b		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	DF022		132.50	132.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	WC025d		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	S37a/38a		102.03	102.03		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	WM067		55.65	55.65		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	S043a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	DF035b		19.38	19.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	WM057a		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	OTP027c		15.90	15.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	OTP027b		35.28	35.28		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	S029a		119.25	119.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	S056a		66.26	66.26		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	P001b/6		108.65	108.65		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	WM056a		34.85	34.85		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	WM056b		30.72	30.72		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	OTP025c		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	S093c		10.87	10.87		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	Ref'd Amaz		16.61	16.61		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	WC031c		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	OTP011a/b		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	P003b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2026	DF011b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/01/2026	CARD (MK)	15.00		15.00		R <input checked="" type="checkbox"/>	Timpson Ltd
27/01/2026	DF021d		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/01/2026	WM010b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 31/01/2026 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
27/01/2026	WC012b		46.38	46.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/01/2026	WC013a		46.38	46.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/01/2026	S026a		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/01/2026	S095b		56.31	56.31		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/01/2026	WM011b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/01/2026	MarketRent		219.13	219.13		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/01/2026	DF004a		31.80	31.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/01/2026	DF012a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/01/2026	SALARIES	61,770.42		61,770.42		R <input checked="" type="checkbox"/>	NTC
28/01/2026	CARD (MK)	475.56		475.56		R <input checked="" type="checkbox"/>	City Electrical
28/01/2026	CARD (JA)	50.08		50.08		R <input checked="" type="checkbox"/>	Dominos
28/01/2026	DDz	726.97		726.97		R <input checked="" type="checkbox"/>	EE Limited
28/01/2026	DDAa	102.00		102.00		R <input checked="" type="checkbox"/>	Together Technology Ltd
28/01/2026	DDAb	160.55		160.55		R <input checked="" type="checkbox"/>	Together Technology Ltd
28/01/2026	CARD (JH)	15.08		15.08		R <input checked="" type="checkbox"/>	Mer Charging UK
28/01/2026	WM080		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/01/2026	WC025e		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/01/2026	WM012a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/01/2026	WC004b		49.69	49.69		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/01/2026	Inv 9203		46.50	46.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/01/2026	S98d/33a		140.45	140.45		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/01/2026	WM051a		33.13	33.13		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/01/2026	WM043		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/01/2026	Inv 9188		153.12	153.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/01/2026	WM024b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/01/2026	DF002b		26.50	26.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/01/2026	WC038d		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/01/2026	OTP029		29.26	29.26		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/01/2026	WC036d		13.25	13.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/01/2026	WM025		132.50	132.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/01/2026	WC008a		42.40	42.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/01/2026	CARD (CE)	1.89		1.89		R <input checked="" type="checkbox"/>	Prime Convenience Store
30/01/2026	CARD (MK)	86.58		86.58		R <input checked="" type="checkbox"/>	City Electrical
30/01/2026	CARD (MK)	11.96		11.96		R <input checked="" type="checkbox"/>	Screwfix Direct Ltd
30/01/2026	CARD (AMY)	2.00		2.00		R <input checked="" type="checkbox"/>	TG Jones (Smiths)
30/01/2026	CARD (JA)	12.98		12.98		R <input checked="" type="checkbox"/>	Amazon UK
30/01/2026	CARD (MG)	29.99		29.99		R <input checked="" type="checkbox"/>	Amazon UK
30/01/2026	DF031b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/01/2026	WM031b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/01/2026	P005b		68.90	68.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/01/2026	S58a/57a		88.78	88.78		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/01/2026	WM077a		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/01/2026	WM028a		54.85	54.85		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/01/2026	WM073		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/01/2026	DF034b		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/01/2026	WM054a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/01/2026	Inv 9208		976.00	976.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 31/01/2026 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
		<u>751,793.99</u>	<u>753,505.88</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	28/02/2026		24,585.79
			<u>24,585.79</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			24,585.79
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			24,585.79
		Balance per Cash Book is :-	24,585.79
		Difference is :-	0.00

Audit Working Group Member:

NameSignedDate

P&R - Meeting Chair:

NameSignedDate

The lines highlighted in blue are a correction to a typo i made when transferring funds via Omega during Month 7 - October 2025.
The Internal Auditor requested the mistake be corrected.
NOTE: this did not affect the actual Bank Accounts.
Margaret Gore (Mags) 04.03.2025

Bank Reconciliation up to 28/02/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/10/2025	MG Correct	8,000,000.00		8,000,000.00		R <input checked="" type="checkbox"/>	Instant Access Account
01/10/2025	MG Correct		7,200,000.00	7,200,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/10/2025	FTDDEPOSIT		800,000.00	800,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	DDa	320.17		320.17		R <input checked="" type="checkbox"/>	Mobilize Lease & Co UK Ltd
02/02/2026	CARD (MG)	174.00		174.00		R <input checked="" type="checkbox"/>	Office Furniture Online
02/02/2026	CARD (MG)	13.14		13.14		R <input checked="" type="checkbox"/>	Mer Charging UK
02/02/2026	CARD (MK)	20.00		20.00		R <input checked="" type="checkbox"/>	Timpson Ltd
02/02/2026	Inv 9135		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	Inv 9196		10.05	10.05		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	Inv 9201		100.00	100.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	WM030b		56.31	56.31		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	WM020a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	P33b/34a		132.50	132.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	WED171026		100.00	100.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	OTP020d		52.20	52.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	Key/DF001		10.00	10.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	OTP023a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	DF0003b		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	WM047a		47.70	47.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	DF018a/b		132.50	132.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	WM012b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	WC14a/14b		153.30	153.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	WM045a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	S039a		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	DF027b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	OTP003a		32.33	32.33		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	WM071a		26.50	26.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	WM058a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	S5a/11b		100.70	100.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	P035a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	S054a		46.38	46.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/02/2026	Inv 9137		57.55	57.55		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/02/2026	Inv 9154		202.00	202.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/02/2026	Inv 9152		28.00	28.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/02/2026	Inv 9210		420.00	420.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/02/2026	Inv 9176		18.34	18.34		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/02/2026	WM 029		86.12	86.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/02/2026	WC014c		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/02/2026	S034a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/02/2026	DF09a/10a		132.50	132.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/02/2026	WC011		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/02/2026	WP2901x3		141.14	141.14		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/02/2026	DF033		26.50	26.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/02/2026	Marketrent		207.28	207.28		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/02/2026	OTP026c		29.15	29.15		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/02/2026	CARD (CE)	1.89		1.89		R <input checked="" type="checkbox"/>	Prime Convenience Store
04/02/2026	CARD (JH)	15.49		15.49		R <input checked="" type="checkbox"/>	Mer Charging UK
04/02/2026	9163/9164		1,368.00	1,368.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Correction from
October 26 (Mth 9)

Bank Reconciliation up to 28/02/2026 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
04/02/2026	WM069b		26.50	26.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/02/2026	S14a/15/17		154.76	154.76		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/02/2026	GN22/0227		393.00	393.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/02/2026	WP3001		205.38	205.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/02/2026	WM076b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/02/2026	WM076a		44.12	44.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/02/2026	CARD (MG)	3.85		3.85		R <input checked="" type="checkbox"/>	Marks & Spencer
05/02/2026	CARD (JH)	9.39		9.39		R <input checked="" type="checkbox"/>	Halfords
05/02/2026	CARD (KH)	49.20		49.20		R <input checked="" type="checkbox"/>	Ebay
05/02/2026	CARD (KH)	94.87		94.87		R <input checked="" type="checkbox"/>	Ebay
05/02/2026	CARD (KH)	70.30		70.30		R <input checked="" type="checkbox"/>	Ebay
05/02/2026	WM019b		61.48	61.48		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/02/2026	S084b		106.00	106.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/02/2026	S097a		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/02/2026	WC001bb		19.88	19.88		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/02/2026	WM21a/21b		39.98	39.98		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/02/2026	WP0202		85.33	85.33		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/02/2026	CARD (AMY)	17.97		17.97		R <input checked="" type="checkbox"/>	Robert Dyas
06/02/2026	CARD (CE)	18.69		18.69		R <input checked="" type="checkbox"/>	TG Jones (Smiths)
06/02/2026	CARD (AMY)	2.00		2.00		R <input checked="" type="checkbox"/>	TG Jones (Smiths)
06/02/2026	WC033		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/02/2026	WC008b		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/02/2026	DF009b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/02/2026	OTP16a,19a		87.92	87.92		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/02/2026	D088b		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/02/2026	WP0302		88.31	88.31		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/02/2026	WC016		86.12	86.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/02/2026	BACS Pymnt	74,028.65		74,028.65		R <input checked="" type="checkbox"/>	BACS P/L Pymnt Page 2454
09/02/2026	DDb	33.69		33.69		R <input checked="" type="checkbox"/>	Newtown Road Cemetery
09/02/2026	DDc	164.57		164.57		R <input checked="" type="checkbox"/>	Wash Common, Changing Room 1
09/02/2026	DDd	138.72		138.72		R <input checked="" type="checkbox"/>	Wash Common, Changing Room 2
09/02/2026	DDe	526.94		526.94		R <input checked="" type="checkbox"/>	Suite 4, Town Hall
09/02/2026	DDf	107.34		107.34		R <input checked="" type="checkbox"/>	Suite 2, Town Hall
09/02/2026	DDg	24.91		24.91		R <input checked="" type="checkbox"/>	Mayor Suite, Town Hall
09/02/2026	DDh	1,027.09		1,027.09		R <input checked="" type="checkbox"/>	155 Bart Street, Town Hall
09/02/2026	DDi	1,035.02		1,035.02		R <input checked="" type="checkbox"/>	Town Hall, Market Place
09/02/2026	DDj	597.77		597.77		R <input checked="" type="checkbox"/>	Shaw Cemetery, Long Lane
09/02/2026	DDk	130.93		130.93		R <input checked="" type="checkbox"/>	Clock Tower, The Broadway
09/02/2026	DDI	408.54		408.54		R <input checked="" type="checkbox"/>	Spaor Pavilion, Victoria Park
09/02/2026	DDm	16.06		16.06		R <input checked="" type="checkbox"/>	Bandstand, Victoria Park
09/02/2026	DDn	196.16		196.16		R <input checked="" type="checkbox"/>	City Rec, Changing Room,
09/02/2026	DDo	28.54		28.54		R <input checked="" type="checkbox"/>	Market Pillar 1
09/02/2026	DDp	87.85		87.85		R <input checked="" type="checkbox"/>	Market Pillar 2
09/02/2026	CARD (MG)	6.57		6.57		R <input checked="" type="checkbox"/>	Between The Lines
09/02/2026	CARD (JH)	4.57		4.57		R <input checked="" type="checkbox"/>	Toolstation Ltd
09/02/2026	CARD (JA)	287.77		287.77		R <input checked="" type="checkbox"/>	Hampshire Flag Co
09/02/2026	S089b		46.38	46.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/02/2026	OTP020a		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 28/02/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
09/02/2026	WM4b/5b		29.46	29.46		R <input type="checkbox"/>	Receipt(s) Banked
09/02/2026	WC3c/29b		59.62	59.62		R <input type="checkbox"/>	Receipt(s) Banked
09/02/2026	S003b		66.25	66.25		R <input type="checkbox"/>	Receipt(s) Banked
09/02/2026	WM039b		66.25	66.25		R <input type="checkbox"/>	Receipt(s) Banked
09/02/2026	WM055		107.99	107.99		R <input type="checkbox"/>	Receipt(s) Banked
09/02/2026	S113		39.75	39.75		R <input type="checkbox"/>	Receipt(s) Banked
09/02/2026	DF030b		71.55	71.55		R <input type="checkbox"/>	Receipt(s) Banked
09/02/2026	Inv 9223		202.00	202.00		R <input type="checkbox"/>	Receipt(s) Banked
09/02/2026	Inv 9222		100.00	100.00		R <input type="checkbox"/>	Receipt(s) Banked
09/02/2026	MG Top Up		71,000.00	71,000.00		R <input type="checkbox"/>	Receipt(s) Banked
09/02/2026	Inv 9218		649.70	649.70		R <input type="checkbox"/>	Receipt(s) Banked
09/02/2026	Inv 9220		74.79	74.79	£1,894.54	R <input type="checkbox"/>	Receipt(s) Banked
09/02/2026	MarketRent		1,170.05	1,170.05		R <input type="checkbox"/>	Receipt(s) Banked
10/02/2026	CARD (MG)	234.71		234.71		R <input type="checkbox"/>	Amazon UK
10/02/2026	CARD (JH)	15.25		15.25		R <input type="checkbox"/>	Amazon Uk
10/02/2026	CARD (JA)	21.00		21.00		R <input type="checkbox"/>	WestBerks.Gov.UK
10/02/2026	CARD (JH)	18.00		18.00		R <input type="checkbox"/>	Amazon UK
10/02/2026	CARD (JH)	5.10		5.10		R <input type="checkbox"/>	Mer Charging UK
10/02/2026	WM024a		66.25	66.25		R <input type="checkbox"/>	Receipt(s) Banked
10/02/2026	WM013a		59.62	59.62		R <input type="checkbox"/>	Receipt(s) Banked
10/02/2026	DF001		132.50	132.50		R <input type="checkbox"/>	Receipt(s) Banked
10/02/2026	S099		60.95	60.95		R <input type="checkbox"/>	Receipt(s) Banked
10/02/2026	WC029c		33.12	33.12		R <input type="checkbox"/>	Receipt(s) Banked
10/02/2026	WC033b		37.10	37.10		R <input type="checkbox"/>	Receipt(s) Banked
10/02/2026	DF14b/15b		66.26	66.26		R <input type="checkbox"/>	Receipt(s) Banked
10/02/2026	MarketRent		311.52	311.52		R <input type="checkbox"/>	Receipt(s) Banked
11/02/2026	CARD (TS)	42.50		42.50		R <input type="checkbox"/>	Jackson's Art
11/02/2026	DDq	292.28		292.28		R <input type="checkbox"/>	Yorkshire Gas & Power
11/02/2026	S090a		53.00	53.00		R <input type="checkbox"/>	Receipt(s) Banked
11/02/2026	S79a/80a		106.00	106.00		R <input type="checkbox"/>	Receipt(s) Banked
12/02/2026	CARD (JH)	30.83		30.83		R <input type="checkbox"/>	Aldi
12/02/2026	CARD (MK)	39.58		39.58		R <input type="checkbox"/>	Screwfix Direct Ltd
12/02/2026	CARD (MK)	30.25		30.25		R <input type="checkbox"/>	B&M
12/02/2026	CARD (JH)	11.00		11.00		R <input type="checkbox"/>	Tesco Newbury Express
12/02/2026	DF028b		66.25	66.25		R <input type="checkbox"/>	Receipt(s) Banked
12/02/2026	S045a		66.25	66.25		R <input type="checkbox"/>	Receipt(s) Banked
12/02/2026	WM050b		66.25	66.25		R <input type="checkbox"/>	Receipt(s) Banked
13/02/2026	BACS Pymnt	27,556.28		27,556.28		R <input type="checkbox"/>	BACS P/L Pymnt Page 2459
13/02/2026	BACS Pymnt	127,642.60		127,642.60		R <input type="checkbox"/>	BACS P/L Pymnt Page 2461
13/02/2026	CHARGES	129.52		129.52		R <input type="checkbox"/>	NTC
13/02/2026	CARD (JH)	89.99		89.99		R <input type="checkbox"/>	Amazon UK
13/02/2026	CARD (JH)	8.76		8.76		R <input type="checkbox"/>	Mer Charging UK
13/02/2026	MG-Top Up		151,400.00	151,400.00		R <input type="checkbox"/>	Receipt(s) Banked
13/02/2026	MarketRent		242.56	242.56		R <input type="checkbox"/>	Receipt(s) Banked
13/02/2026	Wh-Toilets		40.83	40.83		R <input type="checkbox"/>	Receipt(s) Banked
13/02/2026	DF21a/21b		66.24	66.24		R <input type="checkbox"/>	Receipt(s) Banked
13/02/2026	OTP021b		23.32	23.32		R <input type="checkbox"/>	Receipt(s) Banked
13/02/2026	P29-33c		528.42	528.42		R <input type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 28/02/2026 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
13/02/2026	O004a/b		132.50	132.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/02/2026	WM019a		61.48	61.48		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/02/2026	WC027		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/02/2026	DF031a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/02/2026	WM051b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/02/2026	DDs	229.81		229.81		R <input checked="" type="checkbox"/>	Castle Water Ltd
16/02/2026	DD	55.56		55.56		R <input checked="" type="checkbox"/>	Emac (Vanarama/Autorama)
16/02/2026	GN 19/120		684.00	684.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/02/2026	College		500.00	500.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/02/2026	WM065		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/02/2026	Inv 9219		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/02/2026	S031a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/02/2026	OTP006b		21.20	21.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/02/2026	S49b/50b		132.50	132.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/02/2026	DF003c		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/02/2026	Cheques x4		336.42	336.42		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/02/2026	DDt	156.00		156.00		R <input checked="" type="checkbox"/>	Siemens Financial Services Ltd
17/02/2026	CARD (JH)	165.48		165.48		R <input checked="" type="checkbox"/>	Amazon UK
17/02/2026	CARD (JH)	9.00		9.00		R <input checked="" type="checkbox"/>	Millets (Blacks)
17/02/2026	HenwickPro		2,792.75	2,792.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/02/2026	WP1202		76.25	76.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/02/2026	WM54b/72b		125.87	125.87		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/02/2026	DF028a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/02/2026	P38,36a/b		265.00	265.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/02/2026	S034b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/02/2026	S100		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/02/2026	S092a		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/02/2026	S49a,67a+		185.50	185.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/02/2026	DDu	100.34		100.34		R <input checked="" type="checkbox"/>	E.ON Next Energy Ltd
18/02/2026	CARD (JH)	16.67		16.67		R <input checked="" type="checkbox"/>	Mer Charging UK
18/02/2026	CARD (AMY)	1.89		1.89		R <input checked="" type="checkbox"/>	Prime Convenience Store
18/02/2026	CARD (PF)	17.94		17.94		R <input checked="" type="checkbox"/>	Toolstation
18/02/2026	CARD (LM)	7.00		7.00		R <input checked="" type="checkbox"/>	Land Registry
18/02/2026	CARD (LM)	14.00		14.00		R <input checked="" type="checkbox"/>	Land Registry
18/02/2026	CARD (LM)	7.00		7.00		R <input checked="" type="checkbox"/>	Land Registry
18/02/2026	CARD (LM)	14.00		14.00		R <input checked="" type="checkbox"/>	Land Registry
18/02/2026	Inv 9221		60.30	60.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/02/2026	Inv 9199		64.00	64.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/02/2026	Inv 9225		158.00	158.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/02/2026	Inv 9176		3.67	3.67		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/02/2026	OTP015		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/02/2026	OTP008b		26.50	26.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/02/2026	WM016		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/02/2026	WC22c/24aa		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/02/2026	WM046a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/02/2026	DDv	29.59		29.59		R <input checked="" type="checkbox"/>	Streamline Merchant Services
19/02/2026	DDw	7.86		7.86		R <input checked="" type="checkbox"/>	Streamline Merchant Services
19/02/2026	DDx	54.00		54.00		R <input checked="" type="checkbox"/>	Streamline Merchant Services

Bank Reconciliation up to 28/02/2026 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
19/02/2026	DDy	11.94		11.94		R <input type="checkbox"/>	Streamline Merchant Services
19/02/2026	CARD (TMM)	5.40		5.40		R <input type="checkbox"/>	Marks & Spencer Plc
19/02/2026	CARD (TMM)	5.40		5.40		R <input type="checkbox"/>	Greggs Plc
19/02/2026	CARD (TMM)	4.97		4.97		R <input type="checkbox"/>	Cards Direct
19/02/2026	CARD (JH)	84.95		84.95		R <input type="checkbox"/>	WM Roastery
19/02/2026	Inv 9175		140.46	140.46		R <input type="checkbox"/>	Receipt(s) Banked
19/02/2026	DF003c		33.12	33.12		R <input type="checkbox"/>	Receipt(s) Banked
19/02/2026	S044b		72.88	72.88		R <input type="checkbox"/>	Receipt(s) Banked
19/02/2026	S105		33.12	33.12		R <input type="checkbox"/>	Receipt(s) Banked
19/02/2026	S104		39.75	39.75		R <input type="checkbox"/>	Receipt(s) Banked
19/02/2026	WC017b		53.00	53.00		R <input type="checkbox"/>	Receipt(s) Banked
19/02/2026	OTP021d		23.32	23.32		R <input type="checkbox"/>	Receipt(s) Banked
19/02/2026	WP1602		148.93	148.93		R <input type="checkbox"/>	Receipt(s) Banked
19/02/2026	MarketRent		283.89	283.89		R <input type="checkbox"/>	Receipt(s) Banked
19/02/2026	P013		132.50	132.50		R <input type="checkbox"/>	Receipt(s) Banked
19/02/2026	P002b		66.25	66.25		R <input type="checkbox"/>	Receipt(s) Banked
20/02/2026	CARD (JA)	98.00		98.00		R <input type="checkbox"/>	Tesco Stores
20/02/2026	CARD (JA)	5.32		5.32		R <input type="checkbox"/>	Tesco Stores
20/02/2026	DF027a		59.62	59.62		R <input type="checkbox"/>	Receipt(s) Banked
20/02/2026	MG top Up		60,000.00	60,000.00		R <input type="checkbox"/>	Receipt(s) Banked
20/02/2026	DF034a		77.22	77.22		R <input type="checkbox"/>	Receipt(s) Banked
20/02/2026	WC021b/c		33.13	33.13		R <input type="checkbox"/>	Receipt(s) Banked
20/02/2026	P010a		66.25	66.25		R <input type="checkbox"/>	Receipt(s) Banked
20/02/2026	S36c,43b+		113.95	113.95		R <input type="checkbox"/>	Receipt(s) Banked
20/02/2026	OTP022b		66.25	66.25		R <input type="checkbox"/>	Receipt(s) Banked
23/02/2026	CARD (TS)	65.85		65.85		R <input type="checkbox"/>	Newitts.com
23/02/2026	CARD (JMG)	340.80		340.80		R <input type="checkbox"/>	Furniture@Work Ltd
23/02/2026	CARD (JA)	41.02		41.02		R <input type="checkbox"/>	Tesco Metro
23/02/2026	CARD (JA)	19.13		19.13		R <input type="checkbox"/>	Tesco Metro
23/02/2026	CARD (JA)	12.75		12.75		R <input type="checkbox"/>	Tesco Metro
23/02/2026	CARD (JA)	16.75		16.75		R <input type="checkbox"/>	Tesco Metro
23/02/2026	CARD (JA)	17.43		17.43		R <input type="checkbox"/>	Tesco Metro
23/02/2026	WC018		72.88	72.88		R <input type="checkbox"/>	Receipt(s) Banked
23/02/2026	DF010b		119.25	119.25		R <input type="checkbox"/>	Receipt(s) Banked
23/02/2026	WM026b		41.08	41.08		R <input type="checkbox"/>	Receipt(s) Banked
23/02/2026	P003a		59.62	59.62		R <input type="checkbox"/>	Receipt(s) Banked
23/02/2026	S95a/WM45b		108.65	108.65		R <input type="checkbox"/>	Receipt(s) Banked
23/02/2026	S041b		66.25	66.25		R <input type="checkbox"/>	Receipt(s) Banked
23/02/2026	WC1aa/25a		34.45	34.45		R <input type="checkbox"/>	Receipt(s) Banked
23/02/2026	WC001c/d		66.26	66.26		R <input type="checkbox"/>	Receipt(s) Banked
23/02/2026	WC007		58.50	58.50		R <input type="checkbox"/>	Receipt(s) Banked
23/02/2026	S025a		66.25	66.25		R <input type="checkbox"/>	Receipt(s) Banked
23/02/2026	S029b		53.00	53.00		R <input type="checkbox"/>	Receipt(s) Banked
23/02/2026	OTP023c		25.18	25.18		R <input type="checkbox"/>	Receipt(s) Banked
23/02/2026	WC10/10a		92.76	92.76		R <input type="checkbox"/>	Receipt(s) Banked
23/02/2026	WC44/45a		46.37	46.37		R <input type="checkbox"/>	Receipt(s) Banked
23/02/2026	S086a		53.00	53.00		R <input type="checkbox"/>	Receipt(s) Banked
23/02/2026	WC21/22b		46.38	46.38		R <input type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 28/02/2026 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
23/02/2026	S082a		59.62	59.62		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/02/2026	WC35a/36b		86.12	86.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/02/2026	WM04a/05a		40.54	40.54		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/02/2026	OTP030		16.96	16.96		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/02/2026	DF005b		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/02/2026	DDAa	7,933.12		7,933.12		R <input checked="" type="checkbox"/>	Equity Networks Ltd
24/02/2026	DDz	161.99		161.99		R <input checked="" type="checkbox"/>	E.ON Next Energy Ltd
24/02/2026	CARD (JA)	33.50		33.50		R <input checked="" type="checkbox"/>	Care Check Ltd
24/02/2026	CARD (JA)	33.50		33.50		R <input checked="" type="checkbox"/>	Care Check Ltd
24/02/2026	CARD (JA)	33.50		33.50		R <input checked="" type="checkbox"/>	Care Check Ltd
24/02/2026	CARD (PF)	135.36		135.36		R <input checked="" type="checkbox"/>	Wickes Newbury
24/02/2026	CARD (PF)	79.98		79.98		R <input checked="" type="checkbox"/>	Toolstation
24/02/2026	CARD (JH)	150.00		150.00		R <input checked="" type="checkbox"/>	National Winscreens
24/02/2026	CARD (JH)	10.99		10.99		R <input checked="" type="checkbox"/>	Robert Dyas
24/02/2026	WP1902		145.75	145.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/02/2026	WC041		59.62	59.62		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/02/2026	OTP013		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/02/2026	OTP010b		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/02/2026	DF024a/24b		132.50	132.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/02/2026	Refund-JA		19.13	19.13		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/02/2026	Refund-JA		6.38	6.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/02/2026	WM033a		26.50	26.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/02/2026	OTP028b		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/02/2026	CARD (JA)	1.41		1.41		R <input checked="" type="checkbox"/>	Tesco Metro
25/02/2026	Inv 9226		28.00	28.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/02/2026	WM46b+keys		86.25	86.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/02/2026	P11b/12c		44.38	44.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/02/2026	S014b		68.90	68.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/02/2026	S082b		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/02/2026	WC005a		50.35	50.35		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/02/2026	S096a		121.90	121.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/02/2026	WM028b		59.62	59.62		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/02/2026	DF020a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/02/2026	DF7a-Cash		106.00	106.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/02/2026	WM048b		52.07	52.07		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/02/2026	OTP012b		22.79	22.79		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/02/2026	DDAb	102.00		102.00		R <input checked="" type="checkbox"/>	Together Technology Ltd
26/02/2026	DDAc	135.36		135.36		R <input checked="" type="checkbox"/>	Together Technology Ltd
26/02/2026	DDAd	160.55		160.55		R <input checked="" type="checkbox"/>	Together Technology Ltd
26/02/2026	CARD (TMM)	509.40		509.40		R <input checked="" type="checkbox"/>	Indeed
26/02/2026	9211-9217		206.42	206.42		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/02/2026	5 x Invoic		6,749.00	6,749.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/02/2026	DF033a		23.85	23.85		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/02/2026	WM048a		55.91	55.91		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/02/2026	WM077b		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/02/2026	S018		44.00	44.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/02/2026	S055b		71.95	71.95		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/02/2026	S045c		29.81	29.81		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 28/02/2026 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
26/02/2026	WC040b		29.81	29.81		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/02/2026	WC013c		46.38	46.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/02/2026	WP2302		149.70	149.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2026	CARD (JH)	15.39		15.39		R <input checked="" type="checkbox"/>	Mer Charging UK
27/02/2026	CARD (JH)	140.00		140.00		R <input checked="" type="checkbox"/>	Halfords
27/02/2026	CARD (JH)	2.36		2.36		R <input checked="" type="checkbox"/>	Mer Charging UK
27/02/2026	SALARIES	63,356.80		63,356.80		R <input checked="" type="checkbox"/>	NTC
27/02/2026	Inv 9212		107.90	107.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2026	WC004a		19.88	19.88		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2026	S32b/50a		132.50	132.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2026	S47b/c		66.24	66.24		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2026	OTP027a		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2026	S101		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2026	P016		100.70	100.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2026	S51b/75a		119.25	119.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2026	OTP3b,4,4a		89.84	89.84		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2026	WC012a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2026	WC005		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2026	S076a/b		106.00	106.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2026	P015		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2026	WM35a/36		60.95	60.95		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2026	DF6a/6b		132.50	132.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2026	WM022		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2026	WM040		106.00	106.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2026	DF019c		45.31	45.31		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2026	MarketRent		189.99	189.99		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>8,310,441.36</u>	<u>8,312,853.37</u>				

Audit Working Group Member:

NameSignedDate

P&R - Meeting Chair:

NameSignedDate

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/03/2026		21,410.20
			<u>21,410.20</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			21,410.20
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			21,410.20
		Balance per Cash Book is :-	21,410.20
		Difference is :-	0.00

Audit Working Group Member:

NameSignedDate

P&R - Meeting Chair:

