

17 June 2021

To: All Members of Newbury Town Council

Dear Councillor,

You are summoned to attend a meeting of **Newbury Town Council** to be held in **The Church Hall, Newbury Baptist Church, Cheap Street, Newbury** on **Tuesday 22 June 2021 at 7.30 pm.**

The meeting is open to the press and public.

The meeting will be preceded from 7.00 pm by a briefing from the Civic Manager on the arrangements for Mayor-making Ceremony, at the Corn Exchange, Sunday 27 June 2021.

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

- 1. Apologies for absence**
Chief Executive Officer
- 2. Declarations of Interest**
Town Mayor/ Chief Executive Officer
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes (Appendix 1)**
Town Mayor
3.1 To approve the minutes of a meeting of Newbury Town Council held on Tuesday 4 May 2021 (previously circulated).
- 4. Questions and Petitions from Members of the Public**
Town Mayor/ Chief Executive Officer
(Questions, in writing, must be with the CEO by 2.00 pm on Tuesday 22 June 2021)
- 5. Members' Questions and Petitions**
Town Mayor/ Chief Executive Officer
(Questions, in writing, must be with the CEO by 2.00 pm on Tuesday 22 June 2021)
- 6. Town Mayor's Report (Appendix 2)**
Town Mayor
To receive a report from the Town Mayor, Councillor Billy Drummond.

7. Leader's Report (Appendix 3)

Leader of the Council

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

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

Chief Executive Officer

To receive a report from the Chief Executive Officer

9. End of Year Statutory Accounts 2020/21 (Appendix 5)

Chief Executive Officer

9.1 To receive the report and recommendations of the Council's Audit Working Group regarding the Annual Return and Statement of Accounts for the financial year ended 31 March 2021 (Appendix 5.1)

9.2 To receive the Annual Governance and Accountability Return (subject to external audit) for the financial year 2020/21 (Appendix 5.2)

9.3 To approve each individual paragraph (1-9) of the Annual Governance Statement 2020/21 as defined at Section 1 of the Annual Return

9.4 To resolve to approve the Accounting Statements 2020/21 as presented by the Responsible Financial Officer and **to authorise** their signing by The Town Mayor.

To note that the external audit is planned to be undertaken by PKF Littlejohn and that the date for the exercise of electors' rights has been set as 24 June 2021. Following approval of the Annual return the appropriate legal notice with regard to public inspection will be displayed on the Town Hall notice board and published on the Council's website. The external audit may generate further amendments. The final Annual Return, including the Auditor's Certificate, is due for publication by 30 September 2021.

10. Notice of motion submitted by Councillor Martin Colston:

That this Council resolves to:

- A. Express support for the Newbury parkrun in principle due to the clear physical and mental health benefits it brings to hundreds of local people.
- B. Call on all stakeholders to find a practical and sustainable solution that enables permission to be granted and the Newbury parkrun to resume.
- C. Consider any requests for support from the stakeholders that would help facilitate a resumption of the Newbury parkrun. **(Appendix 6)**

11. Notice of Motion submitted by Councillor Vaughan Miller:

That this Council resolves to submit a Nomination for an Asset for Community Right to Bid for Faraday Road Football Ground, thereby renewing the ACV status of the football ground for a further 5 years. **(Appendix 7)**

12. Appointments to Outside Bodies (Appendix 8)

Town Mayor

To Receive reports submitted from Council representatives on outside bodies

To Approve the Council's appointments to outside bodies as listed on Appendix 8.

13. Appointment of Link Councillors (Appendix 9)

Town Mayor

To Approve the Council's appointments of Link Councillors as listed on Appendix 9.

14. Committees

Town Mayor / Committee Chairpersons

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

Planning & Highways (Draft)	01 June 2021	(already circulated)
Planning & Highways	10 May 2021	
Planning & Highways	19 April 2021	
Planning & Highways	29 March 2021	
Planning & Highways	15 March 2021	
Planning & Highways	08 March 2021	(Re Sterling Cables site)
Planning & Highways	15 February 2021	
Policy and Resources	26 April 2021	
Community Services	15 March 2021	
Civic Pride, Arts and Leisure	01 March 2021	

15. Review of Standing Orders (Appendix 10)

Town Mayor

To Approve the review of Standing Orders, as recommended by the Council's Policy and Resources Committee.

16. New Community Café at Victoria Park (Appendix 11)

Town Mayor

To resolve to carry out a public consultation on the Council's proposal to borrow £250,000 towards the provision of a new community café in Victoria Park.

17. Newbury Town Council- Planning Ahead (Appendix 12)

Town Mayor

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

18. Forward Work Programme for Full Council meetings 2021/22 (Appendix 13)

Town Mayor

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

**Minutes of The Annual Meeting of Newbury Town Council
Held on Zoom at 4.30 pm on Tuesday 4 May 2021**

Present

Councillors Phil Barnett; Jeff Beck; Martin Colston; Billy Drummond; Jo Day; Sue Farrant; Nigel Foot; Chris Foster; Roger Hunneman; Olivia Lewis; David Marsh; Andy Moore; Gary Norman; Elizabeth O'Keeffe (Town Mayor); Erik Pattenden, Pam Lusby Taylor; Sarah Slack, Martha Vickers and Tony Vickers.

Officer in Attendance

Hugh Peacocke – Chief Executive Officer

Apologies for absence

Councillors Jon Gage and Vaughan Miller

Absent: Councillor Steve Masters

1. Mayor's Final report to Council

The Council received the outgoing Mayor's final report to the Council.

2. Declarations of interest and dispensations

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

3. Election of Mayor for the Municipal Year 2021/2022

The Mayor invited nominations for the office of Town Mayor for the Municipal Year 2021/2022.

Councillor Billy Drummond was proposed by Councillor Phil Barnett and seconded by Councillor Erik Pattenden. There were no other nominations.

Proposed: Councillor Phil Barnett

Seconded: Councillor Erik Pattenden

Resolved: That Councillor Billy Drummond be elected Town Mayor for the Municipal Year 2021/2022.

4. Mayor's Declaration of acceptance of office and announcements

Councillor Drummond made the following declaration:

I, William Drummond, having been elected to the office of Mayor of Newbury Town Council, declare that I take that office upon myself and that I will duly and faithfully fulfil the duties of it according to the best of my judgment and ability.

