

16<sup>th</sup> January 2024

**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 Council Chamber, Town Hall, Newbury at 7.30 pm Monday 22nd January 2024.**

Tracy Predeth MPA

**Locum Chief Executive Officer**

---

### **AGENDA**

---

**1. Apologies for absence**

*Locum 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 the Full Council meeting held on Monday 23 October 2023.

**4. Questions and Petitions from Members of the Public**

*Town Mayor/ Locum Chief Executive Officer*

(Questions, in writing, must be with the Locum CEO by 2.00 pm on Friday 19 January 2024.)

**5. Members' Questions and Petitions**

*Town Mayor/ Locum Chief Executive Officer*

(Questions, in writing, must be with the Locum CEO by 2.00 pm on Friday 19 January 2024.)

**6. Town Mayor's Report**

*Town Mayor*

**To receive** a report from the Town Mayor, Councillor Nigel Foot  
Report to follow.

**7. Leader's Report**

*Leader of the Council*

**To receive** a report from the Leader of the Council, Councillor Gary Norman.  
Report to follow.

**8. Committees**

*Town Mayor / Committee Chairpersons*

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

Planning & Highways	24/10, 14/11, 5/12
Civic Pride, Arts & Leisure	27 November 2023
Community Services	11 December 2023
Policy & Resources	16 October 2023

**9. Strategy 2024 to 2028 (Appendix 2)**

*Town Mayor*

**To Approve** the review of the Council's Strategy 2024 to 2028, with the recommendation of the Policy & Resources Committee, resolved 15 January 2024.

**10. 2024/2025 Budget and Precept (Appendix 3)**

**11.1 To note** that the Policy & Resources Committee resolved on 15 January to adopt a budget for 2024/25, and recommends that the Council sets an overall budget expenditure of £2,428,667.

**11.2 To resolve** to adopt the budget for Financial Year 2024/2025 and raise a precept of £1,526,953 for the year.

**11.3 To resolve** that a leaflet explaining to the public how the precept is to be used during 2024/25 is produced, with that leaflet to be distributed to each household in Newbury and published on the Council's website.

**11. Ear-Marked Reserves (Appendix 4)**

*Chairperson*

**To resolve to approve** the proposed amendments to the Council's Ear-Marked Reserves, with the recommendation from the Policy & Resources Committee of 15 January.

**12. Schedule of Meetings for the Municipal Year 2024-25 (Appendix 5)**

*Town Mayor*

**To note** the schedule of meetings for the Municipal Year 2024-25.

**13. Financial Regulations (Appendix 6)**

**To receive and adopt** the Financial Regulations as approved by the Policy and Resources Committee on 16 October 2023

**14. Memorandum of Understanding – Allotment for Labouring Poor (Appendix 7)**

**To resolve to agree and sign** the Memorandum of Understanding with the charity 'Allotment for Labouring Poor' as attached Appendix 10, further to the recommendation of the Personal & Resources Committee, 15 January 2024.

**15. Transfer of Assets**

To consider the future devolution of services and assets from West Berkshire District Council. Due to short timescales to agree devolved responsibility to the Locum CEO to discuss with WBD and produce a full report for consideration by Council or committee.

**16. Forward Work Programme for Full Council meetings 2023/24 (Appendix 8)**

*Town Mayor*

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

**17. Exclusion of the Press and Public**

*Chairperson*

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

**18. Appointment of Chief Executive Officer.**

To Resolve the appointment of a Chief Executive Officer.

**Minutes of the Meeting of Newbury Town Council  
Held in the Council Chamber, Town Hall, Newbury,  
at 7.30 pm on Monday 23<sup>rd</sup> October 2023.**

**Present**

Councillors Phil Barnett, Vera Barnett, Alistair Bounds, Jo Day, Billy Drummond, Nigel Foot (Town Mayor), Jayne French-Drayton, David Harman, Chris Hood, Roger Hunneman; Ian Jee, Pam Lusby-Taylor; David Marsh; Steve Masters, Vaughan Miller; Andy Moore; Gary Norman; Elizabeth O’Keeffe and Sarah Slack.

**Officers in Attendance**

Hugh Peacocke – Chief Executive Officer

**Remembrance Sunday**

Prior to the commencement of the meeting, Members received a briefing on remembrance Sunday (12<sup>th</sup> November) from Ms. Virginia Robinson (Civic Manager) and Barry Digby (Town Marshal)

**Mr. Rod Thomason, R.I.P**

At the outset of the meeting, the Town Mayor told members of the sad passing of former macebearer, Mr. Rod Thomason and invited Councillor Phil Barnett to pay tribute to him.

The CEO, speaking on behalf of Rod’s colleagues on the civic team and all the staff of the Council, supported the tributes to Rod.

The Council then observed a minute’s silence in his memory.

The CEO was requested to extend the Council’s sympathy to Rod’s wife, Wendy and all of Rod’s family.

**1. Apologies for absence**

Apologies received from Councillors Sam Dibas, Meg Thomas, Martha Vickers and Tony Vickers.

**2. Declarations of interest and dispensations**

The CEO told the meeting that Councillors Phil Barnett, Billy Drummond, Nigel Foot and David Marsh 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. Minutes of the meeting of Newbury Town Council held on Monday 12<sup>th</sup> June 2023.**

**Proposed:** Councillor Elizabeth O’Keeffe

**Seconded:** Councillor Steve Masters

**Resolved:** To approve the minutes of the meeting of Newbury Town Council held on Monday 12<sup>th</sup> June 2023 as a true record of the meeting.

**4. Minutes of the Special Meeting of Newbury Town Council held on Thursday 21 September 2023.**

The draft minutes were amended to record apologies from Councillors Phil Barnett and Vera Barnett.

**Proposed:** Councillor Elizabeth O’Keeffe

**Seconded:** Councillor Steve Masters

**Resolved:** To **approve** the minutes of the Special meeting of Newbury Town Council held on Thursday 21 September 2023, as amended, as a true record of the meeting.

**5. Berkshire Youth**

The Mayor invited Ms. Kelly Leach to make a presentation on the youth outreach work that Berkshire Youth provided in Newbury. She also thanked the Town Council for their ongoing support for Berkshire Youth, which had encouraged West Berkshire Council to enlist their services across other areas in the district.

Members discussed the presentation before the Mayor thanked Kelly for her very informative and helpful presentation.

**6. The Climate Emergency Grant made to the Loose Ends/ Newbury Cricket Club Partnership**

The Mayor welcomed John O’Sullivan and Paul Monger of Newbury Cricket Club and Caroline Billington from Loose Ends to the meeting. They gave an update on how the partnership between the Cricket Club and Loose Ends was working.

They also told the Council about the benefits from solar panels, including the savings and the reduction in their carbon footprint.

**Proposed:** Councillor Nigel Foot

**Seconded:** Councillor Jayne French-Drayton

**Resolved:** That the Council ratify the grant of £10,000 made towards solar panels on the roof of Newbury Cricket Club.

**7. Questions and Petitions from Members of the Public**

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

**8. Members’ Questions and Petitions**

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

**9. Town Mayor’s Report**

The Town Mayor, Councillor Nigel Foot, presented his report on his mayoral engagements from 18<sup>th</sup> May to 23<sup>rd</sup> October, 2023.

**10. Leader’s Report**

The Leader of the council, Councillor Gary Norman, presented his report to the Council.

Councillor Norman told the meeting that the CEO planned to leave his role on 31<sup>st</sup> December, with his last working day on 15<sup>th</sup> December, so this was his last meeting with Full council. He said that the CEO would assist the Council in the replacement/ recruitment programme, starting with a Staff subcommittee meeting on 24<sup>th</sup> October. He thanked the CEO for his advice and support since he became leader of the Council in May.

The CEO told the Council that his departure was for personal and family reasons and he thanked all of the Councillors for the support and respect which they had always shown to him over the past 8 and a half years.

#### **11. Chief Executive's Report**

The Council received the report from the CEO of the Council. He thanked Martin Kavanagh, Service Delivery Manager for the refurbishments being carried out in the council chamber (walls, lights, curtains and audio). He said that this work was opportune, as 3 weddings had taken place recently in the Chamber, for which the Council received very positive feedback. He thanked Kym Heasman for her successful management of these events.

#### **12. Committees**

The Council received the minutes of the following Committee meetings:

- |                                |  |
|--------------------------------|--|
| • Community Services Committee | 10 July (Draft)  |
| • Planning & Highways          | 19 June, 17 July, 14 August, 11 September, 9 October (draft) |
| • Civic Pride, Arts & Leisure  | 3 July (Draft)   |
| • Policy & Resources           | 24 July and 16 October (Draft)                               |

#### **13. Local Democracy Working Group**

The Council received an update on this year's Local Democracy programme from the Chair of the Working group, Councillor Jo Day. She reported that 7 primary schools had visited the Council Chamber, with 500 children attending. She thanked all of the Councillors, the Civic team, the Civic Manager and Amy who had supported these events. There were also plans to give presentations to secondary schools, the Waterside Centre, Wash Common Scouts and Newbury College.

The Working Group was due to meet again at 2.00 pm on Friday 27<sup>th</sup> October.

The Council congratulated Councillor Jo Day and all involved in the successful programme.

#### **14. Climate Emergency Working Group**

The Council received a report from Councillor David Harman, the Chairman of the Working Group. He told the meeting that the Council had achieved a 44% reduction in the baseline carbon footprint set in 2018/19 and was on target to meet its objective to be carbon neutral by 2030.

It was expected that the additional solar panels on the Town Hall roof and insulation improvements in the Town Hall would achieve further reductions. The council would also benefit from the carbon offset which was part of the agreement with the Cricket club when grant aiding their solar panels on the roof of the refurbished pavilion (see minute 32 above).

Further plans included meeting Greenfest to explore collaboration and inviting Nikki Coome to carry out a plastics audit for the Council.

The Council thanked the Climate Emergency Working group for the progress made and also Mr. David Ingram for his continued excellent support for the Working Group.

**15. External Audit report for the financial year ended 31 March 2023**

The meeting heard that the Audit Working group and the Policy and Resources Committee had considered this matter in detail. The Council noted the recommendations from the Policy and Resources Committee meeting on 16<sup>th</sup> October 2023 and received the External Audit Report for the financial year ended 31st March 2023.

**16. Budget for 2024/25**

The meeting noted the budget production plan with a target to produce a draft budget for e-mail distribution before Christmas, so that full discussions can take place at the Policy & Resources Committee meeting on 15 January 2024 and at the subsequent Council meeting on Monday 23 January 2024.

It was agreed that the CEO would invite members of the Council to submit proposals to officers for consideration by the relevant Committee for inclusion in the draft budget and the Council's Strategy when they consider their budget needs for 2024/25. Such proposals should be submitted with as much detail as possible by the 3rd of November 2023.

It was noted that each Committee/Sub-Committee would be asked to consider their budget needs for 2024/25, in time for inclusion in time for the draft budget (and/or revised Strategy) being prepared for January 2024.

**17. Forward Work Programme for Full Council meetings 2023/24**

The meeting noted and agreed the Forward Work programme.

Agreed that Citizens' Advice West Berkshire, Community United West Berkshire and the Newbury Bid be invited to make a presentation to the January meeting of the Council.

Agreed that the Council's representatives on outside bodies and the School Link Councillors be invited to report to the meeting on 8<sup>th</sup> May 2024.

**18. Exclusion of the Press and Public**

**Proposed:** Councillor Nigel Foot

**Seconded:** Councillor Gary Norman

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

**19. Approval of Absence**

Councillor Elizabeth O’Keeffe told the meeting that Councillor Meg Thomas had apologized for her inability to attend several meetings lately, due to issues arising from the health of her husband. She told the meeting that Councillor Thomas continued to attend to her business as a ward Councillor but was unable to attend meetings at the moment. It was noted that this was likely to continue for several more months. She asked the Council to consider using the provisions of paragraph 8.6 of the Council’s Standing Orders to approve a period of absence from meetings for Councillor Thomas.

**Proposed:** Councillor Elizabeth O’Keeffe

**Seconded:** Councillor Nigel Foot

**Resolved: To Approve** a period of absence from meetings until 22<sup>nd</sup> April 2024 for Councillor Meg Thomas (in accordance with the provisions of paragraph 8.6 of the Council’s Standing Orders).

Councillor Roger Hunneman agreed to substitute for Councillor Thomas at Policy and resources Committee meetings and Councillor Andy Moore on Civic Pride, Arts and Culture.

The council sent best wishes to Councillor Thomas and her husband.

**There being no further business, the Town Mayor declared the meeting closed at 8.58 pm.**

**Town Mayor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

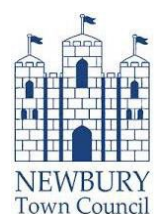




# Strategy 2024-2028

Version 6. Strategy Working Group December 2023

***Making Newbury a town we can all be proud of***

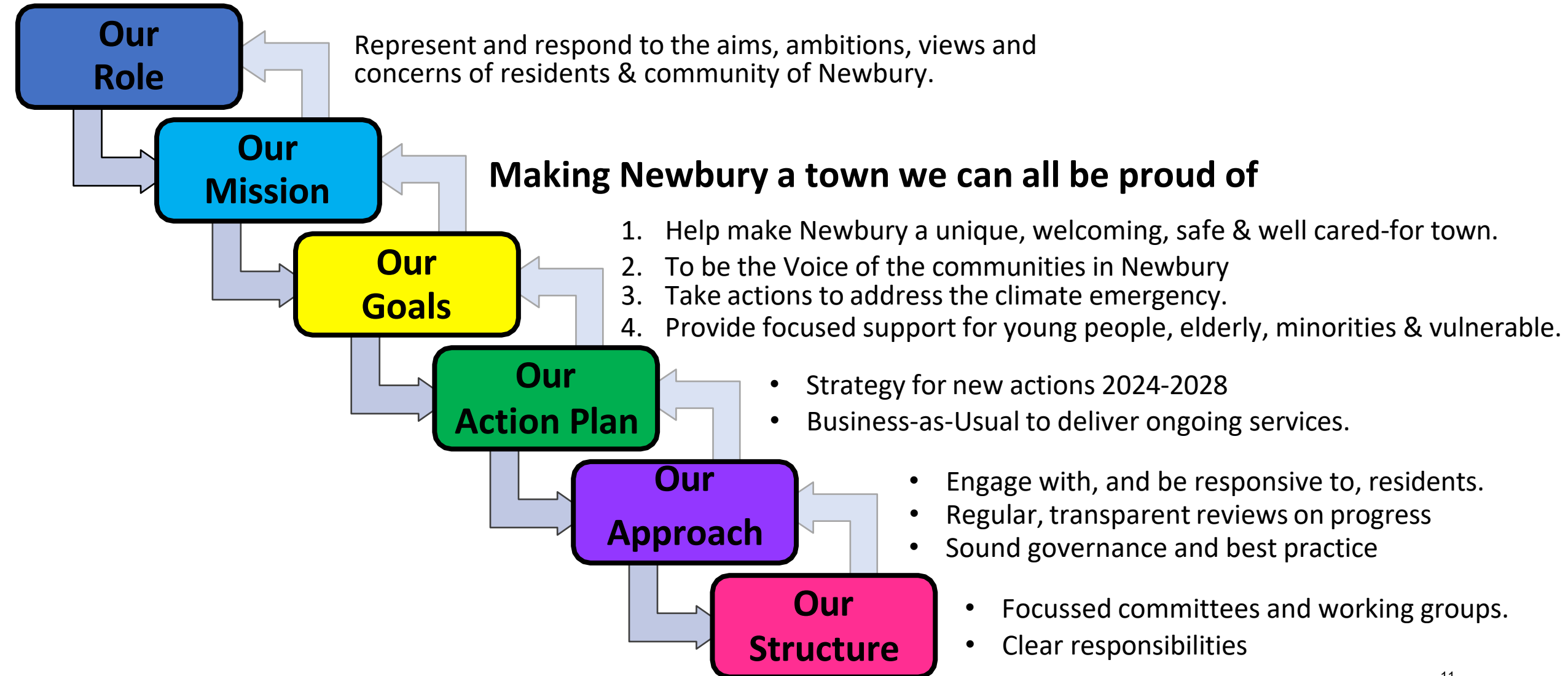


## **Contents**

---

<b>1. Strategy Summary</b>	<b>3</b>
<b>2. Our Role</b>	<b>4</b>
<b>3. Our Mission</b>	<b>7</b>
<b>4. Our Goals</b>	<b>8</b>
<b>5. Our Action Plan</b>	<b>10</b>
1. Help make Newbury a unique, welcoming, safe and well cared-for Town	12
2. To be the Voice of the communities in Newbury	20
3. Take actions to address the climate emergency	27
4. Focused support for youth, the elderly, minorities and the vulnerable	32
<b>6. Our Approach</b>	<b>33</b>
<b>7. Our Structure</b>	<b>35</b>