NameSignedDate

Bank Reconciliation up to 31/03/2026 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
02/03/2026	DDa	726.97		726.97		R <input checked="" type="checkbox"/>	EE Limited
02/03/2026	CARD (PF)	63.36		63.36		R <input checked="" type="checkbox"/>	Barlow & Sons
02/03/2026	CARD (TMM)	123.03		123.03		R <input checked="" type="checkbox"/>	Indeed
02/03/2026	DDb	320.17		320.17		R <input checked="" type="checkbox"/>	Mobilize Lease & Co UK Ltd
02/03/2026	WC013d		26.50	26.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	WM049a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	WC034/034a		87.46	87.46		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	WC039a		46.38	46.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	WM056c		44.81	44.81		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	DF008a		33.13	33.13		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	DF17a/DF17		132.50	132.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	WM006		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	WM010a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	P0007		95.40	95.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	WC009a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	WM017		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	WM037		132.50	132.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	WC040d		18.55	18.55		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	S072b		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	WC034d		145.75	145.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	S022		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	S074a		42.40	42.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	S68a/69a		119.25	119.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	S030c		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	S030c		102.02	102.02		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	S038b		45.05	45.05		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	WC029a		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	WC029		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	S041a		34.00	34.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	WC007		46.38	46.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	S048b		67.00	67.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	S048a		38.00	38.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	S103a+		140.45	140.45		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	S051a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	OTP024b		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	DF008b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	DF020b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	S097b		46.38	46.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	GN 8/4421		684.00	684.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	S78b/79b		46.37	46.37		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	OTP025b		23.85	23.85		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	S054b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	DF011a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/03/2026	CARD (TS)	22.95		22.95		R <input checked="" type="checkbox"/>	B&Q
03/03/2026	CARD (TS)	15.00		15.00		R <input checked="" type="checkbox"/>	Timpson Ltd
03/03/2026	S078a		46.38	46.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/03/2026	WC025b		23.19	23.19		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/03/2026	WM023		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 31/03/2026 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/03/2026	S085b		46.38	46.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/03/2026	CARD (JA)	30.97		30.97		R <input checked="" type="checkbox"/>	Amazon
04/03/2026	WC038b		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/03/2026	S056b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/03/2026	WM053a		59.62	59.62		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/03/2026	Inv 9224		87.98	87.98		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/03/2026	BACS Pymnt	11,919.36		11,919.36		R <input checked="" type="checkbox"/>	BACS P/L Pymnt Page 2480
05/03/2026	CARD (JH)	15.51		15.51		R <input checked="" type="checkbox"/>	Mer Fleet Services
05/03/2026	12000.00		12,000.00	12,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/03/2026	P001a/1c		69.96	69.96		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/03/2026	S52b/73a		125.87	125.87		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/03/2026	S10a + Key		49.75	49.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/03/2026	KeyDep-S3a		10.00	10.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/03/2026	S003a		59.62	59.62		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/03/2026	WM066		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/03/2026	S5b,6b,6a		198.75	198.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/03/2026	Inv 9228		100.00	100.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/03/2026	Inv 9230		436.00	436.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/03/2026	Inv 9232		338.00	338.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/03/2026	Inv 9231		295.00	295.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/03/2026	MarketRent		53.18	53.18		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/03/2026	P1c/P2a		100.04	100.04		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/03/2026	BACS Pymnt	117,893.97		117,893.97		R <input checked="" type="checkbox"/>	BACS P/L Pymnt Page 2473
06/03/2026	CARD (PF)	30.00		30.00		R <input checked="" type="checkbox"/>	Saonsbury Fuel
06/03/2026	CARD (MG)	6.99		6.99		R <input checked="" type="checkbox"/>	Robert Dyas
06/03/2026	MG Top Up		117,900.00	117,900.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/03/2026	S111a		63.20	63.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/03/2026	KeyDep S3a		10.00	10.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/03/2026	Test CardM		0.10	0.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/03/2026	WM049b		33.13	33.13		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	DDc	286.67		286.67		R <input checked="" type="checkbox"/>	PEAC (UK) Ltd
09/03/2026	DDd	28.55		28.55		R <input checked="" type="checkbox"/>	Newtown Road Cemetery
09/03/2026	DDe	147.12		147.12		R <input checked="" type="checkbox"/>	Wash Common, Changing Room 1
09/03/2026	DDf	112.29		112.29		R <input checked="" type="checkbox"/>	Wash Common, Changing Room 2
09/03/2026	DDg	356.93		356.93		R <input checked="" type="checkbox"/>	Suite 4, Town Hall
09/03/2026	DDh	260.76		260.76		R <input checked="" type="checkbox"/>	Suite 2, Town Hall
09/03/2026	DDi	16.15		16.15		R <input checked="" type="checkbox"/>	Mayor Suite, Town Hall
09/03/2026	DDj	798.41		798.41		R <input checked="" type="checkbox"/>	155 Bart Street, Town Hall
09/03/2026	DDk	886.90		886.90		R <input checked="" type="checkbox"/>	Town Hall, Market Place
09/03/2026	DDI	455.56		455.56		R <input checked="" type="checkbox"/>	Shaw Cemetery, Long Lane
09/03/2026	DDm	113.79		113.79		R <input checked="" type="checkbox"/>	Clock Tower, The Broadway
09/03/2026	DDn	685.43		685.43		R <input checked="" type="checkbox"/>	Spaor Pavilion, Victoria Park
09/03/2026	DDo	14.51		14.51		R <input checked="" type="checkbox"/>	Bandstand, Victoria Park
09/03/2026	DDp	111.08		111.08		R <input checked="" type="checkbox"/>	City Rec, Changing Room,
09/03/2026	DDq	25.54		25.54		R <input checked="" type="checkbox"/>	Market Pillar 1
09/03/2026	DDr	86.24		86.24		R <input checked="" type="checkbox"/>	Market Pillar 2
09/03/2026	BACS	11,919.36		11,919.36		R <input checked="" type="checkbox"/>	BFES (B67) Duplicate
09/03/2026	CARD (MG)	436.89		436.89		R <input checked="" type="checkbox"/>	Amazon

Bank Reconciliation up to 31/03/2026 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
09/03/2026	S007a		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	P021a		87.98	87.98		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	DF014a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	S55a/57c		92.75	92.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	WM060		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	WM078a		12.99	12.99		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	WC001a		19.88	19.88		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	Inv 9241		649.70	649.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	Inv 9242		74.79	74.79		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	MarketRent		1,048.68	1,048.68		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	WC012c		46.38	46.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	P009b		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	WM015a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	WM015b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	WM071b		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	WM026a		41.08	41.08		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	WM009		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	WM057b		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	OTP026a		29.15	29.15		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	WM018a		53.66	53.66		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	DF026b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	WC036f		15.90	15.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	WC42a/42b		72.61	72.61		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	WC026		79.50	79.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	S042a		60.95	60.95		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	WC038d		1.00	1.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	S52a/53a		132.50	132.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	S094b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	WC015b		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	WC036e		13.25	13.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	WC025h		19.88	19.88		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	S048a		2.00	2.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	S96b/98bc		90.10	90.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	WP0303		491.63	491.63		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	DF33b Chq		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	DF032b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	WM039a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	GN: 19/156		54.00	54.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/03/2026	CARD (PF)	34.57		34.57		R <input checked="" type="checkbox"/>	Sainsbury's Supermarkets Ltd
10/03/2026	Inv 9239		92.05	92.05		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/03/2026	Inv 9244		202.00	202.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/03/2026	MarketRent		266.47	266.47		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/03/2026	S35b/36b		116.60	116.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/03/2026	OTP005		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/03/2026	S67b/68b+		238.50	238.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/03/2026	S25b/25c		79.50	79.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/03/2026	WP0503		186.17	186.17		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/03/2026	WM58b Chq		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked

£1,773.17

Bank Reconciliation up to 31/03/2026 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
10/03/2026	WM050a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/03/2026	GN: 7/01		54.00	54.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/03/2026	DDs	346.33		346.33		R <input checked="" type="checkbox"/>	Yorkshire Gas & Power
11/03/2026	CARD (MG)	45.31		45.31		R <input checked="" type="checkbox"/>	Amazon
11/03/2026	CARD (PF)	11.96		11.96		R <input checked="" type="checkbox"/>	Wickes Newbury
11/03/2026	CARD (AMY)	60.00		60.00		R <input checked="" type="checkbox"/>	Timpson Ltd
11/03/2026	CARD (JA)	196.19		196.19		R <input checked="" type="checkbox"/>	Brunel Trophies
11/03/2026	Inv 9246		77.00	77.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/03/2026	Inv 9227		700.00	700.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/03/2026	P5a/32b		144.42	144.42		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/03/2026	WM47b+keys		86.25	86.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/03/2026	WC019a		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/03/2026	S027a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/03/2026	WC020b		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/03/2026	DF021c		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/03/2026	BFES-Recal		11,919.36	11,919.36		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/03/2026	Inv 9134		56.33	56.33		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/03/2026	WC028		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/03/2026	WC037a		46.38	46.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/03/2026	WM078b		38.01	38.01		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/03/2026	WM059b		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/03/2026	WM007		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/03/2026	GN24/0181a		186.00	186.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/03/2026	WP0903x8		619.90	619.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/03/2026	WM038		132.50	132.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/03/2026	CHARGES	165.39		165.39		R <input checked="" type="checkbox"/>	Handelsbanken
13/03/2026	CARD (PF)	40.01		40.01		R <input checked="" type="checkbox"/>	Sainsbury
13/03/2026	9233/9234		1,068.00	1,068.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/03/2026	MarketRent		242.56	242.56		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/03/2026	WM042b		55.65	55.65		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/03/2026	WP1003		10.01	10.01		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/03/2026	WP1003		264.01	264.01		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/03/2026	WC36c/37c		75.53	75.53		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/03/2026	Wh-toilet		47.30	47.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/03/2026	BACS Pymnt	69,452.08		69,452.08		R <input checked="" type="checkbox"/>	BACS P/L Pymnt Page 2483
16/03/2026	DD	55.56		55.56		R <input checked="" type="checkbox"/>	Emac Ltd (Autorama/Vanarama)
16/03/2026	Inv 9243		60.30	60.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/03/2026	OTP20b+Key		37.82	37.82		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/03/2026	OTP2b +Key		53.12	53.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/03/2026	P011a		33.13	33.13		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/03/2026	MG Top Up		61,500.00	61,500.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/03/2026	KeyDep WC2		10.00	10.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/03/2026	DF003a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/03/2026	OTP002a		33.12	33.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/03/2026	CARD (AMY)	1.65		1.65		R <input checked="" type="checkbox"/>	Tesco Stores
17/03/2026	CARD (JA)	29.98		29.98		R <input checked="" type="checkbox"/>	Amazon
17/03/2026	CARD (JH)	2.16		2.16		R <input checked="" type="checkbox"/>	Mer Charging UK
17/03/2026	CARD (JA)	12.99		12.99		R <input checked="" type="checkbox"/>	Robert Dyas

Bank Reconciliation up to 31/03/2026 for Cashbook No 1 - Current Account

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17/03/2026	HenwickPro		2,792.75	2,792.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/03/2026	MarketRent		370.70	370.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/03/2026	Duplicate		56.33	56.33		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/03/2026	Inv 9250		357.17	357.17		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/03/2026	DDp	14.90		14.90		R <input checked="" type="checkbox"/>	Streamline Merchant Services
19/03/2026	DDq	12.63		12.63		R <input checked="" type="checkbox"/>	Streamline Merchant Services
19/03/2026	CARD (PF)	33.30		33.30		R <input checked="" type="checkbox"/>	Wickes Newbury
19/03/2026	CARD (JH)	10.06		10.06		R <input checked="" type="checkbox"/>	Sainsbury's Supermarkets Ltd
19/03/2026	CARD (JH)	349.00		349.00		R <input checked="" type="checkbox"/>	Currys Newbury
19/03/2026	Inv 9240		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/03/2026	P009/9a		129.85	129.85		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/03/2026	D042b		68.90	68.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/03/2026	Inv 9254		46.50	46.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/03/2026	Inv 9236		91.70	91.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/03/2026	Inv 9252		976.00	976.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/03/2026	Inv 9136		74.45	74.45		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/03/2026	MG Top Up		48,500.00	48,500.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/03/2026	RefundEbay		20.36	20.36		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/03/2026	P010b		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/03/2026	CARD (JA)	644.88		644.88		R <input checked="" type="checkbox"/>	Adobe.com
23/03/2026	CARD (JA)	218.30		218.30		R <input checked="" type="checkbox"/>	Sainsbury's Supermarkets Ltd
23/03/2026	CARD (MG)	259.80		259.80		R <input checked="" type="checkbox"/>	Zoom Communications, Inc.
23/03/2026	Inv 9192		1,650.00	1,650.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/03/2026	OTP20a+Key		53.12	53.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/03/2026	WM057c		39.75	39.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/03/2026	S044a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/03/2026	WedDep1527		100.00	100.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/03/2026	BACS Pymnt	57,247.58		57,247.58		R <input checked="" type="checkbox"/>	BACS P/L Pymnt Page 2491
24/03/2026	DDo	1,540.13		1,540.13		R <input checked="" type="checkbox"/>	Equity Networks Ltd
24/03/2026	CARD (JH)	25.32		25.32		R <input checked="" type="checkbox"/>	Amazon
24/03/2026	CARD (PF)	40.01		40.01		R <input checked="" type="checkbox"/>	Tesco Stores
24/03/2026	Inv 9258		31.00	31.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/03/2026	Inv 9237-8		94.75	94.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/03/2026	OTP019b		27.82	27.82		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/03/2026	MG -Top Up		56,800.00	56,800.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/03/2026	CARD (JH)	72.06		72.06		R <input checked="" type="checkbox"/>	Dominos Pizza
25/03/2026	CARD (MG)	259.48		259.48		R <input checked="" type="checkbox"/>	Continentel.co.uk
25/03/2026	CARD (MG)	140.96		140.96		R <input checked="" type="checkbox"/>	Amazon
25/03/2026	CARD (JH)	8.49		8.49		R <input checked="" type="checkbox"/>	Amazon
25/03/2026	Inv 9260		77.00	77.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/03/2026	WM74/74a		51.67	51.67		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/03/2026	MarketRent		136.28	136.28		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/03/2026	DDt	102.00		102.00		R <input checked="" type="checkbox"/>	Together Technology Ltd
26/03/2026	DDu	135.36		135.36		R <input checked="" type="checkbox"/>	Together Technology Ltd
26/03/2026	DDv	160.55		160.55		R <input checked="" type="checkbox"/>	Together Technology Ltd
26/03/2026	CARD (TS)	65.85		65.85		R <input checked="" type="checkbox"/>	Newitts.com
26/03/2026	CARD (MG)	7.69		7.69		R <input checked="" type="checkbox"/>	Amazon
26/03/2026	MG Top Up		5,000.00	5,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 31/03/2026 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
26/03/2026	WP2303		172.25	172.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/03/2026	SALARIES	57,019.79		57,019.79		R <input checked="" type="checkbox"/>	NTC
27/03/2026	BACS Pymnt	4,968.00		4,968.00		R <input checked="" type="checkbox"/>	BACS P/L Pymnt Page 2497
27/03/2026	WM62b		32.86	32.86		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/03/2026	WC043		92.75	92.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/03/2026	DF029a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/03/2026	WC006b		53.00	53.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/03/2026	DDr	726.97		726.97		R <input checked="" type="checkbox"/>	EE Limited
30/03/2026	CARD (PF)	18.55		18.55		R <input checked="" type="checkbox"/>	Toolstation
30/03/2026	SO	212.50		212.50		R <input checked="" type="checkbox"/>	St Bartholomew School
30/03/2026	Inv 9235		1,165.00	1,165.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/03/2026	WM013b		59.62	59.62		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/03/2026	DF2a+key		86.25	86.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/03/2026	S27/27a,b		198.75	198.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/03/2026	DF026a		66.25	66.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
31/03/2026	DDs	240.00		240.00		R <input checked="" type="checkbox"/>	The Mailing Room
31/03/2026	CARD (JH)	1.49		1.49		R <input checked="" type="checkbox"/>	Prime Convenience Store
31/03/2026	CARD (JH)	145.00		145.00		R <input checked="" type="checkbox"/>	Vigo Nurseries
31/03/2026	Inv 9229		878.00	878.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
31/03/2026	9247,48,49		405.00	405.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
31/03/2026	S081b		15.00	15.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>343,045.29</u>	<u>339,869.70</u>				

Audit Working Group Member:

NameSignedDate

P&R - Meeting Chair:

NameSignedDate

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access Account	31/01/2026		870,713.91
			<u>870,713.91</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			870,713.91
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			870,713.91
		Balance per Cash Book is :-	870,713.91
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Note:

Items highlighted in blue on "receipts & payments" page were paid off in the wrong account, the positive & negative balance themselves off and were then paid off in the correct account (current account). My mistake. Margaret Gore (Mags) 02.02.2026.

Bank Reconciliation up to 31/01/2026 for Cashbook No 4 - Instant Access Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
02/01/2026	SW Trans B		504,000.00	504,000.00		R <input type="checkbox"/>	Receipt(s) Banked
12/01/2026	MG top Up	80,000.00		80,000.00		R <input type="checkbox"/>	Current Account
12/01/2026	MG Tran Ba		80,000.00	80,000.00		R <input type="checkbox"/>	Receipt(s) Banked
14/01/2026	CHARGES	0.75		0.75		R <input type="checkbox"/>	Handelsbanken
19/01/2026	Inv 9200		77.00	77.00		R <input type="checkbox"/>	Receipt(s) Banked
19/01/2026	9180/81/83		1,938.00	1,938.00		R <input type="checkbox"/>	Receipt(s) Banked
19/01/2026	X9200		-77.00	-77.00		R <input type="checkbox"/>	Receipt(s) Banked
19/01/2026	Correct x3		-1,938.00	-1,938.00		R <input type="checkbox"/>	Receipt(s) Banked
21/01/2026	9171/9187		40.61	40.61		R <input type="checkbox"/>	Receipt(s) Banked
21/01/2026	Correct x2		-40.61	-40.61		R <input type="checkbox"/>	Receipt(s) Banked
22/01/2026	MG Top Up	51,150.00		51,150.00		R <input type="checkbox"/>	Current Account
22/01/2026	Inv 9189		200.56	200.56		R <input type="checkbox"/>	Receipt(s) Banked
22/01/2026	X 9189		-200.56	-200.56		R <input type="checkbox"/>	Receipt(s) Banked
23/01/2026	MG -Top Up	17,000.00		17,000.00		R <input type="checkbox"/>	Current Account
30/01/2026	Int Rec'd		1,528.17	1,528.17		R <input type="checkbox"/>	Receipt(s) Banked
		<u>148,150.75</u>	<u>585,528.17</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access Account	28/02/2026		589,408.67
			<u>589,408.67</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			589,408.67
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			589,408.67
		Balance per Cash Book is :-	589,408.67
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

The lines highlighted in blue are a correction to a typo i made when transferring funds via Omega during Month 7 - October 2025.
The Internal Auditor requested the mistake be corrected.
NOTE: this did not affect the actual Bank Accounts.
Margaret Gore (Mags) 04.03.2025

Bank Reconciliation up to 28/02/2026 for Cashbook No 4 - Instant Access Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/10/2025	MG Correct	7,200,000.00		7,200,000.00		R <input checked="" type="checkbox"/>	Current Account
01/10/2025	FTDDEPOSIT	800,000.00		800,000.00		R <input checked="" type="checkbox"/>	Current Account
01/10/2025	MG Correct		8,000,000.00	8,000,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/02/2026	MG Top Up	71,000.00		71,000.00		R <input checked="" type="checkbox"/>	Current Account
13/02/2026	MG-Top Up	151,400.00		151,400.00		R <input checked="" type="checkbox"/>	Current Account
13/02/2026	CHARGES	1.00		1.00		R <input checked="" type="checkbox"/>	MNTC
20/02/2026	MG top Up	60,000.00		60,000.00		R <input checked="" type="checkbox"/>	Current Account
27/02/2026	Int Rec'd		1,095.76	1,095.76		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>8,282,401.00</u>	<u>8,001,095.76</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 4 - Instant Access Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access Account	31/03/2026		288,411.04
			<u>288,411.04</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			288,411.04
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			288,411.04
		Balance per Cash Book is :-	288,411.04
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 31/03/2026 for Cashbook No 4 - Instant Access Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
05/03/2026	12000.00	12,000.00		12,000.00		R <input checked="" type="checkbox"/>	Current Account
06/03/2026	MG Top Up	117,900.00		117,900.00		R <input checked="" type="checkbox"/>	Current Account
13/03/2026	CHARGES	0.75		0.75		R <input checked="" type="checkbox"/>	Handelsbanken
16/03/2026	MG Top Up	61,500.00		61,500.00		R <input checked="" type="checkbox"/>	Current Account
20/03/2026	MG Top Up	48,500.00		48,500.00		R <input checked="" type="checkbox"/>	Current Account
24/03/2026	MG -Top Up	56,800.00		56,800.00		R <input checked="" type="checkbox"/>	Current Account
26/03/2026	MG Top Up	5,000.00		5,000.00		R <input checked="" type="checkbox"/>	Current Account
31/03/2026	Int Rec'd		703.12	703.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>301,700.75</u>	<u>703.12</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

16/04/2026

Newbury Town Council 2025/2026

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Detailed Income & Expenditure by Budget Heading 16/04/2026

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>								
1077 Precept Reallocation	0	186,213	186,213	0			100.0%	
1220 AAT Apprenticeship DfE	0	500	0	(500)			0.0%	500
Staff :- Income	0	186,713	186,213	(500)			100.3%	500
4000 Salaries/NI/PAYE	56,864	722,634	832,397	109,763		109,763	86.8%	(90,692)
4009 Officers Work & Safety Wear	0	726	750	24		24	96.8%	
4010 Misc Staff Expenses	132	2,559	5,250	2,691		2,691	48.7%	(500)
4045 Salary Reallocation	(56,864)	(722,634)	(652,184)	70,450		70,450	110.8%	
Staff :- Indirect Expenditure	132	3,285	186,213	182,928	0	182,928	1.8%	(91,192)
Net Income over Expenditure	(132)	183,428	0	(183,428)				
6000 plus Transfer from EMR	(40,692)	(91,192)	0	91,192				
6001 less Transfer to EMR	0	500	0	(500)				
Movement to/(from) Gen Reserve	(40,824)	91,736	0	(91,736)				
<u>110 Central Services</u>								
1076 Precept Received	0	1,817,641	1,817,641	0			100.0%	
1077 Precept Reallocation	0	(1,729,865)	(1,729,865)	0			100.0%	
1090 Interest - CCLA Deposit Fund	1,672	23,381	24,000	619			97.4%	
1091 Shares/Dividend Income	0	6	0	(6)			0.0%	
1092 Interest Rec - Instant Access	703	10,748	10,000	(748)			107.5%	
1093 Interest - Fixed Term Account	0	26,108	24,000	(2,108)			108.8%	
1094 Interest - Current Account	0	0	360	360			0.0%	
1905 Income - CIL received	0	17,461	0	(17,461)			0.0%	17,461
Central Services :- Income	2,375	165,480	146,136	(19,344)			113.2%	17,461
4045 Salary Reallocation	11,538	147,855	133,736	(14,119)		(14,119)	110.6%	
4050 Card Reader Charges	27	813	1,050	237		237	77.4%	
4052 Bank Charges	166	1,268	1,350	82		82	93.9%	
4055 Election Expenses	0	0	10,000	10,000		10,000	0.0%	(10,000)
Central Services :- Indirect Expenditure	11,731	149,935	146,136	(3,799)	0	(3,799)	102.6%	(10,000)
Net Income over Expenditure	(9,357)	15,544	0	(15,544)				
6000 plus Transfer from EMR	0	(10,000)	0	10,000				
6001 less Transfer to EMR	0	17,461	0	(17,461)				
Movement to/(from) Gen Reserve	(9,357)	(11,917)	0	11,917				
<u>200 P&R General</u>								
1077 Precept Reallocation	0	35,653	35,653	0			100.0%	
P&R General :- Income	0	35,653	35,653	0			100.0%	0

Continued over page

Detailed Income & Expenditure by Budget Heading 16/04/2026

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Salary Reallocation	1,740	29,647	28,553	(1,094)		(1,094)	103.8%	
4105 Members' travel & subsistence	0	288	600	312		312	48.0%	
4120 Precept Leaflet	0	718	1,000	282		282	71.8%	
4125 P&R Projects Fund	0	0	5,500	5,500		5,500	0.0%	
P&R General :- Indirect Expenditure	1,740	30,654	35,653	4,999	0	4,999	86.0%	0
Net Income over Expenditure	(1,740)	4,999	0	(4,999)				
210 Grants & Contributions								
1077 Precept Reallocation	0	97,000	97,000	0			100.0%	
1122 Donations (Misc.)	0	227	0	(227)			0.0%	
Grants & Contributions :- Income	0	97,227	97,000	(227)			100.2%	0
4150 Grants for Climate Change Proj	3,000	7,805	10,000	2,195		2,195	78.0%	2,805
4155 Berkshire Youth; Youth Worker	12,500	25,000	25,000	0		0	100.0%	
4160 Contribution to BID Xmas light	0	8,333	10,000	1,667		1,667	83.3%	
4170 Volunteer Centre	0	500	500	0		0	100.0%	
4180 Grant Sub Committee	9,061	24,500	24,500	0		0	100.0%	
4182 Donations (Misc)	0	227	0	(227)		(227)	0.0%	
4185 CAB Grant	0	20,000	20,000	0		0	100.0%	
4213 Community United West Berkshir	0	3,000	3,000	0		0	100.0%	
4216 Newbury Flood Forum	0	0	1,000	1,000		1,000	0.0%	
4217 Discretionary Events Fund	500	3,000	3,000	0		0	100.0%	
Grants & Contributions :- Indirect Expenditure	25,061	92,366	97,000	4,634	0	4,634	95.2%	2,805
Net Income over Expenditure	(25,061)	4,862	0	(4,862)				
6000 plus Transfer from EMR	0	2,805	0	(2,805)				
Movement to/(from) Gen Reserve	(25,061)	7,667	0	(7,667)				
220 Corporate Services								
1077 Precept Reallocation	(1,600)	125,175	125,175	0			100.0%	
1265 Income - Training	165	165	0	(165)			0.0%	
Corporate Services :- Income	(1,435)	125,340	125,175	(165)			100.1%	0
4200 Visitor Information Centre	0	0	500	500		500	0.0%	
4220 Training and Development	1,923	7,601	10,000	2,399		2,399	76.0%	
4225 Advertising Recruitment	123	1,272	1,273	1		1	100.0%	
4230 Telephone	1,575	11,403	11,450	47		47	99.6%	
4235 Postage	10	1,901	2,500	599		599	76.0%	
4240 Printing/Stationery	466	1,517	1,651	134		134	91.9%	
4245 Office Equipment	670	1,732	1,726	(6)		(6)	100.4%	

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Detailed Income & Expenditure by Budget Heading 16/04/2026

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4247 IT - Asset Register	0	0	1,000	1,000		1,000	0.0%	(1,000)
4250 IT - Office 365 Package	1,325	18,562	19,808	1,246		1,246	93.7%	
4251 IT - Accounts	912	2,866	2,789	(77)		(77)	102.8%	
4252 IT - Website	479	5,748	5,850	102		102	98.2%	
4253 IT - Citrix / Cloud	653	5,956	5,965	9		9	99.8%	
4254 IT - Adobe	0	3,158	3,804	646		646	83.0%	
4260 Audit	2,610	3,630	5,500	1,870		1,870	66.0%	
4265 Subscriptions	0	5,142	5,607	465		465	91.7%	
4270 Photocopier Charges	143	1,939	2,700	761		761	71.8%	
4275 Advertising General	45	999	1,000	1		1	99.9%	
4280 Recycling Costs 13	0	1,262	1,400	138		138	90.1%	211
4290 Capital exp computers etc	0	8,583	8,963	380		380	95.8%	
4291 Profess Fees - Payroll/Pens	390	3,806	4,000	194		194	95.2%	
4292 Professional Fees - HR	0	2,810	2,850	40		40	98.6%	
4293 Professional Fees - H&S	0	2,318	2,346	29		29	98.8%	
4294 Professional Fees - VAT	0	512	520	9		9	98.4%	
4295 Professional Fees - NTC	442	2,850	4,310	1,461	442	1,019	76.4%	(442)
4418 Insurance Valuations - Bldgs	0	595	0	(595)		(595)	0.0%	595
4420 Insurance	66	16,232	17,663	1,431		1,431	91.9%	
Corporate Services :- Indirect Expenditure	<u>11,833</u>	<u>112,393</u>	<u>125,175</u>	<u>12,782</u>	<u>442</u>	<u>12,340</u>	<u>90.1%</u>	<u>(636)</u>
Net Income over Expenditure	<u>(13,268)</u>	<u>12,947</u>	<u>0</u>	<u>(12,947)</u>				
6000 plus Transfer from EMR	(400)	(636)	0	636				
Movement to/(from) Gen Reserve	<u>(13,668)</u>	<u>12,311</u>	<u>0</u>	<u>(12,311)</u>				
<u>221 Corporate Services Projects</u>								
1077 Precept Reallocation	1,600	1,600	1,600	0			100.0%	
Corporate Services Projects :- Income	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4257 IT - SharePoint Rebuild	0	4,900	0	(4,900)	4,900	(9,800)	0.0%	4,900
4261 IT - Compliance	227	227	1,600	1,374		1,374	14.2%	
Corporate Services Projects :- Indirect Expenditure	<u>227</u>	<u>5,127</u>	<u>1,600</u>	<u>(3,527)</u>	<u>4,900</u>	<u>(8,427)</u>	<u>626.7%</u>	<u>4,900</u>
Net Income over Expenditure	<u>1,374</u>	<u>(3,527)</u>	<u>0</u>	<u>3,527</u>				
6000 plus Transfer from EMR	0	4,900	0	(4,900)				
Movement to/(from) Gen Reserve	<u>1,374</u>	<u>1,374</u>	<u>0</u>	<u>(1,374)</u>				
<u>290 Town Hall</u>								
1077 Precept Reallocation	0	141,394	141,394	0			100.0%	
1270 Income - Suite Lease	3,103	27,645	30,000	2,355			92.1%	