The Mayor thanked his proposer and seconder and made the following announcements:

- His consort would be the Lady Mayoress, his wife, Sharon
- His Chaplain would be Revd. Becky Bevan, vicar of St. Georges Church

The Mayor proposed that his charity for the year would be Speakability.

Proposed: Councillor Billy Drummond

Seconded: Councillor Tony Vickers

Resolved: That the Council supports Speakability as the Mayor's Charity for the municipal year 2021-22

5. Election of Deputy Mayor for the Municipal Year 2021/2022

The Mayor invited nominations for the office of Deputy Mayor for the Municipal Year 2021/2022.

Councillor Gary Norman was proposed by Councillor Nigel Foot, seconded by Councillor Tony Vickers. There were no other nominations.

Proposed: Councillor Nigel Foot

Seconded: Councillor Tony Vickers

Resolved: That Councillor Billy Drummond be elected Town Mayor for the Municipal Year 2021/2022.

6. Declaration of acceptance of office of Deputy Mayor

Councillor Norman made the following declaration:

I, Gary Arthur Norman, having been elected to the office of Mayor of Newbury Town Council, declare that I take that office upon myself and that I will duly and faithfully fulfil the duties of it according to the best of my judgment and ability.

The Deputy Mayor thanked his proposer and seconder.

Members thanked the outgoing Mayor, Councillor Elizabeth O'Keeffe for the exceptional work she carried out in the office of Mayor over the past 2 years.

The CEO said that the staff of the Council would also like to thank Councillor O'Keeffe for all the work she did in promoting the Council and raising the profile of the office of Mayor.

7. Minutes of the meeting of the Council held on 1 February 2021 Forward Work

The word "storied" in draft minute No. 48 was amended to read "varied".

Proposed: Councillor Martin Colston

Seconded: Councillor Jeff Beck

Resolved: To approve the minutes, as amended, of a meeting of Newbury Town Council held on Monday 1 February 2021 as a true record of the meeting.

8. Election of Leader and Deputy Leader of the Council for the 2021/2022 municipal year

The Mayor invited nominations to the role of Leader of the Council.

Proposed: Councillor Andy Moore

Seconded: Councillor Jo Day

Resolved: That Councillor Martin Colston be elected leader of the Council for the 2021/2022 municipal year

Councillor Colston thanked the proposer and seconder and the Council for the vote of confidence and support for him to continue in the role of leader of the Council.

Proposed: Councillor Gary Norman

Seconded: Councillor Martha Vickers

Resolved: That Councillor Sarah Slack be elected deputy Leader of the Council for the 2021/2022 municipal year

Councillor Slack thanked the proposer and seconder and the Council for electing her Deputy leader. She also thanked Councillor Olivia Lewis for her contribution to the Council during her time as Deputy Leader, until she had to resign due to work obligations.

The CEO said that the Council staff looked forward to continuing to work with the Council's leadership team on behalf of the town of Newbury.

9. Council Committees and sub-committees for Municipal Year 2021/2022

Proposed: Councillor Martin Colston

Seconded: Councillor Sarah Slack

Resolved: To approve the Committee and Sub-Committee structure and membership for the Municipal Year 2021/2022, as circulated (See attached)

10. Saturday Surgery Rota 2021-22

Members received the Saturday Surgery rota from Saturday 22 May 2021. The CEO asked members to note the attached Risk Assessment attached when undertaking the surgeries and the need to continue to comply with all Covid restrictions which remained in place each Saturday.

11. Forward Work Programme for Full Council 2020/21

The Council noted and agreed the Forward Work Programme.

There being no further business, the Town Mayor declared the meeting closed at 5.10 pm.

Town Mayor: _____

Date: _____

Newbury Town Council

Mayors Report for the Full Council Meeting on Tuesday 22 June 2021.

This is my first report to Council since being elected on the 4th May 2021.

There have been no coffee mornings due to COVID-19, I cannot wait for the restrictions to be lifted.

I won't subject you all to a detailed report on every event, but there are few things that I think are worthy of specific mention.

On the 14th May I opened Mr Simms sweet shop on Northbrook Street, a great place to take the young ones.

On the 19th May I visited the Falkland Grange residential care home, which is part of the Porthaven Care Home Group, which is now carbon neutral. In their bid to become carbon neutral they are supporting an energy project in Indonesia called the Musi River Hydro. They are also supporting a willow tree planting project in the Lake District by planting 800 tree's (one for every Porthaven resident).

On the 20th I May I visited the opening of the Greenham Community Larder, this was to introduce the Community Larder, a variation on the more commonly known food bank model. This is a much needed initiative in the Greenham. I expressed much thanks to Greenham Trust, Newbury Town Council, Greenham Parish Council, Eling Trust, and the W E Lawrence Trust as well as private supporters.

On the 21st May CEO Hugh Peacocke, Cllr Jo Day, Cllr Martin Coulson, Cllr Nigel Foot and I met with West Berks MP, Laura Farris for an update on the Town.

On the 22nd May I attended the SEWA UK stall in the Market Place, along with the Deputy Mayor, Cllr Garry Norman.

I am sure Cllr Norman will back me up with the quality of the food and the chia.

On the 24th May I opened the revamped outside garden space at the Chequers Hotel. It has been a few years since I have been in, but judging from the changes it won't be long before I am back.

On the 25TH May I had the honour of unveiling a Blue Plaque in memory of PC Alexander, a Berkshire boy born and bred and the first person to be treated with penicillin, but sadly died in 1941.

Much thanks went to Anthony Pick, chairman of the Heritage Working Group and Brian Sylvester, from Friends of Newtown Road Cemetery for his kind words on Albert. Dave Stubbs, a well-known former Town Marshal, and a former TVP officer, gave a moving speech and two young female PC also attended. And thanks also to Sovereign housing for allowing the Blue Plaque to go up on Carnarvon building on Andover Road.

On the 29th May I had a great time at CODE NINJAS. It is an ideal place to take youngsters from 5 till 14 years of age to learn about computer programing, it brought out the kid in me.

On the way back I called in on the Lion's stall in the Market Place. The Lions are to be too congratulated for all they do in Newbury.

On the 1st June I joined a zoom meeting with the Royal County of Berkshire and Surrey Armed Forces Briefing.

Billy Drummond

Mayor of Newbury

14th June 2021

Leader's Report for Full Council Meeting on 22nd June 2021

As I write this it's not clear where or how this meeting of Full Council will take place as the hoped-for full lifting of the Covid regulations has just been delayed by 4 weeks.