## Summary for our strategy



## **Newbury Town Council Role – *What we deliver***



### **Represent and respond to the aims, ambitions, views and concerns of residents & community of Newbury**

- Responsible for:
  - Most parks, playgrounds & public spaces
  - All allotments
  - All cemeteries
  - Many public amenities
  - Town Hall and several other public buildings
  - Charter market and Farmers' market
  - Mayor and civic events
- Statutory consultee on Planning & Highways
- General Power of Competence enables NTC to take on additional responsibilities as it sees fit:
  - E.g. Youth work

- Lobby and work with other bodies to further the interests of the people of Newbury, especially Newbury BID, West Berkshire Council & Thames Valley Police

- Funded by annual Precept, developer contributions & other income

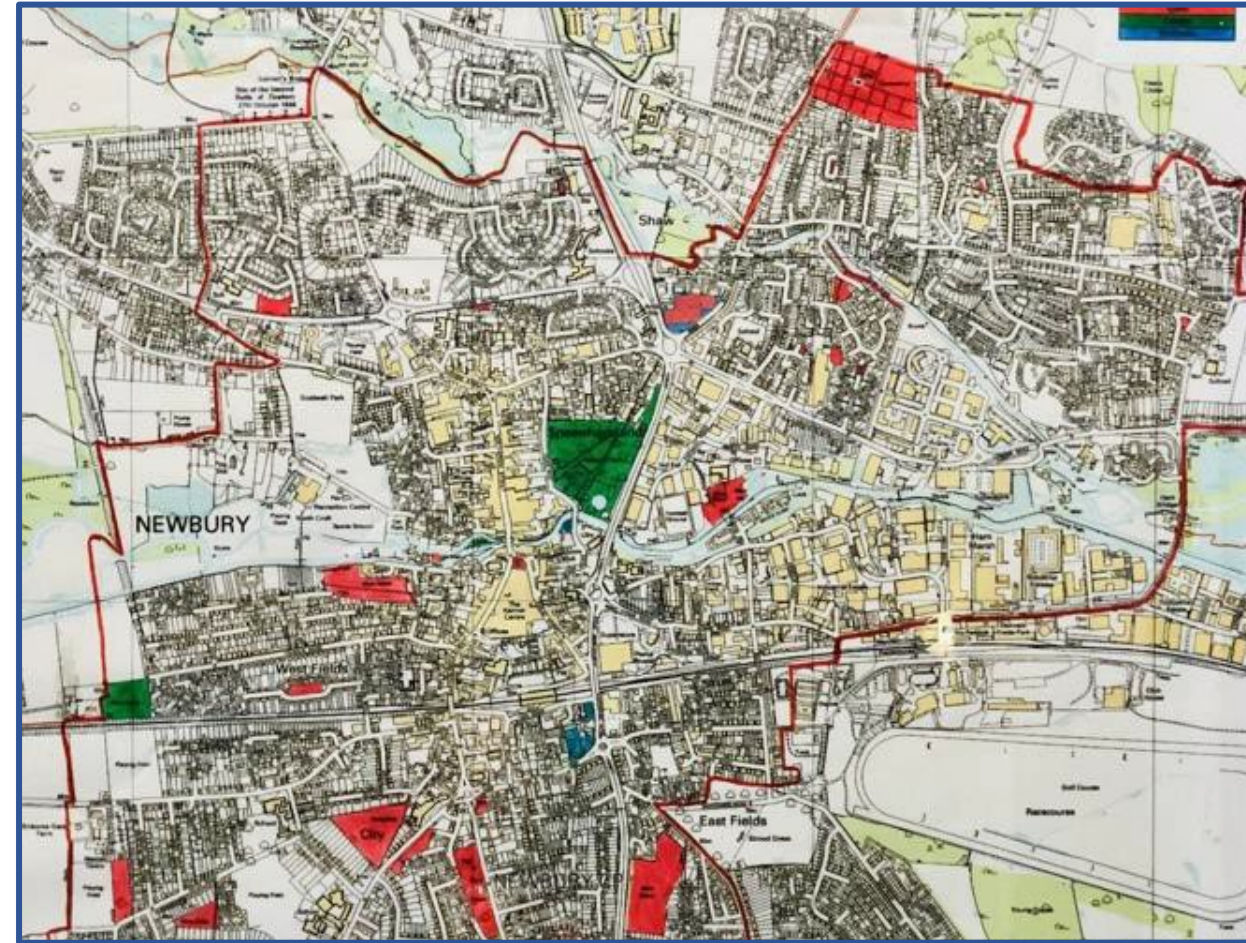
- Care & housing
- Schools, learning & libraries
- Consumer & environmental protection
- Rubbish & recycling
- Leisure, parks & countryside
- Tax & benefits
- Planning & building control
- Roads, transport & parking
- Licensing

- Funded by government, council tax, business rates & other income streams

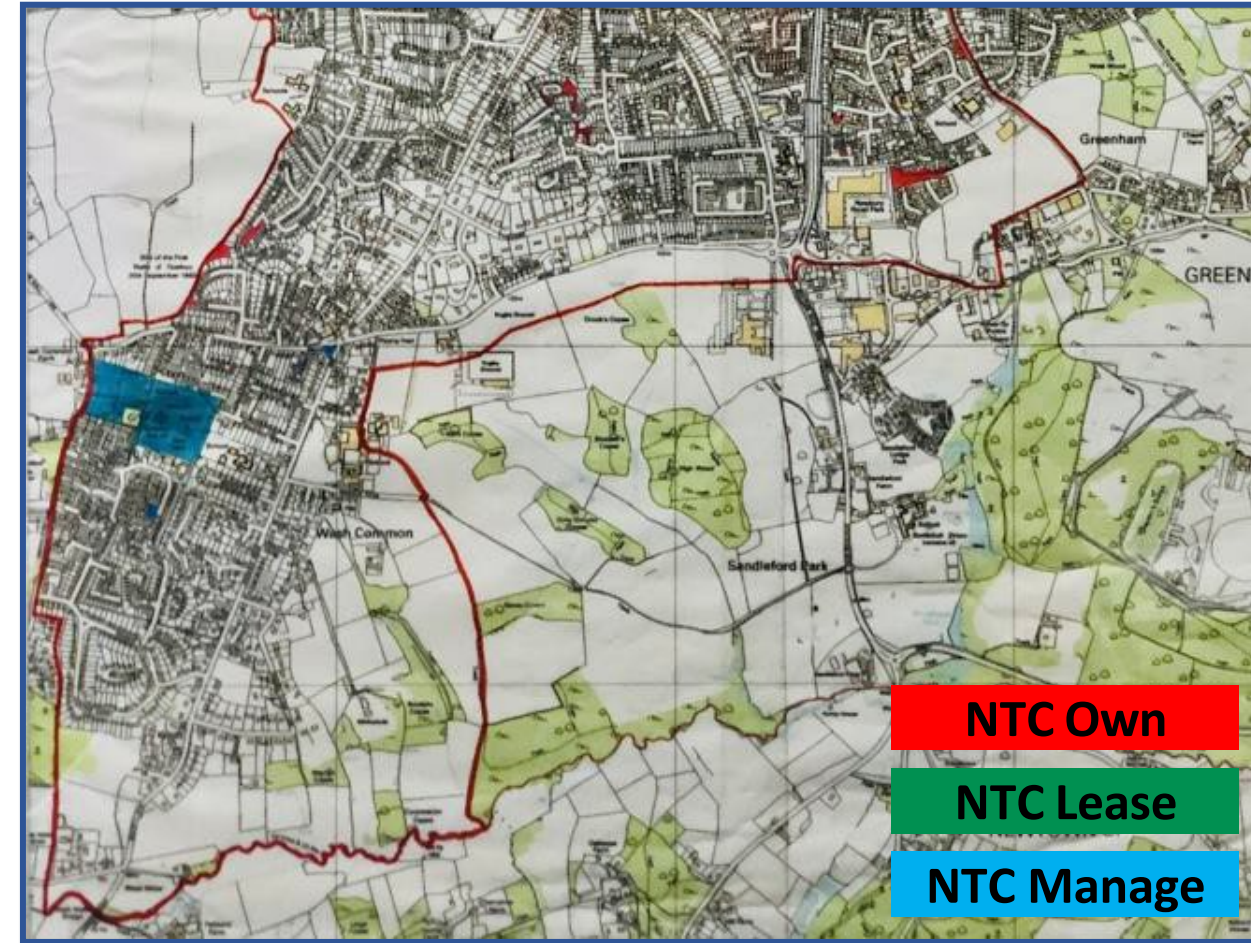


## Newbury parish boundary and land we own, lease and manage

Newbury Parish – northern half

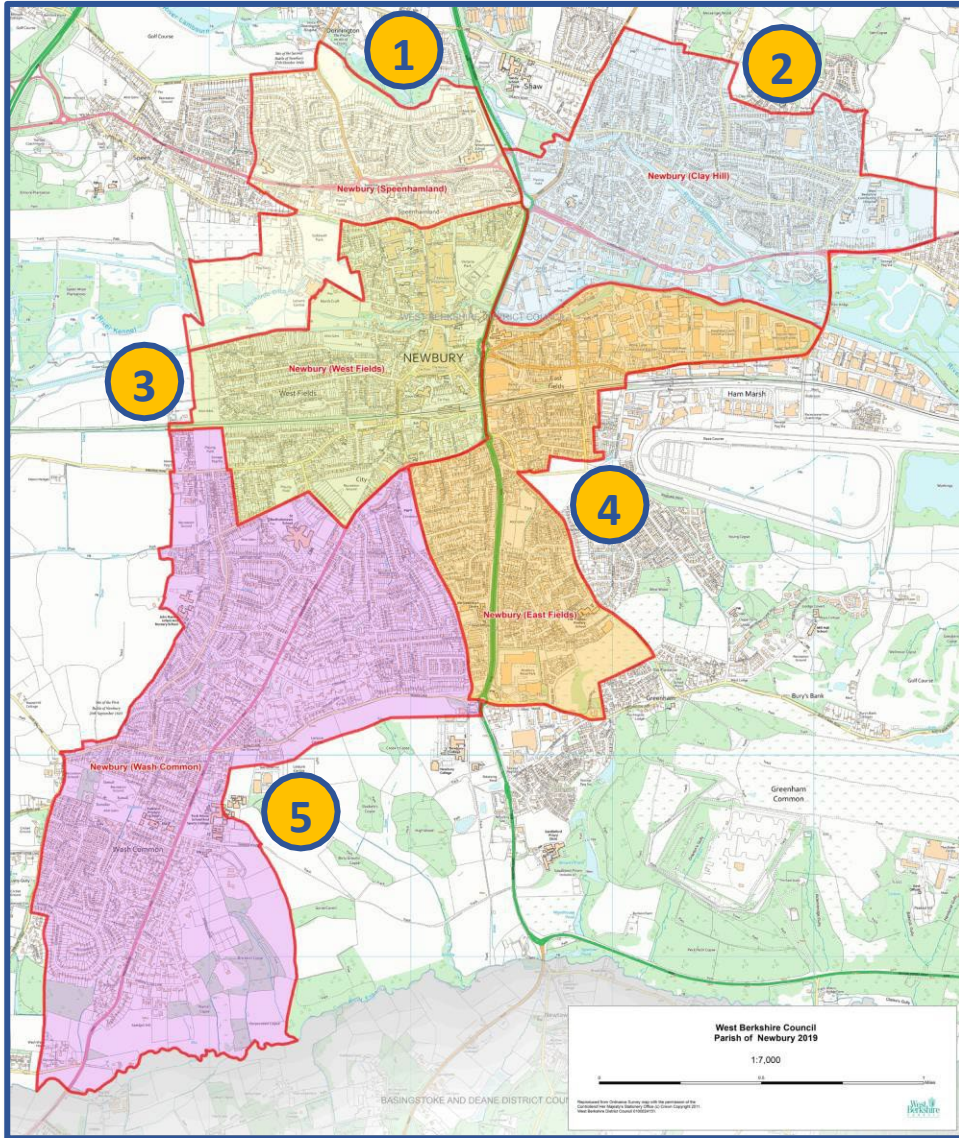


Newbury Parish – southern half





## Newbury parish wards and Councillors – January 2024



### 1. Speenhamland

- Jo Day – *Liberal Democrat*
- Steve Masters – *Green Party*

### 2. Clay Hill

- Vera Barnett – *Liberal Democrat*
- Nigel Foot – *Liberal Democrat*
- Chris Hood – *Liberal Democrat*
- Ian Jee – *Liberal Democrat*
- Pam Lusby-Taylor – *Liberal Democrat*

### 3. West Fields

- Alistair Bounds – *Liberal Democrat*
- Andy Moore – *Liberal Democrat*
- Elizabeth O’Keeffe – *Liberal Democrat*
- Sarah Slack – *Liberal Democrat*
- Martha Vickers – *Liberal Democrat*

### 4. East Fields

- Phil Barnett – *Liberal Democrat*
- Billy Drummond – *Liberal Democrat*
- David Harman – *Liberal Democrat*
- Vaughan Miller – *Liberal Democrat*
- Gary Norman – *Liberal Democrat*

### 5. Wash Common

- Sam Dibas – *Liberal Democrat*
- Jayne French-Drayton – *Liberal Democrat*
- Roger Hunnemann – *Liberal Democrat*
- David Marsh – *Green Party*
- Meg Thomas – *Liberal Democrat*
- Tony Vickers – *Liberal Democrat*



## Our Mission – *What drives us?*





## **Our Goals – *Where are we heading?***

- 1. Help make Newbury a unique, welcoming, safe and well cared for town.**
  - A. Provide outstanding parks, playgrounds and public spaces.
  - B. Run vibrant markets.
  - C. Run thriving allotments.
  - D. Provide well-kept and peaceful cemeteries.
  - E. Ensure our public and historic buildings are properly cared for and well-used.
  - F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors.
- 2. To be the Voice of the communities in Newbury**
  - A. Provide a strong voice for Newbury by lobbying and working with WBC, Newbury BID, Newbury Flood Forum and others.
  - B. To promote, represent and support the views of the communities in Newbury.
  - C. Inspiring Civic events and Mayoral calendar
  - D. Enjoyable and inclusive community events
  - E. Celebrate and recognise individual and community achievements.
  - F. Encourage and support contributions to our public and community life.
  - G. Celebrate and encourage appreciation of public art and Newbury's heritage.
  - H. Establish a Consultation Panel to hear the views of the diverse communities of Newbury.
- 3. Take actions to address the climate emergency.**
  - A. Ensure the activities of the Town Council are carbon neutral by 2030 or before
  - B. Actively encourage and support actions that will make Newbury as a whole more environmentally sustainable
- 4. Provide focused support for young people, the elderly, minorities and the vulnerable**
  - A. Provide funding to organisations which support youth work in Newbury
  - B. Support initiatives to make Newbury a more inclusive town
  - C. Work with local organisations which support the elderly and the homeless in Newbury



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

## Provide outstanding parks, playgrounds and public spaces



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

### **A. Provide outstanding parks, playgrounds and public spaces in the most sustainable way that we can, having regard to value for money.**

#### **A.1 Victoria Park**

- a) To continually improve the community-offer in Victoria Park by providing the best sports, recreation, leisure and community facilities that we can, within available resources. The Park will have public toilets with baby changing facilities, male, female and disabled toilets for park users.
- b) The Park will have enhanced CCTV.
- c) To retain Green Flag status for Victoria Park.
- d) Install Boules Piste in Victoria Park, should funding become available.
- e) To provide facilities for football in Victoria Park.