Detailed Income & Expenditure by Budget Heading 16/04/2026

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1280 Income - Chamber Hire	601	5,121	11,000	5,879			46.6%	
1998 Income - Electricity Outage	0	430	0	(430)			0.0%	
Town Hall :- Income	3,705	174,590	182,394	7,804			95.7%	0
4045 Salary Reallocation	6,756	79,773	70,443	(9,330)		(9,330)	113.2%	
4255 Professional Fees DNU	0	0	3,120	3,120		3,120	0.0%	
4317 2024/25 Purchase Orders	0	15,000	0	(15,000)		(15,000)	0.0%	15,000
4356 Defibrillator Parts	0	785	785	0		0	100.0%	
4402 Lettings - Agent Fees	259	2,356	4,000	1,644		1,644	58.9%	
4403 Lettings - interest on deposit	0	638	638	(0)		(0)	100.0%	
4404 Lettings - Suites Legal Fees	0	7,060	7,896	836		836	89.4%	
4405 Rates - NTC	0	11,883	12,027	144		144	98.8%	
4407 Gas	330	2,432	3,865	1,433		1,433	62.9%	
4410 Water	0	1,111	578	(533)		(533)	192.3%	533
4413 Electricity Empty Suites	0	2,019	2,019	(0)		(0)	100.0%	
4415 Electricity NTC Main Contract	2,008	16,133	27,363	11,230		11,230	59.0%	
4424 Pressure Cleaning	0	480	480	0		0	100.0%	
4425 Repairs and Maintenance	225	8,542	9,080	538		538	94.1%	
4426 Pest Control	0	525	600	75		75	87.5%	
4428 Health & Safety annual checks	360	4,545	4,546	1		1	100.0%	
4431 Town Hall cleaning contract	1,776	21,543	24,868	3,325		3,325	86.6%	
4432 Housekeeping	6	1,450	2,000	550		550	72.5%	
4440 Fire Extinguishers	0	655	707	52		52	92.7%	
4441 Fire Alarm	0	5,042	5,044	2		2	100.0%	
4442 Lift Services	68	1,322	1,325	3		3	99.8%	
4443 Water Cooler	0	307	310	3		3	99.1%	
4445 Security	125	495	700	205		205	70.8%	
Town Hall :- Indirect Expenditure	11,912	184,097	182,394	(1,703)	0	(1,703)	100.9%	15,533
Net Income over Expenditure	(8,207)	(9,507)	0	9,507				
6000 plus Transfer from EMR	0	15,533	0	(15,533)				
Movement to/(from) Gen Reserve	(8,207)	6,026	0	(6,026)				
<u>291 Town Hall Projects</u>								
1077 Precept Reallocation	0	45,750	45,750	0			100.0%	
Town Hall Projects :- Income	0	45,750	45,750	0			100.0%	0
4320 TH Office Move & Refurb	0	4,226	15,750	11,524		11,524	26.8%	(11,524)
4321 Town Hall Roof	133	30,412	0	(30,412)	4,860	(35,272)	0.0%	30,412
4322 Town Hall Responsive Repairs	0	1,800	30,000	28,200		28,200	6.0%	(28,200)
Town Hall Projects :- Indirect Expenditure	133	36,438	45,750	9,312	4,860	4,452	90.3%	(9,312)
Net Income over Expenditure	(133)	9,312	0	(9,312)				
6000 plus Transfer from EMR	(39,591)	(9,312)	0	9,312				
Movement to/(from) Gen Reserve	(39,724)	0	0	0				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>295 Weddings</u>								
1077 Precept Reallocation	0	10,995	10,995	0			100.0%	
1280 Income - Chamber Hire	0	2,309	3,850	1,541			60.0%	
Weddings :- Income	0	13,304	14,845	1,541			89.6%	0
4045 Salary Reallocation	1,302	12,766	10,725	(2,041)		(2,041)	119.0%	
4275 Advertising General	0	449	2,000	1,551		1,551	22.4%	
4340 Weddings expenditure	(20)	220	420	200		200	52.4%	
4341 Wedding Licence EMR	0	2,532	1,700	(832)		(832)	148.9%	832
Weddings :- Indirect Expenditure	1,282	15,967	14,845	(1,122)	0	(1,122)	107.6%	832
Net Income over Expenditure	(1,282)	(2,662)	0	2,662				
6000 plus Transfer from EMR	0	832	0	(832)				
Movement to/(from) Gen Reserve	(1,282)	(1,830)	0	1,830				
<u>300 Newtown Road Cemetery</u>								
1077 Precept Reallocation	0	54,626	54,626	0			100.0%	
1393 Donations - Cemeteries	0	420	0	(420)			0.0%	
Newtown Road Cemetery :- Income	0	55,046	54,626	(420)			100.8%	0
4045 Salary Reallocation	603	9,244	8,721	(523)		(523)	106.0%	
4317 2024/25 Purchase Orders	0	5,040	0	(5,040)		(5,040)	0.0%	5,040
4405 Rates - NTC	0	574	750	176		176	76.5%	(170)
4415 Electricity NTC Main Contract	27	429	500	71		71	85.8%	(70)
4425 Repairs and Maintenance	193	4,423	5,000	577	185	392	92.2%	(570)
4428 Health & Safety annual checks	90	90	0	(90)		(90)	0.0%	91
4430 Maint. Contracts	3,022	36,260	36,309	49		49	99.9%	
4435 Maint. Contracts Unscheduled	0	0	1,200	1,200		1,200	0.0%	(1,200)
4436 Headstone Survey	0	0	500	500		500	0.0%	(500)
4440 Fire Extinguishers	0	76	150	74		74	50.8%	(70)
4515 Tree Works	0	996	996	0		0	100.0%	
4545 Redecoration of Chapel	0	0	500	500		500	0.0%	(500)
Newtown Road Cemetery :- Indirect Expenditure	3,935	57,132	54,626	(2,506)	185	(2,691)	104.9%	2,051
Net Income over Expenditure	(3,935)	(2,086)	0	2,086				
6000 plus Transfer from EMR	(2,989)	2,051	0	(2,051)				
Movement to/(from) Gen Reserve	(6,924)	(35)	0	35				
<u>305 Shaw Cemetery</u>								
1077 Precept Reallocation	0	87,332	87,332	0			100.0%	

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1300 Income - Cemetery	3,162	46,814	68,672	21,858			68.2%	
Shaw Cemetery :- Income	3,162	134,146	156,004	21,858			86.0%	0
4517 Lime Trees - Pollard	0	0	2,500	2,500		2,500	0.0%	(2,500)
Shaw Cemetery :- Direct Expenditure	0	0	2,500	2,500	0	2,500	0.0%	(2,500)
4045 Salary Reallocation	2,240	29,141	26,460	(2,681)		(2,681)	110.1%	
4249 IT - Cemeteries	500	1,817	1,848	31		31	98.3%	
4265 Subscriptions	55	325	480	155		155	67.7%	
4317 2024/25 Purchase Orders	0	635	0	(635)		(635)	0.0%	635
4400 Rent Payable	0	1,000	1,000	0		0	100.0%	
4405 Rates - NTC	0	4,042	4,320	278		278	93.6%	
4410 Water	0	6,548	4,500	(2,048)		(2,048)	145.5%	2,048
4415 Electricity NTC Main Contract	380	1,783	3,350	1,567		1,567	53.2%	
4425 Repairs and Maintenance	2,195	7,121	7,788	667	495	172	97.8%	(580)
4428 Health & Safety annual checks	90	339	800	461		461	42.4%	(460)
4430 Maint. Contracts	8,050	96,594	96,639	45		45	100.0%	
4435 Maint. Contracts Unscheduled	450	1,118	2,000	882		882	55.9%	(880)
4440 Fire Extinguishers	0	287	288	1		1	99.8%	
4515 Tree Works	1,400	6,281	4,031	(2,250)		(2,250)	155.8%	2,250
Shaw Cemetery :- Indirect Expenditure	15,359	157,031	153,504	(3,527)	495	(4,022)	102.6%	3,013
Net Income over Expenditure	(12,197)	(22,885)	0	22,885				
6000 plus Transfer from EMR	(520)	513	0	(513)				
Movement to/(from) Gen Reserve	(12,717)	(22,372)	0	22,372				
<u>306 Shaw Cemetery Projects</u>								
4776 Shaw Cemetery Land Survey	0	620	0	(620)		(620)	0.0%	620
Shaw Cemetery Projects :- Direct Expenditure	0	620	0	(620)	0	(620)		620
Net Expenditure	0	(620)	0	620				
6000 plus Transfer from EMR	0	620	0	(620)				
Movement to/(from) Gen Reserve	0	0	0	0				
<u>310 Markets</u>								
1077 Precept Reallocation	0	7,957	7,957	0			100.0%	
1320 Income - Market	3,015	37,852	42,500	4,648			89.1%	
Markets :- Income	3,015	45,809	50,457	4,648			90.8%	0
4045 Salary Reallocation	1,069	16,790	15,917	(873)		(873)	105.5%	
4265 Subscriptions	0	484	484	0		0	100.0%	

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4266 Licence	0	165	190	25		25	86.8%	
4275 Advertising General	204	1,475	2,700	1,225		1,225	54.6%	
4360 Market Management	1,300	15,600	17,500	1,900		1,900	89.1%	
4361 Market bank costs	18	227	250	23		23	90.9%	
4405 Rates - NTC	0	3,444	3,616	172		172	95.2%	
4415 Electricity NTC Main Contract	106	1,088	1,300	212		212	83.7%	
4425 Repairs and Maintenance	85	85	8,500	8,415		8,415	1.0%	(8,415)
Markets :- Indirect Expenditure	2,783	39,358	50,457	11,099	0	11,099	78.0%	(8,415)
Net Income over Expenditure	232	6,451	0	(6,451)				
6000 plus Transfer from EMR	(8,415)	(8,415)	0	8,415				
Movement to/(from) Gen Reserve	(8,183)	(1,964)	0	1,964				
<u>315 War Memorial</u>								
1077 Precept Reallocation	0	7,074	7,074	0			100.0%	
War Memorial :- Income	0	7,074	7,074	0			100.0%	0
4045 Salary Reallocation	165	2,870	2,774	(96)		(96)	103.5%	
4424 Pressure Cleaning	0	1,125	1,125	0		0	100.0%	
4425 Repairs and Maintenance	236	236	1,175	939	225	714	39.2%	
4850 Sinking Fund	0	0	2,000	2,000		2,000	0.0%	(2,000)
War Memorial :- Indirect Expenditure	401	4,231	7,074	2,843	225	2,618	63.0%	(2,000)
Net Income over Expenditure	(401)	2,843	0	(2,843)				
6000 plus Transfer from EMR	0	(2,000)	0	2,000				
Movement to/(from) Gen Reserve	(401)	843	0	(843)				
<u>320 Footway Lighting</u>								
1077 Precept Reallocation	0	35,764	35,764	0			100.0%	
Footway Lighting :- Income	0	35,764	35,764	0			100.0%	0
4045 Salary Reallocation	370	4,838	4,402	(436)		(436)	109.9%	
4414 Electricity Footpaths fm 0425	0	2,777	18,362	15,585		15,585	15.1%	(15,585)
4425 Repairs and Maintenance	1,650	8,459	13,000	4,541	3,767	774	94.0%	(3,767)
4855 Street Lighting Upgrade	0	3,210	0	(3,210)		(3,210)	0.0%	3,210
Footway Lighting :- Indirect Expenditure	2,020	19,284	35,764	16,480	3,767	12,713	64.5%	(16,142)
Net Income over Expenditure	(2,020)	16,480	0	(16,480)				
6000 plus Transfer from EMR	(19,352)	(16,142)	0	16,142				
Movement to/(from) Gen Reserve	(21,371)	338	0	(338)				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>325 Clock House</u>								
1077 Precept Reallocation	0	5,440	5,440	0			100.0%	
Clock House :- Income	0	5,440	5,440	0			100.0%	0
4045 Salary Reallocation	102	1,794	1,733	(61)		(61)	103.5%	
4415 Electricity NTC Main Contract	108	1,482	1,850	368		368	80.1%	
4424 Pressure Cleaning	0	750	750	0		0	100.0%	
4425 Repairs and Maintenance	0	225	250	25		25	90.0%	
4428 Health & Safety annual checks	0	0	400	400		400	0.0%	
4430 Maint. Contracts	38	456	457	1		1	99.8%	
Clock House :- Indirect Expenditure	249	4,707	5,440	733	0	733	86.5%	0
Net Income over Expenditure	(249)	733	0	(733)				
<u>330 Street Furniture</u>								
1077 Precept Reallocation	0	17,463	17,463	0			100.0%	
1605 Income - Clear Channel (INC)	0	32,096	63,000	30,904			50.9%	
1995 Donations - Street Furniture	0	1,265	0	(1,265)			0.0%	
Street Furniture :- Income	0	50,824	80,463	29,639			63.2%	0
4045 Salary Reallocation	1,001	9,057	7,303	(1,754)		(1,754)	124.0%	
4111 Bus Shelter Provision & Maint	0	32,096	63,000	30,904		30,904	50.9%	
4425 Repairs and Maintenance	0	6,212	6,000	(212)	280	(492)	108.2%	583
4460 Grit Bins	448	3,263	4,160	897	896	0	100.0%	(896)
4462 Donated - Street Furniture	0	1,229	0	(1,229)	380	(1,609)	0.0%	
Street Furniture :- Indirect Expenditure	1,449	51,857	80,463	28,606	1,556	27,050	66.4%	(313)
Net Income over Expenditure	(1,449)	(1,033)	0	1,033				
6000 plus Transfer from EMR	(1,176)	(313)	0	313				
Movement to/(from) Gen Reserve	(2,625)	(1,346)	0	1,346				
<u>335 Recreation Grounds</u>								
1077 Precept Reallocation	0	108,863	108,863	0			100.0%	
1355 Income - Pitches	281	1,737	900	(837)			193.0%	
Recreation Grounds :- Income	281	110,600	109,763	(837)			100.8%	0
4591 Green Flag submission	0	389	700	311		311	55.6%	
Recreation Grounds :- Direct Expenditure	0	389	700	311	0	311	55.6%	0
4045 Salary Reallocation	1,808	24,036	21,942	(2,094)		(2,094)	109.5%	
4356 Defibrillator Parts	0	128	128	0		0	99.9%	
4410 Water	0	1,556	700	(856)		(856)	222.3%	856

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4415 Electricity NTC Main Contract	353	3,310	3,600	290		290	91.9%	
4424 Pressure Cleaning	0	600	600	0		0	100.0%	
4425 Repairs and Maintenance	168	1,658	6,144	4,486	195	4,291	30.2%	(40)
4428 Health & Safety annual checks	0	0	778	778		778	0.0%	
4430 Maint. Contracts	5,283	63,398	63,405	7		7	100.0%	
4435 Maint. Contracts Unscheduled	0	0	800	800		800	0.0%	
4515 Tree Works	2,400	13,870	10,966	(2,904)		(2,904)	126.5%	2,904
Recreation Grounds :- Indirect Expenditure	10,013	108,555	109,063	508	195	313	99.7%	3,720
Net Income over Expenditure	(9,732)	1,656	0	(1,656)				
6000 plus Transfer from EMR	2,360	3,720	0	(3,720)				
Movement to/(from) Gen Reserve	(7,372)	5,376	0	(5,376)				
<u>340 Play Areas</u>								
1077 Precept Reallocation	0	127,596	127,596	0			100.0%	
Play Areas :- Income	0	127,596	127,596	0			100.0%	0
4045 Salary Reallocation	4,015	47,955	42,551	(5,404)		(5,404)	112.7%	
4317 2024/25 Purchase Orders	0	1,359	0	(1,359)		(1,359)	0.0%	1,359
4425 Repairs and Maintenance	3,897	32,466	41,783	9,317	8,696	622	98.5%	(7,876)
4430 Maint. Contracts	3,497	41,970	42,010	40		40	99.9%	
4515 Tree Works	0	1,252	1,252	0		0	100.0%	
Play Areas :- Indirect Expenditure	11,409	125,001	127,596	2,595	8,696	(6,101)	104.8%	(6,517)
Net Income over Expenditure	(11,409)	2,595	0	(2,595)				
6000 plus Transfer from EMR	(7,876)	(6,517)	0	6,517				
Movement to/(from) Gen Reserve	(19,284)	(3,922)	0	3,922				
<u>341 Play Areas Projects</u>								
4423 Upgrading Play Areas	0	20,744	0	(20,744)		(20,744)	0.0%	20,744
Play Areas Projects :- Indirect Expenditure	0	20,744	0	(20,744)	0	(20,744)		20,744
Net Expenditure	0	(20,744)	0	20,744				
6000 plus Transfer from EMR	0	20,744	0	(20,744)				
Movement to/(from) Gen Reserve	0	0	0	0				
<u>345 Victoria Park</u>								
1077 Precept Reallocation	0	170,119	170,119	0			100.0%	
1355 Income - Pitches	0	304	0	(304)			0.0%	

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1360 Income - Tennis Courts	0	6,600	7,000	400			94.3%	
1380 Income - Bowling Club	0	900	900	0			100.0%	
1385 Income - Kiosk/Cafe	0	0	2,000	2,000			0.0%	
1390 Income - Victoria Park Hire	93	7,623	4,000	(3,623)			190.6%	
1391 Income - Mini Golf	0	5,155	5,000	(155)			103.1%	
1392 Donations - Duck Feeder	0	702	0	(702)			0.0%	
Victoria Park :- Income	93	191,403	189,019	(2,384)			101.3%	0
4518 Lime Tree Avenue Lighting Upgr	0	0	750	750		750	0.0%	(750)
4541 Repairs to Victoria and Lions	0	2,860	1,960	(900)		(900)	145.9%	900
4543 Splashpark	0	2,727	4,200	1,473		1,473	64.9%	
4591 Green Flag submission	0	389	893	504		504	43.6%	
Victoria Park :- Direct Expenditure	0	5,976	7,803	1,827	0	1,827	76.6%	150
4045 Salary Reallocation	2,508	31,974	28,880	(3,094)		(3,094)	110.7%	
4266 Licence	0	35	35	0		0	100.0%	
4355 Toilet Hire	0	918	2,500	1,582		1,582	36.7%	
4356 Defibrillator Parts	0	233	233	(0)		(0)	100.0%	
4410 Water	0	6,297	13,500	7,203		7,203	46.6%	(7,203)
4415 Electricity NTC Main Contract	599	4,610	5,500	890		890	83.8%	
4425 Repairs and Maintenance	224	6,090	10,503	4,413	150	4,263	59.4%	(150)
4426 Pest Control	0	1,293	1,293	0		0	100.0%	
4428 Health & Safety annual checks	0	0	1,000	1,000		1,000	0.0%	
4430 Maint. Contracts	8,424	101,092	101,140	48		48	100.0%	
4435 Maint. Contracts Unscheduled	0	2,566	2,766	200		200	92.8%	2,000
4440 Fire Extinguishers	0	156	250	94		94	62.5%	
4445 Security	0	437	1,000	563		563	43.7%	
4465 Tennis Courts Maintenance Fund	0	0	3,600	3,600		3,600	0.0%	(3,600)
4480 Music at the Bandstand	0	3,000	3,150	150		150	95.2%	
4490 VP Fun Day	85	3,597	3,850	253		253	93.4%	
4515 Tree Works	0	2,496	2,016	(480)		(480)	123.8%	480
Victoria Park :- Indirect Expenditure	11,841	164,794	181,216	16,422	150	16,272	91.0%	(8,473)
Net Income over Expenditure	(11,748)	20,633	0	(20,633)				
6000 plus Transfer from EMR	(7,353)	(8,323)	0	8,323				
Movement to/(from) Gen Reserve	(19,101)	12,310	0	(12,310)				
<u>346 Victoria Park Projects</u>								
1123 Grant Rec. (Changing Places)	0	20,000	0	(20,000)			0.0%	20,000
Victoria Park Projects :- Income	0	20,000	0	(20,000)				20,000
4530 Community Cafe	74,756	414,448	0	(414,448)		(414,448)	0.0%	414,448

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4531 Changing Places	0	23,011	0	(23,011)		(23,011)	0.0%	23,011
Victoria Park Projects :- Indirect Expenditure	74,756	437,459	0	(437,459)	0	(437,459)		437,459
Net Income over Expenditure	(74,756)	(417,459)	0	417,459				
6000 plus Transfer from EMR	74,756	437,459	0	(437,459)				
6001 less Transfer to EMR	0	20,000	0	(20,000)				
Movement to/(from) Gen Reserve	0	0	0	0				
<u>350 Open Spaces</u>								
1077 Precept Reallocation	0	120,771	120,771	0			100.0%	
Open Spaces :- Income	0	120,771	120,771	0			100.0%	0
4045 Salary Reallocation	972	13,202	12,116	(1,086)		(1,086)	109.0%	
4317 2024/25 Purchase Orders	0	1,437	0	(1,437)		(1,437)	0.0%	1,437
4400 Rent Payable	0	1,054	1,160	106		106	90.9%	
4410 Water	0	266	116	(150)		(150)	229.7%	150
4424 Pressure Cleaning	0	600	600	0		0	100.0%	
4425 Repairs and Maintenance	215	2,298	2,896	598		598	79.4%	
4430 Maint. Contracts	7,971	95,655	95,698	43		43	100.0%	
4435 Maint. Contracts Unscheduled	0	362	505	143		143	71.7%	
4515 Tree Works	0	3,926	4,430	504		504	88.6%	(504)
4760 Litter Picking Equipment	0	0	500	500		500	0.0%	
4770 Biodiversity Survey	0	0	1,000	1,000		1,000	0.0%	
4777 Additional Dog Bin Collections	1,390	1,390	1,750	360		360	79.4%	
Open Spaces :- Indirect Expenditure	10,549	120,191	120,771	580	0	580	99.5%	1,083
Net Income over Expenditure	(10,549)	580	0	(580)				
6000 plus Transfer from EMR	(504)	1,083	0	(1,083)				
Movement to/(from) Gen Reserve	(11,053)	1,664	0	(1,664)				
<u>351 Open Spaces Projects</u>								
1077 Precept Reallocation	0	5,000	5,000	0			100.0%	
Open Spaces Projects :- Income	0	5,000	5,000	0			100.0%	0
4773 Water courses	0	0	5,000	5,000		5,000	0.0%	(5,000)
Open Spaces Projects :- Direct Expenditure	0	0	5,000	5,000	0	5,000	0.0%	(5,000)
Net Income over Expenditure	0	5,000	0	(5,000)				
6000 plus Transfer from EMR	(5,000)	(5,000)	0	5,000				
Movement to/(from) Gen Reserve	(5,000)	0	0	0				

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355 Floral Displays and Trees								
1077 Precept Reallocation	0	37,222	37,222	0			100.0%	
1991 Income - Floral Baskets Busine	0	2,247	0	(2,247)			0.0%	
Floral Displays and Trees :- Income	0	39,469	37,222	(2,247)			106.0%	0
4045 Salary Reallocation	1,206	13,278	11,496	(1,782)		(1,782)	115.5%	
4317 2024/25 Purchase Orders	0	7,498	0	(7,498)		(7,498)	0.0%	7,498
4435 Maint. Contracts Unscheduled	0	0	1,500	1,500		1,500	0.0%	
4500 Tree planting	1,549	1,549	3,276	1,727		1,727	47.3%	(1,550)
4505 Edible Crops	0	0	450	450		450	0.0%	
4510 Floral Displays	236	19,709	20,500	791		791	96.1%	
4512 Floral Baskets - Businesses	0	2,247	0	(2,247)		(2,247)	0.0%	
Floral Displays and Trees :- Indirect Expenditure	2,990	44,281	37,222	(7,059)	0	(7,059)	119.0%	5,948
Net Income over Expenditure	(2,990)	(4,812)	0	4,812				
6000 plus Transfer from EMR	(1,550)	5,948	0	(5,948)				
Movement to/(from) Gen Reserve	(4,540)	1,136	0	(1,136)				
360 Britain & Newbury In Bloom								
1077 Precept Reallocation	0	15,712	15,712	0			100.0%	
1600 Sponsorship	0	400	500	100			80.0%	
Britain & Newbury In Bloom :- Income	0	16,112	16,212	100			99.4%	0
4711 Britain in Bloom	175	418	2,500	2,082		2,082	16.7%	
Britain & Newbury In Bloom :- Direct Expenditure	175	418	2,500	2,082	0	2,082	16.7%	0
4045 Salary Reallocation	1,069	11,790	10,212	(1,578)		(1,578)	115.5%	
4710 Newbury In Bloom	245	1,788	3,500	1,712		1,712	51.1%	
Britain & Newbury In Bloom :- Indirect Expenditure	1,314	13,578	13,712	134	0	134	99.0%	0
Net Income over Expenditure	(1,489)	2,116	0	(2,116)				
420 Wash Common Allotment								
1077 Precept Reallocation	0	6,443	6,443	0			100.0%	
1400 Income - Allotment	0	5,055	4,784	(271)			105.7%	
Wash Common Allotment :- Income	0	11,498	11,227	(271)			102.4%	0
4045 Salary Reallocation	569	6,698	5,919	(779)		(779)	113.2%	
4410 Water	0	1,571	1,340	(231)		(231)	117.3%	231
4425 Repairs and Maintenance	550	955	876	(79)		(79)	109.0%	
4426 Pest Control	0	624	624	0		0	100.0%	
4430 Maint. Contracts	115	1,375	1,378	3		3	99.8%	

Detailed Income & Expenditure by Budget Heading 16/04/2026

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4435 Maint. Contracts Unscheduled	0	0	50	50		50	0.0%	
4515 Tree Works	0	1,040	1,040	0		0	100.0%	
Wash Common Allotment :- Indirect Expenditure	1,233	12,263	11,227	(1,036)	0	(1,036)	109.2%	231
Net Income over Expenditure	(1,233)	(766)	0	766				
6000 plus Transfer from EMR	0	231	0	(231)				
Movement to/(from) Gen Reserve	(1,233)	(534)	0	534				
<u>421 Allotments (except Wash Common</u>								
1077 Precept Reallocation	(645)	38,808	38,808	0			100.0%	
1400 Income - Allotment	0	26,755	25,000	(1,755)			107.0%	
Allotments (except Wash Common :- Income	(645)	65,563	63,808	(1,755)			102.8%	0
4045 Salary Reallocation	1,871	26,979	25,111	(1,868)		(1,868)	107.4%	
4248 IT - Allotments	0	265	324	59		59	81.8%	
4265 Subscriptions	0	29	70	41		41	41.7%	
4317 2024/25 Purchase Orders	0	2,382	0	(2,382)		(2,382)	0.0%	2,382
4400 Rent Payable	213	850	850	0		0	100.0%	
4410 Water	(67)	12,247	6,500	(5,747)		(5,747)	188.4%	5,814
4425 Repairs and Maintenance	0	2,275	2,676	401	400	1	99.9%	(400)
4426 Pest Control	156	4,221	4,222	1		1	100.0%	
4430 Maint. Contracts	904	10,848	10,870	22		22	99.8%	
4435 Maint. Contracts Unscheduled	255	375	1,636	1,261	800	461	71.8%	(800)
4515 Tree Works	0	11,449	11,549	100		100	99.1%	3,350
Allotments (except Wash Common :- Indirect Expenditure	3,332	71,919	63,808	(8,111)	1,200	(9,311)	114.6%	10,346
Net Income over Expenditure	(3,977)	(6,356)	0	6,356				
6000 plus Transfer from EMR	(1,300)	10,346	0	(10,346)				
Movement to/(from) Gen Reserve	(5,277)	3,990	0	(3,990)				
<u>430 Wharf Toilets</u>								
1077 Precept Reallocation	645	22,722	22,722	0			100.0%	
1993 Income - Cashless Payments	84	1,073	0	(1,073)			0.0%	
Wharf Toilets :- Income	729	23,795	22,722	(1,073)			104.7%	0
4045 Salary Reallocation	199	3,233	3,088	(145)		(145)	104.7%	
4051 Cashless Payments Charges	31	389	400	11		11	97.3%	
4195 Wharf Toilets Contract	3,627	14,508	14,509	1		1	100.0%	
4356 Defibrillator Parts	0	205	205	0		0	100.0%	
4405 Rates - NTC	0	191	250	59		59	76.5%	

Detailed Income & Expenditure by Budget Heading 16/04/2026

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4425 Repairs and Maintenance	155	4,205	4,270	65	155	(90)	102.1%	
Wharf Toilets :- Indirect Expenditure	4,012	22,732	22,722	(10)	155	(165)	100.7%	0
Net Income over Expenditure	(3,283)	1,063	0	(1,063)				
<u>435 Vehicle, Equipment & Tools</u>								
1077 Precept Reallocation	0	18,725	18,725	0			100.0%	
Vehicle, Equipment & Tools :- Income	0	18,725	18,725	0			100.0%	0
4556 Van Hire	940	940	0	(940)		(940)	0.0%	
Vehicle, Equipment & Tools :- Direct Expenditure	940	940	0	(940)	0	(940)		0
4045 Salary Reallocation	0	5,845	6,667	822		822	87.7%	
4190 CCTV	0	0	2,500	2,500		2,500	0.0%	(2,500)
4550 GM Vehicle Lease	0	3,202	4,200	998		998	76.2%	(700)
4551 GM Vehicle Consumables	86	1,004	1,483	479		479	67.7%	(300)
4552 GM Vehicle Insurance	0	1,247	1,263	16		16	98.7%	
4553 GM Vehicle Maint. Payment	0	509	700	191		191	72.8%	
4554 GM Vehicle Tax	0	0	195	195		195	0.0%	
4555 Tools & Equipment	90	1,747	1,717	(30)		(30)	101.7%	20
Vehicle, Equipment & Tools :- Indirect Expenditure	176	13,553	18,725	5,172	0	5,172	72.4%	(3,480)
Net Income over Expenditure	(1,116)	4,232	0	(4,232)				
6000 plus Transfer from EMR	(3,500)	(3,480)	0	3,480				
Movement to/(from) Gen Reserve	(4,616)	752	0	(752)				
<u>436 Community Services Projects</u>								
1077 Precept Reallocation	0	38,497	38,497	0			100.0%	
Community Services Projects :- Income	0	38,497	38,497	0			100.0%	0
4045 Salary Reallocation	4,089	44,599	38,497	(6,102)		(6,102)	115.8%	
Community Services Projects :- Indirect Expenditure	4,089	44,599	38,497	(6,102)	0	(6,102)	115.8%	0
Net Income over Expenditure	(4,089)	(6,102)	0	6,102				
<u>500 CPAC General</u>								
1077 Precept Reallocation	0	21,629	21,629	0			100.0%	
CPAC General :- Income	0	21,629	21,629	0			100.0%	0
4045 Salary Reallocation	1,302	19,788	18,629	(1,159)		(1,159)	106.2%	
4600 CPAC Committee Fund	75	360	1,000	640		640	36.0%	
4625 Art Trail	0	397	750	353		353	52.9%	