Firstly I'd like to welcome our recently elected Member, Cllr Stuart Gourley who won the by-election in Clay Hill on 6th May. Stuart brings enthusiasm, youth and fresh eyes and will be a valuable addition to this Council.

Below are some of the highlights since we last met in February:

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

- a. We are still awaiting a decision on our planning application for the planned new Community Café in Victoria Park. We have made some important progress as the Environment Agency has withdrawn its erroneous objection, and we have received serious bids from 10 potential café operators which to my mind show the potential of the site and means we have several high-quality bids to review on 1st July.
- b. We have initiated a consultation with local residents on the potential upgrade to the public space at wash Common and have been very encouraged by the high number of responses. Once the consultation closes, we will analyse the results and this will help us shape initial options which will then go out to a further consultation.
- c. Following a successful consultation and, helped by a group of keen volunteers, we have planted a new medicinal plants garden opposite the site of the old hospital.
- d. We have consulted on possible changes to the Greenham House Gardens and again have had a high number of replies which have helped shape our plans. These will feed into our budget planning for next year to see how and over what timescale we can fund it.
- e. Recent case law has effectively changed the safety rating of playground equipment. We completed our playgrounds inspection and upgrades earlier this year based on the previous ratings, but the changes mean we have to act urgently on several pieces of equipment. This was not budgeted for and so we are doing what we can and working on funding options.
- f. The Neighbourhood Development Plan WG has met twice in the last month, firstly to review whether to recommend to P&H that we formally agree to start working on an NDP, and secondly to inform WBC planning of our intention and seek their buy-in and support. P&H will be asked to approve the NDP project and I'm pleased to say WBC planning were very receptive, supportive and constructive.

2. Foster a real sense of community

- a. At the Annual Town Meeting on 4th May we elected Cllr Billy Drummond to be our new Mayor, and Cllr Gary Norman to be our new Deputy Mayor. Both have thrown themselves into their new roles with the gusto and energy we all expected! Our outgoing Mayor, Cllr Elizabeth O'Keeffe takes a well-earned rest after a tireless 2-year stint – very well done indeed.

3. Take actions to address the climate emergency

- a. We held our 3rd Climate Workshop, again on Zoom, on 15th May. It was another successful event with 3 more interesting outside speakers. A highlights video is being prepared to showcase the event. While Zoom has been invaluable during the Covid restrictions, we very much hope that our next workshop can be live and as interactive as the first one we held back in 2019.
- b. We are finalising our plans for further efficiency savings during 2021/22

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

- a. Following our successful survey of the young people to find out what they would like to see in Newbury. And by the time of Full Council we will have held our first Ask a Young Person Zoom event on 17th June. This is designed to give our young people a say in our town and I'm much looking forward to seeing the outcomes and how we can help deliver what they need and want.

Once again, a big thank you to our hardworking officers for being able to deliver so much in very challenging circumstances.

Keep safe everyone

Martin Colston

Leader of the Council, 15th June 2021

Meeting of Newbury Town Council, Tuesday 22 June 2021.

Agenda Item : Chief Executive Officer's Report.

Staff and the Town Hall

Most of the Council staff continue to work from home, almost all of the time. This will remain the position as long as Government guidance stipulates that those who can work from home should work from home. All of our officers have now been provided with suitable encrypted laptops which enable flexible and remote working. With limited exception, your management team is pleased with how staff have coped and cooperated over the past 16 months to deliver Council services.

We had been preparing to reopen the Town Hall following the anticipated easing of restrictions from the 21st of June. In preparation for this the offices have been decluttered and most pinch points addressed. Screens are also in place to protect staff. We hope to be in a position to respond quickly and effectively when restrictions are lifted at a future date.

However, we do not expect the working arrangements of the future will be the same as those which we had before the pandemic. Officers have seen benefits from flexible/remote working and we expect to receive several applications to continue some amount of this working in the future. Your Staff subcommittee has approved a Remote Working Policy to facilitate flexible arrangements, but subject to "Guiding principles to be applied" which were:

- Approval is at the discretion of the Council
- Approval would not override the terms or conditions of an employee's contract
- The Policy sets out minimum attendances at the Town Hall, including team and all staff meetings
- The Council will not incur any extra costs arising from discretionary remote working
- Regular review of the arrangements by line managers
- Remote working arrangements not to impact adversely on colleagues
- Managers to monitor health and wellbeing of remote workers
- Managers may approve ad-hoc, short-term arrangements for remote working, where required
- The operation of the Policy should be reviewed by the Sub-Committee at its meeting in late November/ Early December, when overall staff performance and appraisals are carried out
- The rota of staff attendances and other relevant arrangements to be sent to all members for information. (Via the Team Calendar on Outlook, if this can be arranged)

(All of the above are subject to each employee's statutory rights to apply for flexible working arrangements)

Hugh Peacocke,
Chief Executive Officer

15 June 2021.

Newbury Town Council

Public Report

To: Full Council

Date of meeting: 22 June 2021.

**Agenda item No. 9. End of Year Statutory Accounts 2020/21 and
The Annual Governance and Accountability Return**

Decisions Required:

- 9.1 To receive** the report and recommendations of the Council's Audit Working Group regarding the Annual Return and Statement of Accounts for the financial year ended 31 March 2021 (Appendix 5.1)
- 9.2 To receive** the Annual Governance and Accountability Return (subject to external audit) for the financial year 2020/21 (Appendix 5.2)
- 9.3 To approve** each individual paragraph (1-9) of the Annual Governance Statement as defined at Section 2 of the Annual Return
- 9.4 To resolve to adopt** the accounts and **to authorise** the signing of the Annual Return by The Town Mayor.

Legal Provisions and Requirements

The statutory provisions for the Council's annual audit can be found in the Local Audit and Accountability Act 2014, the Accountant Audit Regulations 2015 and the Local Audit (Smaller Authorities) Regulations 2015.

Local Councils with a gross income or expenditure not exceeding £6.5 million (whichever is the higher) are classed as "smaller authorities". Where the income or expenditure exceeds £200,000 but not exceeding £6.5 million for the year they must produce an income and expenditure account and a statement of balances in relation to that financial year.

As soon as possible after the 31st of March the accounts must be made up. The record of receipts and payments or the balance sheet must be signed by the Responsible Financial Officer and it must be approved by a Council resolution by 30th June.