#### **A.2 Wash Common public space:**

Carry out phase 1 upgrade when resources are available.

#### **A.3 City Recreation Ground**

To retain Green Flag status for City recreation ground.

#### **A.4 Hutton Close**

2023/24 Carry out upgrade based on results of the consultation.

## **A.5 Playgrounds**

To ensure safety and quality, start implementation of long-term rolling plans for:

- i. the refurbishment / replacement of playground and other park equipment when it reaches the end of its life.
- ii. Complete major upgrade to playgrounds in the Nightingales and Digby Road

## **A.6 Trees and other planting**

- a) To ensure they are properly cared for and replaced or extended when necessary
- b) Implement our rolling maintenance plans for equipment and planting and managing our tree stock, and review and update annually.
- c) Provide and maintain trees, flower beds, hanging baskets and other plantings in appropriate locations.

## **A.7 Waterways and “Blue Spaces”**

Carry out our responsibilities as riparian owners on any relevant lands in our ownership.

## **A.8 Sports and Recreation Facilities**

- a) Enhanced provision and management of playing pitches
- b) Enhanced provision and management of outdoor sports equipment

## **A.9 Public Open Spaces**

Lobby WBC to ensure that POS in new developments is funded through public, not management companies.



*Making Newbury a town we can all be proud of*

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

**B.Run vibrant charter and farmers' markets.**

**C.Run thriving allotments.**



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

## **B. Run vibrant markets.**

- a) The Market Working Group will produce and monitor an action plan to enhance our market and hold an annual survey with our regular traders.
- b) Our markets will work closely with Newbury BID (Business Improvement District) and other partners to facilitate and promote town centre events.

## **C. Run thriving Allotments.**

- a) Explore options for additional allotment sites, working with our neighbouring parishes as appropriate.
- b) Request new developments to include allotment provision where appropriate.
- c) Maintain and run high quality allotments and promote allotments to new tenants targeting > 97% occupancy.
- d) Encourage and support competitions within and between allotments.
- e) Organise an annual meeting with allotment holders to agree action plan for the following year.



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

**D. Provide well-kept and peaceful cemeteries**

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



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

### **D. Provide well-kept and peaceful Cemeteries.**

1. Maintain and run cemeteries to a high standard.
2. Explore options to ensure that burials can continue in the parish for the next 25 years.

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

1. Ensure safety and quality, through the implementation of long-term rolling plans for the upkeep and refurbishment of the public buildings in our care.
2. Prepare a long-term strategy (10+ years) to include plans for the future of our public buildings and other assets, to include the next cyclical survey and forward maintenance plan including stonework.
3. Consider the best options for the use and enjoyment of the Town Hall for all the people of Newbury.  
Continue to offer discounted rates for local community groups that are engaged in activities that further the aims of the NTC strategy.
4. Work with the Newbury Society and other relevant outside bodies to:
  - a) Support the heritage and conservation of Newbury and promote events and activities that recognise, highlight and protect the town's traditions, heritage and history and help engage the public interest and involvement in Newbury's heritage.
  - b) Support the protection of important and historical / character buildings through Local Listing and, when agreed, by liaising with Historic England for national listing.



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

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





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

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

#### **1. Well-presented town:**

- a) Work with Newbury BID, WBC and other interested parties to ensure the town is kept clean and tidy (while being mindful of any environmental impacts)
- b) Continue to pressure BT to improve the appearance of the BT tower, and work with any interested parties who can help to make this happen.
- c) Encourage the owners of the Kennet Centre and the Planning Authority to ensure any re-development of the centre is in keeping with the historic town centre in terms of both appearance and scale.

#### **2. Provide and maintain the following high-quality public amenities in appropriate locations:**

- a) Public toilets
  - 1. A new public toilet to be provided in Victoria Park
  - 2. To upgrade and refurbish the public toilets at the Wharf so that they are more economic to run, more vandal-resistant and more sustainable in the longer term. This work to include the provision of a Changing Places facilities (with specialist hoist) and a shower, both within the current building structure.
- b) Bus shelters
- c) Benches and other street furniture
- d) Roadside salt bins
- e) Footway lighting
- f) Bins for litter / dog waste
- g) Continue the lease of the Library building at Wash Common and support the Friends of Wash Common Community Library
- h) Provide town centre facilities for cyclists

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

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

#### **3. Well-being:**

- a) Support the work of the Greenham & Crookham Common Commissioners
- b) Support the Friends Group working to ensure the permitted path through Speen Moors remains open to the public.
- c) Work with local community groups like the Newbury Society and City Arts to promote and extend the Town Trail and other visual arts initiatives.

#### **4. Safety:**

- a) Specialist changing facilities: the addition of a Changing Places facility (with specialist hoist) as part of the Wharf Toilets upgrade project.
- b) Provide defibrillators in appropriate locations and assist other bodies who wish to provide them .
- c) Support community safety, working with partners as appropriate, including Town Centre CCTV, footway lighting etc as required.

#### **5. Support Visitors:**

- a) Working with Newbury BID, agree a co-operation plan with coach operators who bring visitors to the town to make them feel welcome and encourage them to continue to stop off in Newbury.
- b) Work with Newbury BID and other organisations to encourage sustainable tourism growth in the interest of the town's economy.
- c) Provide brochures, maps, signage and other information for the benefit of visitors to Newbury.
- d) Work with partners to ensure Newbury "arrival points" give visitors a good impression.
- e) Maintain the Visitor Information point in Newbury Library

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

**To be the Voice of the communities in Newbury**





*Making Newbury a town we can all be proud of*

## 2. To be the Voice of the communities in Newbury



## 2.To be the Voice of the communities in Newbury

### **A. Provide a strong voice for Newbury by lobbying and working with WBC, Newbury BID, Newbury Flood Forum and others**

#### **1. Neighbourhood Development Plan**

- a) Goal to have the NDP completed and adopted by the end of 2025.

#### **2. Canal Corridor Working Group**

- a) To work with partners to prepare an outline plan for the future development and protection of the Canal Corridor.
- b) By April 2024: confirm detailed implementation plan, to dovetail with WBC plans to upgrade the Wharf.

#### **3. Promote and encourage investment in the Town Centre, especially south of the Canal Bridge, including a coherent plan for the Kennet Centre**

#### **4. Work with Newbury BID and other relevant organisations to lobby WBC for the pedestrianisation of the Market Place (permanent vehicle restricted zone), excluding Mansion House and Wharf Streets. Aim for decision by end 2024. (Use NTC input to the Newbury Town Centre Masterplan 2036 to promote this objective)**

#### **5. Newbury Town Centre Masterplan 2036**

To work with partners to deliver the aims and aspirations of the Plan.

#### **6. London Road Industrial Estate redevelopment**

To work with West Berkshire District Council on these proposals so that we can express the wishes of the community for the redevelopment, and to reflect the views of the Newbury Flood Forum.

## 2.To be the Voice of the communities in Newbury

### 7. Lobby West Berkshire Council to adopt the following into their new Local Plan:

- a) An environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport.
- b) Opposition to the use of Permitted Development Rights for change of use to residential in established employment areas, and request the planning authority to seek article 4 directions in this matter.

### 8. Lobby WBC to:

1. Include NTC as a key consultant in their plans to restore the Faraday Road Football Stadium, with enhanced 3G pitch and full club house facilities.
2. Take action where appropriate under S215 of the Planning against owners of lands or buildings which detract from the amenity of the area and encourage WBC to devolve this power to the Town Council (See also 1.G.11.e) – Regular item on P&H; several recommendations made to WBC and improvements made to several buildings as a result.
3. Complete a Conservation Area Appraisal for the town.
4. Consider making Newbury a low emission zone and so discourage through traffic on the A339.
5. Lobby WBC for Newbury to develop better integrated travel points, for example at Newbury Train Station
6. Work with partners to grow Newbury's reputation as a centre of high-tech excellence.
7. Support and encourage the devolution of decision making and service delivery to the most appropriate level.
8. Carry out a community Governance review to include all of Newbury development within the Town Council boundary.
9. Consider the specific views of Newbury Flood Forum.

## 2.To be the Voice of the communities in Newbury

22

### 9. Use our role as statutory consultee for Planning to:

1. Encourage diverse shopping and eating out options with a significant number of independents.
2. Encourage a modal shift in transport by prioritising walking, cycling and public transport.
3. Maintain pressure for significant provision of social housing, including houses for social rent.
4. Improve environmental standards and reduce carbon footprint of new building and infrastructure projects.
5. Lobby, encourage and assist WBC in enforcing S215 repairs to land and buildings that diminish the town's appearance (see also G3b)
6. Continue to pressure WBC to maintain, respect and protect our Conservation Area (see also 1.G.3.c)
7. Work with Newbury Flood Forum to request the planning authority to address the flood risks associated with development proposals and ensure that these are properly addressed.
8. Lobby the Local Planning Authority as appropriate on issues of importance for the wellbeing and prosperity of the people of Newbury.
9. Comment on relevant planning and licensing applications in, near, or affecting the town and continue to provide a service to residents of Newbury who wish to comment on them further and seek to influence West Berkshire Council on all planning applications of significance.
10. Comment and respond to the Highways Authority (West Berkshire District Council) on consultations and proposals for highways, traffic and parking schemes in Newbury.



## 2.To be the Voice of the communities in Newbury

11. Request new development, where appropriate, to include allotment provision.

23

### **B. To promote, represent and support the views of the communities in Newbury.**

We will establish a Consultation Panel to hear the views of the diverse communities of Newbury. Organisations and groups from the community, voluntary and charity sectors will be encouraged to engage and participate with the Council on projects and policy matters of importance to them.

### **C. Arrange and Manage Inspiring Civic events and Mayoral calendar.**

- a. Co-ordinate the annual Remembrance Sunday Parade in Newbury
- b. Deliver the annual Mayor Making ceremony.
- c. Uphold and promote the role of Mayor as Civic Head and First Citizen of Newbury
- d. Encourage bookings, and manage the calendar of events for the Mayor and Deputy Mayor

### **D. Stage and support enjoyable and inclusive community events.**

- a. Work with and support the tennis coaches to stage a Victoria Park tennis championship.
- b. Support Art on the Park and other public arts events
- c. Facilitate the Newbury BID holding Christmas events in the town centre, including the Market Place.
- d. Work with other parties to explore options for up to four significant town centre events per year which include use of the Market Place on days when the Charter Market operates



## 2.To be the Voice of the communities in Newbury

- e. Hold an Annual Family Day in Victoria Park for the enjoyment of our residents and to promote the park and its facilities.
- f. Support the organisation of an annual event for the over 75s in Newbury to be attended by the Mayor. 24
- g. Support and promote selected community events through financial assistance and / or provision of venues and facilities, notably, but not limited to: Christmas Lights, Music at the Band Stand, and the Newbury Carnival
- h. Support Newbury in Bloom to raise Civic Pride and encourage and acknowledge efforts by the community, businesses, residents and other organisations of Newbury.
- i. Consider entry into Britain in Bloom when finances and service capacity permit.
- j. Encourage and facilitate residents' participation in social, recreational and sporting activities by providing suitable facilities in appropriate places
- k. Where it fits with other Council initiatives, encourage and support community involvement as appropriate – e.g. community litter picks, community planting / clearing for biodiversity etc.

## **2.To be the Voice of the communities in Newbury**

25

### **E. Celebrate and recognise individual and community achievements.**

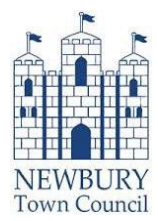
- a. Run and sponsor Newbury's annual Civic Award scheme to recognise the contributions of our residents to the town.
- b. Congratulate residents and members of the community whenever significant achievements are brought to our attention and keep a list on the website.

### **F. Encourage and support contributions to our public and community life.**

- a. Encourage participation in local democracy with particular focus on:
  - i. Encouraging under-represented sectors into local politics
  - ii. Introducing young people to local democracy and NTC; and encouraging / supporting forums for young people
  - iii. Run a community grants scheme which prioritises the award of financial or other support to organisations and causes which serve wholly or mainly the residents of Newbury and have outcomes that support the delivery of our Strategy.
- b. Continue to support the principle of Newbury Town Twinning and explore how to make it more inclusive.
- c. Provide support, advice and publicity for self-funding groups (eg Friends of Newtown Road Cemetery, Growing Newbury Green, the Secret Garden project, the Green Gym, etc)

### **G. Celebrate and encourage appreciation of public art and Newbury's heritage.**

- a. Further develop the town's heritage trail
- b. Promote the art and heritage trails, working with partners where appropriate.



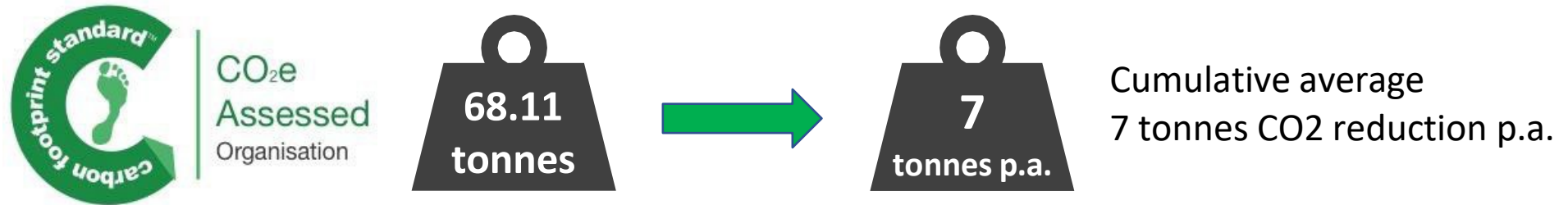
## **2.To be the Voice of the communities in Newbury**

- c. Work with and support the Newbury Spring Festival to make it more accessible for all the communities of Newbury

26

### 3. Take actions to address the climate emergency

- Ensure the activities of the Town Council are carbon neutral by 2030
  - Actively encourage and support actions that will make Newbury as a whole more environmentally sustainable.



Launch a Climate Fund to support local environmental groups with projects that will reduce CO<sub>2</sub> emissions in Newbury.

## **A. Ensure the activities of Newbury Town Council are carbon neutral by 2030.**

- Becoming carbon neutral will be a core ongoing priority for NTC, and will result in clear targets and potentially new ways of working across the organisation
  - NTC direct carbon footprint was independently measured in 2019 and certified at 68.11 tonnes per year. Therefore, to become carbon neutral by 2030, NTC will need to reduce its annual carbon footprint by an average of at least 7 tonnes every year, although the reduction is unlikely to be linear
1. The Climate Emergency Working Group will continue to develop our plans and recommendations to deliver net zero carbon.
    - a) In December every year agree the detailed carbon reduction plan and budget for the following year, and an outline plan for the remaining years to 2030.
    - b) Audit our street lighting to determine which ones we need to keep. Ensure their replacement with energy efficient solutions forms part of the longer term strategy
  2. For existing operations, we will:
    - a) Prioritise real reductions in our energy usage by cutting out waste and by investing in more efficient systems and ways of working. For example, in the Town Hall we will invest in insulation, efficient heating, low energy bulbs, systems to automatically turn off the lights, etc.
    - b) We will also look to offset where this makes sense; and will not simply buy offsets as an easy way to reduce our carbon footprint. Instead, we will prioritise by offsetting through primarily local means and opportunities within our operations. For example, solar electricity generation, additional tree and shrub planting, grants to local organisations supporting our carbon-neutral / Climate Emergency principles, etc.
    - c) Actively encourage offsets through carbon-neutral energy generation.
  3. For all new projects, activities and procurement decisions we will ensure carbon impact is a core decision making criteria when making recommendations about new projects, activities and procurement decisions. We will always aim to minimise the carbon impact, and target net zero where practical and cost effective.