16:27

Detailed Income & Expenditure by Budget Heading 16/04/2026

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4637 Local Democracy WG	0	147	250	103		103	58.6%	
4639 Art on the Park	0	0	500	500		500	0.0%	
4643 Ceremonial Commitments	0	0	500	500		500	0.0%	
CPAC General :- Indirect Expenditure	1,377	20,692	21,629	937	0	937	95.7%	0
Net Income over Expenditure	(1,377)	937	0	(937)				
<u>501 CPAC Events & Projects</u>								
1077 Precept Reallocation	0	19,067	19,067	0			100.0%	
1997 Income - VE80	0	100	0	(100)			0.0%	
1999 Income - 200th Anniv Royal Eng	0	1,200	0	(1,200)			0.0%	1,200
CPAC Events & Projects :- Income	0	20,367	19,067	(1,300)			106.8%	1,200
4640 200th Annivers Royal Engineers	0	2,248	0	(2,248)		(2,248)	0.0%	2,248
CPAC Events & Projects :- Direct Expenditure	0	2,248	0	(2,248)	0	(2,248)		2,248
4045 Salary Reallocation	671	16,168	16,414	246		246	98.5%	
4686 VE Day 80th Anniversary	0	2,653	2,653	(0)		(0)	100.0%	
CPAC Events & Projects :- Indirect Expenditure	671	18,821	19,067	246	0	246	98.7%	0
Net Income over Expenditure	(671)	(702)	0	702				
6000 plus Transfer from EMR	0	2,248	0	(2,248)				
6001 less Transfer to EMR	0	1,200	0	(1,200)				
Movement to/(from) Gen Reserve	(671)	346	0	(346)				
<u>505 Civic Responsibility</u>								
1077 Precept Reallocation	0	83,676	83,676	0			100.0%	
1994 Claims - Insurance Settlements	0	815	0	(815)			0.0%	
Civic Responsibility :- Income	0	84,491	83,676	(815)			101.0%	0
4045 Salary Reallocation	7,660	78,114	65,916	(12,198)		(12,198)	118.5%	
4265 Subscriptions	0	23	30	7		7	76.2%	
4421 Insurance Claims Settlements	0	815	0	(815)		(815)	0.0%	
4650 Mayors Allowance	0	585	1,000	415		415	58.5%	
4655 Honorarium	227	3,411	3,640	229		229	93.7%	
4660 Mayor Making	0	2,519	2,600	81		81	96.9%	
4661 Mayors Festive Tea	0	699	1,000	301		301	69.9%	
4665 Remembrance	0	1,307	3,500	2,193		2,193	37.4%	(2,192)
4670 Regalia and Robes	0	1,680	2,400	720		720	70.0%	(720)
4680 Civic Hospitality & Events	0	274	1,500	1,226		1,226	18.3%	
4690 Twin Towns	0	0	250	250		250	0.0%	
4700 Civic Award Scheme	758	773	1,040	267		267	74.3%	

Detailed Income & Expenditure by Budget Heading 16/04/2026

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4705 Watership Brass	0	800	800	0		0	100.0%	
Civic Responsibility :- Indirect Expenditure	8,645	91,000	83,676	(7,324)	0	(7,324)	108.8%	(2,912)
Net Income over Expenditure	(8,645)	(6,509)	0	6,509				
6000 plus Transfer from EMR	(2,912)	(2,912)	0	2,912				
Movement to/(from) Gen Reserve	(11,557)	(9,421)	0	9,421				
<u>600 Planning & Highways</u>								
1077 Precept Reallocation	0	30,888	30,888	0			100.0%	
1121 Grants & Dons Rec. (Heritage)	0	720	0	(720)			0.0%	720
1124 Donation -Interpretation Panel	0	700	0	(700)			0.0%	
Planning & Highways :- Income	0	32,308	30,888	(1,420)			104.6%	720
4045 Salary Reallocation	1,706	30,200	29,288	(912)		(912)	103.1%	
4805 Heritage Working Group	396	1,202	1,000	(202)	750	(952)	195.2%	202
4825 S.215 Partnership W Berks	0	0	600	600		600	0.0%	
Planning & Highways :- Indirect Expenditure	2,102	31,402	30,888	(514)	750	(1,264)	104.1%	202
Net Income over Expenditure	(2,102)	907	0	(907)				
6000 plus Transfer from EMR	(201)	202	0	(202)				
6001 less Transfer to EMR	720	720	0	(720)				
Movement to/(from) Gen Reserve	(3,023)	389	0	(389)				
<u>601 Planning & Highways Projects</u>								
1077 Precept Reallocation	0	4,691	4,691	0			100.0%	
Planning & Highways Projects :- Income	0	4,691	4,691	0			100.0%	0
4045 Salary Reallocation	336	5,003	4,691	(312)		(312)	106.6%	
Planning & Highways Projects :- Indirect Expenditure	336	5,003	4,691	(312)	0	(312)	106.6%	0
Net Income over Expenditure	(336)	(312)	0	312				
Grand Totals:- Income	12,879	2,132,275	2,145,107	12,832			99.4%	
Expenditure	240,203	2,341,037	2,145,107	(195,930)	27,575	(223,506)	110.4%	
Net Income over Expenditure	(227,324)	(208,762)	0	208,762				
plus Transfer from EMR	(66,214)	344,995	0	(344,995)				
less Transfer to EMR	720	39,881	0	(39,881)				
Movement to/(from) Gen Reserve	(294,258)	96,352	0	(96,352)				

Newbury Town Council

Item: Budget Monitoring Months 2025/2026

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

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

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

EXPENDITURE

Cost Centre	Code	Description	Spent	Amount of over-spend	% of Budget	Reason
220 – Corporate Services	4270	Photocopier Charges	Budget: £1,000 Spent: £515		51.5%	LM: Budget reduced in consideration of new printer/photocopier contract. 51.5% to 6 mths rental. Monitor.
220 – Corporate Services	4290	Capital Expense Computers etc.	Budget: £8,963 Spent: £8,091		90.3%	KH: 7 laptops purchased plus cables, keyboards etc. (3 for new staff; 3 for current officers on rotation and 1 insurance purchase). £900 is expected shortly from an insurance claim which leaves £1,772 for the rest of the financial year. No budget concerns.
290 – Town Hall	4428	Health & Safety Compliance	Budget: £10,000 Spent: £3,360		39.8%	MK: No budget concerns re: planned expenditure. However, gas line check identified remedial works of approx. £3,500 to renew gas pipework. Should funds allow, propose bringing forward the 2026/27 project to remove gas from the building and putting the £3,500 towards the costs. Currently scoping the project which will be taken to Climate Emergency SC, Community Services and then P&R.
300 – Newtown Road Cemetery	4425	Repairs & Maintenance	Budget: £4,000 Committed: £2,280		57%	JH: Wall repairs to complete required works. No budget concerns.
330 – Street Furniture	4425	Repairs & Maintenance	Budget: £6,000 Spent: £1,223 Committed: £2,640		64.4%	JH: Early expenditure as installed dog and waste bins purchased at the end of 2024/25. No budget concerns.
350 – Open Spaces	4425	Repairs & Maintenance	Budget: £4,000 Spent: £320 Committed: £965		32.1%	JH: Committed – St John’s Memorial Garden – replace and refix approx. 30 capping slabs on corner wall. PO 2942. No budget concerns.
350 – Open Spaces	4435	Maintenance Contracts Unscheduled	Budget: £2,205 Spent: £0 Committed: £995		45.1%	JH: Committed – Fence Repairs in Middle Close further to vehicle damage, driver unknown. PO 2881. No budget concerns.

290 – Town Hall	4410	Water	Budget: £578 Spent: £498		86.1%	<p>LM: Whilst on the surface, these percentages give concern, we have been in credit with our water supplier throughout the winter and have only recently started to received invoices to pay. It's a difficult contract to manage as we are charged 2 months in advance, based on spend in the previous month. Our current contract runs out 3rd November 2025 and when renewing, we will be looking for a supplier who will charge to actual meter readings. We will be looking to ascertain more realistic actuals as part of this process.</p> <p>To calculate the financial position to date, I have included all the sites. See below. We are currently running at 28% of budget. With the current increases to water bills nationally, this will require close monitoring.</p>																																													
305 – Shaw Cemetery	4410	Water	Budget: 4,500 Spent: £7,632		169.6%																																														
335 – Recreation Grounds	4410	Water	Budget: £700 Spent: £388		55.4%																																														
350 – Open Spaces	4410	Water	Budget: £116 Spent: £117		100.6%																																														
						<table border="1"> <thead> <tr> <th>Water</th> <th>Budget</th> <th>Spent</th> <th>Left</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Town Hall</td> <td>578</td> <td>498</td> <td>80</td> <td>86.1%</td> </tr> <tr> <td>Shaw Cem</td> <td>4,500</td> <td>7,632</td> <td>-3,132</td> <td>169.6%</td> </tr> <tr> <td>Rec Grounds</td> <td>700</td> <td>388</td> <td>312</td> <td>55.4%</td> </tr> <tr> <td>Vic Park</td> <td>13,500</td> <td>-1,294</td> <td>14,794</td> <td>-9.6%</td> </tr> <tr> <td>Open Spaces</td> <td>116</td> <td>117</td> <td>-1</td> <td>100.6%</td> </tr> <tr> <td>WC Allot</td> <td>1,340</td> <td>-115</td> <td>1,455</td> <td>-8.6%</td> </tr> <tr> <td>Allots</td> <td>6,500</td> <td>457</td> <td>6,043</td> <td>7.0%</td> </tr> <tr> <td>Total</td> <td>27,234</td> <td>7,683</td> <td>19,551</td> <td>28%</td> </tr> </tbody> </table>	Water	Budget	Spent	Left	%	Town Hall	578	498	80	86.1%	Shaw Cem	4,500	7,632	-3,132	169.6%	Rec Grounds	700	388	312	55.4%	Vic Park	13,500	-1,294	14,794	-9.6%	Open Spaces	116	117	-1	100.6%	WC Allot	1,340	-115	1,455	-8.6%	Allots	6,500	457	6,043	7.0%	Total	27,234	7,683	19,551	28%
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Months 3 to 6 (01/06/25 to 30/09/25) – Reported to P&R 13/10/25 – 15% Variance – Income under 35% / Expenditure over 65% (excluding annual expenditure)

Income

Cost Centre	Code	Description	Income	Amount under	% of Budget	Reason																					
110 - Central Services	1090-1094	Interest from Bank & CCLA	Budget: £58,360 Received: £32,008		54.8%	<table border="1"> <thead> <tr> <th>Interest</th> <th>Budget</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>CCLA</td> <td>24,000</td> <td>12,235</td> </tr> <tr> <td>Shares</td> <td>0</td> <td>0</td> </tr> <tr> <td>Instant Access</td> <td>10,000</td> <td>4,599</td> </tr> <tr> <td>Fixed Term</td> <td>24,000</td> <td>15,174</td> </tr> <tr> <td>Current</td> <td>360</td> <td>0</td> </tr> <tr> <td>Total</td> <td>58,360</td> <td>32,008</td> </tr> </tbody> </table>	Interest	Budget	Actual	CCLA	24,000	12,235	Shares	0	0	Instant Access	10,000	4,599	Fixed Term	24,000	15,174	Current	360	0	Total	58,360	32,008
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Total	58,360	32,008																									

						Our current account no longer accrues interest, but anticipated income overall is about right.
290 – Town Hall	1270	Suite Lease	Budget: £30,000 Received: £8,435		28.1%	Empty suites have resulted in reduced income. Additionally, recent turnover and their current condition against the market has resulted in reduced rents. With new tenants from November in Suites 9 & 10, estimated income October to March is £12,970. This will rise if Suite 1 is let. 2025/26 income estimated as £8,595 below budget. Recommendation: See Suite Lease Expenditure.
290 – Town Hall	1280	Chamber Hire	Budget: £11,000 Received: £2,043		18.6%	The scaffolding and work on the roof has impacted income to the EK Room and the Chamber. Income at this time of year should be nearer £5,500. Shortfall approx. £3,457 Recommendation: See Suite Lease Expenditure

Expenditure

Cost Centre	Code	Description	Spent	Amount of overspend	% of Budget	Reason
220 – Corporate Services	4250	IT – Office 365 Package	Budget: £17,557 Spent: £10,817 (Committed: £9,800)		61.6%	With committed expenditure the % spend is 117.4%. However, this committed expenditure is logged to the wrong nominal ledger. This is the cost of the SharePoint, sums for which are held in an EMR.
220 – Corporate Services	4290	Capital Expense – Computers etc.	Budget: £8,963 Spent: £8,538		95.3%	On the high side as with new staff laptops and monitors required were over the budgeted spend. Agreement with KH, budget holder to vire funds from ‘Office Equipment’ if additional IT equipment required.

			<p>advance on the trajectory, corrected by our monthly water meter readings. But the benefit of the supplier is that they pass on the wholesale water at cost. Seasonal use has the greatest impact on our bills. Our monthly water meter readings are therefore essential to ensure that over the period of a year, our invoices are accurate.</p> <p>Resolved – Minutes 140.4:</p> <ul style="list-style-type: none"> To transfer £18k from EMR 371 (Office Move & Refurb) to a new EMR 363 (Water Expenditure) to cover over-budget costs. 																																																																														
<p>290 – Town Hall</p> <p>300 – Newtown Rd</p> <p>305 – Shaw Cem</p> <p>345 – Vic Park</p>	4440	<p>Fire</p> <table border="1"> <thead> <tr> <th>Extinguishers</th> <th>Budget</th> <th>Spent</th> <th colspan="2">%</th> </tr> </thead> <tbody> <tr> <td>Town Hall</td> <td>820</td> <td>542</td> <td colspan="2">66%</td> </tr> <tr> <td>Newtown Cem</td> <td>150</td> <td>63</td> <td colspan="2">42%</td> </tr> <tr> <td>Shaw Cem</td> <td>210</td> <td>126</td> <td colspan="2">60%</td> </tr> <tr> <td>Vic Park</td> <td>250</td> <td>129</td> <td colspan="2">51.70%</td> </tr> <tr> <td>Total</td> <td>1430</td> <td>860</td> <td colspan="2">60.10%</td> </tr> </tbody> </table>	Extinguishers	Budget	Spent	%		Town Hall	820	542	66%		Newtown Cem	150	63	42%		Shaw Cem	210	126	60%		Vic Park	250	129	51.70%		Total	1430	860	60.10%		<p>Investigated due to % spend at Town Hall. No concern due to % spend over all sites. Adjust spend per site for 2026/27 budget.</p>																																																
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Estates	4425	<p>Repairs & Maintenance</p> <table border="1"> <thead> <tr> <th></th> <th>Budget</th> <th>Spend</th> <th>Committed</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Town Hall</td> <td>17,000</td> <td>5,694</td> <td></td> <td>35.80%</td> </tr> <tr> <td>Newtown Cemetery</td> <td>4,000</td> <td>90</td> <td>2,280</td> <td>59.30%</td> </tr> <tr> <td>Shaw Cemetery</td> <td>6,968</td> <td>2,945</td> <td>80</td> <td>43.40%</td> </tr> <tr> <td>War Memorial</td> <td>2,300</td> <td>690</td> <td>435</td> <td>48.90%</td> </tr> <tr> <td>Clock House</td> <td>900</td> <td>500</td> <td>250</td> <td>83.30%</td> </tr> <tr> <td>Street Furniture</td> <td>6,000</td> <td>4,807</td> <td>230</td> <td>84.00%</td> </tr> <tr> <td>Recreation Grounds</td> <td>10,872</td> <td>1,538</td> <td>70</td> <td>14.80%</td> </tr> <tr> <td>Play Areas</td> <td>30,000</td> <td>15,696</td> <td>7,835</td> <td>78.40%</td> </tr> <tr> <td>Victoria Park</td> <td>20,000</td> <td>4,426</td> <td>1,523</td> <td>29.70%</td> </tr> <tr> <td>Open Spaces</td> <td>4,000</td> <td>1,649</td> <td>200</td> <td>46.20%</td> </tr> <tr> <td>WC Allotment</td> <td>1,300</td> <td>482</td> <td></td> <td>37.10%</td> </tr> <tr> <td>Allotments - Other</td> <td>4,329</td> <td>2,953</td> <td>920</td> <td>89.50%</td> </tr> <tr> <td>Wharf Toilets</td> <td>1,900</td> <td>0</td> <td>0</td> <td>0%</td> </tr> <tr> <td>Total</td> <td>109,569</td> <td>41,470</td> <td>13,823</td> <td>50.50%</td> </tr> </tbody> </table>		Budget	Spend	Committed	%	Town Hall	17,000	5,694		35.80%	Newtown Cemetery	4,000	90	2,280	59.30%	Shaw Cemetery	6,968	2,945	80	43.40%	War Memorial	2,300	690	435	48.90%	Clock House	900	500	250	83.30%	Street Furniture	6,000	4,807	230	84.00%	Recreation Grounds	10,872	1,538	70	14.80%	Play Areas	30,000	15,696	7,835	78.40%	Victoria Park	20,000	4,426	1,523	29.70%	Open Spaces	4,000	1,649	200	46.20%	WC Allotment	1,300	482		37.10%	Allotments - Other	4,329	2,953	920	89.50%	Wharf Toilets	1,900	0	0	0%	Total	109,569	41,470	13,823	50.50%	<p>Investigated as spend in several areas greater than 65%. However, average spend across areas is 50.5%, which is about right. Will discuss with MK and JH, budget holders, and request monitored. Dependent on the reason, it may be helpful to via budget between nominal codes for greater accuracy in the longer term.</p>			
	Budget	Spend	Committed	%																																																																													
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330 – Grit Bins	4460	Grit Bins	Budget: 4,160 Committed: £3,136		75.4%	Will discuss projected spend with JH, budget holder and via funds if required.
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Months 7 to 9 (01/10/25 to 31/12/25) – Reported to P&R 19/01/26 – 15% Variance – Income under 60% / Expenditure over 90% (excluding annual I&E)

Income

Cost Centre	Code	Description	Income	Amount under	% of Budget	Reason
290 – Town Hall	1270	Income – Suite Lease	Budget: £30,000 Received: 18,785		62.6%	Since the last meeting, income has increased, with new tenants now in Suites 9 and 10. Income is now over the 60% threshold for reporting. We are also hopeful for a new tenant for Suite 1.
295 – Weddings	1280	Income – Chamber Hire	Budget: £3,850 Received: £2,226		57.8%	As reported in Quarter 2, the scaffolding and work on the roof has impacted income to the EK Room and the Chamber (290-1280). This has also affected the Wedding Bookings. No further action required as any deficit will be covered by EMR 362 (mins 140.3) General Reserves in lieu of Town Hall Income.
305 – Shaw Cemetery	1300	Income – Cemetery	Budget: £68,672 Received: £32,157		46.8%	The percentage of cemetery income received to date is noticeably less than at the same time over the last couple of years. However, having looked at the projected income over expenditure for the whole budget, we are not expecting a deficit. It is not known whether this is a one-off year, or a trend. Though it is known that burial numbers are slowly decreasing, in favour of interment of ashes. A spreadsheet has been set up to monitor the request for the burials, interment of ashes, memorials etc. moving forward to support future planning of both budget and service provision. Discussed with the Strategic Working Group in consideration of the 2026/27 budget. For now, to assume a one-off year and monitor.
330 – Street Furniture	1605	Income – Clear Channel	Budget: £60,939 Received: £32,096		52.7%	This is a contra contract for the maintenance of the Council’s bus shelters, offering advertising provision. Clear Channel has changed its financial year,

hence the variation of income to budget. However, as expenditure always matches income (330/4111) there is no effect on the budget.

Expenditure

Cost Centre	Code	Description	Spent	Amount of overspend	% of Budget	Reason
220 – Corporate Services	4250	IT – Office 365 package	Budget: £17,947 Spent: £15,442		86%	To confirm, further to the last meeting, that the £9,800 set aside for the SharePoint rebuild has now been correctly coded and this budget code is within the threshold.
220 – Corporate Services	4290	Capital exp computers etc.	Budget: £8,963 Spent: £8,547		95.4%	The largest costs from this budget line are for laptops and monitors, which were purchased earlier in the year. No major expenditure is anticipated within this financial year.
325 – Clock House	4425	Repairs & Maintenance	Budget: £1,000 Spent: £975		97.5%	This budget covers pressure cleaning and clock maintenance costs. The Lead Officer is aware and has agreed a virement from R&M Town Hall, should additional funds be required for pressure cleaning. In 2026/27, for easier budget management, pressure cleaning has its own budget line.
421 – Allotments (except Wash Common)	4425	Repairs & Maintenance	Budget: £6,329 Spent: £4,503		90.8%	The supplier who manages our pest control, increased his costs, after 12 years of no increase. His costs remain competitive, but it was an unexpected in respect to the budget. Virements will prevent a budget deficit. The 2026/27 budget provides pest control with its own budget line.
Across Cost Centres	4515	Tree Works	Various			Tree works has significantly increased this year, following the tree surveys. Funds have been vired from other nominal codes to cover expenditure and agreement given by Council for £3,000 to be added to the EMR. A 10% increase to budget has been recommended for 2026/27.

Months 10 to 12 (01/01/26 to 31/03/26) – Reported to P&R 27/04/26 – 15% Variance – Income under 85% / Expenditure over 115%

Income

Cost Centre	Code	Description	Income	Amount under	% of Budget	Reason
290 – Town Hall	1280	Income – Chamber Hire	Budget: £11,000 Received: £5,121	£5,879	46.6%	As reported in Quarter 2 & 3, the scaffolding and work on the roof has impacted income to the EK Room and the Chamber (290-1280). In 2026/27 the business will need to be rebuilt.
295 – Weddings	1280	Income – Chamber Hire	Budget: £3,850 Received: £2,309	£1,541	60.0%	As reported in Quarter 2 & 3, the scaffolding and work on the roof has impacted income to the EK Room and the Chamber (290-1280), which has affected the Wedding bookings. In 2026/27 the business will need to be rebuilt.
305 – Shaw Cemetery	1300	Income – Cemetery	Budget: £68,672 Received: £46,814	£21,858	68.2%	As reported in Quarter 3, whilst we know the number of burials has reduced, it is not known whether this deficit is a one-off for 2025/26 or a longer-term trend. As from 2026/27, the number of in-parish, out-parish burials, interment of ashes and memorials is being monitored, to support an understanding of possible long-term trends.

Expenditure

No additional areas of concern, to those addressed previously, have come to our attention.

Small differences in expenditure over budget have been managed using virements between budget lines, to support budget management. These will be reflected in future budget setting.

LM – 22/04/2026

22/04/2026

Newbury Town Council 2025/2026

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Virement Date: 19/01/2026

Virement Ref No: 116

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4425	Repairs and Maintenance	335	Recreation Grounds	request of JH	4,000	
4425	Repairs and Maintenance	340	Play Areas	request of JH		3,000
4515	Tree Works	421	Allotments (except Wash	request of JH		1,000
1077	Precept Reallocation	335	Recreation Grounds	request of JH	4,000	
1077	Precept Reallocation	340	Play Areas	request of JH		3,000
1077	Precept Reallocation	421	Allotments (except Wash	request of JH		1,000

Narrative: budgets vired as per e-mail of JH 19/01/26 - LM

Virement Totals

8,000

8,000

Virement Date: 31/01/2026

Virement Ref No: 117

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4440	Fire Extinguishers	290	Town Hall	vire to fire ext shaw for defi	78	
4440	Fire Extinguishers	305	Shaw Cemetery	vire fm fire ext TH for defi		78

Narrative: Vired £78 from Fire Extinguishers Town Hall to Fire Extinguishers Shaw Cem, to cover budget deficit. LM

Virement Totals

78

78

Virement Date: 09/02/2026

Virement Ref No: 118

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4000	Salaries/NI/PAYE	100	Staff	PO 3193 play equip	6,783	
4425	Repairs and Maintenance	340	Play Areas	PO 3193 play equip		6,783

Narrative: Vired budget from salaries to R&M Play Areas to cover the cost of urgent repairs to the slide in Victoria Park - authorised by TMM - LM

Virement Totals

6,783

6,783

Virement Date: 10/02/2026

Virement Ref No: 119

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4050	Card Reader Charges	110	Central Services	Separate Bank & Card	1,200	
4052	Bank Charges	110	Central Services	Separate Bank & Card		1,200

Narrative: Vire £1,200 from Bank & Card Reader Charges, to Bank Charges, separating the two budget lines - LM

Virement Totals

1,200

1,200

Virement Date: 10/02/2026

Virement Ref No: 120

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4425	Repairs and Maintenance	290	Town Hall	separate pest frm R&M	600	
4426	Pest Control	290	Town Hall	separate pest frm R&M		600

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4425	Repairs and Maintenance	290	Town Hall	separate fire alarm frm R&M	2,500		
4441	Fire Alarm	290	Town Hall	separate fire alarm frm R&M		2,500	
4425	Repairs and Maintenance	290	Town Hall	separate lift frm R&M	1,300		
4442	Lift Services	290	Town Hall	separate lift frm R&M		1,300	
4425	Repairs and Maintenance	290	Town Hall	separate water cooler frm	310		
4443	Water Cooler	290	Town Hall	separate water cooler frm		310	
Narrative: Given the following their own budget line (previously within R&M): Pest Control, Fire Alarm, Lift Services, Water Cooler - LM					Virement Totals	4,710	4,710

Virement Date: 10/02/2026

Virement Ref No: 121

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased	
4255	Professional Fees DNU	220	Corporate Services	sep payroll fm prof fees	4,000		
4291	Profess Fees -	220	Corporate Services	sep payroll fm prof fees		4,000	
4255	Professional Fees DNU	220	Corporate Services	sep HR fm prof fees general	2,850		
4292	Professional Fees - HR	220	Corporate Services	sep HR fm prof fees general		2,850	
4255	Professional Fees DNU	220	Corporate Services	sep H&S fm prof fees	2,350		
4293	Pofessional Fees - H&S	220	Corporate Services	sep H&S fm prof fees		2,350	
4255	Professional Fees DNU	220	Corporate Services	sep VAT fm prof fees	520		
4294	Professional Fees - VAT	220	Corporate Services	sep VAT fm prof fees		520	
4255	Professional Fees DNU	220	Corporate Services	sep NTC fm prof fees	7,971		
4418	Insurance Valuations -	220	Corporate Services	sep NTC fm prof fees		7,971	
Narrative: Separating Corporate Services Professional fees into its different elements to support budget planning - LM					Virement Totals	17,691	17,691

Virement Date: 10/02/2026

Virement Ref No: 122

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased	
4418	Insurance Valuations -	220	Corporate Services	budget for Prof fees - NCT	7,971		
4295	Professional Fees - NTC	220	Corporate Services	budget for Prof fees - NCT		7,971	
Narrative: Vired £7,971 from Professional Fees General (4255/220) to Insurance Valuations - Bldgs (4418/220) instead of Professional Fees NTC (4295/220) - adjacent in Income & Expenditure tables. This is to correct this. LM					Virement Totals	7,971	7,971

Virement Date: 11/02/2026

Virement Ref No: 123

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4428	Health & Safety annual	290	Town Hall	separate pressure cleaning	480	
4424	Pressure Cleaning	290	Town Hall	separate pressure cleaning		480
4428	Health & Safety annual	290	Town Hall	separate fire alarm	2,534	

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4441	Fire Alarm	290	Town Hall	separate fire alarm		2,534	
4428	Health & Safety annual	290	Town Hall	via to R&M additional	291		
4425	Repairs and Maintenance	290	Town Hall	via to R&M additional		291	
Narrative: Separating pressure cleaning and fire alarm from R&M - LM. Increasing R&M budget due to costs - MK (LM)					Virement Totals	3,305	3,305

Virement Date: 11/02/2026

Virement Ref No: 124

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased	
4425	Repairs and Maintenance	315	War Memorial	separating pressure	1,125		
4424	Pressure Cleaning	315	War Memorial	separating pressure		1,125	
4425	Repairs and Maintenance	325	Clock House	separating pressure	750		
4424	Pressure Cleaning	325	Clock House	separating pressure		750	
4425	Repairs and Maintenance	335	Recreation Grounds	separating defibrilator parts	128		
4356	Defibrilator Parts	335	Recreation Grounds	separating defibrilator parts		128	
4425	Repairs and Maintenance	335	Recreation Grounds	separating pressure	600		
4424	Pressure Cleaning	335	Recreation Grounds	separating pressure		600	
4425	Repairs and Maintenance	345	Victoria Park	separating defibrilator parts	233		
4356	Defibrilator Parts	345	Victoria Park	separating defibrilator parts		233	
4425	Repairs and Maintenance	345	Victoria Park	separating pest control	1,293		
4426	Pest Control	345	Victoria Park	separating pest control		1,293	
4425	Repairs and Maintenance	420	Wash Common	separating pest control	468		
4426	Pest Control	420	Wash Common	separating pest control		468	
4425	Repairs and Maintenance	421	Allotments (except Wash	separating pest control	3,240		
4426	Pest Control	421	Allotments (except Wash	separating pest control		3,240	
4428	Health & Safety annual	430	Wharf Toilets	separating defibrilator parts	205		
4356	Defibrilator Parts	430	Wharf Toilets	separating defibrilator parts		205	
Narrative: funds moved from R&M & H&S to enable pressure cleaning, defibrilator parts and pset control to have their own budget lines. LM					Virement Totals	8,042	8,042

Virement Date: 11/02/2026

Virement Ref No: 125

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased	
1077	Precept Reallocation	290	Town Hall	move to Shaw for fire exti	78		
1077	Precept Reallocation	305	Shaw Cemetery	move fm TH for fire exti		78	
1077	Precept Reallocation	100	Staff	move fm sals for play equip	6,783		
1077	Precept Reallocation	340	Play Areas	move fm sals for play equip		6,783	
Narrative: Transferred budget between cost centres. This virement moves the precept across to give an I over E budget of £0. - LM					Virement Totals	6,861	6,861

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Virement Date: 12/12/2025

Virement Ref No: 126

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4414	Electricity Footpaths fm	320	Footway Lighting	return funds to street ligh		4,500
4403	Lettings - interest on	290	Town Hall	return funds to street ligh	4,500	
1077	Precept Reallocation	320	Footway Lighting	return funds to street ligh		4,500
1077	Precept Reallocation	290	Town Hall	return funds to street ligh	4,500	
Narrative: £4,500 deposit to be paid from 503, therefore, amount needed in 4403 is £638. Return £4500 back to streetlights where originally vired from. LM				Virement Totals	9,000	9,000