The accounts of every local Council and of any officer who handles money or property for which they should account to the Council are liable to audit. The audit is supposed to take place annually as soon as maybe after the close of the financial year under 31st of March.

PKF Littlejohn have been appointed to audit smaller Councils and have issued [detailed advice and guidance](#) regarding the returns and forms which should be submitted. This advice also includes deadlines for submission. The deadline for submission to our auditors this year is Friday 2 July 2021.

The Audit Working Group reviewed the advice and Guidance on 21st May and the notes of that meeting are attached at Appendix 5.A. The outcomes from that meeting have been included in the various appendices attached (Appendix 5.1 to 5.7)

The Council's accounts must be made up to the 31st of March, balanced, certified by the Responsible Financial Officer and signed by them. As soon as reasonably possible thereafter the RFO must begin the period for the exercise of the rights of the public to inspect the accounting records and also notify the auditor of the date on which that begins.

The public rights of inspection questioning the auditor and objection are exercisable for a single period of 30 working days after the notice given by the RFO (working days excludes Saturdays, Sundays and bank holidays.) The period must include the first working the first 10 working days in July. The 30-day period starts on the day after the information is published.

The RFO must ensure that:

- a) the statement of accounts with any certificate or opinion entered by the auditor;
- b) the annual governance statement;
- c) a statement giving details of the period during which the public may exercise their rights of inspection and how a member of the public may give notice of an intention to exercise that right;
- d) the name and address of the auditor
- e) details of what documents can be inspected and how to make an objection are published including publication on the Council's website.

Publication must take place not later than 30th of September of the financial year immediately following the financial year to which the audit relates.

Report Author: Hugh Peacocke, (Chief Executive officer/ Responsible Financial Officer)

Date: 14 June 2021.

Newbury Town Council

Audit Working Group

4.00 pm, Monday 24 May 2021 -on Zoom

Present: Cllrs: Steve Masters, Martin Colston, Gary Norman and David Marsh

Apologies: Cllr. Vaughan Miller

The WG considered the following documents:

1. **Detailed instructions from the External Auditors for completing the Annual Return**
(Pages 1 to 31)

Noted. Agreed Smaller authority, at intermediate level and list 4 for documents to be submitted.
2. **Decision Tree info** (Pages 32 to 33)

Noted
3. **Making provision for the exercise of public rights** (34-37)

Noted dates, Full Council to approve 22 June, publish notice of inspection rights 23 June for period to commence on 24 June.
4. **Last year's audited Annual return** (39-43)

Noted.
5. **The Annual return** (section 2), as generated by our accounts software, Omega (44)

Noted the difference between salaries and other payments between previous year end and start of this year. Noted that this was due to re-stating, as provided in Guidance (re staff expenses)
6. **The Internal Auditor's certificate** (45)

Noted all clear
8. **The Bank reconciliation at 31 March 2021**(46)

Noted
9. **The register of fixed assets** (47-53)

Noted. Considered the valuation method used- original purchase price or insurance valuation. No accounting for appreciation or depreciation.
10. **The Annual return form** for 2020-21 (54 to 59)

Page 58- variances at boxes 3,6 and 7 in excess of £100,000 (all to do with CIL receipts in October 2019, totalling 326,000) Noted need to explain variances.

The accounts must be approved by 30 June and the annual return submitted to the external auditors by 2 July.

The period for public inspection must be 30 working days long and include the first 2 weeks of July.

Our schedule is as follows:

- Accounts/ return approved and signed at Full Council 22 June
- Notice of public rights published 23 June
- Submit annual return and documentation to external auditors on 24 June
- Period to run from 24 June to 4 August.

Annual Governance and Accountability Return 2020/21 Part 3

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report **must** be completed by the authority's internal auditor.
 - Sections 1 and 2 **must** be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage before 1 July 2021.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) no later than 30 June 2021. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

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

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

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2020/21, approved and signed, page 4
- Section 2 - Accounting Statements 2020/21, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

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

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2020/21

NEWBURY TOWN COUNCIL

<https://www.newbury.gov.uk>

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting 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 and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
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.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
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 adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) 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).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

11/01/2021

23/03/2021

07/05/2021

Name of person who carried out the internal audit

S J Pollard for Auditing Solutions Ltd

Signature of person who carried out the internal audit



SIGNATURE REQUIRED

Date

07/05/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	£0.00		<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	Restated		<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Hugh Peacocke REQUIRED

Date

D/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

APPENDIX 5.2

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Newbury Town Council**

County Area (local councils and parish meetings only): **Berkshire**

**On behalf of the smaller authority, I confirm that the dates set for
the period for the exercise of public rights are as follows:**

Commencing on **24 June 2021**

and ending on **4 August 2021.**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2021 (i.e. Thursday 1 July – Wednesday 14 July).

We have suggested the following dates: Monday 14 June – Friday 23 July 2021. The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021.)

Signed: *Hugh Peacocke*

Role: CEO and Responsible Financial Officer

**This form is only for use by smaller authorities subject to a
review:**

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 i “Year ending 31 March 2021” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and pay complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **NEWBURY TOWN COUNCIL**

County area (local councils and parish meetings only): **BERKSHIRE**

Financial year ending 31 March 2021

Prepared by (Name and Role): **Hugh Peacocke**

Date: **31/05/2021**

	£	£
Balance per bank statements as at 31/3/21:		
Current Account	844,520.81	
Officers' Account	2,485.61	
CCLA deposit	254,927.56	
	Total:	1,101,933.98
Petty cash float (if applicable)	200.00	200.00
Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)		
item 1	0.00	0.00
Add: any un-banked cash as at 31/3/21	0.00	0.00
		0.00
Net balances as at 31/3/21 (Box 8)		<u>1,102,133.98</u>

Explanation of variances – pro forma

Name of smaller authority: **NEWBURY TOWN COUNCIL**

County area (local councils and): **BERKSHIRE**

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	954,380	1,302,365				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,024,983	1,107,171	82,188	8.02%	NO		
3 Total Other Receipts	520,096	227,944	-292,152	56.17%	YES		In october 2019 we received an unusually large Cil receipt: £308,686 (normally about £20,000). In 2020/21 CIL receipts returned to their normal level- about £20,00 to £30,000 per annum
4 Staff Costs	432,480	399,758	-32,722	7.57%	NO		
5 Loan Interest/Capital Repayment	2,569	0	-2,569	100.00%	YES		We have finished paying off the loan for the lift in the Town Hall
6 All Other Payments	762,045	1,101,673	339,628	44.57%	YES		The increase in expenditure was the result of spending the extra CIL receipts referred to at 3 above. CIL Expenditure in 202/21 amounted to £ 276,831 (normally about £30,000 per annum)
7 Balances Carried Forward	1,302,365	1,136,049			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	1,400,470	1,102,134				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	5,795,587	5,999,557	203,970	3.52%	YES		This reflects the increased asset value arising from the Cil expenditure explained at 6 above, less the value of some of the assets replaced, an overall increase of £203,970
10 Total Borrowings	2,500	0	-2,500	100.00%	YES		Explanation not required- see 5 above.