4. Ensure that management of our green spaces and support for nature and horticulture projects more widely across Newbury is designed, where feasible and cost effective, to maximise environmental benefits and biodiversity.
  - a) Establish new sown wildflower meadows where possible using local seed sources and/or those appropriate to the ecological and cultural heritage of the site.
  - b) Encourage biodiversity in our major enhancement of open spaces.
  - c) Change bedding plants to incorporate more perennials vs annuals to reduce climate impact – 25% change per year.
  - d) Prohibit the use of artificial grass / turf (due to its adverse effect on biodiversity and decay into microplastic particles) on land owned or managed by Newbury Town Council unless specific permission has been granted by the Community Services committee as part of an identified and approved NTC project where it is the only viable option.
  - e) Approach West Berkshire Council to request that they follow a similar approach to prohibit the use of artificial grass / turf.
  - f) Support organisations or projects seeking to provide energy from watercourses.
5. Our carbon footprint will be publicly reported annually as a new KPI.

### 3: Take actions to address the climate emergency

#### **A. Encourage and support actions that will make Newbury, as a whole, more environmentally sustainable.**

1. NTC will hold at least one Climate Change Community Workshop per year to:
  - a) Update local residents & environmental groups on progress towards making the activities of NTC carbon-neutral and gather feedback & suggestions.
  - b) Encourage & support actions to help make Newbury, as a whole, more environmentally-sustainable, & gather suggestions on how NTC can best help
2. Provide a Climate Fund to support local environmental groups with projects that will reduce CO2 emissions and other actions that benefit the climate in the parish of Newbury. NTC will be able to take credit for an appropriate share of any carbon reduction and use this to offset total emissions and help deliver zero carbon.
3. Use our influence and network where appropriate and cost effective to:
  - a) Support local community organisations in their 'green initiatives'.
  - b) Support a local 'Green Directory' to ensure residents know what resources, offers and support they can access.
4. increase the current recycling rate from waste collected from our parks.
5. Lobby WBC to:
  - a) Update their planning guidelines to require key environmental features in order to receive planning support, e.g. solar panels for electricity and hot water, electricity storage batteries, ground / air source heat pumps, electric car changing point, etc. This should also be added to their Local Plan review.
  - b) (Repeat of 1.G.4): Work with Newbury BID and other relevant organisations to lobby WBC for the permanent pedestrianisation of the Market Place, excluding Mansion House and Wharf Streets. Aim for decision by end 2024

- c) (Repeat of 1.G.1.b): Develop an environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport.
  - d) Support the wider use of electric vehicles (cars and bicycles), and to install an adequate number of charge points in suitable, secure parking spaces that are reserved for those vehicles
  - e) Radically expand the range of materials and product types that are collected kerbside for recycling
6. Encourage local community groups to set up market stalls at no / heavily reduced fees to promote green initiatives e.g. refillables.



## 4. Provide focused support for young people, the elderly and the vulnerable

- Support youth work for Newbury
- Support initiatives to make Newbury a more inclusive town.
- Work with local organisations which support the elderly and the homeless in Newbury.



- Continue our Service level Agreement with Berkshire Youth for the provision of Youth Outreach services in Newbury.
- Explore options for the best location, and then install a specialist hoist in at least one public toilet in Newbury to enable carers to change older children / young people on the changing table when needed rather than on the floor.

## 4: Focused support for young people, the elderly, minorities & the vulnerable

### A. Provide funding to organisations which support youth work in Newbury.

1. The Council is committed to developing a youth offering and encouraging joint initiatives between young people and the Council. This will be achieved through our detached work with Berkshire Youth and by supporting and / or lobbying to fulfil suggestions proposed by young people (eg outdoor covered shelter, improved street lighting etc)
2. Provide funding support for youth work initiatives at the Greenham Community Youth Project at the Nightingales, and the Riverside Centre in Clay Hill.

### B. Support initiatives to make Newbury a more inclusive town.

1. Support our minority communities where possible by working with relevant local groups such as Community United
2. Support dementia-friendly initiatives to help the elderly in our community:
  - a) Maintain NTC's accreditation as a dementia-friendly organisation.
  - b) Organise dementia-awareness training for all members and officers and then display accreditation on NTC website.
  - c) Dementia-friendly training to be provided following successive elections.
3. Specialist Changing facilities:
  - a) These will be part of the proposed Wharf toilets upgrade and will be a welcome additional facility for the town.
4. We will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town.
5. Encourage youth participation in NTC decision-making processes.

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

1. Ensure NTC has permanent representation on WBC Homeless committee to stand up for the needs of the homeless in Newbury..

## Our Approach – Part 1 = combined pre-amble sections from current strategy Newbury Town Council, its Members and its Officers will:

### **1. Encourage public engagement with both the Town Council and local democracy.**

- 1. Encourage public attendance and questions at Council meetings.*
- 2. Be visible, relevant responsive and accountable to our residents.*
- 3. Make ourselves available to the public by holding regular surgeries - street / ward / Town Hall steps / other locations.*
- 4. Actively seek to hear the needs, desires and ambitions of the people in Newbury, and respond as quickly and as comprehensively as possible within the limits of our resources and other constraints.*
- 5. We will represent the views of the people of Newbury when working with other partners and stakeholders or other bodies, both local and national, who can improve the quality of life for our citizens.*
- 6. Continually improve and upgrade our website and social media in order to engage and consult the people of Newbury.*
- 7. Publish a monthly digital newsletter covering important events and achievements of the Town Council*

### **2. Promote cultural identity and equality of opportunity.**

- 1. We will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town.*

### **3. Exercise sound governance and best practice to ensure efficient and cost-effective delivery of services:**

- 1. Deliver services effectively, efficiently, on time and within budget.*
- 2. Use direct labour or contractors as appropriate, and always ensure value for money.*
- 3. Prefer local suppliers wherever possible.*
- 4. Deliver services in partnership with others when it offers best value and/or can expand the range of services we provide.*
- 5. Work with other partners and stakeholders to achieve efficiency savings in service delivery and where appropriate, expand the range of services provided by the Town Council.*
- 6. Minimise waste created by the Council and the services we provide.*
- 7. Maximise opportunities to recycle waste created by the Council and the services we provide wherever possible*

## **Our Approach – Part 2 = Policy Area 3 from current strategy** **Newbury Town Council, its Members and its Officers will:**

### **1. Exercise Good Governance and best practice to ensure that we are open, transparent and accountable.**

- 1. We will maintain openness and transparency in our actions and decision making.*
- 2. We will make our information, public meetings and records as widely accessible as practically possible.*
- 3. We will maintain an up-to-date public website that is informative and easy to access and use.*
- 4. We will publish an annual newsletter, with the Precept Leaflet and encourage residents to give feedback.*
- 5. We will consult on issues of significance to Newbury, using tools such as public meetings, surveys, questionnaires, petitions, etc.*
- 6. We will respond promptly to complaints and act as quickly as possible to resolve them.*
- 7. We will maintain the assets of the Town Council and ensure public access to them.*
- 8. We will constantly monitor and review Newbury Town Council's current asset register to ensure that we are getting best use/value of the assets*
- 9. We will regularly review whether it is in the best interest of our residents and NTC to take over responsibility for services and / or ownership of assets from other organisations.*
- 10. We will keep abreast of all relevant legislative changes impacting on our activities and services.*
- 11. We will report quarterly on our performance against KPI's and review our KPI's to ensure that they are relevant and appropriate.*
- 12. We will report every 3 months on our progress towards achieving the short- and medium-term projects contained in this Strategy.*
- 13. We will review this Strategy annually and make any appropriate amendments, additions or deletions.*
- 14. We will continually review our work practices and purchasing arrangements to drive efficiencies and ensure best value for the people of Newbury*
- 15. We will embrace technological advances to progress smarter working methods, where feasible, in order to reduce waste and be more efficient.*
- 16. We will continually review our Committee structures and Working Groups and implement any improvements identified*
- 17. We will continue personal development for Members and Officers so that they are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices, fulfilling their duties and responsibilities to residents professionally and effectively.*
- 18. We will exercise best practice as an employer, promoting fairness and equality for our employees and volunteers.*



## Our Structure

- **People**

- 23 Councillors (Members), elected every 4 years - *responsible for setting the strategy and budget.*
- 18 staff (including part-time and honorary staff) - *responsible for advising Members, and delivering the strategy and ongoing services.*

- **Decision Making**

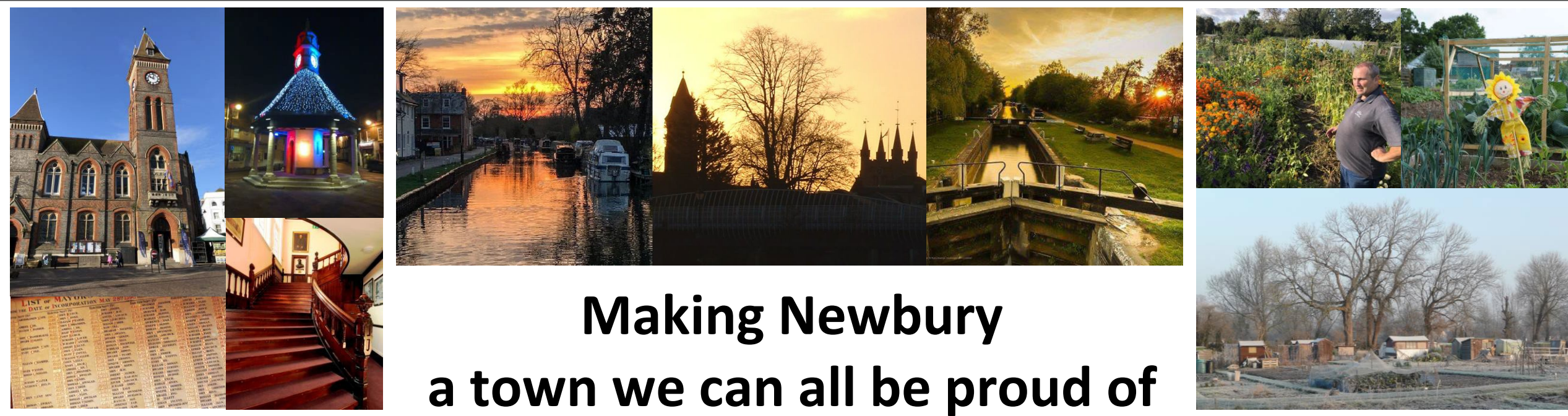
- Full Council, Committees and Sub-Committees can make decisions.
- Working Groups make recommendations to their parent committee which then decides whether to implement.

- **Meetings, Committees and Working Groups:**

- **Full Council** – 23 Members, 4 scheduled meetings / year
- **Policy & Resources** – 10 Members, 4/yr.
  - Staff Sub-Committee – 6 members, 4 subs, 4/yr
  - Grants Sub-Committee – 6 members, 4 subs, 2/yr
  - Strategy working group.
  - Audit working group.
- **Planning & Highways** – 12 Members, every 4 weeks
  - Canal Corridor working group.
  - Heritage working group.
  - Joint Sandleford working group.
  - Neighbourhood Development Plan steering group
  - Town Centre working group.
- **Community Services** – 10 Members, 4/yr
  - Victoria Park Café Sub-Committee
  - Climate Emergency working group.
  - Green Spaces working group.
  - Market Working Group
- **Civic Pride, Arts & Leisure** – 10 Members, 4/yr
  - Local democracy working group



## Our Mission – *What drives us?*





## 2024/25 - Budget &amp; Suggested Precept - for Full Council Meeting 22/01/24

		21-22 Budget	21-22 Actual	22-23 Budget	22-23 Actual	23-24 Budget	9 mths Actual (inc CIL & EMR spend)	9 mths % over 75% of spend from budget	3 mths - 31/03 Projected	CIL Income & EMR Expen diture	23-24 Projected against Budget	2023-24 Budget +5%	Draft 2024/25 Budget	Budget variance 23- 24 & 24-25	2024/25 NTC Income	2024/25 Precept	Reserves	CIL/s106	PWLB etc.	External	Total
100	Staff																				
	100 - Total Income		0		190		0	0%	0	0	0	0	0		0						0
4000	Salaries/Ni/PAYE	420,066	457,377	468,323	488,756	512,624	436,956	85%	123,436		560,392	538,255	591,744	15%		591,744					
4005	Agency / Locum Support						12,969	0%	43,498		56,467	0	15,000			15,000					
4010	Misc Staff Expenses	2,575	4,815	4,000	6,760	7,000	5,293	76%	1,764		7,057	7,350	7,000	0%		7,000					
4045	Salary Reallocation	-420,066	-457,377	-468,323	-488,756	-512,624	-436,956	85%	-123,436		-560,392	-538,255	-591,744	15%		-591,744					
	100 - Overhead Expenditure	2,575	4,815	4,000	6,760	7,000	18,262	261%	45,262	0	63,524	7,350	22,000	214%		22,000	0	0	0	0	22,000
110	Central Services																				
1076	Precept Received	1,135,249	1,135,249	1,180,623	1,180,623	1,272,879	1,272,879	100%	0		1,272,879	1,336,523	1,526,951	20%		1,526,951					
1090	Interest Received	2,500	906	1,000	10,310	8,000	15,248	191%	17,200		32,448	8,400	37,000	363%	37,000						
1091	Shares/Dividend Income	0	2	0	4	0	4	0%	4		8	0	0	0%	0						
1120	Grants & Donations Received	0	100	0	0	0	0	0%	472		472	0	0	0%	0						
1905	CIL income received	0	28,695	0	29,539	0	266,952	0%	0	-266,952	0	0	0	0%	0						
	110 - Total Income	1,137,749	1,164,992	1,181,623	1,220,476	1,280,879	1,555,083	121%	17,676	-266,952	1,305,807	1,344,923	1,563,951	22%	37,000	1,526,951					1,563,951
4045	Salary Reallocation	25,962	27,935	101,982	101,308	146,368	124,969	85%	37,560		162,529	153,686	164,636	12%		164,636					
4050	Bank Charges	2,060	2,573	2,100	2,478	3,000	3,749	125%	1,250		4,999	3,150	5,250	75%		5,250					
4055	Election Expenses	6,500	4,826	0	0	18,000	399	0%	0	-399	0	18,900	0	0%	0						
	110 - Overhead Expenditure	34,522	38,034	104,082	103,786	167,368	129,117	77%	38,810	-399	167,528	175,736	169,886	2%		169,886	0	0	0	0	169,886
200	P&R General																				
	200 - Total Income		0		0		0	0%	0	0	0	0	0	0%	0						0
4045	Salary Reallocation	36,695	40,256	15,679	14,939	28,380	24,033	85%	5,963		29,996	29,799	29,358	3%		29,358					
4105	Members' travel & subsistence	750	0	800	0	800	59	7%	150		209	840	800	0%		800					
4120	Precept Leaflet	1,200	1,099	1,300	766	1,000	0	0%	1,000		1,000	1,050	1,000	0%		1,000					
4125	P&R Projects Fund	5,000	23	3,000	0	2,000	0	0%	2,000		2,000	2,100	2,000	0%		2,000					
	200 - Overhead Expenditure	44,445	41,597	20,779	15,705	32,180	24,092	75%	9,113	0	33,205	33,789	33,158	3%		33,158	0	0	0	0	33,158
210	Grants & Contributions																				
	210 - Total Income	0	900	0	0	0	0	0%	0	0	0	0	0	0%	0						0
4150	Grants for Climate Change Proj	10,000	4,495	10,000	10,000	10,000	0	0%	10,000		10,000	10,500	10,000	0%		10,000					
4155	Berkshire Youth; Youth Worker	25,000	25,000	25,000	25,000	25,000	12,500	50%	12,500		25,000	26,250	25,000	0%		25,000					
4160	Contribution to BID Xmas light	12,000	12,000	12,000	12,000	12,000	12,000	100%	0		12,000	12,600	12,000	0%		12,000					
4165	Greenham Community Youth	2,500	2,500	2,500	2,500	2,500	0	0%	2,500		2,500	2,625	2,500	0%		2,500					
4170	Volunteer Centre	500	500	500	500	500	0	0%	500		500	525	500	0%		500					
4180	Grant Sub Committee	24,500	29,306	24,500	25,000	24,500	16,255	66%	8,245		24,500	25,725	24,500	0%		24,500					
4185	CAB Grant	20,000	20,000	20,000	20,000	20,000	0	0%	20,000		20,000	21,000	20,000	0%		20,000					
4190	CCTV	12,000	12,000	0	0	0	0	0%	0		0	0	0	0%		0					
4210	Defibs	4,000	3,266	2,500	1,070	2,500	0	0%	0		0	2,625	0	-100%		0					
4211	Riverside Centre	2,500	0	2,500	0	2,500	0	0%	0		0	2,625	0	-100%		0					
4212	Greenham & Crookham Common	500	500	500	500	500	0	0%	0		0	525	0	-100%		0					
4213	Diversity & Inclusivity	0	0	3,000	2,500	3,000	0	0%	3,000		3,000	3,150	3,000	0%		3,000					
4214	Cricket Club contribution	0	0	5,000	0	0	0	0%	0		0	0	0	0%		0					
4215	Support for friends Groups, Community groups etc.					3,000	0	0%	0		0	3,150	0			0					
New Code	Newbury Flood Forum												1,000			1,000					
	210 - Overhead Expenditure	123,500	119,567	108,000	99,070	106,000	40,755	39%	56,745	0	97,500	111,300	98,500	-7%		98,500	0	0	0	0	98,500