Virement Date: 18/02/2026

Virement Ref No: 127

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4425	Repairs and Maintenance	345	Victoria Park	playground repairs &	2,000	
4425	Repairs and Maintenance	340	Play Areas	playground repairs &		2,000
Narrative: vire £2000 from R&M Vic Park to R&M Playgrounds to cover additional repairs and inspections - authorised by JH - LM				Virement Totals	2,000	2,000

Virement Date: 18/02/2026

Virement Ref No: 128

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
1605	Income - Clear Channel	330	Street Furniture	yr-end checks		2,061
1077	Precept Reallocation	220	Corporate Services	yr-end checks	2,061	
4111	Bus Shelter Provision &	330	Street Furniture	yr-end checks		2,061
4295	Professional Fees - NTC	220	Corporate Services	yr-end checks	2,061	
Narrative: Vire to correct balance of income v. precept reallocation prior to year-end. LM				Virement Totals	4,122	4,122

Virement Date: 18/02/2026

Virement Ref No: 129

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4425	Repairs and Maintenance	350	Open Spaces	for pressure washing	600	
4424	Pressure Cleaning	350	Open Spaces	for pressure washing		600
Narrative: journal £600 from R&M to Pressure Washing - separated codes - LM				Virement Totals	600	600

Virement Date: 18/02/2026

Virement Ref No: 130

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4195	Wharf Toilets Contract	430	Wharf Toilets	for R&M	645	

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4425	Repairs and Maintenance	430	Wharf Toilets	for R&M		645	
Narrative: Journal to cover additional R&M costs Wharf Toilet - LM					Virement Totals	645	645

Virement Date: 19/02/2026

Virement Ref No: 131

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased	
4010	Misc Staff Expenses	100	Staff	separating work & safety	750		
4009	Officers Work & Safety	100	Staff	separating work & safety		750	
Narrative: Separating work and safety wear from misc. Staff expenses - LM					Virement Totals	750	750

Virement Date: 19/02/2026

Virement Ref No: 132

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased	
4428	Health & Safety annual	290	Town Hall	for additional R&M	2,120		
4425	Repairs and Maintenance	290	Town Hall	for additional R&M		2,120	
4428	Health & Safety annual	290	Town Hall	for defib parts	785		
4356	Defibrillator Parts	290	Town Hall	for defib parts		785	
4415	Electricity NTC Main	290	Town Hall	for elec empty suites	1,884		
4413	Electricity Empty Suites	290	Town Hall	for elec empty suites		1,884	
Narrative: virements within 290 - Town Hall - to cover additional costs prior to yr end. LM					Virement Totals	4,789	4,789

Virement Date: 19/02/2026

Virement Ref No: 133

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased	
4415	Electricity NTC Main	290	Town Hall	for H&S Costs	631		
4428	Health & Safety annual	290	Town Hall	for H&S Costs		631	
Narrative: vire within cost centre to cover H&S costs - LM					Virement Totals	631	631

Virement Date: 19/02/2026

Virement Ref No: 134

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4045	Salary Reallocation	110	Central Services	mth 10 sal real bud adjust	899	
4045	Salary Reallocation	200	P&R General	mth 10 sal real bud adjust	5,338	
4045	Salary Reallocation	290	Town Hall	mth 10 sal real bud adjust		5,584
4045	Salary Reallocation	295	Weddings	mth 10 sal real bud adjust		1,404
4045	Salary Reallocation	300	Newtown Road	mth 10 sal real bud adjust	1,124	
4045	Salary Reallocation	305	Shaw Cemetery	mth 10 sal real bud adjust	486	
4045	Salary Reallocation	310	Markets	mth 10 sal real bud adjust	2,281	

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4045	Salary Reallocation	320	Footway Lighting	mth 10 sal real bud adjust	126		
4045	Salary Reallocation	325	Clock House	mth 10 sal real bud adjust	316		
4045	Salary Reallocation	330	Street Furniture	mth 10 sal real bud adjust		2,582	
4045	Salary Reallocation	335	Recreation Grounds	mth 10 sal real bud adjust	730		
4045	Salary Reallocation	340	Play Areas	mth 10 sal real bud adjust		2,152	
4045	Salary Reallocation	345	Victoria Park	mth 10 sal real bud adjust	46		
4045	Salary Reallocation	350	Open Spaces	mth 10 sal real bud adjust	601		
4045	Salary Reallocation	355	Floral Displays and	mth 10 sal real bud adjust		1,445	
4045	Salary Reallocation	360	Britain & Newbury In	mth 10 sal real bud adjust		1,276	
4045	Salary Reallocation	420	Wash Common	mth 10 sal real bud adjust		375	
4045	Salary Reallocation	421	Allotments (except Wash	mth 10 sal real bud adjust	2,262		
4045	Salary Reallocation	430	Wharf Toilets	mth 10 sal real bud adjust	528		
4045	Salary Reallocation	435	Vehicle, Equipment &	mth 10 sal real bud adjust	4,132		
4045	Salary Reallocation	436	Community Services	mth 10 sal real bud adjust		5,227	
4045	Salary Reallocation	500	CPAC General	mth 10 sal real bud adjust	2,276		
4045	Salary Reallocation	501	CPAC Events & Projects	mth 10 sal real bud adjust	5,443		
4045	Salary Reallocation	505	Civic Responsibility	mth 10 sal real bud adjust		13,655	
4045	Salary Reallocation	600	Planning & Highways	mth 10 sal real bud adjust	6,060		
4045	Salary Reallocation	601	Planning & Highways	mth 10 sal real bud adjust	522		
4045	Salary Reallocation	315	War Memorial	mth 10 sal real bud adjust	530		
Narrative: vired budgets across salary reallocations to give a spend of 92.385% of budget after month 10 salaries. LM					Virement Totals	33,700	33,700

Virement Date: 19/02/2026

Virement Ref No: 135

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
1077	Precept Reallocation	110	Central Services	precept real for mth 10 sals	899	
1077	Precept Reallocation	200	P&R General	precept real for mth 10 sals	5,338	
1077	Precept Reallocation	290	Town Hall	precept real for mth 10 sals		5,584
1077	Precept Reallocation	295	Weddings	precept real for mth 10 sals		1,404
1077	Precept Reallocation	300	Newtown Road	precept real for mth 10 sals	1,124	
1077	Precept Reallocation	305	Shaw Cemetery	precept real for mth 10 sals	486	
1077	Precept Reallocation	310	Markets	precept real for mth 10 sals	2,281	
1077	Precept Reallocation	315	War Memorial	precept real for mth 10 sals	530	
1077	Precept Reallocation	320	Footway Lighting	precept real for mth 10 sals	126	
1077	Precept Reallocation	325	Clock House	precept real for mth 10 sals	316	
1077	Precept Reallocation	330	Street Furniture	precept real for mth 10 sals		2,582
1077	Precept Reallocation	335	Recreation Grounds	precept real for mth 10 sals	730	
1077	Precept Reallocation	340	Play Areas	precept real for mth 10 sals		4,152
1077	Precept Reallocation	345	Victoria Park	precept real for mth 10 sals	2,046	

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1077	Precept Reallocation	350	Open Spaces	precept real for mth 10 sals	601	
1077	Precept Reallocation	355	Floral Displays and	precept real for mth 10 sals		1,445
1077	Precept Reallocation	360	Britain & Newbury In	precept real for mth 10 sals		1,276
1077	Precept Reallocation	420	Wash Common	precept real for mth 10 sals		375
1077	Precept Reallocation	421	Allotments (except Wash	precept real for mth 10 sals	2,262	
1077	Precept Reallocation	430	Wharf Toilets	precept real for mth 10 sals	528	
1077	Precept Reallocation	435	Vehicle, Equipment &	precept real for mth 10 sals	4,132	
1077	Precept Reallocation	436	Community Services	precept real for mth 10 sals		5,227
1077	Precept Reallocation	500	CPAC General	precept real for mth 10 sals	2,276	
1077	Precept Reallocation	501	CPAC Events & Projects	precept real for mth 10 sals	5,443	
1077	Precept Reallocation	505	Civic Responsibility	precept real for mth 10 sals		13,655
1077	Precept Reallocation	600	Planning & Highways	precept real for mth 10 sals	6,060	
1077	Precept Reallocation	601	Planning & Highways	precept real for mth 10 sals	522	

Narrative: adjust precept reallocation budgets to support mth 10 salary reallocation to approx 92% of budget. LM				Virement Totals	35,700	35,700
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Virement Date: 20/02/2026

Virement Ref No: 136

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4425	Repairs and Maintenance	345	Victoria Park	to clean & repair vic & lions	1,960	
4541	Repairs to Victoria and	345	Victoria Park	to clean & repair vic & lions		1,960

Narrative: Insufficient in EMR - journal difference from R&M - LM				Virement Totals	1,960	1,960
---	--	--	--	-----------------	-------	-------

Virement Date: 23/02/2026

Virement Ref No: 137

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4420	Insurance	220	Corporate Services	to cover IT 365 invoices	1,000	
4250	IT - Office 365 Package	220	Corporate Services	to cover IT 365 invoices		1,000

Narrative: £1000 vired from Insurance (4420/220) to IT-365 (4250/220) to cover Feb and March predicted costs - LM				Virement Totals	1,000	1,000
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Virement Date: 23/02/2026

Virement Ref No: 138

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4415	Electricity NTC Main	345	Victoria Park	for elec costs at rec grounds	500	
4415	Electricity NTC Main	335	Recreation Grounds	for elec costs at rec grounds		500
1077	Precept Reallocation	345	Victoria Park	for elec costs at rec grounds	500	
1077	Precept Reallocation	335	Recreation Grounds	for elec costs at rec grounds		500

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Narrative: transfer between vic park and rec ground electricity budgets to cover costs - LM	Virement Totals	1,000	1,000
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Virement Date: 28/02/2026

Virement Ref No: 139

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4425	Repairs and Maintenance	420	Wash Common	cover costs of pest control	156	
4426	Pest Control	420	Wash Common	cover costs of pest control		156

Narrative: vire £156 from R&M to Pest Control to cover costs of separated budget lines - LM	Virement Totals	156	156
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Virement Date: 28/02/2026

Virement Ref No: 140

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4425	Repairs and Maintenance	421	Allotments (except Wash	cover pest costs	514	
4400	Rent Payable	421	Allotments (except Wash	cover pest costs	100	
4435	Maint. Contracts	421	Allotments (except Wash	cover pest costs	211	
4426	Pest Control	421	Allotments (except Wash	cover pest costs		825

Narrative: vire £825 from other budget lines within 421 to cover deficit of pest costs - LM	Virement Totals	825	825
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Virement Date: 28/02/2026

Virement Ref No: 141

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4240	Printing/Stationery	220	Corporate Services	to cover recruitment costs	149	
4225	Advertising Recruitment	220	Corporate Services	to cover recruitment costs		149
4407	Gas	290	Town Hall	for electricity empty suite co	135	
4413	Electricity Empty Suites	290	Town Hall	for electricity empty suite co		135
4551	GM Vehicle Consumables	435	Vehicle, Equipment &	for electricity empty suite co	137	
4555	Tools & Equipment	435	Vehicle, Equipment &	for electricity empty suite co		137

Narrative: virements within cost centres to cover month end deficits 28/02/26 - LM	Virement Totals	421	421
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Virement Date: 16/03/2026

Virement Ref No: 142

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4774	DNU (Dog bins 24-25.	350	Open Spaces	amend code from 4774 to	1,750	
4777	Additional Dog Bin	350	Open Spaces	amend code from 4774 to		1,750

Narrative: All expenditure within Open Spaces is listed as code 4. Far easier if	Virement Totals	1,750	1,750
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Dog Bins also Code 4. Requires a new code to action this.
Simplest way forward.

Virement Date: 25/03/2026					Virement Ref No: 143		
A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased	
4050	Card Reader Charges	110	Central Services	vire funds to cover bank	150		
4052	Bank Charges	110	Central Services	vire funds to cover bank		150	
Narrative: We recently split the bank and bank card charges. Readjustment between costs centres required - LM					Virement Totals	150	150

Virement Date: 25/03/2026					Virement Ref No: 144		
A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased	
4251	IT - Accounts	220	Corporate Services	vire for IT 365 costs	861		
4250	IT - Office 365 Package	220	Corporate Services	vire for IT 365 costs		861	
4251	IT - Accounts	220	Corporate Services	vire for Advertising costs	124		
4225	Advertising Recruitment	220	Corporate Services	vire for advertising costs		124	
Narrative: Virements to support other nominal costs within the cost centre - LM					Virement Totals	985	985

Virement Date: 25/03/2026					Virement Ref No: 145		
A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased	
4293	Professional Fees - H&S	220	Corporate Services	vire to adobe to cover costs	4		
4254	IT - Adobe	220	Corporate Services	vire to adobe to cover costs		4	
Narrative: vire within cost centre to cover additional 365 costs - LM					Virement Totals	4	4

Virement Date: 25/03/2026					Virement Ref No: 146		
A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased	
4265	Subscriptions	220	Corporate Services	for IT Citrix costs	500		
4253	IT - Citrix / Cloud	220	Corporate Services	for IT Citrix costs		500	
Narrative: vire within cost centre to cover additional Citrix costs - LM					Virement Totals	500	500

Virement Date: 25/03/2026					Virement Ref No: 147	
A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4295	Professional Fees - NTC	220	Corporate Services	for IT compliance	1,600	
4261	IT - Compliance	221	Corporate Services	for IT compliance		1,600

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Narrative: Vired £1,600 from professional fees to IT compliance to cover project costs - LM	Virement Totals	1,600	1,600
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Virement Date: 25/03/2026

Virement Ref No: 148

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
1077	Precept Reallocation	220	Corporate Services	vire to 221 for IT compliance	1,600	
1077	Precept Reallocation	221	Corporate Services	vire to 221 for IT compliance		1,600

Narrative: vire £1,600 precept from 220 to 221 to support IT compliance costs - LM	Virement Totals	1,600	1,600
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Virement Date: 25/03/2026

Virement Ref No: 149

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4249	IT - Cemeteries	305	Shaw Cemetery	for R&M costs	170	
4425	Repairs and Maintenance	305	Shaw Cemetery	for R&M costs		170

Narrative: vire to cover additional R&M Costs Shaw Cemetery - LM	Virement Totals	170	170
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Virement Date: 25/03/2026

Virement Ref No: 150

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4435	Maint. Contracts	421	Allotments (except Wash	for add. costs in R&M	258	
4425	Repairs and Maintenance	421	Allotments (except Wash	for add. costs in R&M		101
4426	Pest Control	421	Allotments (except Wash	for add. costs in R&M		157

Narrative: vire sum from maint contract unscheduled to cover additional R&M & Pest Control costs - LM	Virement Totals	258	258
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Virement Date: 25/03/2026

Virement Ref No: 151

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4435	Maint. Contracts	421	Allotments (except Wash	for Wharf cleaning contract	645	
4195	Wharf Toilets Contract	430	Wharf Toilets	for Wharf cleaning contract		645
1077	Precept Reallocation	421	Allotments (except Wash	for Wharf cleaning contract	645	
1077	Precept Reallocation	430	Wharf Toilets	for Wharf cleaning contract		645

Narrative: Via funds from Maintenance Contract Unscheduled to Wharf Toilets Cleaning Contract to cover costs - LM	Virement Totals	1,290	1,290
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Virement Date: 25/03/2026

Virement Ref No: 152

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
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4551	GM Vehicle Consumables	435	Vehicle, Equipment &	for Tools & Equip	60		
4555	Tools & Equipment	435	Vehicle, Equipment &	for Tools & Equip		60	
Narrative: Vire £60 from Van consumables to Tools & Equipment costs - LM					Virement Totals	60	60

Virement Date: 25/03/2026

Virement Ref No: 153

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased	
4825	S.215 Partnership W	600	Planning & Highways	for Falkland Panel	160		
4805	Heritage Working Group	600	Planning & Highways	for Falkland Panel		160	
Narrative: vire costs from 4825 S.215 partnership to 4805 Heritage towards Falkland Interpretation Panel costs - LM					Virement Totals	160	160

Virement Date: 26/03/2026

Virement Ref No: 154

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased	
4440	Fire Extinguishers	290	Town Hall	for lift & fire alarm	35		
4442	Lift Services	290	Town Hall	for lift & fire alarm		25	
4441	Fire Alarm	290	Town Hall	for lift & fire alarm		10	
Narrative: Vire funds from fire extinguishers to fire alarm and lift services - LM					Virement Totals	35	35

Virement Date: 27/03/2026

Virement Ref No: 155

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased	
4415	Electricity NTC Main	290	Town Hall	for H&S costs at y/e	125		
4428	Health & Safety annual	290	Town Hall	for H&S costs at y/e		125	
4551	GM Vehicle Consumables	435	Vehicle, Equipment &	for tools & equipment costs	20		
4555	Tools & Equipment	435	Vehicle, Equipment &	for tools & equipment costs		20	
Narrative: to cover PAT Testing Costs in the H&S budget line; and tools & equipment expenditure at y/e - LM					Virement Totals	145	145

Virement Date: 31/03/2026

Virement Ref No: 156

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased	
4805	Heritage Working Group	600	Planning & Highways	no need, funds in 1121/600	160		
4825	S.215 Partnership W	600	Planning & Highways	fm Heritage 4805/600		160	
Narrative: Returning Heritage Working Group funds to the original budget of £1000, as the additional funds vired mid-year to Heritage Working Group to cover expenditure at year-end can be covered by the donations received. 1121/600. Transferred to 4825/600 as a stopgap to general reserves at year-end. LM					Virement Totals	160	160

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Virement Date: 31/03/2026

Virement Ref No: 157

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased	
4251	IT - Accounts	220	Corporate Services	vire to office equip for expen	226		
4245	Office Equipment	220	Corporate Services	vire to office equip for expen		226	
Narrative: vire 226 from 4251 to 4245 to cover additional office equipment expenditure - LM					Virement Totals	226	226

Virement Date: 31/03/2026

Virement Ref No: 158

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased	
4415	Electricity NTC Main	305	Shaw Cemetery	for R&M Shaw Cem	650		
4425	Repairs and Maintenance	305	Shaw Cemetery	for R&M Shaw Cem		650	
Narrative: vire £650 to R&M Shaw, to cover unexpected roof expenses to chapel - LM					Virement Totals	650	650

Newbury Town Council

www.newbury.gov.uk

Quarter 3 Interim Internal Audit Report 2025-26 financial year



Claire Lingard-McKay

Working the Greener Way - Online



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This Internal Audit Report has been prepared for the sole use of Newbury Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Working the Greener Way Online (WGW Online) to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

1. The role of Internal audit

The requirement for an internal audit function in local government is detailed within the Accounts and Audit (Wales & England) Regulations 2015, which states that a relevant body must:

‘Undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector and internal auditing standards and guidance’.

The standards for ‘proper practices’ in relation to internal audit are laid down in the Public Sector Internal Audit Standards 2015 as amended from time to time [the Standards].

The role of internal audit is best summarised through its definition within the Standards, as an:

‘Independent, objective assurance and consulting activity designed to add value and improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.’

The Council is responsible for establishing and maintaining appropriate risk management processes, control systems, accounting records and governance arrangements. Internal audit plays a vital role in advising the Council that these arrangements are in place and operating effectively.





The Council’s response to internal audit activity should lead to the strengthening of the control environment and, therefore, contribute to the achievement of the Council’s objectives.

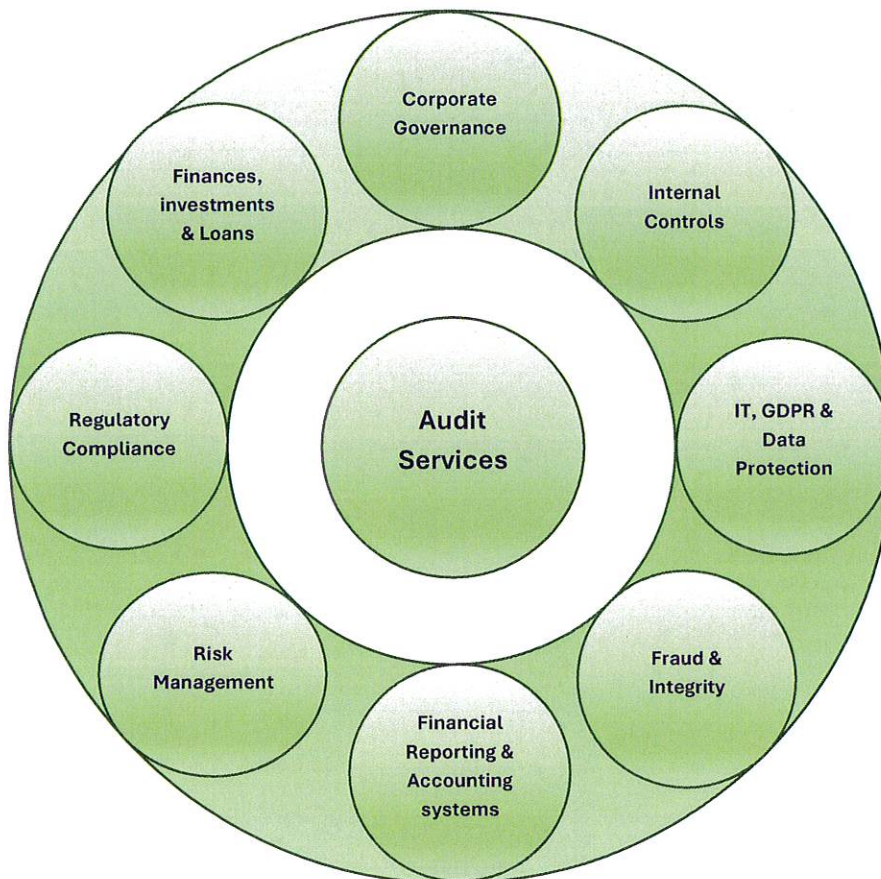
2. Internal audit approach

The risks inherent in the Council's internal control methods

To enable effective outcomes, our internal audit approach provides a combination of assurance review and consulting activities. Assurance reviews involve assessing how well systems and processes are designed and working, with consulting activities available to improve those systems and processes where necessary.

A full range of internal audit assurance reviews are performed in forming the year-end opinion with the approach to each area of review determined by:

-  The level of assurance required to meet statutory requirements;
-  The Council's short, medium, and long term objectives;
-  The level of confidence in the policies and procedures; and,
-  The risks inherent in the Council's internal control methods.



3. Internal audit coverage

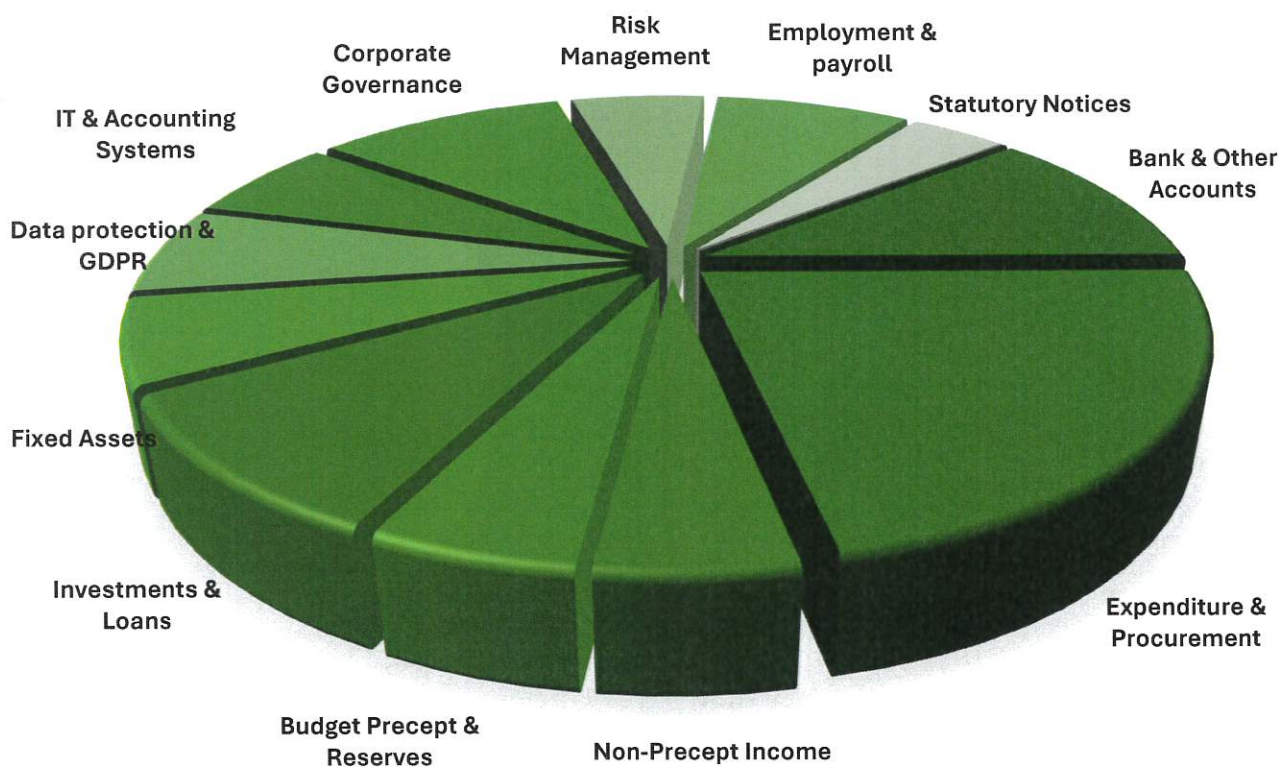
The annual Internal Audit plan was prepared to take account of the unique characteristics and relative risks of Newbury Town Council’s activities and to support the preparation of the Annual Governance Statement and the Annual Statement of Accounts contained within the Annual Return.

Assurance reviews in fifteen areas have been planned and performed to obtain sufficient information and explanation considered necessary to give reasonable assurance that the Council’s Internal Controls systems are functioning effectively. The Internal Audit plan for the 2025-26 financial year was approved in consultation with the Council’s Responsible Finance Officer and was informed by our own assessment of risk and materiality.

The plan will be modified in future years, in consultation with the RFO and Council Members to ensure it is aligned to the objectives of, and key risks facing the Council.

WGW online has provided assurance across sixteen areas of review, including an enhanced review of Corporate Governance, which correspond to the fifteen Internal Control objectives contained within the Annual Governance & Accountability Return: Annual Internal Audit Report, during the 2025-26 financial year to the 31st of December 2025.








Q3 INTERIM INTERNAL AUDIT COVERAGE



4. Internal Audit opinion

The Practice Manager of Working the Greener Way online is responsible for the delivery of the annual Internal Audit opinion and report that may be used by the Council to inform its Governance and Accounting statements in the Annual Return. The Q3 opinion, based on our first onsite interim review supplemented by the second onsite and third remote interim review, conducted with the assistance of the RFO: Liz Manship and other Officers of the Council on the 20th and 21st of January and the 22nd, 23rd and 28th of February 2026, examined the overall adequacy and effectiveness of the organisation's framework of governance, risk management and Internal Controls.

In giving this opinion, assurance can never be absolute and therefore, only reasonable assurance may be provided that there are no major weaknesses in the processes reviewed. In assessing the level of assurance to be given, I have based my opinion on:

-  The Q3 interim audit work & reporting completed at our offices;
-  The Q2 interim audit work & reporting completed onsite and at our offices;
-  The Q1 interim audit work & reporting completed onsite and at our offices;
-  The results of the follow up discussions conducted with the RFO and other Council Officers;
-  The responses of the Council to prior year's Internal Audit report;
-  The quality and performance of the Council's administrative function and the extent of compliance with the Standards defined in the Smaller Authorities Proper Practices Panel Practitioner's Guide 2025; and,
-  The proportion of Newbury Town Council's audit requirement that has already been covered during the Q1 & 2 Interim audits.

Internal audit opinion

I am satisfied that sufficient assurance work has been carried out to allow me to form a reasonable conclusion on the adequacy and effectiveness of Newbury Town Council's Internal Control Ecosystem.

In my opinion, Newbury Town Council's framework of governance, risk management and management control has 'Substantial Assurance' with the majority of internal controls working in practice.












Where weaknesses have been identified, detailed recommendations for improvement are recorded in Section 9: 'Action Plan FY2025-26' of this Internal Audit Report.