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Newbury Town Council 2020/2021

Working Detail for Reserves Reconciliation for ANNUAL RETURN 31 March 2021

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	<u>1,302,364.62</u>	<u>1,136,048.74</u>
100	Debtors	28,183.14	39,095.81
105	VAT Control	26,132.21	32,369.94
110	Prepayments	15,986.99	11,729.70
130	Accrued Income	139.44	0.00
140	Refundable franking deposit FP	300.00	300.00
	Less Total Debtors	<u>70,741.78</u>	<u>83,495.45</u>
500	Creditors	128,630.13	9,344.76
501	Sundry Creditors	1,066.37	0.00
502	Allotment Key Deposit	6,995.00	7,535.00
503	Rent Deposits	6,375.00	6,375.00
508	Wedding holding deposits	374.99	458.32
510	Accruals	3,054.00	4,069.57
540	Tony's Estate	1,259.36	0.00
556	Changing Room Key Deposits	80.00	80.00
560	Receipts in Advance	20,108.72	0.00
561	Allotment WC Receipts in Adv	0.00	3,242.62
562	Allotments Receipts in Adv	0.00	18,475.42
570	Unkown Deposits	903.77	0.00
	Plus Total Creditors	<u>168,847.34</u>	<u>49,580.69</u>
	Equals Total Cash and Bank Accounts	<u>1,400,470.18</u>	<u>1,102,133.98</u>
200	Current Account	1,144,287.37	844,520.81
210	CCLA Account	254,284.09	254,927.56
220	Officers Account	1,698.72	2,485.61
250	Petty Cash	200.00	200.00
	Total Cash and Bank Accounts	<u>1,400,470.18</u>	<u>1,102,133.98</u>

PAYE for employers: annual statements

Current tax year

How long does it take for a [submission or payment to appear?](#)

► What this table shows

Tax period	Charges	Credits	Payments	Owed
6 Apr to 5 May (month 1)	£7,543.66	£0.00	£7,543.66	£0.00
Total PAYE charges	£7,543.66	£0.00	£7,543.66	£0.00

Previous years statements

Previous years statements are available for up to 6 years

► [View your previous years statements](#)

Your payments

DCK Accounting Solutions Ltd

PAYE records

[Annual statements](#)

[Payment history](#)

[Upcoming payments](#)

[Overdue payments](#)

[Employment Allowance status](#)

[Coronavirus \(COVID-19\) business support](#)

Client references

Employer PAYE reference: 120/C30802

Accounts Office reference: 120PW00124473

Client name: NEWBURY TOWN COUNCIL

Your ref: Newbury TC

[Client details](#)

PAYE services

[Appeal a penalty](#)

[File a return](#)

Notices

[RTI notices](#)

APPENDIX 5.7

Contact details

Name of smaller authority: **Newbury Town Council**

County Area (local councils and parish meetings only): **BERKSHIRE**

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	Hugh Peacocke	Councillor Billy Drummond
Address	Newbury Town Council, Town Hall, Market Place, Newbury, RG14 7XE	Newbury Town Council, Town Hall, Market Place, Newbury, RG14 7XE
Daytime telephone number	01635 780202	01635 552764
Mobile telephone number		
Email address	ceo@newbury.gov.uk	Billy.drummond@newbury.gov.uk

Newbury Town Council

22 June 2021.

Agenda item 10. Notice of Motion submitted by Councillor Martin Colston:

Council notes:

1. Parkrun UK announced on 11th June 2021 that after a 15-month suspension due to Covid around 500 Parkrun events across the country would resume on 26th June 2021. However, the Newbury Parkrun is one of around 60 that does not yet have permission to restart.
2. Prior to the first lockdown in March 2020, well over 500 runners regularly took part in the weekly Newbury parkrun.
3. Gaining permission is complicated as it involves agreement between several stakeholders – Parkrun, West Berkshire Council, Berkshire Buckinghamshire & Oxfordshire Wildlife Trust, the Greenham & Crookham Commons Commissioners and Natural England – and needs to balance the benefits of recreational use of the common with the benefits of supporting and nurturing wildlife.
4. Discussions between the parties has been ongoing for some time but with no resolution so far.

Council therefore resolves to:

1. Express support for the Newbury parkrun in principle due to the clear physical and mental health benefits it brings to hundreds of local people.
2. Call on all stakeholders to work together to expedite a practical and sustainable solution that enables permission to be granted and the Newbury parkrun to resume.
3. Consider any requests for support from the stakeholders that would help facilitate a resumption of the Newbury parkrun.

Newbury Town Council

22 June 2021.

Agenda item 11. Notice of Motion submitted by Councillor Vaughan Miller:

Council notes:

- The Faraday Road Football Stadium and Clubhouse is a crucially important community asset in the town that has been used extensively for many years as a Sporting, Social and Community facility. It has been used by senior, youth and junior teams for football and the Clubhouse has been used as a cost-effective option to community groups for social events. It also has a long track record of hosting Charity Events.
- The ground was the subject of an application to give it the status of an Asset of Community Value (ACV) in 2016 and this is due to expire in October 2021. The original application was presented by Newbury Community Football Group CIC (NCFG).
- Council Newbury Town Council (NTC) recognises that NCFG comprises representatives from the main football organisations in Newbury, including Newbury Ladies FC, AFC Newbury Boys and Girls, Newbury District Primary Schools FA and Pro-cision Football Academy.
- In 2020, The Football Association (The F.A.) identified the need for an additional 8 full size pitches in West Berkshire (including 2 in Newbury) to meet current demand of football across the community

Council therefore resolves to submit a Nomination for an Asset for Community Right to Bid for Faraday Road Football Ground, thereby renewing the ACV status of the football ground for a further 5 years.