220	Corporate Services																			
1990	Miscellaneous Income	100	118	100	100	0	0	0%	0	0	0	0	0%							
	220 - Total Income	100	118	100	0	0	0	0%	0	0	0	0	0%	0						0
4200	Visitor Information Centre	1,500	0	500	0	500	0	0%	0	0	525	500	0%		500					
4220	Training and Development	5,000	6,449	8,000	3,294	6,000	2,760	46%	1,000	3,760	6,300	8,000	33%		8,000					
4225	Advertising Recruitment	1,000	2,060	1,000	4,718	2,000	2,572	129%	2,000	4,572	2,100	3,000	50%		3,000					
4230	Telephone	5,650	7,303	7,000	7,590	8,000	6,902	86%	2,301	9,203	8,400	10,250	28%		10,250					
4235	Postage	1,500	1,929	1,800	2,522	3,000	1,286	43%	1,000	2,286	3,150	2,500	-17%		2,500					
4240	Printing/Stationery	1,500	1,771	1,000	2,114	1,800	1,387	77%	500	1,887	1,890	2,000	11%		2,000					
4245	Office Equipment	2,000	860	1,500	129	1,500	1,256	84%	400	1,656	1,575	2,000	33%		2,000					
4250	IT (suggest software only)	22,000	20,148	20,000	24,174	30,000	30,230	101%	4,500	34,730	31,500	35,000	17%		35,000					
4255	Professional Fees	15,000	10,833	12,500	16,914	18,000	11,313	63%	6,687	18,000	18,900	24,000	33%		24,000					
4260	Audit	3,800	3,395	4,500	4,015	4,800	505	11%	4,295	4,800	5,040	5,000	4%		5,000					
4265	Subscriptions	4,400	4,510	4,800	4,685	5,000	4,281	86%	719	5,000	5,250	5,900	18%		5,900					
4270	Photocopier Charges	2,000	1,640	1,300	1,966	2,000	1,297	65%	324	1,621	2,100	2,100	5%		2,100					
4275	Advertising General	1,200	1,016	1,300	1,284	1,500	460	31%	1,000	1,460	1,575	1,500	0%		1,500					
4280	Recycling Costs	900	974	1,100	909	1,200	1,041	87%	260	1,301	1,260	1,400	17%		1,400					
4290	Capital exp computers etc	6,000	2,069	2,000	1,612	0	0	0%	0	0	0	5,500			5,500					
4420	Insurance	13,000	12,304	11,500	13,492	14,000	14,718	105%	0	14,718	14,700	16,500	18%		16,500					
	220 - Overhead Expenditure	89,150	79,961	82,600	89,418	99,300	80,008	81%	24,986	0	104,994	104,265	125,150	26%	125,150	0	0	0	0	125,150
290	Town Hall																			
1270	Suite Lease Income	32,000	13,236	32,000	35,642	36,000	28,585	79%	9,528	38,113	37,800	37,000	3%	37,000						
1275	Solar Panel Income	400	0	500	0	1,500	0	0%	0	0	1,575	0	-100%	0						
1280	Chamber Hire	6,000	6,096	7,000	10,723	10,000	10,436	104%	3,479	13,915	10,500	11,000	10%	11,000						
	290 - Total Income	38,400	19,391	39,550	46,549	47,500	39,021	60%	13,007	0	52,028	49,875	48,000	1%	48,000					48,000
4045	Salary Reallocation	47,325	48,979	33,656	35,147	33,034	27,965	85%	8,298	36,263	34,686	40,720	23%		40,720					
4255	Professional Fees	0	0	12,350	5,100	0	0	0%	0	0	0	3,000	0%		3,000					
4315	Topographical Survey	11,650	0	0	0	0	0	0%	0	0	0	200	0%		200					
	Town Hall Roof				0	0	0	0%	0	0	0	55,000	0%			55,000				
4320	Town Hall Refurb	10,000	0	0	0	0	0	0%	0	0	0	22,000	0%		22,000					
4345	Replacement Solar Panel	1,500	0	1,870	0	5,000	0	0%	5,000	5,000	5,250	0	-100%		0					
4405	Rates	11,094	11,557	11,500	10,785	11,430	9,916	87%	0	9,916	12,002	10,908	-5%		10,908					
4410	Water	1,000	452	500	481	500	349	70%	100	449	525	550	10%		550					
4415	Energy Supplies	10,300	8,712	11,000	10,903	10,000	8,979	90%	2,245	11,224	10,500	12,000	20%		12,000					
4416	Energy Cons. Projects	5,000	5,486	4,000	3,945	4,000	2,499	62%	4,000	6,499	4,200	4,000	0%		4,000					
4425	Repairs & Maintenance	74,000	23,824	22,500	16,005	24,000	15,617	65%	13,103	28,720	25,200	22,000	-8%		22,000					
New Code	Visual / Audio Chamber Presentation Equipment											1,000					1,000			
	Housekeeping											1,000			1,000					
4431	Town Hall Cleaning Contract	14,588	16,396	15,900	16,015	16,500	13,212	80%	4,404	17,616	17,325	18,166	10%		18,166					
New Code	Health & Safety Compliance										0	13,000			13,000					
4440	Fire Extinguishers	1,500	667	1,950	595	1,200	475	40%	158	633	1,260	1,000	-17%		1,000					
4445	Security	800	993	1,600	534	1,200	360	30%	360	720	1,260	1,200	0%		1,200					
4580	PPE	0	49	0	0	0	0	0%	0	0	0	0	0%		0					
	290 - Overhead Expenditure	190,607	117,114	119,586	99,510	106,864	79,372	74%	37,668	0	117,040	112,207	205,744	93%	149,744	55,000	1,000	0	0	205,744
295	Weddings																			
1280	Chamber Hire	2,500	910	2,500	402	2,500	1,820	73%	349	2,169	2,625	3,696	48%	3,696						
	295 - Total Income	2,500	910	2,500	402	2,500	1,820	73%	349	0	2,169	2,625	3,696	48%	3,696					3,696
4045	Salary Reallocation	3,429	3,950	9,923	9,804	8,788	7,428	85%	2,476	9,904	9,227	4,549	-48%		4,549					
4275	Advertising General		0	0	275		0	0%		0	0	1,000	0%		1,000					
4340	Weddings expenditure	1,000	1,129	2,000	2,609	1,000	227	23%	200	427	1,050	400	-60%		400					
	Wedding Licence EMR											1,300	0%		1,300					
	Weddings in Shaw Cemetery Chapel											0								
	295 - Overhead Expenditure	4,429	5,079	11,923	12,688	9,788	7,655	78%	2,676	0	10,331	10,277	7,249	-26%	7,249	0	0	0	0	7,249

300	Newtown Road Cemetery																				
1300	Cemetery Income	0	300	1,000	240	1,000	0	0%	0		0	1,050	0	-100%							
	300 - Total Income	0	300	1,000	240	1,000	0	0%	0	0	0	1,050	0	-100%	0					0	
4045	Salary Reallocation	2,348	3,147	6,857	7,003	5,253	4,370	83%	1,252		5,622	5,516	8,993	71%		8,993					
4355	Toilet Hire	1,300	1,347	1,250	1,428	1,500	0	0%	0		0	1,575	0	-100%		0					
4405	Rates	389	488	650	886	950	574	60%	0		574	998	1,000	5%		1,000					
4415	Energy Supplies	400	2,851	600	0	700	169	24%	50		219	735	500	-29%		500					
4416	Energy Conservation Projects	1,000	134	0	255	0	0	0%	0		0	0	0	0%		0					
4425	Repairs and Maintenance	7,500	1,482	15,670	0	10,000	934	9%	500		1,434	10,500	7,000	-30%		7,000					
4430	Maint. Contracts	12,250	11,093	8,650	11,215	9,000	6,814	76%	2,271		9,085	9,450	9,414	5%		9,414					
4435	Maint. Contracts Unscheduled	1,200	1,125	1,560	11,938	1,200	0	0%	500		500	1,260	1,200	0%		1,200					
4436	Headstone Survey - £500	2,000	0	2,240	1,450	500	0	0%	500		500	525	500	0%		500					
4440	Fire Extinguishers	100	59	225	1,875	250	63	25%	30		93	263	250	0%		250					
4515	Tree Surveys & Works (Change to Tree Works)	800	0	1,850	75	2,000	3,250	75%	500	-1,750	2,000	2,100	2,100	5%		2,100					
4540	NRC Composting Toilet (25%)	2,563	0	14,000	1,800	0	0	0%	200		200	0	400			400					
4545	Redecoration of Chapel	1,200	0	0	5,309	0	0	0%	200		200	0	500			500					
	300 - Overhead Expenditure	33,050	21,727	53,552	43,234	31,353	16,174	52%	6,003	-1,750	20,427	32,921	31,857	2%		31,857	0	0	0	0	31,857
305	Shaw Cemetery																				
1300	Cemetery Income	35,000	68,691	40,000	59,317	50,000	50,538	101%	16,365		66,903	52,500	68,000	36%		68,000					
	305 - Total Income	35,000	68,691	40,000	59,317	50,000	50,538	101%	16,365	0	66,903	52,500	68,000	36%		68,000				68,000	
4045	Salary Reallocation	21,149	22,899	14,443	15,873	18,015	15,293	85%	4,278		19,571	18,916	24,151	34%		24,151					
4250	IT	1,100	1,792	1,180	1,200	0	1,068	0%	270		1,338	0	1,923	0%		1,923					
4265	Subscriptions	95	150	95	480	300	95	32%	365		460	315	480	60%		480					
4400	Rent Payable	1,000	1,000	1,000	1,000	1,000	1,000	100%	0		1,000	1,050	1,000	0%		1,000					
4405	Rates	280	1,410	1,500	8,982	9,200	4,042	44%	0		4,042	9,660	5,000	-46%		5,000					
4410	Water	3,000	724	750	1,266	1,600	4,433	277%	1,108		5,541	1,680	4,500	181%		4,500					
4415	Energy Supplies	1,000	962	1,200	1,044	1,000	163	16%	54		217	1,050	1,000	0%		1,000					
4416	Energy Conservation Projects	1,860	1,860	0	0	0	0	0%	0		0	0	9,000	0%				9,000			
4425	Repairs and Maintenance	13,560	8,459	5,540	16,500	4,500	2,843	63%	1,400		4,243	4,725	7,500	67%		7,500					
4430	Maint. Contracts	63,500	60,120	67,500	70,861	70,000	52,980	76%	17,661		70,641	73,500	73,220	5%		73,220					
4435	Maint. Contracts Unscheduled	2,200	0	2,860	330	2,860	2,030	71%	830		2,860	3,003	3,000	5%		3,000					
4440	Fire Extinguishers	250	227	860	151	700	126	18%	90		216	735	400	-43%		400					
4515	Tree Surveys & Works (change to Tree Works)	2,885	680	3,420	0	3,000	0	0%	3,000		3,000	3,150	3,150	5%		3,150					
New Code	Extension of Land to Cemetery								3,000		3,000		7,000					7,000			
	305 - Overhead Expenditure	111,879	100,283	100,348	117,687	112,175	84,073	75%	32,056	0	113,129	117,784	141,324	26%		125,324	0	16,000	0	0	141,324
310	Markets																				
1320	Market Income	39,000	50,826	50,000	43,660	50,000	32,561	65%	10,796		43,357	52,500	45,000	-10%		45,000					
	310 - Total Income	39,000	51,026	50,000	43,660	50,000	32,561	65%	10,796	0	43,357	52,500	45,000	-10%		45,000				45,000	
4045	Salary Reallocation	23,094	24,362	12,939	13,572	11,801	10,050	85%	2,530		12,580	12,391	13,824	17%		13,824					
4265	Subscriptions	370	369	450	384	500	384	77%	113		497	525	500	0%		500					
4275	Advertising General	1,500	1,328	1,500	1,075	1,500	1,018	54%	482	-204	1,296	1,575	1,600	7%		1,600					
4360	Market Management	14,000	14,172	14,800	13,567	17,500	11,700	67%	3,900		15,600	18,375	17,500	0%		17,500					
4405	Rates	5,725	5,783	6,000	5,783	6,200	3,444	56%	0		3,444	6,510	6,200	0%		6,200					
4415	Energy Supplies	1,000	621	1,200	736	1,200	481	40%	125		606	1,260	1,000	-17%		1,000					
4425	Repairs and Maintenance	2,865	810	2,000	338	1,000	180	18%	940		1,120	1,050	8,500	750%		8,500					
	310 - Overhead Expenditure	48,554	47,443	38,889	35,455	39,701	27,257	69%	8,090	-204	35,143	41,686	49,124	24%		49,124	0	0	0	0	49,124
315	War Memorial																				
	315 - Total Income		0		0		0	0%	0	0	0	0	0	0%	0						