5. Council profile

Council name:	Newbury Town Council
Address:	The Old Town Hall, Market Place, Newbury, Berkshire RG14 5AA
Unitary authority:	West Berkshire Council, Council Offices, Market Street, Newbury Berkshire RG14 5LD
Proper officer:	Mr Toby Miles-Mallowan
Responsible Finance Officer:	Mrs Liz Manship
General Power of Competence:	The current Chief Officer is not yet CiLCA qualified. The Council last adopted the General Power of Competence (GPoC) during the Annual Meeting of the Town Council on Sunday the 14 th of May 2023 and is reliant on this adoption of GPoC until the Chief Officer has successfully attained the CiLCA qualification
Members:	Twenty-three seats
Elected Members:	Twenty-three elected Members.
Co-opted Members:	None
Chairperson:	Councillor Mr David Harman
Vice-chairperson:	Councillor Ms Sarah Slack
Members Register:	A physical Members Register is in place and maintained at the Council's Office. A hyperlink to the redacted Member's Register entry is available from the Councillors; profiles page on the Council's official website
Head of Electorate:	13,492 (Thirteen thousand, four-hundred and ninety-two) 01.04.25
Current precept:	£1,817,641 for the 2025-26 financial year.
External Auditor's report:	FY2024-25 External Auditor's opinion received on the 24 th of September 2025: 'Qualified.'
Official website:	The Council maintains a free to access website on a secure server, published at https://www.newbury.gov.uk

6. Corporate governance

The objective in this area of review is to ensure that the Council has robust corporate governance arrangements in place, and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings) all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been or are being considered for implementation. To meet the above objectives, we have:

-  Noted that the Council's Financial Regulations were last Reviewed and Readopted at the 20th of October 2025 during the Ordinary meeting of the Full Council under Minute reference FC/71/2025 of that meeting;
-  Noted that the Council's Standing Orders were last Reviewed and Readopted at the 21st of October 2024 Ordinary meeting of the Full Council. We have noted that the Standing Orders were due for review in October 2025 but that this has not taken place.;
-  Continued our review of the minutes of Full Council and its Committees (excluding Planning) for FY2025-26 to the 31st of December 2025 ensuring that no issues affecting the Council's financial stability either in the short, medium or long term exist, noting that the Minutes continue to be of a generally good quality. We have made a best practice recommendation;
-  Noted that the Council has adopted the Terms of Reference and Delegated Authority for its Committees, and its Working Groups;
-  Noted that, the Council received a qualified External Auditor's (PKF Littlejohn) Opinion for the 2024-25 financial year;
-  Noted that the Notice of Conclusion of Audit and the External Auditor's certificate and report is published on the Council's official website at <https://www.newbury.gov.uk/the-council/key-documents/finance/> as at the 15th of October 2025;
-  Noted the Internal Audit report for the 2024-25 financial year with a single best practice recommendation which has been implemented by the Council;
-  Noted that the Council currently maintains a limited portfolio of policy documents which is published on its website. We have noted that in response to the formal recommendation we made in our previous report that the Town Council's Chief Executive Officer is in the process of developing this portfolio;
-  We note that the Council maintains a formal Members Register of Interests which is held in the Town Council's offices. A hyperlink to a redacted electronic copy of the current Members Register is available on the Council's official website, published at: <https://www.newbury.gov.uk/media/ffpzi4q/all-cllrs-redcted-register-of-intrest.pdf>;
-  Noted that the Council maintains a website which at the time of the internal audit was published on a government specific domain at <https://www.newbury.gov.uk> upon which the Council's Minutes, Policies, and Member profiles are available;
-  Noted that all Members have been issued with council e-mail addresses for exclusive use on Council business. Councillor email-addresses are published in the footer of their profile on the Councillors section on the Council's official website;

- 🌱 Noted that the Council is registered with the Information Commissioners' Office as a data custodian;
- 🌱 Noted that the Council has basic Data Protection and Freedom of Information policies in place. These documents require significant redevelopment to be brought into compliance with the General Data Protection Regulation (GDPR) as amended from time to time; and,
- 🌱 The Council has no Cyber Security or resilience strategy in place currently; a 'Best Practice' recommendation was made in this regard, in the Q1 interim internal audit report;

Corporate Governance – Best Practice recommendation

15) Formal recommendation – Minutes

We have noted that the Minutes are of an overall high quality. However, we take this opportunity to remind the Chief Executive Officer that as the Minutes of the Town Council and its Standing Committees form the legal record of all the Council's business it is a requirement that when the Approved Minutes are published on the Council's website that all Appendices referred to in those Minutes (except in the instance of a Confidential report) are also published.

We note that the required appendices are properly published with the Full Town Council and Standing Committee Agendas.

We shall expand this area of review during the year-end audit.

Outcome - Corporate Governance

Substantial Assurance: The FY2025-26 Action Plan is recorded in Section 9 of this report.

7. Annual Independent Internal Audit

Internal control objective 'A'








'Appropriate accounting Records have been properly kept throughout the financial year'


The objective in this area of review is to ensure that the accounting records are being maintained accurately and currently, and that no anomalous entries appear in the financial ledgers.

Finance systems

The Council maintains its financial records using Rialtas Omega Accounting Software with the addition of the Sales & Purchase Ledger modules and has done so since the 2014-15 financial year.

To meet the above objectives of this area of review, we have: -

-  Noted that the Rialtas performed the year-end close down with the Responsible Finance Officer for the 2024-25 financial year;
-  Checked and verified that the closing balance for the 2024-25 financial year was correctly brought forward as the opening balance of the 2025-26 financial year with reference to the opening and closing balances declared on the Closing Trial Balance FY2024-25, the Opening Trial Balance for 2025-26, the Councils Bank Statements and the Approved Annual Return Accounting Statements;
-  Noted that the quality of data entry into Rialtas Omega continues to be exemplary;
-  Noted that VAT has been properly recorded in all cases examined;
-  Noted that the Council is Registered for VAT and submits quarterly VAT Returns. We have checked and verified the:
 - Q3 FY2025-26 VAT Reclaim in the amount of £81,880.53, which was received to bank on the 12th of January 2026;
 - Q2 FY2025-26 VAT Reclaim in the amount of £47,788.88, which was received to bank on the 09th of October 2025;
 - Q1 FY2025-26 VAT Reclaim in the amount of £50,588.90, which was received to bank on the 11th of July 2025; and,
 - Q4 FY2024-25 VAT Reclaim in the amount of £48,128.59, which was received to bank on the 16th of April 2025.
-  Noted that Awards of Grant Aid which had been made during the second quarter of the 2025-26 financial year had been made using the General Power of Competence;
-  Noted that formal segregation of duties are in place vis a vis the operation of the Rialtas Omega system with day to day operations undertaken by the Senior Accounts Officer and the new Finance Apprentice, month end checks and duties are undertaken by the Responsible Finance Officer, and separate internal checking and verification is undertaken by a nominated Council member on a monthly basis. Finally, the positions of Chief Officer and Responsible Finance Officer are held by different persons; and,

 Checked and verified all transactions recorded in the Rialtas Omega Cashbook 1: Handelsbanken current account and Cashbook 2: Handelsbanken instant access account and the control accounts for the Fixed Term Deposit accounts and the CCLA account, including inter account transfers, for the months of:

- Q3 Interim Audit October and December 2025
- Q2 Interim Audit July and September 2025
- Q1 Interim April and June 2025

All with no matters arising.

Bank and building society accounts

The Council retains the public funds under its management in two separate accounts with the Handelsbanken, (A Swedish bank based in Stockholm), a current and interest bearing account, a Churches, Councils and Local Authorities Public Sector Deposit Fund account and a number of variable length Fixed Term Deposit Accounts, again with Handelsbanken. The Council holds no building society accounts.

Investments and Loans

The Clerk & RFO has certified that during the 2025-26 financial year from the 01st of April 2025 to the 31st of December 2025 the Council held no loans owed either by it, or to it.

Credit & Debit cards

We have noted that the Council held twelve debit cards during the 2025-26 financial year to the 31st of December 2025. Each card has a transaction limit associated with it and its security is the responsibility of the holder.

The permissible use of Council debit cards is recorded in the Council's currently adopted Financial Regulations.

Internal control objective 'A' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q3 interim internal audit warranting formal comment or recommendation. We shall expand this area of review during the year-end audit.








Outcome - Internal Control Objective 'A'

Substantial Assurance

Internal control objective 'B'

'This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.'

The objective in this area of review is to ensure that Council resources are released in accordance with the Council's adopted Standing Orders, Financial Regulations, budgets and other approved procedures, that payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available, that correct analysis codes have been applied to invoices when processed, and that VAT has been appropriately identified and coded to the control account for periodic recovery. To meet the above objectives, we have: -

-  Conducted 100% transaction testing including all inter-bank transfers for the 2025-26 financial year from the months of April, June, July, September, October and December 2025 with no matters arising.
-  Noted that the Council undertook a single public tender during May 2025, in relation to the Victoria Park Café refurbishment, registered on ContractsFinder under reference PZJZ-7229-GBXH;
-  Checked and verified that all quotations undertaken during the period of the 1st of April 2025 to the 31st of December 2025, as recorded in the Minutes of the Full Council and its Committees, with no matters arising. We have made a Best Practice recommendation in this regard;
-  Noted that a Purchase Order system is in place with internal controls working in practice;
-  Conducted a review of payments with the criteria of selecting every non-payroll related payment in excess of £3,000 and every 35th non-payroll related payment, irrespective of value, as recorded in Rialtas Omega Purchase Ledger during the 2025-26 financial year from the 01st of April 2025 to the 31st of December 2025, ensuring compliance with the Council's currently adopted Financial Regulations and the requirements of the Smaller Authorities Proper Practices Panel; Practitioners Guide 2025. In Q3, we have checked and verified an additional 24 payment documents representing the period of the 1st of October to the 31st of October 2025, with a total value in the amount of £410,761.18 with no matters arising. The total sample for the period of the 1st of April 2025 to the 31st of December represents 70 non-payroll related payments with a value of £869,638.10 and representing 50% of all non-payroll related payments made by the Council with no matters arising;
-  Noted that VAT had been correctly coded in all instances of income and expenditure examined; and,
-  Checked and verified the submission of the Q3 VAT return, ensuring that the totals recorded in the Nominal Ledger VAT Control Account number '105' remain in balance with no matters arising.

Internal control objective 'B' – Best Practice recommendations

We have previously noted that the Town Council demonstrates a consistently robust approach to the management of its procurement process. We have made the following Best Practice recommendation based on a system we have reviewed of a Town Council similar to Newbury.

R15) The RFO and Chief Officer should Consider producing a Summary Sheet for each significant procurement to be used as a supporting document index. This can provide invaluable support for finance staff and for the purposes of Internal and External audit.

We shall expand this area of review during the year-end audit.

Outcome - Internal Control Objective 'B'

Substantial Assurance

Internal control objective 'C'

'This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.'

The objective in this area of review is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature. We also aim to ensure that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition. To meet the above objectives, we have: -

Health & Safety & Business Risk

- Noted that the Council maintains a very basic health & safety risk assessment in a spreadsheet which was submitted for the purposes of this Q1 interim audit. We take this opportunity to advise the Council that this is not appropriate for the Risk Management requirements of Newbury Town Council whatsoever. A formal recommendation in this regard was made during the Q1 interim internal audit which has now been addressed;

Insurance

- Examined the Council's insurance policy to ensure that appropriate cover is in place. The Council's General Cover is provided by Zurich Municipal under a Select for Local Councils policy, number YLL-2720855073 with the period of cover running from the 01st of September 2024 on the 31st of August 2025.

Key features include:


Public & Products Liability	£12,000,000
Employees Liability	£10,000,000
Hirers' Liability	£2,000,000
Fidelity Guarantee	£2,000,000
Plant protection	£500,000
Libel & Slander	£250,000
Money	£250,000
Legal Expenses	£200,000
Motor – Uninsured Loss	£100,000
Business Interruption	£100,000

It is our opinion that this level of cover is adequate for Council's Current and ongoing insurance requirements. However, we draw the Chief Officer, RFO and Council Member's attention to the Statement of Fact on page 2 of the Insurance Schedule and have made a formal recommendation in this regard;

- Noted that the Council maintains Motor Insurance Cover under a separate Zurich Municipal Policy, number YLL-2720876853 with the period of cover running from the 01st of November 2024 to the 31st of October 2025.

The policy has a maximum level of cover in the amount of £50,000,000 for an accident with a private car with £100,000 cover for uninsured loss; and,

Playground & Recreation areas

 Noted that the Council is responsible for fourteen Children's Playgrounds, including four MUGAs and a single skatepark:

1. Blossoms field – RG14 6QU

(5-14 age group): Climbing net with slide, rope swing, rotating net, balance beam, net bridge, stepping stones, table tennis, trampoline, swings, basket swing, multi-games unit, slide, springers (various), spring jeep, roundabout, dinosaur, play table, rope walk, seesaw.

2. Bodin Gardens RG14 7SG (Not featured on website)

(7 – 14 age group): Multi-games unit, slide, basket swing, swings, climbing rock, springers (various), goal unit.

3. Christie Heights – RG14 7SU

(7 – 14 age group): Climbing net and tubular structure with spinner, basket swing, swings, slide, fitness equipment. (Permanently closed due to structural concerns of surrounding walls)

4. City Recreation Ground – RG14 6LR

(All ages): multi-games unit, seesaw, springers (various), swings.

5. Creswell Road – RG14 2PQ

(All ages): Multi-games units with slide, climbing frame, free standing slide, mushroom seats, basket swing, swings, balance beam, gyro spiral, roundabout, seesaw, gullwing rocker.

6. Cromwell Road – RG14 2HR

(All ages): single MUGA, multi-games unit and climbing net, train.

7. Dickens Walk – RG14 2HR

(All ages): Multi-play unit, rocking log, embankment slide, stepping stones, rotating platform, springers (various), swings.

8. Digby Road – RG14 1TU

(All ages): Fitness equipment, single MUGA, basket swing, climbing rocks with connecting net, swings, multi-games unit, climbing frame, springers (various).

9. Frith Road – RG14 6DP

(All ages): Cable runway wire, fitness equipment, balance boards, multi-play units, rotating net, springer, climbing net, dizzy disc rotator, basket swing, swings, train, stepping-stones, swinging logs, rocker, BMX track.

10. Hamilton Court - RG14 7UH

(All ages): Embankment slide, stepping-stones, talk tubes, trampoline, dish roundabout, springers (various), swings.

11. Skylings – RG14 2BB

(All ages): Single MUGA ball games area.

12. St George's Avenue - RG14 5NY

(All ages): Embankment slide, open space with goals at either end.

13. Victoria Park (play area) – RG14 1EH

(All ages): Multi-games unit, springers (various), basket swings, sandpit, dish roundabout, DDA roundabout, rotator, caterpillar, swings, seesaw, timber stepping-stones mega climbing tower with large tube slides, cable runway.

14. Victoria Park (skatepark) – RG14 1EH

Concrete skatepark, steel half pipe.

15. Walton Way – RG14 2LL

(All ages): Multi-play unit, balance beam, cone climber, stepping stones, climbers, free standing slide, leap frog, space climbing net, roundabout, spinner, springers (various), swings, basket swing.

- 🌱 Noted, during the Q1 interim internal audit that there is no currently adopted Playground and Recreation area Risk Management policy in place;
- 🌱 Noted that Weekly visual playground and recreation area inspections are undertaken by the Council's contractors: John O' Connor Ltd who employ qualified Playground Inspectors;
- 🌱 Noted that two-monthly operations inspections are undertaken by the Parks & Open Spaces Supervisor or the Parks & Open Space Officer;
- 🌱 The Annual Independent Playground Inspections are conducted by The Play Inspection Company; and,
- 🌱 We are advised that all Playground Inspection reports, both internal and independent, are retained for the mandated statutory period of 21 years (18 + 3 years).

Internal control objective 'C' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q3 interim internal audit warranting formal comment or recommendation.



We shall expand this area of review during the year-end internal audit.

Outcome - Internal Control Objective 'C'

Substantial Assurance

Internal control objective ‘D’
 ‘The precept or rates requirement resulted from an adequate budgetary process: progress against the budget was regularly monitored; and reserves were appropriate.’

The objective in this area of review is to ensure that the Council has determined its annual budget based on sound assumptions of intended spending, that reasonable and proportionate funding is available to meet future spending plans, and that Members are kept aware of actual budgetary performance during the course of the financial year. We also seek to assess the adequacy of retained reserves, be they in respect of specific earmarked funds or the General Fund. To meet the above objectives, we have:

-  Noted from our review of the Council’s Minutes that Members review the current year Budget Vs. Actual expenditure on a quarterly basis at the Policy & Resources Committee level using a report produced from the Council’s Rialtas Omega Accounting system by the RFO;
-  Noted that the RFO actively monitors all budget lines which exceed budgeted expenditure +/- 15% variance, in compliance with the currently adopted Financial Regulations;

 **Noted the Cash at bank as at 31st December 2025**

Handelsbanken Current Account	£20,461.89
Handelsbanken Instant Access Account	£433,336.49
CCLA PSDF Account	£575,326.95
Fixed Term Interest Accounts	£1,050,000.00
Total	£2,079,125.33

Internal control objective ‘D’ – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q3 interim internal audit warranting formal comment or recommendation. We shall expand this area of review during the year-end internal audit.

Outcome - Internal Control Objective ‘D’



Substantial assurance

Internal control objective 'E'

'Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.'

The objective in this area of review is to ensure that the Council maintains appropriate records to ensure that all income due to the Council is identified, invoiced accordingly, and recovered within an appropriate time scale.

To meet the above objectives, we have: -

-  Noted that the Council reviewed Approved its fees and charges for the 2025-26 financial year at the 20th of January 2024 meeting of the Policy & Resources Committee under Minute reference 83 of that meeting;
-  Noted that in addition to the Precept the Council receives supplementary income from a wide variety of sources. We have continued our Review of Income for the 2025-26 financial year by reviewing the income sources below. Checking and verifying the invoicing to receipt process and the Council's approach to Credit Control with no matters arising;

Precept FY2025-26

The Council has received a Precept in the amount of £1,817,641 for the 2025-26 financial year.

Bank Interest

The Council receives interest and dividend payments on its Handelsbanken Instant Access Account, Fixed Term Deposits and CCLA PSDF Account. Interest income to the 31st of December 2025 has been received in the amount of £47,345.07.

Grants & Donations

The Council has received total Grants & Donations in the amount of £22,963.00 to the 31st of December 2025:

- 1121 Heritage Grants £150.00
- 1122 Miscellaneous Grants £515.00
- 1123 Changing Places Grant £20,000.00
- 1392 Duck feeder donations £633.00
- 1600 Britain / Newbury in Bloom £400.00
- 1995 Street Furniture donations £1,265.00

Victoria Park Income

The Council has received total income in relation to facilities at Victoria Park in the amount of £19,234.50 to the 31st of December 2025:

- Tennis Court Income £4,950.00
- Bowling Club £450.00
- Victoria Park Hire Income £8,679.50
- Mini-Golf Income £5,155.00

- 🌱 Noted that there is clear evidence of robust and proportionate Credit Control management Internal Controls in place. There is no significant Day Sales Overdue debt as at the 31st of December 2025;
- 🌱 We have reviewed the invoicing process and procedures for Political parties when hiring rooms from the Council noting that VAT has been correctly applied to sales invoices; and,
- 🌱 We have reviewed the invoicing process and procedures for Charities hiring rooms noting that VAT should not be applied when the purpose of the room hire is in line with the Charity’s Constitution and fund raising purposes. We take this opportunity to remind the RFO that when third parties hire a room to raise funds for a Charity VAT should be applied as normal.

Internal control objective ‘E’ – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q3 interim internal audit warranting formal comment or recommendation.

We shall expand this area of review during the year-end audit to examine the Burial Records in detail and to check and verify the sales, receipt and reporting process for Interments, Memorials and Exclusive Rights of Burial.

<p>Outcome - Internal Control Objective ‘E’</p> <p>Substantial Assurance</p>
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Internal control objective 'F'

'Petty Cash Payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for.'

The objective in this area of review is to ensure that the Council manages its Petty Cash system(s) in accordance with its adopted Financial Regulations, that items purchased are suitable for the Council's use, transactions are correctly recorded in the Council's cashbooks, that VAT is identified for recovery where appropriate and that the Petty Cash account is reconciled on an appropriate basis.

The Council does not operate a Petty Cash System, with all incidental payments being made via the Council's issued Debit Cards.

Internal control objective 'F' – Formal & Best Practice recommendations

There are matters arising in this area of review warranting formal comment or recommendation.











Outcome - Internal Control Objective 'F'

Substantial Assurance

Internal control objective 'G'

'Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.'

The objective in this area of review is to ensure that the Council is appropriately observing legislation with regard to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment of income tax and NI contributions, together with meeting the requirements of the LGPS. To meet the above objectives, we have: -

-  Noted that as at the 31st of December 2025 the Council employed fifteen persons;
-  Checked and verified the Contracts of employment for a cross section of staff members employed during this period;
-  Noted that the Council's Payroll is outsourced to DCK Payroll Solutions utilising IRIS Payroll Software;
-  Conducted a 100% review of the council's payroll for the 2025-26 financial year, from the 01st of April 2025 to the 31st of December 2025 with no matters arising;
-  Conducted a detailed review of the individual salary payments for June, September and December 2025;
-  Checked and verified that the PAYE and NI deductions had been properly and promptly paid to HMRC to the 31st of December 2025;
-  Noted that the Council is enrolled in the Royal County of Berkshire Pension Fund;
-  Checked and verified that the Pensions contributions had been properly and promptly paid to the Royal County of Berkshire Pension Fund to the 31st of December 2025;
-  Checked and verified that the Net Salary, PAYE & NI deductions, other Statutory deductions and Pensions contributions have been correctly recorded in the Rialtas Omega Cashbook to the 31st of December 2025; and,
-  Checked & verified that only direct salary costs and corresponding deductions appear in Box 4 'Staff Costs' for the 2025-26 financial year to the 31st of December 2025.

Internal control objective 'G' – Formal & Best Practice recommendations

We shall expand this area of review during the year-end audit to include a review of the annual payroll reports and submissions.

Outcome - Internal Control Objective 'G'

Substantial Assurance

Internal control objective ‘H’

‘Assets and Investments Registers were complete and accurate and properly maintained.’

The objective in this area of review is to ensure that the Council has prepared and maintains a register of its stock of land, buildings, vehicles, furniture and equipment as required by the Smaller Authorities Proper Practices Panel Practitioners’ Guide 2025.

The Council maintains its Fixed Asset Register in a basic spreadsheet cashbook, with a recorded asset value as of 31/03/25 of £6,426,481. We are advised that the Fixed Asset Register is currently undergoing a systemic review with a full audit to be undertaken and the introduction of a bespoke software during the 2026-27 financial year.

Internal control objective ‘H’ – Formal & Best Practice recommendations

There are no matters arising in this area of review warranting formal comment or recommendation as at the 31st of December 2025. We shall expand this area of review during the year-end audit to ensure the correct disclosure of the Fixed Asset Register Value in the Annual Accounting Statements.

Outcome - Internal Control Objective ‘H’

Substantial Assurance

Internal control objective 'I'

'Periodic bank account reconciliations were properly carried out during the year.'

The objective in this area of review is to ensure that the Council conducts regular reconciliations of the bank, building society and other investment accounts in which it maintains the public funds raised by taxation. That these reconciliations along with the corresponding account statements are presented to Members for their scrutiny and approval with that being recorded in the Minutes of the Full Council or its Committees.

To meet the above objectives, we have:

-  Noted that there is clear evidence recorded in the Council's Rialtas Accounting system that the Senior Accounts Officer reconciles both of the Council's cashbooks: CB1 Handelsbanken Current Account and CB4 Handelsbanken Instant Access Account on a monthly basis;
-  The Council's two control accounts: '210' CCLA PSDF Account and '260' Fixed Term Interest Account are updated by the Senior Accounts Officer on a monthly basis;
-  Checked and verified the Bank Reconciliations on the Council's two Handelsbanken Accounts and the Cash & Investment reconciliation as at the 30th of April, 30th of June, 30th of September, 31st of October and 31st of December 2025;
-  Noted that the reconciliations and corresponding bank statements are subject to scrutiny by a nominated member of the Audit Working Group; and,
-  There is clear evidence contained within our Review of Minutes of the Full Council and its Standing Committees, that bank reconciliations are subject to further Scrutiny by a Member of the Audit Working Group, monthly, and Approval by the Policy & Resources Committee on a quarterly basis.

Internal control objective 'I' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q3 interim internal audit warranting formal comment or recommendation. We shall expand this area of review during the year-end audit.

Outcome - Internal Control Objective 'I'

Substantial Assurance

Internal control objective 'J'











'Accounting Statements prepared during the year were prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure), agreed to the cash book, supported by an audit trail from underlying records and where appropriate debtors and creditors were properly recorded.'

The objective in this area of review is to ensure that accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments), agreed to the cashbook, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.' To meet these objectives, we have:

Noted that the Council's accounts are managed in Rialtas Omega Accounting software, a sector specific product designed for Town, Parish and Community Councils, with both Sales and Purchase Ledger Modules installed.

We have checked and verified the contents of the Council's Rialtas Omega cashbooks, Sales and Purchase Day Books, Nominal Ledger and Trial balance as at the 31st of December 2025, and consider that the first quarters transactions have been accurately and properly recorded. Rialtas Omega has been used to manage the following working records, which have all been checked and verified from the 01st of April 2025 to the 31st of December 2025 with reference to prime documentation:

Rialtas Omega Accounting system FY2025-26

- | | |
|---|--|
|  Cashbooks 1 & 4 |  Q1, Q2 & Q3 VAT Return |
|  Monthly Bank Reconciliation reports |  Nominal Ledger report |
|  Income & Expenditure Account |  Statutory Balance Sheet |
|  Earmarked Reserves report |  Cash, Investments report |
|  Sales Ledger Day Book |  Reserves reconciliation report |
|  Purchase Ledger Day Book |  Trial Balance report |

Further, we have checked and verified the transactions contained on Cashbooks 1 and 4 and the Fixed Term Interest and CCLA control accounts for the period of the 01st to the 30th of April 2025, the 01st to the 30th of June 2025 and the 01st to the 30th of September 2025 and the 01st to the 31st of December with reference to supporting prime documentation with only one matter arising.

We have checked and verified the Trial Balance as at the 31st of December 2025, ensuring that the cashbooks remained in balance, with no matters arising.

Internal control objective 'J' – Formal & Best Practice recommendations

There was a minor error on Cashbook 1, month seven in that a reversing entry had been made incorrectly causing the cashbook to be out of balance. This matter has now been resolved with the assistance of Rialtas Technical Support. Therefore, no further recommendations have been made regarding this matter.

We take this opportunity to remind the RFO and the Senior Accounts Officer that when a Reversing entry is applied to a Cashbook it must be made to the same side of the Cashbook that the error occurred in. I.e. Where a receipt of £100.00 is incorrectly recorded this should not be entered as a payment as this will cause the cashbook to be out of balance, and inflate both the income and expenditure account incorrectly.

The correction must be made by recording a 'Reversing entry', in the example given above, as a negative receipt recorded on the same date, with the same detail as the original incorrect entry in the amount of -£100.00.

We shall expand this area of review during the year-end audit.

Outcome - Internal Control Objective 'J'

Substantial Assurance

Internal control objective 'K'

If the authority certified itself as exempt from a limited assurance review in 2024-25, it met the exemption criteria and correctly declared itself exempt (*If the authority had a limited assurance review of its 2024-25 AGAR tick "not covered"*).

The objective in this area of review is to ensure that the Council is to ensure that where a council has certified itself as exempt from a limited review in the prior financial year, it met with the exemption criteria to do so.

Newbury Town Council has a turnover in excess of £25,000.00 and as such it does not meet the exemption criteria. The Council was subject a limited assurance review of its 2024-25 Annual Governance and Accountability Return (AGAR) as required by statute.

Internal control objective 'K' – Formal & Best Practice recommendations

There are no matters arising in this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective 'K'

Substantial Assurance

Internal control objective 'L'

'The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements.'

The objective in this area of review is to ensure that the Council publishes information on a free to access website, hosted on a secure server, and compliant with the Transparency Code (where applicable), prevailing Accessibility Legislation and the General Data Protection Legislation (GDPR) and has appropriate Data Protection policies in place.

To meet the above objectives, we have:

- 🌱 Noted that the Council is registered as a Data Controller with the Information Commissioner's Office;
- 🌱 Noted that the Council maintains its official website, which is hosted on a JSEC Compliant server, which is required of all public authorities utilising government specific domains, published under the domain <https://newbury.gov.uk/> ;
- 🌱 Noted that the website has undergone and continues to undergo significant redevelopment;
- 🌱 Noted that the website contains a vast array of information, however, this information is not logically organised and can be difficult to navigate and find selective information;
- 🌱 Noted that the website is not compliant with current accessibility legislation which is now a mandatory requirement of the Smaller Authorities Proper Practices Panel Practitioners Guide 2025;
- 🌱 Noted that the Council's turnover is in excess of £25,000 and that it is not currently required to comply with the Transparency Code;
- 🌱 Noted that the Council's currently adopted Standing Orders and Financial Regulations on its website;
- 🌱 Noted that the Council publishes its adopted Policies and Procedures on its website;
- 🌱 Noted that the Council publishes the Agenda and Minutes of its Full Council and Standing Committee meetings on its website;
- 🌱 Noted that the Council publishes an archive of the prior year Minutes & Agenda on its website;
- 🌱 Noted that although the Council publishes its audited prior year accounts with the corresponding Annual Governance and Accountability Return (AGAR) containing the External Auditor's opinion, corresponding Internal Audit reports and Notice of Conclusion of Audit announcements on its website, there is no menu option for 'Finance' and this information cannot be identified without undertaking a search of the website;
- 🌱 Noted that the Council has published the diary of meetings for the 2025-26 Municipal Year on its website;
- 🌱 Noted that the Council has a social media presence on Facebook, Instagram and X (previously twitter) in addition to its website;
- 🌱 Noted that there is a vast array of information about things to do, News, History and Partnerships which is given prominence over Council information; and,
- 🌱 Noted that website contains contact information for a variety of service requirements.

Internal control objective 'L' – Formal & Best Practice recommendations

Recommendations for improvement were made during the Q1 interim internal audit, these recommendations have been noted and considered, and implementation work is in progress in this regard.

There were no further matters arising in this area of review during the Q3 interim internal audit warranting formal comment or recommendation. We shall expand this area of review during the year-end internal audit.

Outcome - Internal Control Objective 'L'

Adequate Assurance:

Internal control objective 'M'

The authority, during the previous year (2024-25) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (*evidenced by the notice published on the website and/or authority approved minutes confirming the dates set*).

The objective in this area of review is to ensure that the Council has met its statutory requirements to publish the Notice for the Exercise of Public Rights meeting the following criteria: The notice must be published, at least one day after the formal announcement has been made at a meeting of the Full Council or its committees as recorded in the Council's minutes for a period of exactly 30 working days, to include the first ten working days in July. The notice is required to be published on the Council's website and prominently on its noticeboards.

To meet the above objectives, we have:

- 🌱 Checked and verified the Council's minutes to confirm that the Resolution to publish the Notice of Exercise of Public Rights for the 2024-25 financial year AGAR submission was made during the 23rd of June 2025 meeting of the Town Council, under Minute reference 38 of that meeting;
- 🌱 The date of the Announcement is recorded as the 25th of June 2025;
- 🌱 The date of the Commencement of the Period for Exercise of Public Rights is recorded as the 26th of June 2025;
- 🌱 The date of the Conclusion of the Period for Exercise of Public Rights is recorded as the 06th of August 2025;
- 🌱 The Period for the Notice of Exercise of Public Rights was exactly thirty working days including the first ten working days in July as statutorily required;
- 🌱 Noted that the Notice of Exercise of Public Rights is published on the Council's official website; and,
- 🌱 Checked and verified that the Notice of Exercise of Public Rights was displayed, prominently, on the Council's notice boards for the period required.