**NEWBURY TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES
FOR MUNICIPAL YEAR 2021-2022**

Ref	Outside Body	Representative
1.	Newbury Twin Town Association	Town Mayor and Deputy Town Mayor or a nominated substitute: Elizabeth O'Keeffe, Billy Drummond
2.	Carnival Committee	Billy Drummond
3.	NYC Link Councillors	Elizabeth O'Keeffe, Olivia Lewis, Martha Vickers, Chris Foster, Vaughan Miller, Jo Day & Sarah Slack
4.	Wash Common Community Association	Tony Vickers
5.	Time to Talk Management Committee	Billy Drummond
6.	West Berks Citizens' Advice- Trustee	Sarah Slack
7.	Age UK, Newbury	Vera Barnett
8.	Volunteer Centre West Berkshire	Andy Moore
9.	St Bartholomew's School Foundation	Nigel Foot
10.	Newbury Almshouse Trust	Martha Vickers / Sue Farrant
11.	Greenham & Crookham Commons Commission	Roger Hunnemann / Billy Drummond
12.	Berkshire Association of Local Councils (and NALC / WBDALC)	Leader of the Council: Martin Colston
13.	Spring Festival Committee	Chairperson of Civic Pride, Arts & Leisure Committee: Jo Day
14.	Community Youth Project (Greenham Community Centre)	Olivia Lewis, Jon Gage.
15.	River Lambourn HLF Project	Chris Foster
16.	West Berkshire Heritage Forum	Gary Norman
17.	Disability External Scrutiny Board Observers	1
18.	Clay Hill Residents Association	Pam Lusby Taylor
19.	BID Board	Martin Colston
20.	Friends of West Berkshire Museum	Nigel Foot
21.	Newbury Library	Olivia Lewis, Erik Pattenden, Martha Vickers <i>Other members: Paul James, Felicity Harrison, (WBC), Hugh Peacocke/ David Ingram (NTC)</i>
22.	Wash Common Community Library	Roger Hunnemann
23.	Patient and Public Engagement which is a sub-group of the Health and Wellbeing Board	Martha Vickers
24.	Dementia Friends West Berkshire	
25.	Culture and Heritage Strategy Delivery Board	

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

Report of BALC executive 2020/21

During the past year BALC Executive have met on five occasions via Zoom
Members have come from Parishes in Windsor and Maidenhead, Wokingham District
along with Ruth Cottingham [Hermitage] and Myself, from West Berkshire
During the year 2020/21 the chairmanship revolved around the various committee
members [I had just undertaken a stint at the beginning of 2021]

During the year regular meetings via zoom been held with the HALC executive and
Officers.

Day to day administrative and advisory activities, supporting BALC constituent
parish/town members have been undertaken by HALC full time officers, although of
late due to furlow a more limited service was on offer.

support services from HALC are to returning to a full service

Majority of the day to day queries come from West Berkshire [especially parishes
where part time clerks are operating

Issues that have been addressed during the year

The expenditure during the past year has been less than budgeted for

And a more balanced approach on affiliation fees are now operating

Resulting in towns such as Newbury and Thatcham will find their affiliation fees have
been reduced

Planned training during spring and summer 2021 will offer several free places [
although previous planned courses had been put on hold due to the present
circumstances]

Service delivery [SLAs] continue to be off concern and caused considerable
discussion at the executive

Issues of late or non -payment of affiliation fees especially where parishes in Slough
District don't have full support of their district

Setting up of DALCs [district association of local council's] especially West
Berkshire continually comes up for discussion

Newsletters to parish/ Town councils [although recognised NALC were regularly
sending out bulletins , which sometimes times HALC replicated

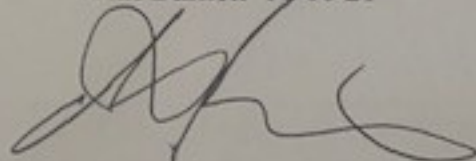
The thorny issue of District / Parish conferences [clearly difficult in Windsor and
Maidenhead and Wokingham District [as well as West Berkshire

Finally, further to the executive meetings

A delayed AGM was held in February 2021 via zoom where Parish/ town
representatives were able to have a update from the chairman of BALC and NALC
and put questions

This was well attended and included our own motion on the SUDS issue adequately
presented by Tony Vickers

Phil Barnett 11/06/21



Report of BALC executive 2020/21

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Setting up of DALCs [district association of local council's] especially West
Berkshire continually comes up for discussion

Newsletters to parish/ Town councils [although recognised NALC were regularly
sending out bulletins , which sometimes times HALC replicated

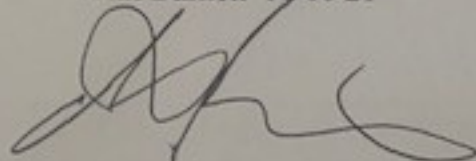
The thorny issue of District / Parish conferences [clearly difficult in Windsor and
Maidenhead and Wokingham District [as well as West Berkshire

Finally, further to the executive meetings

A delayed AGM was held in February 2021 via zoom where Parish/ town
representatives were able to have a update from the chairman of BALC and NALC
and put questions

This was well attended and included our own motion on the SUDS issue adequately
presented by Tony Vickers


Phil Barnett 11/06/21



* Some representatives were concerned about the suspension of various elections during 2020 and subsequent effect [although welcomed re established ones in 2021] But with restrictions

* Nalc officers wanted to be regularly updated from members if problems were being experienced by their councils and urged members also to keep their respective MP s informed along with county associations

Phil Barnett 11th June 2021

A handwritten signature in dark ink, appearing to be 'Phil Barnett', with a stylized flourish at the end.