4045	Salary Reallocation	3,708	4,156	1,577	1,901	1,647	1,311	80%	1,020		2,331	1,729	1,815	10%	1,815					
4425	Repairs and Maintenance	700	330	2,500	360	1,500	690	46%	700		1,390	1,575	2,300	53%	2,300					
4850	Sinking Fund	2,000	0	2,000	0	2,000	0	0%	0		0	2,100	2,000	0%	2,000					
	<b>315 - Overhead Expenditure</b>	<b>6,408</b>	<b>4,486</b>	<b>6,077</b>	<b>2,261</b>	<b>5,147</b>	<b>2,001</b>	<b>39%</b>	<b>1,720</b>	<b>0</b>	<b>3,721</b>	<b>5,404</b>	<b>6,115</b>	<b>19%</b>	<b>0</b>	<b>6,115</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,115</b>
<b>320</b>	<b>Footway Lighting</b>																			
	<b>320 - Total Income</b>		<b>0</b>		<b>0</b>		<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>					<b>0</b>
4045	Salary Reallocation	3,708	4,156	4,094	4,202	3,840	3,059	80%	1,020		4,079	4,032	4,426	15%	4,426					
4415	Energy Supplies	7,313	7,666	9,000	6,008	8,000	4,027	50%	1,342		5,369	8,400	7,500	-6%	7,500					
4425	Repairs and Maintenance	13,000	15,403	21,900	9,618	12,000	12,622	50%	3,155	-6,570	9,207	12,600	18,000	50%	18,000					
4855	Street Lighting Upgrade	2,530	830	10,000	2,537	7,000	0	0%	6,958		6,958	7,350	7,000	0%	7,000					
	<b>320 - Overhead Expenditure</b>	<b>26,551</b>	<b>28,055</b>	<b>44,994</b>	<b>22,365</b>	<b>30,840</b>	<b>19,708</b>	<b>64%</b>	<b>12,475</b>	<b>-6,570</b>	<b>25,613</b>	<b>32,382</b>	<b>36,926</b>	<b>20%</b>	<b>36,926</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36,926</b>
<b>325</b>	<b>Clock House</b>																			
	<b>325 - Total Income</b>		<b>0</b>		<b>0</b>		<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>					<b>0</b>
4045	Salary Reallocation	3,708	4,156	1,577	1,401	1,647	1,311	80%	437		1,748	1,729	1,442	-12%	1,442					
4415	Energy Supplies	750	794	850	741	850	352	41%	100		452	893	850	0%	850					
4425	Repairs and Maintenance	4,840	1,670	3,000	2,610	1,000	750	75%	981		1,731	1,050	900	-10%	900					
	<b>325 - Overhead Expenditure</b>	<b>9,298</b>	<b>6,620</b>	<b>5,427</b>	<b>4,752</b>	<b>3,497</b>	<b>2,413</b>	<b>69%</b>	<b>1,518</b>	<b>0</b>	<b>3,931</b>	<b>3,672</b>	<b>3,192</b>	<b>-9%</b>	<b>3,192</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,192</b>
<b>330</b>	<b>Street Furniture</b>																			
1605	Clear Channel (INC)	0	47,797	48,000	55,000	60,000	55,000	92%	0		55,000	63,000	63,000	5%	63,000					
	<b>330 - Total Income</b>	<b>0</b>	<b>47,797</b>	<b>48,000</b>	<b>55,000</b>	<b>60,000</b>	<b>55,000</b>	<b>92%</b>	<b>0</b>	<b>0</b>	<b>55,000</b>	<b>63,000</b>	<b>63,000</b>	<b>5%</b>	<b>63,000</b>					<b>63,000</b>
4045	Salary Reallocation	3,709	4,165	5,397	5,602	5,451	4,807	88%	1,637		6,444	5,724	5,000	-8%	5,000					
4111	Bus Shelter Provision & Maint	0	47,797	48,000	55,000	60,000	55,000	92%	0		55,000	63,000	63,000	5%	63,000					
4415	Energy Supplies	220	0	300	584	400	0	0%	400		400	420	600	50%	600					
4425	Repairs and Maintenance	5,500	2,376	7,000	6,129	11,000	3,836	35%	4,000		7,836	11,550	8,000	-27%	8,000					
4460	Grit Bins	4,635	0	2,000	2,700	2,000	0	0%	3,500		3,500	2,100	4,000	100%	4,000					
	<b>330 - Overhead Expenditure</b>	<b>20,364</b>	<b>54,338</b>	<b>63,197</b>	<b>70,485</b>	<b>78,851</b>	<b>63,643</b>	<b>81%</b>	<b>9,537</b>	<b>0</b>	<b>73,180</b>	<b>82,794</b>	<b>80,600</b>	<b>2%</b>	<b>80,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80,600</b>
<b>335</b>	<b>Recreation Grounds</b>																			
1355	Income - Pitches	2,266	2,307	3,000	1,252	3,300	459	14%	100		559	3,465	3,000	-9%	3,000					
1500	Other Open Spaces Income					0	735	0%	0		735	0	0	0%	0					
	<b>335 - Total Income</b>	<b>2,266</b>	<b>2,307</b>	<b>3,000</b>	<b>1,277</b>	<b>3,300</b>	<b>1,194</b>	<b>36%</b>	<b>100</b>	<b>0</b>	<b>1,294</b>	<b>3,465</b>	<b>3,000</b>	<b>-9%</b>	<b>3,000</b>					<b>3,000</b>
4861	Football pitch management	0	0	9,870	0	0	0	0%	0		0	0	2,000	0%	2,000					
	Additional £35k for GM Contract, breakdown between areas.												35,000		35,000					
	<b>335 - Direct Expenditure</b>	<b>0</b>	<b>0</b>	<b>9,870</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,000</b>	<b>0%</b>	<b>37,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,000</b>
4045	Salary Reallocation	15,218	17,016	25,182	28,210	18,429	15,730	85%	2,702		18,432	19,350	21,195	15%	21,195					
4410	Water	600	265	650	768	650	474	73%	371		845	683	683	5%	683					
4415	Energy Supplies	2,060	3,941	2,300	1,855	3,000	1,197	40%	1,026		2,223	3,150	3,150	5%	3,150					
4423	Upgrading	2,250	0	3,000	0	0	0	0%	0		0	0	0	0%	0					
4425	Repairs and Maintenance	4,600	1,532	7,000	4,685	5,000	5,861	117%	4,000	-386	9,475	5,250	8,000	60%	8,000					
4430	Maint. Contracts	29,800	26,913	32,200	31,899	34,000	25,775	76%	6,443		32,218	35,700	35,564	5%	35,564					
4435	Maint. Contracts Unscheduled	9,650	346	2,000	0	2,500	500	20%	2,000		2,500	2,625	2,600	4%	2,600					
4502	Wash Common Upgrade- Phase 1	0	0	18,600	13,140	0	0	0%	0		0	0	0	0%	0					
New Code	Wash Common Drainage Feasibility Study												2,500				2,500			
4515	Tree Surveys & Works (change to Tree Works)	5,460	2,600	6,780	1,800	4,000	454	-25%	5,000	-1,454	4,000	4,200	4,200	5%	4,200					
4580	PPE	1,000	97	1,000	134	0	0	0%	0		0	0	0	0%	0					
	<b>335 - Overhead Expenditure</b>	<b>72,858</b>	<b>52,711</b>	<b>102,722</b>	<b>85,128</b>	<b>67,579</b>	<b>49,991</b>	<b>74%</b>	<b>21,542</b>	<b>-1,840</b>	<b>69,693</b>	<b>70,958</b>	<b>77,892</b>	<b>15%</b>	<b>75,392</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>77,892</b>

336	City Recreation Ground																			
	336 - Total Income		0	0	0	0	0%	0	0	0	0	0	0	0%	0					0
4591	Green Flag Submission				700	0	0%	0		0	735	700	0%		700					
	336 - Overhead Expenditure	15,220	0	1,800	0	0	0%	0	0	0	0	700	0%		700	0	0	0	0	700
340	Play Areas																			
1500	Other Open Spaces Income				0	450	0%	0		450	0	0	0%							
1990	Miscellaneous Income				0	497	0%	0		497	0	0	0%							
	340 - Total Income		0	0	947	0%	0	0	0	947	0	0	0%	0						0
4045	Salary Reallocation	18,258	19,302	36,449	37,415	30,007	25,780	86%	8,184		33,964	31,507	40,673	36%		40,673				
4423	Upgrading	5,800	0	115,000	120,650	40,000	0	0%	40,000		40,000	42,000	50,000	25%			50,000			
4425	Repairs and Maintenance	14,000	26,879	21,000	31,151	25,000	13,018	49%	30,000	-758	42,260	26,250	30,000	20%		30,000				
4430	Maint. Contracts	23,240	21,230	25,400	29,605	26,000	19,661	76%	10,529		30,190	27,300	27,196	5%		27,196				
4435	Maint. Contracts Unscheduled	9,600	0	2,000	1,274	1,000	0	0%	1,000		1,000	1,050	1,000	0%		1,000				
	340 - Overhead Expenditure	70,898	67,411	199,849	220,095	132,007	58,459	44%	89,713	-758	147,414	128,107	148,869	13%		98,869	0	50,000	0	148,869
345	Victoria Park																			
1360	Income - Tennis Courts	12,000	14,798	20,000	7,597	22,000	5,499	25%	1,374		6,873	23,100	6,000	-73%	6,000					
1380	Income - Bowling Club	927	1,350	950	900	950	450	47%	113		563	998	900	-5%	900					
1385	Income - Kiosk/Cafe	1,600	4,136	3,000	4,037	4,000	4,354	109%	0		4,354	4,200	4,000	0%	4,000					
1390	Income - Victoria Park Hire		0		2,350	0	0	0%	0		0	0	3,000	0%	3,000					
1391	Income - Mini Golf	0	0	5,000	5,500	5,000	5,000	100%	0		5,000	5,250	5,000	0%	5,000					
1500	Other open spaces income	2,000	4,380	4,000	3,250	5,000	2,350	47%	500		2,850	5,250	0	-100%	0					
1990	Miscellaneous Income	1,000	165	500	21,669	0	170	0%	0		170	0	0	0%	0					
	345 - Total Income	17,527	24,829	33,450	55,368	36,950	17,823	48%	1,987	0	19,810	38,798	18,900	-49%	18,900					18,900
4537	Upgrade VP Bandstand	0	0	51,000	0	0	49,706	0%	0	-49,706	0	0	0	0%	0					
	Bandstand - Portable Ramp												1,745				1,745			
4541	Repairs to Victoria and Lions	0	0	5,000	0	500	0	0%	500		500	525	500	0%	500					
	Restoration to Victoria and Lions												0							
	Boules in the Park												0		0					
4543	Splashpark	0	0	4,870	4,284	2,500	2,650	106%	1,070		3,720	2,625	4,000	60%	4,000					
	Splashpark - new surface												22,000				22,000			
4591	Green Flag Submission					850	0	0%	0		0	893	850	0%	850					
	345 - Direct Expenditure	0	0	104,870	19,723	3,850	52,356	1360%	1,570	-49,706	4,220	4,043	29,095	656%	5,350	0	23,745	0	0	29,095
4045	Salary Reallocation	32,530	35,679	47,023	49,186	60,151	51,124	85%	14,788		65,912	63,159	50,678	-16%		50,678				
4325	PWLB Loan Interest	10,000	0	10,000	0	15,000	0	0%	0		0	15,750	15,750	0%		15,750				
4355	Toilet Hire	700	0	700	735	8,800	2,670	30%	668		3,338	9,240	5,000	-43%		5,000				
4410	Water	4,350	5,177	3,000	8,386	9,000	7,351	82%	1,838		9,189	9,450	10,000	11%		10,000				
4415	Energy Supplies	4,000	4,392	4,500	2,614	4,500	2,372	53%	593		2,965	4,725	4,000	-11%		4,000				
4425	Repairs and Maintenance	13,450	16,672	20,000	13,012	22,000	6,921	23%	5,000	-1,902	10,019	23,100	30,000	36%		30,000				
4430	Maint. Contracts	66,450	60,315	71,000	70,856	75,000	56,746	76%	18,915		75,661	78,750	78,750	5%		78,750				
4435	Maint. Contracts Unscheduled	4,850	100	2,000	1,460	6,000	2,140	36%	1,000		3,140	6,300	6,000	0%		6,000				
4440	Fire Extinguishers	200	115	650	140	500	121	24%	86		207	525	500	0%		500				
4445	Security	500	133	500	153	500	0	0%	0		0	525	500	0%		500				
4465	Tennis Courts Maintenance Fund	3,600	0	3,600	0	3,600	0	0%	0		0	3,780	8,600	139%		3,600	5,000			
4475	VP LTA Registration Fee	350	0	380	0	0	0	0%	0		0	0	0	0%		0				
4480	Music at the Bandstand	3,000	1,350	3,000	2,950	3,000	2,975	99%	0		2,975	3,150	3,000	0%		3,000				
4485	VP tennis court promotion	1,500	1,128	1,500	1,200	0	0	0%	0		0	0	0	0%		0				
4490	VP Fun Day	2,500	375	2,500	2,583	2,500	2,333	93%	150		2,483	2,625	3,500	40%		3,500				
4515	Tree Surveys & Works (change to Tree Works)	2,300	1,250	4,530	500	2,000	0	0%	2,000		2,000	2,100	2,100	5%		2,100				
	Lime Trees - Pollard												30,000			25,000	5,000			
4525	Fees	35,000	22,259	0	0	0	0	0%	0		0	0	0	#DIV/0!		0				
4530	Community Café refurb.	399,000	5,251	364,500	25,488	630,000	600	0%	0	-600	0	661,500	400,000	0%			274,549	125,451		