Internal control objective 'M' – Formal & Best Practice recommendations

There are no matters arising in this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective 'M'

Substantial Assurance

Internal control objective 'N'

'The authority has complied with the publication requirements for 2024-25 AGAR (see AGAR Page 1 Guidance Notes).'

The objective in this area of review is to ensure that the Council has met its statutory requirements to publish the Notice of Conclusion of Audit, after the Receipt of the External Auditor's certificate and report.

To meet the above objectives, we have:

- 🌿 Noted that the Council received the External Auditor's report and certificate from PKF Littlejohn LLP, in respect of the 2024-25 financial year, on the 30th of September 2025;
- 🌿 Noted that the Council received a 'qualified' External Audit opinion in that:
 - ***"The AGAR was not accurately completed before submission for review: 'information received from the smaller authority indicates that assets purchased during prior years have been added to the fixed asset register retrospectively in 2024-25. Section 2, Box 9 for 2023-24 has not been restated to reflect these omissions"***

Other matters which were brought to the attention of the Council were:

- ***"Evidence of consideration of risk management arrangements by the whole authority during 2024-25. This was requested as part of our intermediate review procedures. We have been provided with evidence of consideration by the Policy & Resources Committee."***
- 🌿 Noted that the Notice of Conclusion of audit was published on the Council's Noticeboards and its official website where it remained publicly accessible on the 15th of October 2025: [Newbury Town Council](#);
- 🌿 Noted that the AGAR submission along with all supporting documentation for the 2024-25 financial year are published on the Council's official website at [Newbury Town Council](#); and
- 🌿 Noted that the unaudited accounts have been published prominently alongside the Notice for the Exercise of Public Rights on the Council's Noticeboards.

Internal control objective 'N' – Formal & Best Practice recommendations

There are no matters arising in this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective 'N'

Substantial Assurance

Internal control objective 'O'

FOR LOCAL COUNCILS ONLY: Trust fund (*Including charitable*) - The Council met its responsibilities as a trustee.

The objective in this area of review is to ensure that the Council has met its statutory requirements where it acts as a trustee for any trust fund or charitable trust, including maintaining separate financial and bank accounts and making all required statutory returns to the Charities Commission and/or the HMRC.

The RFO advises as follows:

- 🌱 238180: Allotment for Labouring Poor - accounts submitted to the 31st of March 2024
 - Trustee: Newbury Town Council as Sole Trustee

- 🌱 1073253: Mayor of Newbury's Charitable Trust – accounts submitted to the 31st of May 2024
 - Trustees (Nominated): Mayor of Newbury and Deputy Mayor of Newbury
 - Trustees (Ex Officio): Civic Manager.

There is clear evidence that both charities' resources are managed responsibly, including keeping separate accounts for the charity, complying with accounting and reporting requirements, and submitting annual returns and accounts to the Charities Commission on time.

Internal control objective 'O' – Formal & Best Practice recommendations

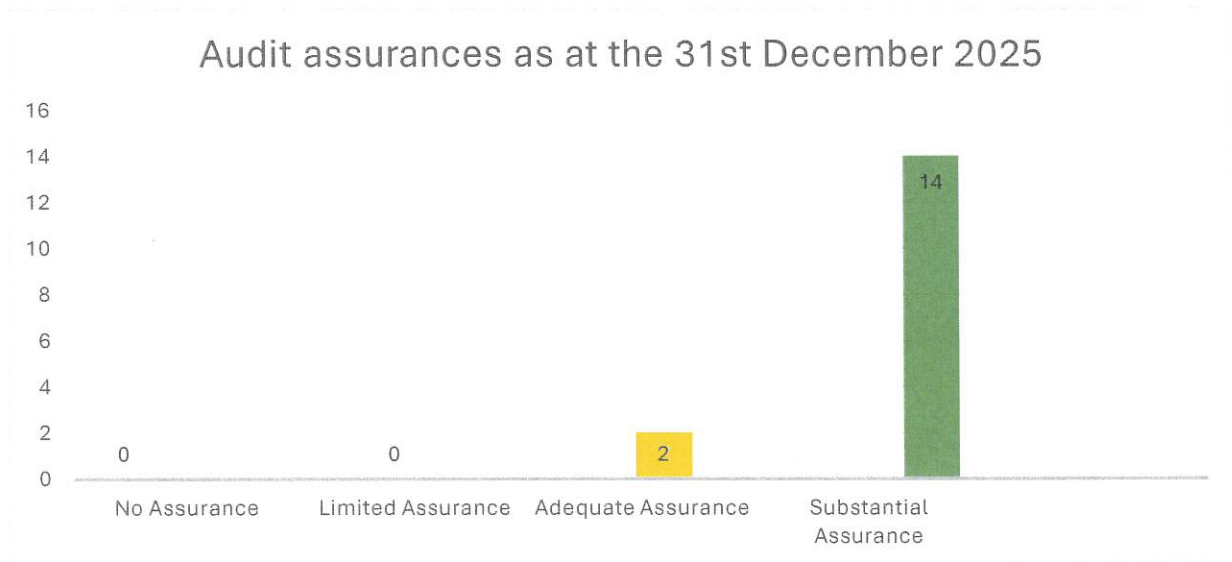
There are no matters arising in this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective 'O'

Substantial Assurance

8. Audit Assurance Review

During the Q1, Q2 and Q3 interim internal audits for the 2025-26 financial year covering the period of the 01st of April to the 31st December 2025, we have undertaken 1,823 separate audit tests, providing assurances in the sixteen areas of review which correspond to an enhanced review of Corporate Governance and the fifteen Internal Control objectives contained within the AGAR: Annual Internal Audit Report as detailed in the chart below.



Substantial: A sound framework of internal control is in place and operating effectively. No risks to the achievement of system objectives have been identified;

Adequate: Basically, a sound framework of internal control with opportunities to improve controls and / or compliance with the control framework. No significant risks to the achievement of system objectives have been identified;

Limited: Significant weakness(es) have been identified in the framework of internal control and / or compliance with the control framework which could place the achievement of system objectives at risk; or

No: Fundamental weaknesses identified in the framework of internal control, or the framework is ineffective or absent with significant risk to the achievement of system objectives.

9. FY2025-26 Action Plan Recommendations

Q3 Conclusions & Recommendations

Corporate Governance – Formal recommendation

16) Formal recommendation – Minutes

We have noted that the Minutes are of an overall high quality. However, we take this opportunity to remind the Chief Executive Officer that as the Minutes of the Town Council and its Standing Committees form the legal record of all the Council's business it is a requirement that when the Approved Minutes are published on the Council's website that all Appendices referred to in those Minutes (except in the instance of a Confidential report) are also published.

We note that the required appendices are properly published with the Full Town Council and Standing Committee Agendas.

Q3 Conclusion & Recommendation

Internal control objective 'B' – Best Practice recommendations

R16) The RFO and Chief Officer should Consider producing a Summary Sheet for each significant procurement to be used as a supporting document index. This can provide invaluable support for finance staff and for the purposes of Internal and External audit.

Q2 Conclusions & Recommendation

Internal control objective 'B' – Formal & Best Practice recommendations

15) Best practice recommendation – Procurement

Today with public finances becoming increasingly squeezed it is imperative for all Town Councils to demonstrate a fully transparent and impartial procurement policy for several key reasons:

Accountability and Trust: Ensuring that public money is spent responsibly and helps maintain community trust by showing decisions are made fairly, not based on favouritism and without conflicts of interest.

Legal Compliance: Councils must follow public procurement regulations and demonstrate value for money. Transparent processes protect against legal challenges and potential accusations of corruption or misuse of funds.

Best Value: Impartial competitive tendering encourages multiple suppliers to bid, which typically results in better quality services and more competitive pricing for taxpayers.

Fairness to Suppliers: Giving all qualified businesses an equal opportunity to compete for contracts, supporting local economic development and preventing monopolies.

Would you like more specific information about implementing procurement policies or the legal requirements for councils in a particular jurisdiction?

R15. The RFO and Chief Officer should develop a formal Policy for the management of all competitive quotations and tenders. Which stipulates how such procurements are to be managed by the Council alongside the currently adopted Standing Orders and Financial Regulations. We recommend that a structured approach by value is utilised and have provided the RFO templated documentation for consideration and review. **IMPLEMENTATION IN PROGRESS**

Q1 Conclusions & Recommendations

Corporate Governance – Formal & Best Practice recommendations

1) Best Practice Recommendation - Heavily amended Financial Regulations

We have noted and discussed with the Responsible Finance Officer the Council's currently adopted Financial Regulations which are heavily amended. Whereas it is the right of every Council to Approve and Adopt whatever Statutory Documents in respect of its Standing Orders, Financial Regulations and its Policy Documents it should be noted that documentation should remain, as far as it is reasonably possible, concise with consistent language and fit for purpose.

The Financial Regulations have been amended to incorporate the Councils Financial Procedures which are not documented elsewhere and therefore the document has become somewhat conflated and contains terms such as 'should' and 'may' for example. A Regulation is exactly that and can only be a 'must'.

Recommendation

R1. We suggest that the RFO, Chief Officer and Members consider reviewing the current NALC Model Financial Regulations with the potential for adoption with amendment as required, alongside the creation of formal Financial Procedures to be Approved and Adopted by the Council. **NOTED & CONSIDERED**

2) Formal Recommendation – Confidential Minutes

We have noted the Council's use of 'Confidential Minutes' during our Review of Minutes to the 30th of June 2025. We advise the Council that this practice is Unlawful. The Minutes of the Council and its standing Committees are the sole Legal Record of all Council Business and by definition Public. All Minutes are required to be published and open to inspection by members of the public.

Obviously, items of business discussed by the Council, its standing Committees and Working Groups will, from time to time, require the discussion of Confidential Matters. The correct way of managing this process is as follows:

- a) A Confidential Matter is added to the Agenda of a meeting; i.e. Staff Salary review.
- b) The Matter is discussed under Suspended Standing Orders with the Press and Public excluded.
- c) A 'Confidential & Privilege' report is written up as a referenced Appendix to the Minutes.

- d) Subsequently, the report is sealed in an envelope and placed in the Council Safe.
- e) The Minutes themselves record only the resolution that was made, i.e. "Members Resolved to Approve the Salary reviews as presented in Appendix 'A'", for example.

In this way, all the Minutes of the Council, its Committees and Working Groups may be published without disclosing confidential information, in compliance with Statute, and the Confidential Information remains inviolate as it would take a judicial ruling to open a Confidential and Privilege report.

Recommendation

- R2.** We suggest that the Chief Officer and Members consider utilising Confidential and Privilege reports as Appendices to Minutes to record the detail of all absolutely confidential matters in full compliance with Statute. **IMPLEMENTED**

3) Formal Recommendation – Use of 'Substitution' for absent members in Meetings

We have noted and discussed the Council's use of Substitution in Meetings of the Full Council and its standing Committees with the RFO at length. It is our opinion that 'Substitution' of Members may only be used at the Principal Authority level and not by Town & Parish Councils. The RFO has advised us that she has spoken to NALC representatives who have confirmed that this practice is acceptable.

We have taken advice from the Chair of the Internal Audit Forum and a Public Sector Lawyer who are both of the opinion that Substitution may not be used by Town and Parish Councils and that only Members of a Committee may act in those meetings. We note that the Council's Standing Orders have been amended with a clause relating to Substitution, however, we advise that this practice is not contained in the NALC Model Standing Orders.

Recommendation

- R3.** We suggest that the Council discontinues the use of 'Substitution'. **NOTED & CONSIDERED**

4) Formal Recommendation – Policy documents

The current portfolio of policy documentation published on the Council's official website is neither sufficient nor appropriate for the Council's needs. It is imperative that a Council of Newbury Town Council's size and complexity is able to demonstrate a consistent, version controlled, portfolio of Policies which encompasses the totality of the Council's operations. We suggest that the following policies are drafted for scrutiny and onward approval by Council Members:

- 1) GDPR Policies
- 2) Privacy Policy
- 3) Burials Policy
- 4) Transfer of Exclusive Right of Burial Policy
- 5) Shallow Graves Policy
- 6) Memorial Testing Policy

- 7) Memorial Policy
- 8) Cemetery Rules & Regulations Policy
- 9) Grant Aid Policy
- 10) Vexatious Complainant Policy
- 11) Allotment Rules & Regulations Policy
- 12) Complaints Procedure
- 13) Biodiversity Policy
- 14) Terms & Conditions of Hire
- 15) Safeguarding Vulnerable People & Children Policy
- 16) Modern Slavery Act
- 17) Anti Money laundering policy
- 16) Social Media & Electronic Communication Policy

All Policy Documents should be drafted on using a single template with a cover page containing the Council's logo style and the name and version control number of the Council. All Policy Documents should be drafted using the same typeface and contain an approval and version control matrix on the last page.

We have briefly discussed this matter with the Chief Officer and will provide a suite of Template Policies for Councils which the Council may use for reference should it choose to do so.

Recommendation

- R4.** We suggest that the Council drafts a standardised portfolio of Policy Documents, to meet the Council's current and ongoing requirements, for scrutiny and onward approval by Council Members. **IMPLEMENTATION IN PROGRESS**

5) Formal Recommendation - General Data Protection Regulation (GDPR) Policies & Procedures

Noted that the Council has very limited General Data Protection Regulation (GDPR) or Data Protection Policies in place, is registered as a Data Custodian with the Information Commissioners Office but has not conducted a Document Impact Assessment.

Recommendation

- R5.** As a public authority, which exchanges emails and other communications, with members of the public, and which is required to retain a wide range of documentation both in hard copy and electronically the Council is required to have a reasonable and proportionate General Data Protection Regulation (GDPR) Data Protection Policy and associated Internal Controls in place including a Document Retention Policy. This has been discussed at some length with the RFO and the Committees Clerk.

We strongly encourage the Chief Officer to draft an appropriate suite of GDPR and Data Protection policies for Scrutiny and onward Approval by Council Members. Further, a Document Retention policy should be drafted and maintained by the Chief Officer to ensure that all council

documentation, either electronic or hard copy is secured and maintained appropriately and for the correct period of time. **IMPLEMENTATION IN PROGRESS**

6) Best Practice recommendation – Cyber security

Noted that the Council's IT infrastructure is somewhat disparate and the Council can provide no clear evidence of any Cyber Security policy or resilience strategy in place.

As is the case with many small to medium sized councils, historical consideration given to IT infrastructure, resilience and business continuity has been minimal. Currently, the Council is unable to provide clear evidence of a coherent IT strategy and action plan.

In today's increasingly digital world, it is critical that all Council's address this matter in a reasonable and proportionate manner.

Recommendation

- R6.** Please note that the UK Government is increasingly focused on cyber security and will be bringing new legislation which will require a more stringent approach to this area of Corporate Governance to all government bodies. We strongly encourage the Chief Officer and the Council Members to work towards Cyber Essentials Certification during the 2025-26 financial year, as we are advised that this will become a minimum requirement for all Councils in England & Wales in the near future. **IMPLEMENTATION IN PROGRESS**

Internal Control Objective 'A' – Review of Bank & Investment Accounts

7) Formal recommendation- de-risking the public funds managed by the Council

With the exception of its CCLA PSDF account, the Council holds the remainder of the public funds under its management within accounts with the Handelsbanken. As at the 30th of June 2025 this equated to a total amount of £1,384,635.97. We draw the Council's attention to the statement on the Government's Financial Services Compensation Scheme portal which states:

"The Financial Services Compensation Scheme (FSCS) does not cover local councils, regardless of their turnover. The FSCS protects consumers when authorised financial firms fail, such as banks, building societies, credit unions, insurance companies, investment firms, and pension providers. Local councils are not financial firms regulated by the Financial Conduct Authority (FCA) or the Prudential Regulation Authority (PRA) and therefore are not eligible for FSCS protection. The FSCS's protection is specifically designed for individual consumers and small businesses that have used financial services from authorised firms, not for public sector organisations like councils."

It is incumbent upon the RFO and Council Members to ensure that any risks associated with the investment of the public funds under the Council's management, are minimised, to the extent that this is reasonably able to be achieved whilst returning a reasonable return on investment.

Recommendation

- R7.1** The RFO and Chief Officer should investigate alternative investment options for the Council to reduce the risk of having the majority of the public funds under the Council's management placed with one financial institution. **NOTED & CONSIDERED**
- R7.2** The RFO should review the Treasury policy and ensure that this is brought up to date in light of any decisions made in recommendation 8.1 above. **IMPLEMENTATION IN PROGRESS**

8) Best practice recommendation - Credit & Debit cards

We take this opportunity to remind the RFO and Council members that a Debit Card should never be used for online purchase as this is the gateway to the Council's current account! A council lost over £35,000.00 over a single weekend in 2024 as its current account Debit Card was lodged as the payment method on a well-known online vendor's website and the Council's account was illegally accessed.

Recommendation

- R8.** A credit card rather than a debit card should be utilised to make all online purchases with immediate effect. This will provide the Council with the extra protection of the Credit Card Charge Back scheme. As soon as an allegation of fraud has been made, it will be investigated by the Credit card company and where the charge is deemed unauthorised or fraudulent the Council will receive a refund within days. It should be noted that it is extremely difficult, if not impossible to retrieve funds which have been illegally harvested via a debit cards and the process will take several months to reach a conclusion. **IMPLEMENTATION IN PROGRESS**

Internal Control Objective 'C' - Review of Risk Management & Insurance

9) Formal recommendation - Review & Maintenance of Risk Registers

We have noted that the Council currently holds a very basic combined Health & Safety and Business Risk Register. However, the document which was provided for the purposes of this audit was wholly inappropriate for a Council of Newbury Town Council's size and complexity.

We take this opportunity to advise the Chief Officer, RFO and Members that Town councils in England are required to implement effective risk management practices as part of their governance and accountability framework. Both Officers and Councillors, have a key role in identifying, managing, and receiving assurance that risks are being properly handled. This involves ensuring that risk management is embedded as a core responsibility across the organisation, not just a technical exercise, and that it is understood and supported by everyone.

The foundation of good risk management is a strong risk culture where risk identification and management are seen as essential to good governance and effective service delivery. This culture should be supported by clear accountabilities for risk management that are easy to understand and comply with. Councils must have a structured approach to identify, analyse, and mitigate risks that could impact the achievement of their objectives, including the delivery of essential services and the protection of public funds.

Councillors, particularly those in lead member, committee chair, or scrutiny committee roles, are responsible for ensuring that an effective risk management framework is in place and actively

employed. They must be assured that strategic risks are well controlled and do not exceed the council's risk appetite. This includes scrutinising risk registers, understanding the likelihood and impact of identified risks, and ensuring that mitigation actions have clear owners and timescales. Risk management should be an active consideration and not just a one-off activity.

While the specific processes may vary, the core requirement is that risk management is integrated into strategic planning, decision-making, and daily operations. This includes managing risks associated with contractors, ensuring that contracts are specified and monitored to control health and safety risks, and that the council is not transferring all its responsibilities to a service provider. For example, when installing seasonal decorations, a sensible, proportionate risk assessment is required, but the risks are generally low for simple installations.

The framework for risk management in government provides a model that can be adapted by local authorities, including town councils, to ensure a consistent and effective approach. Ultimately, the goal is to enable the council to achieve its objectives, protect its assets and budget, and maintain public trust by demonstrating good governance:

<https://www.local.gov.uk/publications/must-know-guide-risk-management#introduction>

Recommendations

R9.1 The Chief Officer, RFO and Members should ensure that a reasonable and proportional approach is implemented in respect of all the Council's Risk Management requirements. To ensure that a robust and proportionate framework is developed, it may be necessary to employ specialist advice from sector specific consultancies such as the Landmark information Group or Ellis Whitham for example. **NOTED & CONSIDERED**

Failure to implement a proper Risk Management framework could itself present a critical risk to the future of the Council's operations and the reputation and good standing of the Council.

R9.2 We take this opportunity to remind the Chief Officer, RFO and Members that it is a statutory requirement to Review and Readopt the Council's Risk Register(s) at least once annually, recording the Readoption in the Approved and Published Minutes in the corresponding Full Council or Committee Meeting. **NOTED**

10) Formal recommendation - Insurance Policy

We take this opportunity to draw the Chief Officer, RFO and Member's attention to the Statement of Fact on page 2 of the Council's General Insurance Policy, number YLL-2720855073, which requires:

- *You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse*
- *You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process*
- *All Employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training*
- *You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse*

- *You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.*

R10. The Chief Officer must ensure that proper Safeguarding Policies and Procedures are implemented expediently and maintained thereafter. Failure to do so may result in the Council's Insurance Policy being invalidated. **IMPLEMENTATION IN PROGRESS**

11) Best practice recommendation - Playground & Recreation area Risk Management Policy

We have noted that the Council does not hold a currently adopted Playground & Recreation Risk Management Policy.

R11. The Chief Officer and the Parks & Open Spaces Supervisor should draft a reasonable and proportionate Playground & Recreation area Risk Management Policy for scrutiny and approval by Council Members. **IMPLEMENTATION IN PROGRESS**

Internal Control Objective 'G' Review of Salaries and Payroll

12) Best practice recommendations - Contracts of employment

During our review of staff members employment contracts, we noted that staff members hold different contracts of employment based on the date of their appointment. Due to recent changes in employment legislation, we suggest that all employees are issued with the latest NALC model employment contract.

R12. The Chief Officer and Members should consider issuing all employees with the latest NALC model contracts, amended to reflect individual's terms of employment, to ensure that the contracts are compliant with current employment legislation which has been updated recently. **NOTED & CONSIDERED**

Internal Control Objective 'H' – Review of Assets & Investments Register

13) Best practice recommendation - Fixed Asset Register

We have noted that the Council currently maintains its Fixed Asset Register in a Microsoft Excel spreadsheet. Given the scale and diversity of the Council's Assets it would be more appropriate to manage this in a bespoke software package.

R13. The Chief Officer, RFO and Members should consider acquiring the Rialtas Fixed Assets module for the Omega Accounting Software. This enables Assets to be added to the Register directly from the Purchase Ledger and Cashbook and direct input into the Annual Return at the year end. **NOTED & CONSIDERED**

Internal Control Objective 'L' – Review of the Council's official website

14) Best practice recommendation – Website development

We have noted that the Council has spent a considerable amount time, effort and money on the redevelopment of its official website. However, it neither simple to use nor an effective segue for the Council and members of the electorate due to its confused design and dated architecture.

There is no need for an extensive and expensive redesign, however, there are many organisations which offer templated design packages exclusively for councils.

I draw the Chief Officer, RFO and Members attention to the following websites which, in our opinion, are exemplary:

-  [Didcot Town Council](#) designed by Cutlefish
-  [New Milton Town Council](#) designed by Juice
-  [Malmesbury Town Council](#) designed by Mindvision
-  [Frome Town Council](#) designed by by Zonkey

A different approach has been taken by each developer, in consultation with the Councils, but the outcome has been a highly effective communication tool where users can rapidly identify the information that they need, access this, and interact with the council in a simple and straightforward manner.

- R14.** The Chief Officer, RFO and Members should consider a reimplementation of the Council's official website rather than a costly redesign, ensuring that the new website is fully compliant with current Accessibility Legislation. The Council has all the information it needs to populate a new website, and this could be achieved in a relatively cost effective and efficient manner. **REVIEW IN PROGRESS**

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10. Confirmation of independence and Quality Assurance



During the 2025-26 financial year to the 31st of December 2025, we confirm that the internal auditor has acted independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation, based upon the internal audit programme, and has obtained appropriate evidence including copies of prime documentation to support our opinions from Newbury Town Council.

The Q3 interim internal audit for the 2025-26 financial year, conducted remotely on the 20th and 21st of January and the 22nd, 23rd and 28th of February 2026, was carried out in accordance with Newbury Town Council's needs and planned coverage as reviewed with the RFO, Chief Officer and Officers and Members of the Council.

Based on the findings in the areas examined, the internal audit conclusions are summarised in the main body of this report, which corresponds to the Internal Control Objectives table contained within the FY2025-26 AGAR Annual Independent Internal Audit Report.

11. Internal Audit Performance

The following performance indicators are maintained to monitor effective service delivery & quality:

Annual performance indicators			
Aspect of service	Q1 & Q2 Interim 2025-26 (Actual %)		Q3 Interim 2025-26 (Actual %)
Internal Audit plan delivered	57%		79%
Positive customer responses to quality appraisal questionnaire (YE)			
Compliant with the Public Sector Internal Audit Standards	Y		Y

12. Acknowledgements

In continuing our review for the year, we have had regard to the materiality of transactions and their potential for mis-recording or misrepresentation in the AGAR Annual Statement of Accounts. Our Internal Audit programme has been developed to provide assurance that the Council's financial systems are operating effectively, with robust internal controls working in practice, thereby ensuring the integrity of transactions and the reasonable prospect of identifying material errors or possible abuse of the Council's own and the national statutory regulatory framework.

We would like to take this opportunity to thank the RFO of Newbury Town Council: Liz Manship, the Chief Officer: Toby Miles-Mallowan, the Senior Accounts Officer Margaret Gore and the other Officers

of the Council for their assistance in performing the Q3 independent internal audit for the 2025-26 financial year. We are grateful both for the rapidity of response and for the content and quality of the documentation and the responses that have been supplied to our requests for information.

We have made two recommendations for improvement as a result of the Q3 interim internal audit for 2025-26. These recommendations are contained in the main body of the report and in the appended action plan for the 2025-26 financial year.

We have also reviewed the progress which has been made against the single recommendation practice recommendations which were made during the Q2 internal audit with the Finance & Corporate Services Manager, and this is recorded in the Council's response in Section 9 of this report: FY2025-26 Action Plan.

We now ask that the Clerk, Finance Manager & Corporate Services Manager, Chairman and the Council Members consider the content of this report and acknowledge, in due course, that the report has been formally reviewed and adopted by the Council.



C Lingard-Mickay
Practice Manager
WGW online internal audit practice

NOTE TO REPORT

We confirm that all confidential & sensitive information, supplied for the purposes of this audit including, Personnel Minutes, Payroll and Employment data have been permanently deleted from WGW Online's servers and any printouts made for the purposes of this audit have been destroyed in accordance with the Company's data and document retention policies and with the prevailing General Data Protection Legislation as amended from time to time.

Internal Auditor – Recommendations from 2025/26 – Quarter 3.