Report of the National Association Local Council's [NALC] larger towns committee 2021

During the last year there has been only three full meetings and they were via Zoom

Normally there are four meetings held each year along with a Annual Conference and a spring Conference

The spring Conference, was cancelled, whether the Annual Conference would be held was unclear at present

The larger towns committee comprises of various town councillors and Officers from Durham in the north to Kent in the south east and Cornwall in the west

The chairman represents a ward in Milton Keynes although originates from near Newbury

The committee is supported by legal and research officers at NALC along with the CEO NALC Jonathan Owen

During the last year

The following subjects were discussed at meetings

- *Delivery of a strategic plan for the next three years [and resources to deliver it]

- *Working with county associations

- *Super Council networks

- *Media coverage

- *Making sure local councils could tap into principle authority funds

- *Encouragement of members to attend the annual Parliament lobby day in March but cancelled for the last two

- *NALC peer reviews of local councils

- *Encouragement for more councils to come forward

- *Discussion on new parish areas and new larger councils

- *Request for councillors to meet up with their respective new MPs to establish support for town and parish councils

- *Star Council's

- *Support of NALC to Larger Councils during lock down

- *Concerns about government "hand outs" to principle authorities

Where towns expected to deliver actions

- * Discussions around what local members and councils were undertaking in their respective areas during this recent lock down period

Obviously, many were helping/ assisting with voluntary work centred around the respective hubs

- *A concern was expressed about the financial impact on councils, with the possibility of some even facing insolvency [such as tourist towns]

- *Discussion how councils were holding their meetings and the interpretation of the guidance from the centre

Report from councillor Andy Moore to the Council meeting on 22 June 2021.

NTC Representative at the Volunteer Centre, West Berkshire

I have been privileged to continue as Observer to the meetings of the VCWB Board, attending five Zoom meetings over the year. VCWB has maintained its exemplary service to the local community, taking a key role in the West Berkshire COVID Hub and adapting its other services as needed. There has been a little uncertainty about the longer term delivery of community services sponsored by West Berkshire Council, and the trustees have worked assiduously to clarify VCWBs capabilities. The base for VCWB moved to Broadway House in March.

Town Council Link Councillors for Schools 2021-22

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

Current Standing Order	Proposed Standing Order
17.3.1 Notification in writing, by post, fax or electronic mail, of all questions must be received by the Chief Executive Officer by 2.00 pm on the day of the meeting.	17.3.1 Notification in writing, by post, fax or electronic mail, of all questions must be received by the Committees Lead Officer by the Friday before the meeting. This deadline shall be published on all meeting agendas.
28.3 No Member of the Council shall in the name of, or on behalf of the Council: (a) Inspect any lands or premises which the Council has a right or duty to inspect; or (b) Issue orders, instructions or directions; unless authorised to do so by the Council.	To be removed. The Council cannot legally delegate powers to any individual member of the Council.
31.4 Civic Pride, Arts and Leisure	This Committee to be renamed Civic Pride, Arts, and Culture. This amendment will better reflect the work undertake by the Committee and avoid any confusion with the leisure services delivered by the Council's Community Services Committee.
The Internal Auditor has recommended that the provisions for the awarding of contracts should be contained within the Council's Standing Orders, rather than the Council's Financial Regulations. This is also required by law (Local Government Act 1972, section 135. It is therefore proposed to insert the following as Standing Orders numbers 36 and 37 and amend the remaining numbers.	
36. CONTRACTS Procedures as to contracts are laid down as follows: a) Every contract shall comply with these Standing Orders, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below: i. for the supply of gas, electricity, water, sewerage and telephone services; ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants; iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant; iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;	

- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the CEO and RFO shall act after consultation with the Leader and Deputy Leader of Council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.
 - c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
 - d) When applications are made to waive standing Orders relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
 - e) Such invitation to tender shall state the general nature of the intended contract and the CEO or relevant manager shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the CEO or relevant manager in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - f) All sealed tenders shall be opened at the same time on the prescribed date by the CEO or relevant manager in the presence of at least one member of Council.
 - g) If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
 - h) Any invitation to tender issued under this regulation shall be subject to Standing Order, Nos 24.1 and 24.2 and shall refer to the terms of the Bribery Act 2010.
 - i) When it is proposed to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the CEO or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £2,500 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
 - j) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

- k) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken. The RFO is responsible for establishing the most cost-effective utility supplies, ensuring that best value, green credentials and budgetary requirements are taken into consideration, with any changes in supplier reported to the following Policy and Resources Committee meeting.

37 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 37.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 37.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the appropriate committee.
- 37.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and CEO to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

Newbury Town Council

Public Report

To: Full Council

Date of meeting: 22 June 2021

Agenda item No. 16. New Community Café at Victoria Park

Decision Required: To resolve to carry out a public consultation on the Council's proposal to borrow £250,000 towards the provision of a new community café in Victoria Park.

Background/ Introduction:

Victoria Park is regarded as “ The Jewel in the crown of Newbury Town Council.” The provision of a new community café in the Park has been the number one priority of this Council for the past 10 years.

The original proposal granted planning permission ran into problems when the Environment Agency requested that the floor should be raised in order to address flood risk matters.

A revised proposal was granted planning permission in 2016 and the Council received approval from the Public Works Loan Board (PWLb) to raise a loan of £250,000 towards this project. Loan approvals are valid for a period of three years and the Council received a further extension to this approval in 2019. This project was revised in order to provide a more sustainable building with enhanced carbon reduction credentials. The loan approval expired in January 2020 and the PWLB have made it clear that the Council must make a fresh application.

The Council's application for planning permission for the latest proposed version of this building will be considered by West Berkshire Council's Western Area Planning Committee on the 30th of June and we are reasonably confident that planning permission will be granted. As soon as planning permission is received the Council aims to proceed with a fresh application to borrow £250,000 towards the cost of constructing the new cafe in Victoria Park.

Part of the loan application process requires the Council to consult the public on the proposal and to advise on the outcomes of that consultation. The Council intends to carry out this consultation as soon as planning permission is granted.

Issues arising/ Options considered

Since it was established in 1997, Newbury Town Council has expended substantial resources improving and expanding the leisure and recreation facilities available to the community in Victoria Park. This includes the skate Park, the splash Park, the outdoor gym, the children's playground and the much-improved tennis courts and floodlighting for the courts. The Bowls Club in Victoria Park and its surrounds have also been enhanced.

In the Interim, the Parkway Development & other residential developments have been built around the Park, making this the central open space for these residents.

The Park is also an important part of the Council's active travel routes, especially for cyclists and pedestrians going from east of the A339 to the town centre.

The Council believes that the community deserves a cafe facility at the heart of the Park to complement the wide range of leisure and recreation facilities which it provides. The current kiosk and the adjoining boatshed are outdated and out of character with the surrounds of the Park. The provision of a new community cafe to service the Park is the number one priority for the Council.