4590	Consultation	1,000	0	0	0	0	0	0%	0	0	0	0	0	0%	0	0	0	0	0	0
	<b>345 - Overhead Expenditure</b>	<b>601,280</b>	<b>154,196</b>	<b>539,383</b>	<b>179,263</b>	<b>842,551</b>	<b>135,353</b>	<b>16%</b>	<b>45,038</b>	<b>-2,502</b>	<b>177,889</b>	<b>884,679</b>	<b>648,378</b>	<b>-23%</b>	<b>238,378</b>	<b>284,549</b>	<b>125,451</b>	<b>0</b>	<b>0</b>	<b>648,378</b>
	<b>350 Open Spaces</b>																			
1395	Wayleave Income	25	25	25	0	25	0	0%	0	0	0	26	0	-100%						
1990	Miscellaneous Income	0	4,000	0	0	0	0	0%	0	0	0	0	0	0%						
	<b>350 - Total Income</b>	<b>25</b>	<b>4,265</b>	<b>25</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26</b>	<b>0</b>	<b>-100%</b>	<b>0</b>					<b>0</b>
4771	Hutton Close Upgrade	0	0	35,000	2,091	20,000	0	0%	0	0	0	21,000	0	0%						
	<b>350 - Direct Expenditure</b>	<b>0</b>	<b>0</b>	<b>35,000</b>	<b>2,091</b>	<b>20,000</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,000</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4045	Salary Reallocation	25,658	27,708	15,674	16,906	10,609	9,176	86%	2,650		11,826	11,139	16,699	57%		16,699				
4400	Rent Payable	180	82	180	979	500	850	170%	250		1,100	525	1,300	160%		1,300				
4410	Water	100	29	110	8	110	0	0%	0		0	116	110	0%		110				
4425	Repairs and Maintenance	5,000	4,752	4,000	2,070	2,000	1,780	65%	700	-480	2,000	2,100	4,000	100%		4,000				
4430	Maint. Contracts	72,994	71,372	76,240	80,377	78,000	59,026	76%	19,675		78,701	81,900	81,900	5%		81,900				
4435	Maint. Contracts Unscheduled	4,000	1,224	3,000	315	2,000	0	0%	2,000		2,000	2,100	2,100	5%		2,100				
4515	Tree Surveys & Works (change to Tree Works)	7,650	5,925	4,530	3,352	3,000	1,121	22%	2,330	-451	3,000	3,150	3,000	0%		3,000				
4750	Greenham House Gdns	9,450	0	10,500	0	0	2,560	0%	10,500		13,060	0	0	0%		0				
4760	Litter Picking Equipment	500	92	500	0	500	0	0%	0		0	525	500	0%		500				
4765	Speen Moor Friends Group	500	199	500	0	0	0	0%	0		0	0	0	0%		0				
4770	Biodiversity Survey	2,000	0	1,500	700	1,000	0	0%	0		0	1,050	1,000	0%		1,000				
	Additional dog bin collections												1,750			1,750				
	Additional land maintenance												8,000			8,000				
4773	Water courses					10,000						10,500								
	<b>350 - Overhead Expenditure</b>	<b>131,532</b>	<b>111,384</b>	<b>116,734</b>	<b>104,707</b>	<b>107,719</b>	<b>74,513</b>	<b>69%</b>	<b>38,105</b>	<b>-931</b>	<b>111,687</b>	<b>113,105</b>	<b>120,359</b>	<b>12%</b>	<b>120,359</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120,359</b>
	<b>355 Floral Displays and Trees</b>																			
1990	Miscellaneous Income	2,000	1,135	1,500	1,597	1,500	2,640	176%	0		2,640	1,575	1,500	0%						
	<b>355 - Total Income</b>	<b>2,000</b>	<b>1,135</b>	<b>1,500</b>	<b>1,597</b>	<b>1,500</b>	<b>2,640</b>	<b>176%</b>	<b>0</b>	<b>0</b>	<b>2,640</b>	<b>1,575</b>	<b>1,500</b>	<b>0%</b>	<b>1,500</b>					<b>1,500</b>
4045	Salary Reallocation	6,111	5,963	6,514	9,036	6,690	5,680	85%	1,484		7,164	7,025	9,347	40%		9,347				
4425	Repairs and Maintenance	850	0	500	65	0	0	0%	0		0	0	0	0%		0				
4430	Maint. Contracts	21,896	21,170	23,890	24,153	26,000	19,661	76%	6,554		26,215	27,300	27,300	5%		27,300				
4435	Maint. Contracts Unscheduled	0	0	1,435	800	1,500	0	0%	500		500	1,575	1,500	0%		1,500				
4470	Tree Maintenance	5,000	5,000	7,680	850	0	0	0%	24,340		24,340	0	0	0%		0				
	Tree Surveys												25,000			20,000	5,000			
4500	Tree planting	4,850	2,297	6,750	312	3,000	-648	-22%	1,000		352	3,150	3,150	5%		3,150				
4505	Edible Crops	300	0	450	0	450	0	0%	0		0	473	450	0%		450				
4510	Perennial Floral Displays	1,500	1,599	1,800	690	18,500	20,760	112%	0		20,760	19,425	21,000	14%		21,000				
	<b>355 - Overhead Expenditure</b>	<b>41,507</b>	<b>36,029</b>	<b>49,019</b>	<b>35,906</b>	<b>56,140</b>	<b>45,453</b>	<b>81%</b>	<b>33,878</b>	<b>0</b>	<b>79,331</b>	<b>58,947</b>	<b>87,747</b>	<b>56%</b>	<b>82,747</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>87,747</b>
	<b>360 Britain &amp; Newbury in Bloom</b>																			
1600	Sponsorship	0	500	500	400	500	400	80%	0		400	525	500	0%						
	<b>360 - Total Income</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>400</b>	<b>500</b>	<b>400</b>	<b>80%</b>	<b>0</b>	<b>0</b>	<b>400</b>	<b>525</b>	<b>500</b>	<b>0%</b>	<b>500</b>					<b>500</b>
4712	Lock Island Upgrade	0	0	5,460	5,661	0	0	0%	0		0	0	0	0%		0				
	<b>360 - Direct Expenditure</b>	<b>0</b>	<b>0</b>	<b>5,460</b>	<b>5,661</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4045	Salary Reallocation	18,307	19,380	9,571	10,837	8,626	7,428	86%	1,861		9,289	9,057	9,652	12%		9,652				
	Newbury in Bloom	7,000	3,479	7,000	3,336	4,500	2,304	51%	0		2,304	4,725	4,500	0%		4,500				
	<b>360 - Overhead Expenditure</b>	<b>25,307</b>	<b>22,858</b>	<b>16,571</b>	<b>14,173</b>	<b>13,126</b>	<b>9,732</b>	<b>74%</b>	<b>1,861</b>	<b>0</b>	<b>11,593</b>	<b>13,782</b>	<b>14,152</b>	<b>8%</b>	<b>14,152</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,152</b>
	<b>420 Wash Common Allotment</b>																			
1400	Allotment Income	3,300	3,584	3,700	3,702	4,070	4,571	112%	0		4,571	4,274	4,274	5%	4,274					
	<b>420 - Total Income</b>	<b>3,300</b>	<b>3,584</b>	<b>3,700</b>	<b>3,702</b>	<b>4,070</b>	<b>4,571</b>	<b>112%</b>	<b>0</b>	<b>0</b>	<b>4,571</b>	<b>4,274</b>	<b>4,274</b>	<b>5%</b>	<b>4,274</b>					<b>4,274</b>
4045	Salary Reallocation	5,801	5,743	4,775	2,834	2,801	2,185	78%	404		2,589	2,941	5,256	88%		5,256				

4410	Water	700	408	600	1,033	1,500	1,236	82%	617		1,853	1,575	1,600	7%		1,600					
4425	Repairs and Maintenance	2,250	1,101	3,400	2,197	3,000	455	15%	1,200		1,655	3,150	1,500	-50%		1,500					
	Maint. Contracts	1,440	1,454	2,300	2,241	2,800	2,103	75%	526		2,629	2,940	2,996	7%		2,996					
4435	Maint. Contracts Unscheduled	2,000	0	3,720	2,695	2,000	0	0%	1,000		1,000	2,100	1,000	-50%		1,000					
4255	Memorandum of Understanding								1,300		1,300		0	0%		0					
4450	Extra security measures	2,300	0	1,500	1,500	1,000	100	10%	0		100	1,050	500	-50%			500				
4515	Tree Surveys & Works (change to Tree Works)	800	0	2,100	500	1,500	0	0%	1,500		1,500	1,575	1,000	-33%		1,000					
	Drainage Feasibility Study (with Wash Common Recreation Ground)												2,500				2,500				
	420 - Overhead Expenditure	15,291	8,705	18,395	13,000	14,601	6,079	42%	6,547	0	12,626	15,331	16,352	12%		13,352	500	2,500	0	0	16,352
421	Allotments (except Wash Common																				
1400	Allotment Income	19,570	20,599	20,500	20,394	22,000	23,397	106%	100		23,497	23,100	23,000	5%	23,000						
	421 - Total Income	19,570	20,599	20,500	20,394	22,000	23,397	106%	100	0	23,497	23,100	23,000	5%	23,000					23,000	
4045	Salary Reallocation	29,007	31,656	19,100	26,343	16,000	13,546	85%	4,003		17,549	16,800	26,283	64%		26,283					
4250	IT						153		0		153		249			249					
4400	Rent Payable	876	850	900	850	900	425	47%	304		729	945	945	5%		945					
4410	Water	4,000	2,185	1,100	2,702	4,000	4,287	107%	1,078		5,365	4,200	4,200	5%		4,200					
4425	Repairs and Maintenance	16,500	12,293	3,400	3,910	4,000	4,749	119%	1,176		5,925	4,200	4,500	13%		4,500					
4430	Maint. Contracts	7,192	6,995	9,870	8,743	10,500	7,979	76%	2,660		10,639	11,025	11,025	5%		11,025					
4435	Maint. Contracts Unscheduled	1,500	0	11,760	1,760	4,000	2,650	60%	2,300	-260	4,690	4,200	5,000	25%		5,000					
4450	Extra security measures	5,540	1,371	3,000	925	2,000	50	3%	500		550	2,100	2,000	0%			2,000				
4515	Tree Surveys & Works (change to Tree Works)	500	500	2,800	1,900	2,500	0	0%	2,500		2,500	2,625	3,000	20%		3,000					
	421 - Overhead Expenditure	67,615	55,850	51,930	47,133	43,900	33,839	77%	14,521	-260	48,100	46,095	57,202	30%		55,202	2,000	0	0	0	57,202
430	Wharf Toilets																				
	430 - Total Income		0		0	0	0	0%	0	0	0	0	0	0%	0					0	
4417	Refurbishment	0	0	150,000	5,575	0	0	0%	0		0	0	0	0%		0					
	430 - Direct Expenditure	0	0	150,000	5,575	0	0	0%	0	0	0	0	0	0%		0	0	0	0	0	
4045	Salary Reallocation	6,424	7,616	2,914	3,301	10,185	8,739	86%	2,299		11,038	10,694	5,157	-49%		5,157					
4195	Wharf Toilets Contract	11,845	11,480	12,450	12,100	15,000	9,075	61%	7,000		16,075	15,750	15,750	5%		15,750					
	Wharf Toilets contactless												2,600	%				2,600			
4405	Rates	7,309	-6,776	0	0	0	191	0%	0		191	0	0	0%		0					
4425	Repairs and Maintenance	3,650	285	1,800	838	2,000	890	45%	1,500		2,390	2,100	2,000	0%		2,000					
	430 - Overhead Expenditure	29,228	12,605	17,164	16,239	27,185	18,895	70%	10,799	0	29,694	28,544	25,507	-6%		22,907	0	2,600	0	0	25,507
New	Community Services - General																				
New	Grounds Team Vehicle												9,774			9,774					
	Overhead Expenditure						0	0	0	0	0		9,774			9,774				9,774	
500	CPA&C General																				
	500 - Total Income		0		0		0	0%	0	0	0	0	0	0%	0						
4642	Coronation Event					1,500	250	17%	0		250	1,575	0	-100%							
	500 - Direct Expenditure	0	619	4,000	2,737	1,500	250	0%	0	0	250	1,575	0	0%							
4045	Salary Reallocation	28,081	30,961	28,083	28,011	24,519	20,974	86%	5,967		26,941	25,745	32,743	34%		32,743					
4600	CPA&C Committee Fund	500	0	500	400	500	125	25%	375		500	525	1,500	200%		1,500					
4625	Art Trail	1,000	1,366	1,000	725	1,000	342	34%	100		442	1,050	750	-25%		750					
4637	Local Democracy WG	600	515	600	43	500	0	0%	0		0	525	250	-50%		250					
4639	Art on the Park	500	0	500	500	500	500	0%	0		500	525	525	5%		525					
	500 - Overhead Expenditure	36,681	33,077	35,683	29,679	27,019	21,941	81%	6,442	0	28,383	28,370	35,768	32%		35,768	0	0	0	0	35,768

505	Civic Responsibility																				
	505 - Total Income		0		0		0	0%	0	0	0	0	0	0%	0					0	
4045	Salary Reallocation	30,469	32,761	23,139	22,876	24,403	21,411	88%	6,523		27,934	25,623	52,709	116%		52,709					
4650	Mayors Allowance	1,000	326	1,000	567	1,000	276	28%	724		1,000	1,050	1,000	0%		1,000					
4655	Honorarium	4,000	2,340	4,000	3,100	3,500	1,515	43%	1,750		3,265	3,675	3,500	0%		3,500					
4660	Mayor Making	2,500	810	2,500	2,422	2,500	2,335	93%	0		2,335	2,625	2,500	0%		2,500					
4665	Remembrance	4,000	1,549	4,000	2,192	3,000	1,858	62%	500		2,358	3,150	2,500	-17%		2,500					
4670	Regalia and Robes	3,000	2,739	3,000	353	2,000	0	0%	0		0	2,100	2,000	0%		2,000					
4680	Civic Hospitality & Events	1,500	1,291	1,500	1,443	1,500	874	58%	500		1,374	1,575	1,500	0%		1,500					
4690	Twin Towns	250	250	250	-176	250	101	40%	250		351	263	250	0%		250					
4700	Civic Award Scheme	1,000	1,180	1,000	734	1,000	0	0%	750		750	1,050	1,000	0%		1,000					
4705	Watership Brass	650	650	650	650	650	0	0%	0		0	683	650	0%		650					
	505 - Overhead Expenditure	48,369	43,895	41,039	34,161	39,803	28,370	71%	10,997	0	39,367	41,793	67,609	70%		67,609	0	0	0	0	67,609
600	Planning & Highways																				
1120	Grants & Donations Received (NDP)	100	0	0	200	15,000	7,400	49%	6,878		14,278	15,750	15,000	0%	15,000						
	600 - Total Income	100	0	0	512	15,000	7,400	49%	6,878	0	14,278	15,750	15,000	0%	15,000					15,000	
4045	Salary Reallocation	32,142	35,430	41,775	43,050	35,980	30,587	85%	6,100		36,687	37,779	22,438	-38%		22,438					
4800	P & H Committee Fund	1,000	396	1,000	0	1,000	740	74%	0		740	1,050	1,000	0%		1,000					
4805	Heritage Working Group	3,000	498	3,000	1,304	1,000	471	47%	0		471	1,050	1,000	0%		1,000					
4810	Neighbourhood Development Plan	7,000	1,228	5,000	7,561	15,000	1,104	7%	0		1,104	15,750	15,000	0%		15,000					
4815	Signage	10,000	0	0	0	0	0	0%	0		0	0	2,000	0%		2,000					
4820	Canal Corridor	10,000	0	5,000	0	0	0	0%	0		0	0	0	0%							
	600 - Overhead Expenditure	63,142	37,552	55,775	51,915	52,980	32,902	62%	6,100	0	39,002	55,629	41,438	-22%		41,438	0	0	0	0	41,438
	Reserves etc					705,500							570,845								
	Total Budget Income	1,297,537	1,411,345	1,425,448	1,509,084	1,575,224	1,792,395		67,258	-266,952	1,592,701	1,653,985	1,857,821		330,870	1,526,951				1,857,821	
	Expenditure	1,964,260	1,306,014	2,326,418	1,598,063	2,280,724	1,162,663		573,772	-64,920	1,668,265	2,381,950	2,428,667			1,857,821	347,049	223,796	0	0	2,428,666
	Net Income over Expenditure	-666,723	105,331	-900,970	-88,979	0	629,732		-506,514		-75,564	-727,965	0								
		21-22		22-23		23-24						0	24-25								
		Budget	Actual	Budget		Budget						0	Budget								

Affect of the Precept on Band D Properties  
Waiting for 2024/25 figures

Per Annum  
Band D  
2023/24  
£94.67  
Per Week  
1.82

Includes large costed, one-off priorities highlighted bright orange & secondary priorities highlighted blue.	Draft for Council 28/12/23	1,526,951	£112.32	£2.16	£0.34
--	-------------------------------	-----------	---------	-------	-------

These sums are calculated using the 2024/25 Band D numbers from West Berkshire Council.