<p>Quarter 3</p>	<p>R16</p>	<p>Procurement The RFO and Chief Officer should Consider producing a Summary Sheet for each significant procurement to be used as a supporting document index. This can provide invaluable support for finance staff and for the purposes of Internal and External audit.</p>		<p>P&R / council – October 2025 meetings</p> <ul style="list-style-type: none"> • E.g. To record centrally, comparative quotations for each significant procurement, value to be confirmed.
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April 2026 - LM

Parish / Town Council CIL Report for financial year 2025-26

Name of Parish / Town Council	Newbury Town Council
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CIL funds received

Total CIL receipts in 2025-26	£17,461.25
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CIL funds expended (spent)

Total CIL funds (from any year) spent in 2025-26	£175,927.22

Summary of CIL spent during 2025-26

(Add more lines as required)

Name of project	Description of items / works within project CIL funds were spent on	Amount of CIL funds spent on project (£)
Victoria Park Community Café Remodelling	Build & remodelling costs	£175,927.22

CIL funds repaid under CIL regulation 59E

The total value of CIL receipts (from any year) which were subject to a request for repayment under CIL regulation 59E during the 2025-26 financial year.	£0.00
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The total value of CIL receipts subject to a request for repayment under CIL regulation 59E which were not paid back to West Berkshire Council by the end of the 2025-26 financial year.	£0.00
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CIL funds retained

The total amount of CIL funds paid to the Parish / Town Council in 2025-26 which are still retained (not expended) at the end of 2025-26.	£0.00
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The balance of CIL receipts from previous financial years (from 2025-26 and earlier) which are still retained (not expended) at the end of 2025-26	£0.00
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Updated – July 2025 - LM

Parish / Town Council CIL Report for financial year 2024-25

Updated July 2025

Name of Parish / Town Council	Newbury Town Council
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CIL funds received

Total CIL receipts in 2024-25	£54,113.44
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CIL funds expended (spent)

Total CIL funds (from any year) spent in 2024-25	£46,584

Summary of CIL spent during 2024-25

(Add more lines as required)

Name of project	Description of items / works within project CIL funds were spent on	Amount of CIL funds spent on project (£)
Footway Lighting	Upgrade footway lighting to LED – 19 lanterns + 9 columns	£13,310
Lime Tree Walk – Upgrade Lighting	New lighting in the Lime Trees in Lime Tree Walk, Victoria Park	£6,756
Wharf Toilet Upgrade	Install 2 Nayex devices to enable both card and cash payments, plus new floodlight	£2,805
Street Furniture	11 dog bins & 7 double recycle bins	£7,118
Victoria Park Community Café Remodelling	Architect, planning and consultancy costs	£16,595

CIL funds repaid under CIL regulation 59E

The total value of CIL receipts (from any year) which were subject to a request for repayment under CIL regulation 59E during the 2024-25 financial year.	£0.00
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The total value of CIL receipts subject to a request for repayment under CIL regulation 59E which were not paid back to West Berkshire Council by the end of the 2024-25 financial year.	£0.00
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CIL funds retained

The total amount of CIL funds paid to the Parish / Town Council in 2024-25 which are still retained (not expended) at the end of 2024-25.	£54,113.44
The balance of CIL receipts from previous financial years (from 2023-24 and earlier) which are still retained (not expended) at the end of 2024-25.	£104,352.53

Updated Ear Marked Reserves - 2026/27 - as of: 31/03/26 - with recommendations for P&R approval - April 2026 (column 9)

Spend via these codes

EMR Old Code to 2025/26	EMR New Code from 2026/27	Account	Cost Centre for P.O.	Cost Centre	Nominal Code for P.O.	Budget Line	Purpose Agreed & Lead Officer	Column 9 - Recommendations for approval by P&R Committee - April 2026	Total Funds 31/03/2026	Council Funds Annual Savings for Long Term (LT) Expenditure 31/03/2026	Council Funds Short Term Expenditure 31/03/2026	Council Funds Projects & Events 31/03/2026	Ringfenced (RF) Other Funds 31/03/2026
		Civic Services											
404	315	EMR Civic Robe Replacement	505	Civic	4670	Regalia & Robes	Civic Robe Replacement, repairs and cleaning. EMR in longer term for chain (JA) Transfer remains of budget at y/end to EMR (2025/26 £720)		862.65		862.65		
320	320	EMR Freedom of Town Events	501	CPAC Events & Projects	TBC	Freedom of Town Events	Freedom of Town Events (JA)	£2,192 transferred from 2025/26 Remembrance Budget to provide funds in 2026/27 (TMM)	2,192.00			2,192.00	
		Cemeteries											
317	325	EMR - Shaw Cemetery Land Investigation PO	306	Shaw Cemetery Projects	4776	2024/25 Purchase Orders	EMR - Shaw Cemetery Land Investigation - PO 2490 25/05/23. Originally £1,200, £619.80 spent. Leaves £580.20 (MK/MG)		580.20			580.20	
418	326	EMR Shaw Cemetery Land Survey	306	Shaw Cemetery Projects	4776	Shaw Cemetery Land Survey	For Land Survey / Soil Sampling to ascertain whether land can be used for graves. (MK). Retain until complete and then close.		1,000.00			1,000.00	
327	327	EMR - Shaw Chapel Roof Repairs	306	Shaw Cemetery Projects	4437	Shaw Cemetery Roof Repairs	Shaw Cemetery Roof Repairs (MK/JH)	£3,910 transferred from remaining Shaw Cemetery Budget at 25/26 year-end, for Shaw Cemetery Roof Repairs (TMM/JH)	3,910.00			3,910.00	
328	328	EMR NTR Chapel Redecoration	300	NTR Cemetery	4545	Redecoration of Chapel	Redecoration of Chapel (MK/JH)	£409 transferred from remaining 25/26 Redecoration of Chapel Budget at 25/26 year-end, to boost 2026/27 budget of £500. (LM/JH)	409.00		409.00		
329	329	EMR Vehicle Charging Point	436	Vehicle, Equipment & Tools	4346	Vehicle Charging Point	Installation of Charging Point at Shaw Cemetery for Grounds Maintenance Van (JH)	£1000 transferred from the 2025/26 Salaries budget for the installation of the Vehicle Charging Point at Shaw Cemetery for the Works Van (LM/JH)	1,000.00			1,000.00	
419	330	EMR Memorial Testing & Repairs	300 305	Newtown Road & Shaw Cems	4436	Headstone Survey	To support Topple Testing as required (JH).	Transfer £5,000 from Salaries budget in consideration of level of work (TMM)	6,450.00		6,450.00		
		Estates											
442	335	EMR Playground Upgrading	341	Play Areas Projects	4423	Upgrading Play Areas	Plan and priorities for upgrade to be agreed by Community Services Committee. Cannot be spent until Café Refurbishment completed. (MK/JH).		92,277.10			92,277.10	
458	337	EMR Watercourses	351	Open Spaces Projects	TBC	Water Courses	Watercourses (JH)	EMR utilised for Café Dec 25. Transfer remaining Water Courses budget to EMR at Y/end. Build this up until sufficient held for work. (TMM)	5,000.00			5,000.00	
345	345	EMR Trees	Several	Any with Trees	4515	Tree Works	EMR used to supplement budget within cost centres. At year-end, transfer remaining funds within tree works cost centres to the EMR for following year. (JH)	£10,000 transferred from Salaries Budget, £1,700 from Tree Planting Budget at 2025/26 y/end (TMM/JH)	12,345.00		12,345.00		

439	440	EMR RF Bandstand VP	345	Victoria Park	4537	VP Bandstand Upgrade	Remaining from a grant from The Good Exchange, for Bandstand repairs. Estimated completion mid-March 2025. Council agreed (Jan 25) to retain for repairs and then close. (MK)	2,330.30					2,330.30
435	441	EMR RF Greenham House prep work	351	Open Spaces Projects	4750	Greenham House Gardens	Ringfenced as part of Lease agreement. Wildflower meadow, bench, dog waste bin, mixed hedgerow planting, rose bed all installed. To install: new sign. Jan 25, council agreed remaining sums towards refurbishing and repainting the railings around the gardens. (JH).	5,333.25					5,333.25
448	442	EMR RF Hutton Close Upgrades	351	Open Spaces Projects	4771	Hutton Close Upgrade	£20,000 received in exchange for leasing land to developers to support their development of a neighbouring plot. Agreement that funds be spent on Open Space upgrades, in the main, at Hutton Close (MK).	20,000.00					20,000.00
403	443	EMR RF HWG- Plaques / Appraisals	600	P&H	4805	Grants & Donations (Heritage).	Grants from Newbury Society & donations from Heritage Walks towards Blue Plaques & Dendro Dating - held in income code 1121/600 and transferred to EMR 403 at year-end. Spent via 4805 to supplement budget. (CE) 25/26 Budget: £1,000. 25/26 EMR: £797.34 = £1,797.34 01/04/2025 . Plus 25/26 Donations £720. Spent: £1,202. = £1,315.34. 25/26 Committed Expenditure £750 (Falkland Panel) = £595.34 EMR for 01/04/2026	595.34					595.34
340	444	EMR RF Tennis Court Maint Fund	345	Victoria Park	4465	Tennis Courts Maintenance Fund	Budget £3,600 (4465/345) annually for a sinking fund, as a condition of the 2016 LTA Grant to refurbish the tennis courts. For resurfacing, painting etc. to keep in tip top LTA condition. (CE).	20,304.00					20,304.00
		Long-Term Funds											
350	470	EMR LT Election Admin Fund	110	Central Services	4055	Election Expenses	To build sufficient funds over 4 years to cover Election Costs. Additional sums required if bi-election called. Context: 05/24 Election £25,853. 03/24 Bi-Election £13,358. £10,000 p/yr (LM).	10,000.00	10,000.00				
330	472	EMR LT Website Security Patches	220	Corporate Services	4256	Website Security Patches	Umbreca security patches required every 3 years. Approx. £12k required in 27/28. £4k p/yr to support budget management (KH).	6,500.00	6,500.00				
380	473	EMR LT Weddings Licence (3 yrs)	295	Weddings	4341	Weddings Licence	Wedding licence required every 3 years. Allow £1,700 p/yr from 2026/27. (KH)	468.00	468.00				
344	479	EMR LT Tree Surveys	355	Floral Displays & Trees	4471	Tree Surveys	We have 2,200 trees. Tree Survey required every 5 years. Allow £25k for 2029. Council (Jan 25) agreed to budget £5k annually for EMR (JH)	4,955.00	4,955.00				
347	480	EMR LT Lime Trees Pollard - Newtown Road Cemetery	300	Newtown Road Cemetery	4517	Lime Trees - Pollard	Pollarded in 2023. Estimated £20k required for next pollard in 2033. (JH). Council (Jan 25) agreed £2k p/yr budget for 10 years	2,000.00	2,000.00				
348	481	EMR IT Lime Trees Pollard - Shaw Cemetery	305	Shaw Cemetery	4517	Lime Trees - Pollard	Pollarded in 2024. Estimated £25k required for next pollard in 2034/35. (JH) Council (Jan 25) agreed £2.5k p/yr budget for 10 years.	2,500.00	2,500.00				
349	482	EMR LT Lime Trees Pollard - Victoria Park	345	Victoria Park	4517	Lime Trees - Pollard	Pollarded in 2024. Estimated £30k required for next pollard in 2034/35. (JH) Council (Jan 25) agreed £3k p/yr budget for 10 years	3,000.00	3,000.00				

454	483	EMR LT Upgrade Lighting Lime Walk VP	346	Victoria Park Projects	4518	Lime Tree Avenue Lighting Upgrade	Upgraded in 2024. Council agreed (Jan 25) to budget £750 to an EMR annually, towards the cost of the next Lime Tree Lighting upgrade, to support sustainable management of council funds (CE).	750.00	750.00				
457	489	EMR LT Restoration to Victoria & Lions	346	Victoria Park Projects	4533	Restoration of Victoria & Lions	Restoration estimated at £15,000 in 2024/25. Council agreed (Jan 25) to transfer £5000 from annual budget for planned works in 2029/30. 2025/26 allocation utilised for Café. £5,000 in budget from 2026/27 (MK)	0.00	0.00				
490	490	EMR LT Clock House Sinking Fund	346	Clock House	4850	Sinking Fund	Clock House Sinking Fund - budget £500 per year from 2026/27 for EMR from 2026/27 (MK)	0.00	0.00				
438	491	EMR Splashpark Surface VP	346	Victoria Park Projects	4544	Splashpark - New Surface	£6,000 per annum budget towards new splashpark surface. (MK)	6,000.00	6,000.00				
441	492	EMR War Memorial Sinking Fund	316	War Memorial Projects	4850	Sinking Fund	Sinking Fund. £2,000 set aside annually. Transfer £2,000 fm 2024/25 budget at year-end (MK).	10,000.00	10,000.00				
								566,149.68	96,173.00	119,344.55	302,069.24	48,562.89	

566,149.68

Minutes of a meeting of the Grants Sub-Committee of Newbury Town Council held, at 19:00 noon on Monday 23rd February 2026 in The Council Offices, Town Hall, Newbury.

Present: Councillors: Phil Barnett, Vera Barnett (Sub for Billy Drummond) Alistair Bounds, Sam Dibas, David Marsh (chairperson), Sarah Slack.

In Attendance: Liz Manship, Responsible Financial Officer
Sophie Williams, Apprentice Finance Officer

15. Apologies for absence

Councillors: Billy Drummond

16. Declarations of interest and dispensations

- a) Councillors Phil Barnett, Billy Drummond and David Marsh as Members of West Berkshire Council have a general dispensation to discuss any matters relating to the business of that Council.
- b) Councillor Phil Barnett – Parish Councillor for Greenham Parish Council.
- c) Councillor Sam Dibas – Parish Councillor for Enborne Parish Council, Trustee at St Bartholomew’s School and West Berkshire Muslim Centre.
- d) Councillor Billy Drummond – Member of The Base, Greenham, and Parish Councillor for Greenham Parish Council.
- e) Councillor David Marsh – Trustee to Wash Common Library, Trustee to Wash Common Community Association, Parent of a pupil at St Bartholomew’s School, Husband to a Governor at St Bartholomew’s School, and a volunteer at West Berkshire Food Bank.
- f) Councillor Sarah Slack- Trustee of Citizens Advice, West Berkshire, informal support to Mencap and wife to a Street Pastor.

17. Minutes

Proposed: Councillor Sam Dibas

Seconded: Councillor Alistair Bounds

Resolved: That the minutes of the meeting of the Grants Sub-Committee held 17th November 2025 be approved as a correct record and signed by the Chairperson.

18. Grants Awarded

The meeting noted the Grants Awarded since Financial Year 2023/24

The meeting noted that the award of £500 on 17th November 2025 to the 1st Newbury Scout Group was not required as they had met their target.

19. Grant awarded to West Berks Food Bank

Proposed: Councillor Sam Dibas

Seconded: Councillor Alistair Bounds

Resolved: The Council ratified that the grant of £1,000 awarded to West Berks Food Bank on 17th November 2025, against project 20853, Hungry Holidays 2025, be extended to include Hungry Holidays 2026.

20. Grant Aid Criteria

The meeting noted the Grant Aid Criteria.

21. Award of Grant Aid

Having regard to the Council's criteria for awarding grants and the Council's Strategic objectives to support youth, the elderly, the vulnerable and the diverse in communities, and having considered the information provided on The Good Exchange and by organisations seeking grant funding support.

Proposed: Councillor David Marsh

Seconded: Councillor Sam Dibas

Resolved: That the Council makes the following grant awards, payable through The Good Exchange:

TGE Ref	Organisation name	Project title	Balance	NTC Agreed	TGE Match	Total Grant Awarded
21213	Berkshire MS Therapy Centre	Specialist Exercise for people with MS living in West Berkshire and North Hants 2026	£47,397.00	£250.00	£250.00	£500.00
21211	City Arts Newbury	Supporting Young Carers Through Creative Arts	£780.00	£390.00	£390.00	£780.00
21180	Dingley's Promise (Dingley Family and Specialist Early Years Centres)	Breaking the Cycle: Supporting Transitions	£5,592.92	£500.00	£500.00	£1,000.00
20946	Educafe CIC	Supporting Educafe's Volunteer Infrastructure and Activities 1 Year Project	£15,055.00	£750.00	£750.00	£1,500.00
21190	Education Business Partnership West Berkshire	Destinations Expo 2026	£25,265.00	£250.00	£250.00	£500.00
21175	Falkland Cricket Club - Newbury	Disability Cricket at Falkland Cricket Club	£5,660.00	£671.37	£671.37	£1,342.74
21236	Greenham Trust	The Chris Boulton Memorial Fund	£18,391.25	£1,000.00	£1,000.00	£2,000.00
21006	Home-Start West Berkshire	Healthy Families Group	£3,177.74	£500.00	£500.00	£1,000.00
20909	Newbury Riding for the Disabled Limited	Pony Maintenance and Well Being	£18,000.00	£250.00	£250.00	£500.00
21205	Newbury Street Pastors	2026 Administrator Salary	£3,020.00	£500.00	£500.00	£1,000.00
21116	NEWT	Northcroft Meadows Nature Reserve	£29,171.34	£500.00	£500.00	£1,000.00
20922	Parkinson's UK, Newbury	Making the Difference - Specialist Gym Exercises for people with Parkinson's. 2025	£5,877.20	£500.00	£500.00	£1,000.00
21113	Rank in File Theatre	Community Wellbeing Fund - Acting for Belonging	£0.00	£500.00	£500.00	£1,000.00
21027	The Newbury Community Resource Centre Limited	Training and Community Support Project - Volunteer Minibus	£14,500.00	£750.00	£750.00	£1,500.00
21169	Volunteer Centre West Berkshire	Laptops for VCWB	£2,850.00	£750.00	£750.00	£1,500.00
21240	West Berkshire Muslim Centre	WBMC Ramadan Iftar Events, Children's Competition, Eid Al-Fitr and Eid Al-Adha Celebrations 2026	£8,412.50	£500.00	£500.00	£1,000.00
20971	West Berkshire Therapy Centre	Replacements, Servicing and Repairs 2025 - 2026	£17,138.77	£500.00	£500.00	£1,000.00
				£9,061.37	£9,061.37	£18,122.74

There being no further business the Chairperson declared the meeting closed at 20:08 pm.

Chairperson:

Date:



Minutes of the Staff Sub-Committee held on 24 March 2026 in the Elsie Kimber Room.

Present:

Councillors: Ian Jee (sub) Pam Lusby Taylor, David Marsh, Gary Norman (Chair), Elizabeth O'Keeffe

In Attendance:

Toby Miles-Mallowan, Chief Executive Officer (CEO)

27. Apologies for absence

Cllrs Jo Day, Vaughan Miller

28. Declarations of interest and dispensations

It is declared that Cllr David Marsh is also a member of West Berkshire Council which is declared as a general interest and dispensation is given to discuss any matters relating to west Berks.

29. To approve the minutes of Staff Sub-Committee 26 November 2025.

Proposed: Cllr Elizabeth O'Keeffe

Seconded: Cllr Pam Lusby Taylor

Minutes were **approved**.

30. Review of Staff Consultation on Staff Pay Scales

Proposed: Cllr Gary Norman

Seconded: Cllr David Marsh

Resolved to implement pay scales as outlined in the Confidential and Privileged report on Pay Scales (appendix 1).

It was **noted** that the chair gave his thanks to officers for an excellent report and work on this matter.

31. Staff Appraisals

Proposed: Cllr Elizabeth O'Keeffe

Seconded: Cllr Ian Jee

Resolved to implement the recommendation as outlined by in the confidential and privileged report (appendix 2).

32. Staffing Updates

The retirement of the Services Delivery Manager was **noted**.

Proposed: Cllr Gary Norman

Seconded: Cllr Elizabeth O'Keeffe

Resolved to approve the recommendations in the confidential and privileged report (appendix 2)

There being no other matters the meeting finished at 15:13

Signed: _____
Chairman

Date: _____

Report to Policy and Resources Committee 27 April 2026.

1. Purpose of the Report

To review the legitimacy and appropriateness of ‘substitution’ arrangements within Parish and Town Councils, with reference to guidance and practice associated with National Association of Local Councils and Society of Local Council Clerks, and to provide a recommendation for Council decision.

2. Background

The Council has previously operated a system of allowing Members to appoint substitutes for committee meetings. A concern has been raised that substitution may only be appropriate at Principal Authority level (eg: district, county, or unitary councils), and not at the Parish/Town Council tier.

Minute reference: P&R mins 144 – 13/10/25/ Full Council – October 2025 the CEO was requested to obtain further guidance from NALC and SLCC to clarify the legal and governance position.

3. Legislative Context

Parish and Town Councils are governed primarily by:

- Local Government Act 1972
- Localism Act 2011
- Standing Orders and adopted governance frameworks

Unlike Principal Authorities, Parish and Town Councils:

- Do not operate under executive/leader-cabinet models
- Function as corporate bodies where all members share equal responsibility
- Rely on committee structures that are advisory or delegated but still accountable to full council.

There is no explicit statutory provision within the Local Government Act 1972 enabling substitution arrangements at Parish/Town Council Level.

4. Guidance from NALC and SLCC.

a. NALC Guidance

NALC model standing orders and governance guidance indicate:

- Committees should consist of appointed members of the Council
- Voting rights are tied to formally appointed committee members of the Council
- Voting rights are tied to formally appointed committee members

- There is no standard provision for substitutes within model standing orders

NALC's general position is that:

- Substitution is a feature of higher-tier authorities with more complex political structures
- Parish Council should prioritise consistency, accountability and transparency in committee membership.
- NALC Model Standing Orders permit the use of substitute members for committees, provided that the council has formally adopted clear provisions governing their appointment and use. However, this is not a statutory requirement, and councils must ensure that any substitution arrangements are transparent, consistently applied, and legally robust.

b. SLCC Guidance

SLCC guidance and professional commentary broadly aligns with NALC:

- Substitution is not standard practice in Parish and Town Councils
- Governance best practice favours:
 - Clearly appointed committee memberships
 - Avoidance of ad hoc decision makers
- Concerns highlighted include:
 - Accountability gaps (decisions made by members not regularly involved)
 - Potential procedural challenges if decisions are contested.
 - Risk of making decisions/actions beyond the council's powers if governance arrangements are unclear.

However the SLCC acknowledges:

- Councils have some discretion in designing Standing Orders
- Any variation must be:
 - Clearly documented
 - Consistent with legislation
 - Applied transparently

5. Arguments for and against Substitution

a. Arguments for:

- Flexibility: Helps maintain quoracy when members are unavailable
- Continuity of business: prevents delays in decision making

- Workload distribution: Allows broader participation across councillors

b. Arguments against:

- Legal uncertainty: No clear statutory basis at Parish/Town Level
- Governance risk: Decisions may be challenged if process is unclear.
- Reduced accountability: Substitute members may lack subject familiarity.
- Inconsistency: Undermines stable committee membership and expertise

6. Risk Assessment

Risk Area	Score	Assessment
Legal Compliance	Moderate	Risk due to lack of explicit statutory support
Governance Clarity	High Risk	If arrangements are informal or inconsistently applied
Decision Validity	Moderate	Potential Challenge if Substitute participation is disputed
Operational Efficiency	Low to moderate	Benefit if substitution is retained

7. Options Available to Council

a. Discontinue Substitution

- Remove substitution provisions from standing orders
- Maintain fixed committee memberships
- Use full council where necessary for key decisions
- Reduce membership numbers for quoracy in line with NALC guidance

Pros: Legally robust, aligns with NALC/SLCC guidance

Cons: reduces flexibility

b. Retain Substitution with Formal Framework (current position)

- Explicitly define substitution rules in standing orders
- Limit substitution to:
 - Named substitutes only
 - Prior notification of requirements
- Ensure proper recording in minutes

Pros: retains flexibility

Cons: Ongoing legal ambiguity

c. Hybrid Option

- Discontinue substitution for decision-making committees
- Allow substitution only for:
 - Advisory groups or working groups

Pros: Balances flexibility and governance

Cons: requires clear distinction between committee types (not something Newbury has in place)

8. Conclusion

The weight of sector guidance from NALC and SLCC indicates that substitution is not standard or recommended practice for Parish and Town Councils. While not explicitly unlawful, it operates in a grey area of governance and introduces avoidable risks.

9. Recommended Resolution

It is recommended that:

The Council discontinues the use of councillor substitutions for all formal committees and updates its Standing Orders accordingly, in line with sector guidance from NALC and SLCC, to ensure clarity, accountability and legal robustness.

Additionally:

The Council amends its Standing Orders on the membership quoracy requirements to be one third of the committee membership, in line with SLCC and NALC guidance.

Finally:

- Committee memberships should be reviewed to ensure resilience and quoracy
- Where flexibility is required, matters should be referred to Full Council or structured advisory groups.

10. Next Steps

- Draft Amendments to Standing Orders
- Present to Full Council for Adoption (May meeting)
- Communicate changes to all members
- Updated governance documentation

Newbury Town Council

Work Programme for Policy and Resources Committee Meetings 2025-2026

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensation
3. Approval of Minutes of previous meeting
4. Questions/ Petitions from members of the Public
5. Questions/ Petitions from Members of the Council
6. Health and Safety Report
7. List of Payments
8. Income and Expenditure/ Budget Monitoring Report
9. Debts over £500 and more than three months old
10. AWG report (if met)
11. Internal & external audit reports
12. Authorisation of grants under £25,000 (as applicable)
13. KPIs report
14. Report to P&R when the Unreasonable, Persistent or Abusive Complainants policy has been invoked.
15. Update on Strategy Action Plan

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

Quarter	Ref	Recommendation	Progress	Outcome
1	R1	Financial Regulations Review Financial Regulations and consider separating into Financial Regulations and Financial Procedures.	Closed	P&R mins 143 – 13/10/2025 / Full – Oct 2025 Leave the Financial Regulations as one document. Do not separate into regulations and procedures. Leave within the Regulations (MRxx) and (NTC) to provide a permanent record of whether taken from the Model Regulations or an NTC Regulations
1	R2	Confidential Matters The Council's use of Confidential Minutes is incorrect. All minutes must be published and in the public domain. The correct way of managing this process is as follows: a) A Confidential Matter is added to the Agenda of a meeting i.e. Staff Salary review b) The Matter is discussed under Suspended Standing Orders with Press & Public excluded. c) A 'Confidential & Privilege' report is written up as a referenced Appendix to the Minutes	Closed	P&R mins 145 – 13/10/2025 / Full – Oct 2025 Implemented
1	R3	Councillor Substitution It is our opinion that 'Substitution' of Members may only be used at the Principal Authority level and not by Town and Parish Councils. We suggest that the Council discontinues the use of 'Substitution'	In progress (CEO)	P&R mins 144 – 13/10/2025 / Full – Oct 2025 The CEO to provide the Committee with additional information from NALC and SLCC to support this decision.
1	R4	Council Policies We suggest the Council drafts a standardised portfolio of Policy documents, to meet the Council's current and ongoing requirements. To include: 1) GDPR Policies 2) Privacy Policy 3) Burials Policy 4) Transfer of Exclusive right of Burial Policy 5) Shallow Graves Policy 6) Memorial Testing Policy 7) Memorial Policy 8) Cemetery Rules & Regulations Policy	In progress (CEO)	P&R mins 158 – 13/10/2025 The Committee would like more time to consider policies in greater detail prior to their adoption. Two members to be allocated to each policy by the CEO, for the purposes of consultation. Members to be from the P&R Committee and its regular Substitutes, excluding The Mayor. These allocations to include: a. Equality, Diversity & Inclusion – Councillor Elizabeth O'Keeffe b. Information Technology – Councillors Meg Thomas and Vaughan Miller c. Privacy Policy – Councillor Andy Moore.

		<p>9) Grant Aid Policy 10) Vexatious Complainant Policy 11) Allotment Rules & Regulations Policy 12) Complaints Procedure 13) Biodiversity Policy 14) Terms of Conditions of Hire 15) Safeguarding Vulnerable People & Children Policy 16) Modern Slavery Act 17) Anti Money laundering policy 18) Social Media & Electronic Communication Policy</p>		<p>Other allocations to be at the CEO's discretion. Reviewed policies to be brought to the January Policy & Resources Committee for adoption.</p>
1	R5	<p>GDPR Policies & Procedures We strongly encourage the CEO to draft an appropriate suite of GDPR and Data Protection policies for Scrutiny and onward Approval by Council Members. Further, a Document Retention policy should be drafted and maintained by the CEO to ensure that all council documentation, either electronic or had copy is secured and maintained appropriately and for the correct period of time.</p>	<p>In progress (CEO)</p>	<p>P&R mins 158 – 13/10/2025 Finalise & adopt GDPR & Data Protection Policies. Conduct Data Protection Impact Assessment Approve & Implement Data Retention Policy</p>
1	R6	<p>Cyber Essentials Certification Please note that the UK Government is increasingly focused on cyber security and will be bringing new legislation which will require a more stringent approach to this area of Corporate Governance to all government bodies. We strongly encourage the Chief Officer and the Council Members to work towards Cyber Essentials Certification during the 2025-26 financial year, as we are advised that this will become a minimum requirement for all Councils in England & Wales in the near future.</p>	<p>In progress (RFO)</p>	<p>P&R mins 158 – 13/10.2025 Update: RFO spoken with Equity. Sum allowed within an EMR for P&R Ratification. To take forward, with this ratification.</p>
1	R7.1	<p>Banking The RFO and Chief Officer should investigate alternative investment options for the Council to reduce the risk of having the majority of the public funds under the Council's management placed with one financial institution.</p>	<p>Closed / Annual Review</p>	<p>P&R mins 146 – Oct 2025 The committee resolved not to diversify further at the present time, but to keep under annual review as part of the Council's Treasury Policy</p>
1	R7.2	<p>Banking – Treasury Policy</p>	<p>In progress (RFO)</p>	<p>P&R / council – October 2025 meetings</p>

		The RFO should review the Treasury policy and ensure that this is brought up to date in light of any decisions made in recommendation R7.1		
1	R8	Credit Card A credit card rather than a debit card should be utilised to make all online purchases with immediate effect. This will provide the Council with the extra protection of the Credit Card Charge Back scheme.	In progress (RFO)	P&R mins 147 – Oct 2025 <ul style="list-style-type: none"> The RFO to investigate an NTC Credit Card, and subject to an appropriate card being identified, to apply for it, subject to consultation with the Chair of P&R. The management team to recommend protocols, card holders and card limits for Committee approval.
1	R9.1	Risk Management The CEO, RFO and Members should ensure that a reasonable and proportional approach is implemented in respect of all the Council's Risk Management requirements. A robust and proportionate framework should be developed.	Closed	P&R mins 158 – Oct 2025 Addressed.
1	R9.2	Strategic Risk Register We take this opportunity to remind the CEO, RFO and Members that it is a statutory requirement to Review and Readopt the Council's Risk Register(s) at least once annually, recording the Readoption in the Approved and Published Minutes in the corresponding Full Council or Committee Meeting	Closed	P&R mins 158 – Oct 2025 Noted and practiced
1	R10	Safeguarding Policies & Procedures The CEO must ensure that proper Safeguarding Policies and Procedures are implemented expediently and maintained thereafter.	In progress (CEO)	P&R Mins 158 – Oct 2025 / Full Safeguarding Policy to be adopted Safeguarding Lead to be appointed Staff / Volunteers to be provided with Lvl1 safeguarding training.
1	R11	Playground & Recreation area Risk Management Policy The CEO and the Parks & Open Spaces Supervisor should draft a reasonable and proportionate Playground & Recreation area Risk Management Policy for scrutiny and approval by Council Members.	In progress (CEO)	P&R mins 158 – 13/10/2025 / Full To approve draft policy
1	R12	Contracts of Employment The CEO and Members should consider issuing all employees with the latest NALC model contracts, amended to reflect individual's terms of employment, to ensure that the contracts	In progress (CEO)	P&R mins 158 – 13/10/2025 / Full To consider in discussion with HR Provider and discuss with Staff Sub.

		are compliant with current employment legislation which has been updated recently.		
1	R13	Fixed Asset Register The CEO, RFO and Members should consider acquiring the Rialtas Fixed Assets module for the Omega Accounting Software. This enables Assets to be added to the Register directly from the Purchase Ledger and Cashbook and direct input into the Annual Return at the year	In progress (RFO)	P&R – mins 158 – 13/10/2025 / Full Update SharePoint and Rialtas Software being compared in consideration of needs of council. Funds set aside in an EMR.
1	R14	Website Development The CEO, RFO and Members should consider a reimplementaion of the Council’s official website rather than a costly redesign, ensuring that the new website is fully compliant with current Accessibility Legislation. The Council has all the information it needs to populate a new website, and this could be achieved in a relatively cost effective and efficient manner.	In progress (CEO)	P&R – mins 158 – 13/10/2025 – Full <ul style="list-style-type: none"> Information not logically organised, can be difficult to navigate Not compliant with current accessibility legislation Whilst finance information published, no ‘Finance’ tab and info cannot be identified without a search – addressed. Funds set aside in the budget & EMR.
2	R15	Procurement The RFO and CEO should develop a formal Policy for the management of all competitive quotations and tenders. Which stipulates how such procurements are to be managed by the Council alongside the currently adopted Standing Orders and Financial Regulations. We recommend that a structured approach by value is utilised and have provided the RFO templated documentation for consideration and review.	In progress (RFO)	P&R – mins 158 – 13/10/2025 / Full <ul style="list-style-type: none"> E.g. Strengthen impartiality of procurement process for quotes over £3,000. E.g. Draft procurement guidance to support Contract Finder – for Tenders
3	R16	Procurement The RFO and Chief Officer should Consider producing a Summary Sheet for each significant procurement to be used as a supporting document index. This can provide invaluable support for finance staff and for the purposes of Internal and External audit.		P&R / council – October 2025 meetings <ul style="list-style-type: none"> E.g. To record centrally, comparative quotations for each significant procurement, value to be confirmed.