Considerations:

1. Reference to Council Strategy 2019-2024

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

The Strategy states the Council's objective to open a new café in Victoria Park that we can all be proud of, which will

- a) target BREEAM Excellent for the building design and construction
- b) be designed to enable carbon neutral operation with PV panels for electricity generation and air source heat pumps for heating
- c) have a toilet with baby changing facilities and disabled access; & the building will also house male, female and disabled toilets for users of the Park
- d) The building will have changing facilities for tennis coaches and other users of the tennis courts
- e) The building will be the CCTV hub for the Park

2. Legal: Newbury town Council has the legal authority as a local Council to provide Parks playgrounds and facilities and also the general power of competence. the Council has the authority to provide this facility.

3. Financial: the proposed community cafe is estimated to cost in the region of £400,000, of which £150,000 will be provided from the Council's reserves and accumulated community infrastructure levies. The balance of the funding will be provided through a loan from the public works loan board.

The aim of the Council is to achieve a rental income which would be sufficient to cover loan charges and the ongoing maintenance costs of the new building. Any shortfall in these amounts would be met from projected Community Infrastructure Levies, so that this facility should have no impact on the town's Council taxpayers or the precept.

4. Climate/ Environmental issues

The community cafe has been designed to meet the highest environmental standards, to target BREEAM excellent and minimise carbon emissions.

5. Crime and Disorder

The proposed building will house the infrastructure for the Council's CCTV coverage of Victoria Park, new enhanced lighting around the Cafe, thereby enhancing public safety in the Park and deterring anti-social or criminal behaviour.

6. Risk assessment

A detailed risk assessment will be provided at the construction stage. The project will comply with all the relevant Health and Safety legislation and is being managed under the Construction & Design Management Regulations.

7. Equality and Diversity

Relevant partners and stakeholders will be invited to respond to encourage them to advise the Council of their views in this matter. This will include Community united, The West Berkshire Disability Alliance, Age UK, West Berkshire Dementia Friends and Berkshire Youth.

In deciding on the successful operator for the new café, the Council will have regard to the inclusivity of the proposals and the arrangements to encourage community involvement.

8. Consultation

A) Length of consultation: The consultation will run for 6 weeks.

B) Communication/ Engagement:

- A press release will be issued to launch the consultation
- It will be an online/ digital consultation but written responses will also be welcome.
- The Council will invite relevant partners and stakeholders to respond.
- The consultation will be publicised on the Council's website, the Council's notice boards, and if feasible, the Council's bus shelters around town.
- The Council will also publish a notice in the Newbury Weekly News to publicise the consultation.

- Copies of the notice of the consultation will be sent to Councillors who will be welcome to encourage responses.
- If Covid restrictions permit, the Council will host a coffee morning in the Council Chamber at which the plans will be displayed and officers will be in attendance to answer any questions the public might have. This event will also provide written copies of the consultation, which can be submitted at the event or afterwards.

Details of the consultation:

- It will advise the public of the Council's intention to seek approval for a loan of £250,000 towards the costs of the Community Café.
- It will point out that the Council aims to fund this without impacting on Council Taxpayers or the precept.
- The consultation will provide details of the proposed building, including plans and graphics and a link to the planning application where full details will be available.
- It will ask the public if they approve of the Council's plan to spend accumulated reserves and CIL funds on the project or if these funds should be kept for other projects in Newbury.

Conclusion/ Recommendation

The consultation is a requirement of the process of applying for a Public Works loan and will inform the Council's decision when considering whether or not to apply for the loan.

The Council is recommended to resolve to carry out a public consultation on the Council's proposal to borrow £250,000 towards the provision of a new community café in Victoria Park.

Report Author: Hugh Peacocke, (Chief Executive Officer)

Date: 15 June 2021.

Newbury Town Council

Public Report

To: Full Council

Date of meeting: 22 June 2021

Agenda item No. 17. Newbury Town Council- Planning Ahead

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

Background/ Introduction:

At the moment the Council Strategy covers 2019 to 2024, only to the next election. The Council is starting to face some serious issues which require longer-term planning.

Our playgrounds need major investment. The Town Hall needs the same. Shaw cemetery will soon run out of space. The ongoing management of our allotments. Do we keep the public toilets at The Wharf? What is the future for our markets?

All of these issues present different options but decisions need to be taken now in order to plan for the future.

Some options which might be considered:

- The Town Hall- invest or divest?
- Shaw Cemetery will run out of space- do we need to buy more land or just discontinue?
- Playgrounds- investment needed urgently- could be funded by selling some land?
- Our allotments are valuable - should we review allocations, numbers and management structures
- The future of the markets?
- Any services we might wish to discontinue?
- Any additional services we might take on?

The Council needs to plan for the longer-term future and provide the finances to support those plans.

When Covid restrictions are relaxed, we might consider a public consultation/ engagement programme in the autumn to get the views of the public and other stakeholders in these important matters?

Report Author: Hugh Peacocke, (Chief Executive Officer)

Date: 15 June 2021.

Newbury Town Council

Work Programme for Full Council Meetings for the Municipal Year 2021/22.

Standing Items on each (ordinary meeting) agenda:

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

Other items of Business

Meeting Date	Item
May	Election of Mayor Elect and Deputy Mayor
	Election of Leader and Deputy Leader of the Council
	To nominate the membership of each Committee / Sub-Committee for the 2021/2022 municipal year.
June	End of Year Statutory Accounts To receive the Annual Return, Approve each section of the Annual Governance Statement and adopt the accounts and the Mayor to sign them, To note the date for the exercise of electors' rights
	To review the Council's link councillors with Schools and reports from Link Councillors
	To review the Council's representation on outside bodies for 2021/2022
	To review the Council's Standing orders
October	Citizens' Advice bureau To receive a presentation from Citizens Advice West Berkshire on their work in Newbury and in particular the use of the Town Council's ongoing funding.
	Local Democracy Working Group To receive a verbal update on LDW from the Chair of the Local Democracy Working Group
	Budget for 2022/23 Councillors are invited to make the Leader of the Council and the RFO aware of any particular projects that may need to be undertaken in 2022/23, so that they may be considered for inclusion in the draft budget and / or service plans and / or project list.
	Commence Review of Town Council Strategy
	Newbury BID Presentation
	Presentation from Community United
February	Review of Town Council Strategy
	2022/23 Precept
	Schedule of meetings for the municipal year 2022/23
	Update re VP Cafe
	Update re carbon reduction Plan