## Appendix 4

EMR for P&R Consideration 15/01/2024 - Updated 05/01/24										
EMR	Account	Council (20/12/23)	Ringfenced (20/12/23)	Cost Centre	Nominal Code	Purpose	Plus/Minus prior to 2023/24 Y/End	Anticipated EMR's Council 01/04/24	Anticipated EMR's Ringfenced 01/04/24	Recommendation for Council Consideration.
350	Election Admin Fund		30,855.68	110 - Central Services	4055 - Election Expenses	HP - Ringfenced - WBC could invoice To cover 4-yearly Election Costs if required.			30,855.68	Maintain
459	P&R Projects Fund 22-23 (Mem)	395.00		200 - P&R	4125 - P&R Projects Fund	For projects within the ToR of P&R - Members approval	-395.00	0.00		Agree how this, together with the £2000 budget line, can be best used or return to general reserves.
460	P&R Projects Fund 22-23 (FCS)	1,185.00		200 - P&R	4125 - P&R Projects Fund	HP - For projects within the ToR of P&R - Engaging Consultant - This should have been spent by now.	-1,185.00	0.00		Reallocate or Return to General Reserves
443	Defibrillators	1,430.00		210 - Grants & Contributions	4210 - Grants & Contributions	HP - Originally intended to provide grant aid to others wishing to provide defibrillators. No-one came forward.	-1,430.00	0.00		Reallocate or Return to General Reserves - Grant Funding via The Bid could be used if needed in the future.
457	Riverside	2,500.00		210 - Grants & Contributions	4212 - Greenham & Crookham Common	HP - Change name to Clayhill Community Centre. Allocated in budget but do not believe required. If unspent at end of year, recommend moving back to General Reserves.	-2,500.00	0.00		Reallocate or Return to General Reserves.
370	Town Hall Maintenance Fund	57,750.00		290 - Town Hall	New Code - Town Hall Roof	Major repairs to the Town Hall Roof - Estimate of £55k received.		57,750.00		Maintain until major roof repairs undertaken.
415	Town Hall Solar Panel	1,870.00		290 - Town Hall	4345 - Solar Panels	Replace Solar Panels on Town Hall - HP - Spent	-1,870.00	0.00		Use towards installation and then close.
418	Shaw Cemetery Survey	3,450.00		305 - Shaw Cemetery	4436 - Headstone Survey	HP - Headstone Survey		3,450.00		Maintain.
455	Market Repairs (Electric Popups)	1,842.00		310 - Markets	4425 - Repairs & Maintenance	Electric pop-up repairs / replacement	-1,842.00	0.00		When budget remaining is £0, use towards repairs and then close. If not used by year-end, carry over.
441	War Memoial Sinking Fund	4,000.00		315 - War Memorial	4850 - Sinking Fund	Major refurbishment - £2000 set aside annually.	2,000.00	6,000.00		Maintain and add to this from the precept. Increase by £2000 from 2023/24 precept
446	Wash Common Upgrade	5,460.00		335 - Wash Common	4502 - Wash Common Upgrade - Phase 1	HP - Consultation undertaken - JH has the detail.		5,460.00		Phase 1 completed. Maintain until agreement reached as to way forward. For consideration, I am advised residents do not like the deer fencing around the trees on Wash Common Rec. <b>Officer recommendation is that these funds are used to remove the deer fencing and use it as security fencing at Parsons Allotments.</b>
442	Playground Upgrading	21,350.00		340 - Playground upgrading	4423 - Play Areas	Upgrade the play areas - To set aside £50,000 from precept annually from 2025/26.		21,350.00		Maintain and add to this from the precept. <b>Transfer anything remaining from the 2023/24 £40,000 into the EMR.</b>



EMR	Account	Council (20/12/23)	Ringfenced (20/12/23)	Cost Centre	Nominal Code	Purpose	Plus/Minus prior to 2023/24 Y/End	Anticipated EMR's Council 01/04/24	Anticipated EMR's Ringfenced 01/04/24	Recommendation for Council Consideration.
340	Tennis Court Maintenance Fund		14,400.00	<b>345 - Victoria Park</b>	4465 - Tennis Court Maintenance Fund	HP - <b>Ringfenced - Agreement / Contract</b> Grant from the LTA to refurbish the tennis courts. Agreed in 2016 as a condition of grant we must put £3,600 aside each year as a sinking fund for resurfacing, painting to keep in tip top LTA condition. Not used to date. Plan to use part in 2024/25.	3,600.00		18,000.00	Maintain as condition of grant. Increase by £3,600 from 2023/24 precept
360	VP Café Replacement	274,549.07		<b>345 - Victoria Park</b>	4530 - Community Café	Café Refurbishment (LM - To ascertain how much of the current £274,549.07 is ringfenced from CIL etc.)	125,450.93	274,549.07	125,450.93	£400,000 Set aside for VP Café. £125,450.93 from CIL (Ringfenced) (LM - To ascertain how much of the current £274,549.07 is ringfenced from CIL etc.)
439	Bandstand VP		2,925.30	<b>345 - Victoria Park</b>	4537 - Bandstand	<b>HP - Ringfenced funds from The Good Exchange.</b> To upgrade the bandstand.			2,925.30	Maintain until funds used and then close.
456	Repairs to Victoria & Lions	5,000.00		<b>345 - Victoria Park</b>	4541 - Repairs to Victoria & Lions	Repairs to Victoria and Lions		5,000.00		Maintain. Project estimated at £15,000. Plan for 2025/26.
435	Greenham House Prep Work		7,940.00	<b>350 - Open Spaces</b>	4750 - Greenham House Gardens	<b>HP - Ringfenced - Part of the lease deal</b> Plans to spend in 2023/24. Wildflower meadow, new benches etc.	-4,179.00		3,761.00	Work underway as per agreed plan. Likely to be completed by end of April 2024. Maintain until funds used and then close.
448	Hutton Close Upgrades		20,000.00	<b>350 - Open Spaces</b>	4771 - Hutton Close Upgrade	<b>HP - Ringfenced - We leased part of the land to developers to support the development of the neighbouring plot. NTC promised residents that majority of rent money would be spent on the Open Space.</b>			20,000.00	Maintain until decision made as to how to best use the sums available.
408	Allotment Security WC	1,500.00		<b>420 - Allotments - Wash Common</b>	4450 - Extra Security Measures	HP - Additional Security if budget insufficient. Return to general reserves if not spent.	-1,500.00	0.00		If unspent, reallocate, maintain, or return to general reserves.
407	Allotment Security excl WC	2,669.00		<b>421 - Allotments excluding Wash Common</b>	4450 - Extra Security Measures	HP - Additional Security if budget insufficient. Return to general reserves if not spent.	-2,669.00	0.00		If unspent, reallocate, maintain a small amount, or if unspent at year-end, return to general reserves.
400	Twin Town Anniversary	3,005.02		<b>505 - Civic Responsibility</b>	4690 - Twin Towns	HP - Support Twin Town 50th anniversary events	-3,005.02	3,005.02		Leave, reallocate or return to general reserves - Speak with EM & Committee.
403	HWG Plaques/Apraisals	588.00		<b>600 - Planning &amp; Highways</b>	4805 - Heritage Working Group	Blue Plaques, Dendro Dating		588.00		Maintain to be used if budget insufficient.
404	Civic Robe Replacement	2,898.00		<b>505 - Civic Responsibility</b>	4670 - Regalia & Robes	Civic Robe Replacement / Repairs / Cleaning		2,898.00		Maintain
410	Neighbourhood Development Plan	11,039.31		<b>600 - Planning &amp; Highways</b>	4810 - Town Design & Town Plan.	HP - Need to change Town Design and Town Plan to Neighbourhood Development Plan <b>Grant of £6,878 is Ringfenced</b>		4,161.31	6,878.00	Maintain for duration of NDP development. <b>Grant of £6,878 is Ringfenced.</b> Uncertain about the remaining £4,161.31 (LM to check).
453	Canal Corridor	5,000.00		<b>600 - Planning &amp; Highways</b>	4820 - Canal Corridor	HP - Await recommendations from Working Group, to be taken to P&H for approval.		5,000.00		Maintain.

EMR	Account	Council (20/12/23)	Ringfenced (20/12/23)	Cost Centre	Nominal Code	Purpose	Plus/Minus prior to 2023/24 Y/End	Anticipated EMR's Council 01/04/24	Anticipated EMR's Ringfenced 01/04/24	Recommendation for Council Consideration.
345	Trees	37,013.65		Allotments, Open Spaces, Recreation Grounds, Cemeteries.	4515 - Tree & Survey Works	A reserve to the funds set aside from the precept against each of the cost centres. Anything remaining at the end of the year is moved into the EMR. Insufficient for the survey works, which will have its own nominal code. This		20,848.00		Move anything remaining at the end of the year to the EMR. As of 21/12/23 this is £20,848
458	Watercourses	10,000.00			4772 - Watercourses	HP - Council allocated funds to support the Council's responsibilities as riparian owners. Decided to fund from reserves rather than the precept. ARK have prepared a report with which JH is familiar.		10,000.00		Our riparian responsibilities are at Dairy Farm Allotments and River Walk. It is planned that this EMR is used to fund work, supported by volunteers from ARK, at River Walk after April (after the Trout breeding season). To precept from 2025/26 to rebuild EMR as a sinking fund.
392	CIL Money		357,393.58			HP - Ringfenced - Statute	-125,450.93		231,942.65	Move £125,450.93 to Victoria Park Café to make up the £400,000 (see above). Of the remaining £231,942.65, release the following CIL into EMR's for: * Visual/Audio Screens/Equipment for Chamber - £1000 * Solar Panels Shaw Cemetery (4416/305) - £9,000. * Survey Costs - Extension of Land for Cemetery - £10,000 * Wash Common & WC Allotments Drainage Feasibility Study - £5,000 * Towards Upgrading the Play Areas - (4423/340) - £50,000 * Bandstand Portable Ramp - £1,745 * Splashpark new surface - £22,000 * Wharf Toilets Contactless - £2,600 * Total: £101,345 * Leaving: To be held for VP Cafe until released: £130,597.65
454	2022/23 Purchase Orders		5,325.79			HP - Ringfenced - Contractual For purchase orders set up in 2022/23, where invoices have not yet been received. Variety of reasons.	-5,325.79	0.00		To pay invoices received in 2023/24 (from work agreed 2022/23). Anything remaining to return to general reserves.
		454,494.05	438,840.35				-20,300.81	398,709.40	439,813.56	
		893,334.40						838,522.96		
						Potential Reallocation or Return to General Reserves	-12,684.02			

**Newbury Town Council Schedule of Meetings for the Municipal  
Year 2024/25**

Appendix 5

2024

<u>Day</u>	<u>Date of Meeting</u>	<u>Agenda</u>	<u>Lead Officer</u>	<u>Meetings</u>	<u>Notes</u>
Wed	8 May	2 May	CEO	Council	5
Sun	12 May	7 May	CEO/CM	Annual meeting and Mayor Making	
Mon	20 May	14 May	CEO	Planning & Highways Committee	
Mon	10 June	4 June	FCSM	Policy and Resources Committee	
Mon	17 June	11 June	CEO	Planning & Highways Committee	
Mon	24 June	18 June	CEO	Full Council	1
Thu	27 June	21 June	FCSM	Grants Sub-Committee	
Mon	1 July	25 June	CM	Civic Pride, Arts & Culture Committee	
Mon	15 July	9 July	CEO	Planning & Highways Committee	
Mon	22 July	16 July	SDM	Community Services Committee	
Mon	12 Aug	6 Aug	CEO	Planning & Highways Committee	
Mon	2 Sep	27 Aug	CM	Civic Pride, Arts & Culture Committee	
Mon	9 Sep	3 Sep	CEO	Planning & Highways Committee	
Mon	16 Sep	10 Sep	SDM	Community Services Committee	
Mon	7 Oct	1 Oct	CEO	Planning & Highways Committee	
Mon	14 Oct	8 Oct	FCSM	Policy & Resources Committee	
Mon	21 Oct	15 Oct	CEO	Council	
Mon	4 Nov	29 Oct	CEO	Planning & Highways Committee	
Mon	18 Nov	12 Nov	FCSM	Grants Sub-Committee (if required)	
Mon	25 Nov	19 Nov	CM	Civic Pride, Arts & Culture Committee	2
Mon	2 Dec	26 Nov	CEO	Planning & Highways Committee	2
Mon	9 Dec	3 Dec	SDM	Community Services Committee	2

2025

Tue	6 Jan	24 Dec	CEO	Planning & Highways Committee	
Mon	13 Jan	7 Jan	FCSM	Policy & Resources Committee	3
Mon	20 Jan	14 Jan	CEO	Council	4
Mon	27 Jan	21 Jan	CEO	Planning & Highways Committee	
Mon	17 Feb	11 Feb	CM	Civic Pride, Arts & Culture Committee	
Mon	24 Feb	18 Feb	CEO	Planning & Highways Committee	
Mon	10 Mar	4 Mar	SDM	Community Services Committee	
Mon	17 Mar	11 Mar	CEO	Annual Town Meeting	
Mon	24 Mar	18 Mar	CEO	Planning & Highways Committee	
Wed	23 Apr	17 Apr	CEO	Planning & Highways Committee	
Mon	28 Apr	22 Apr	FCSM	Policy & Resources Committee	
Wed	7 May	1 May	CEO	Council	
Sun	11 May	6 May	CEO/CM	Annual meeting and Mayor Making	6

CEO = Chief Executive Officer; FCSM = Finance & Corporate Services Manager; SDM = Services Delivery Manager, CM = Civic Manager,

**Notes:**

- 1 This is the meeting at which the 2023/24 Statutory Accounts are signed off.
- 2 This is the meeting at which the 2025/26 Services budget is discussed.
- 3 This is the meeting at which the 2025/26 budget is set.
- 4 This is the meeting at which the 2025/26 precept is declared.
5. The Annual Meeting (Mayor Making). All meetings take place in the Council Chamber, apart from the annual meeting of the Council (Mayor Making) which takes place in the Corn Exchange.

# NEWBURY TOWN COUNCIL

## FINANCIAL REGULATIONS – Approved 16<sup>th</sup> October 2023

### Contents

#### Page

1.	GENERAL .....	2
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL) .....	4
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING .....	6
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND .....	6
5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS .....	8
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS .....	9
7.	PAYMENT OF SALARIES .....	10
8.	LOANS AND INVESTMENTS .....	11
9.	INCOME .....	12
10.	ORDERS FOR WORK, GOODS AND SERVICES .....	12
11.	STORES AND EQUIPMENT .....	13
12.	ASSETS, PROPERTIES AND ESTATES .....	13
13.	INSURANCE .....	14
14.	CHARITIES .....	14
15.	RISK MANAGEMENT .....	14
16.	RESERVES POLICY .....	15
17.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS .....	15
18.	PROCUREMENT POLICY .....	16



**These Financial Regulations were approved by the Policy & Resources Committee on Council 16<sup>th</sup> October 2023 and recommended to Full Council for adoption. Internal Auditor recommendation to use with immediate effect.**

## **1. GENERAL**

- 1.1. Where these regulations refer to “the Council”, this is to be interpreted as meaning the Council, its Committees or Sub-Committees unless otherwise stated. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations must be observed in conjunction with the Council’s standing orders. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council’s functions, including arrangements for the management of risk.
- 1.2. The Council’s accounting control systems must include measures:
  - a) for the timely production of accounts.
  - b) that provide for the safe and efficient safeguarding of public money.
  - c) to prevent and detect inaccuracy and fraud.
  - d) for identifying the duties of officers.
- 1.3. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.4. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.5. A breach of these Regulations by an employee may be considered as gross misconduct.
- 1.6. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.7. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council.
- 1.8. The RFO acts under the policy direction of the Council and
  - a) administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices.
  - b) determines on behalf of the Council its accounting records and accounting control systems.
  - c) ensures the accounting control systems are observed.

- d) maintains the accounting records of the Council up to date in accordance with proper practices.
- e) assists the Council to secure economy, efficiency and effectiveness in the use of its resources.
- f) produces financial management information as required by the Council.

1.9. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.10. The accounting records determined by the RFO shall in particular contain:

- a) entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate.
- b) a record of the assets and liabilities of the Council.
- c) wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.11. The accounting control systems determined by the RFO shall include:

- a) procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible.
- b) procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records.
- c) identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions.
- d) procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records.
- e) measures to ensure that risk is properly managed.

- 1.12. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- a) setting the final budget or the precept (Council tax requirement).
  - b) approving accounting statements.
  - c) approving an annual governance statement.
  - d) borrowing.
  - e) declaring eligibility for the General Power of Competence.
- shall be a matter for the Full Council only.

- 1.13. In addition the Council must:

- a) determine and keep under regular review the bank mandate for all Council bank accounts.
- b) in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

- 1.14. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, the Chairperson of the Policy and Resources Committee (or Deputy Chairperson) shall verify bank reconciliations (for all accounts) produced by the RFO. They shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Policy and Resources Committee.

- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
- a) be competent and independent of the financial operations of the Council.
  - b) report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.
  - c) demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships.
  - d) have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
- a) perform any operational duties for the Council.
  - b) initiate or approve accounting transactions.
  - c) direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.



- 2.10. The RFO shall, without undue delay, bring to the attention of the Policy and Resources Committee any correspondence or report from internal or external auditors.
- 2.11. The RFO will make arrangements to meet with the Audit Working Group to discuss the annual internal and external auditors reports and make recommendations to the Policy and Resources Committee.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. Each committee shall review its annual forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy and Resources committee and the Council.
- 3.3. The Council shall consider annual budget proposals in relation to the Council's four year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised **up to the amounts included for that class of expenditure in the approved budget, i.e. the budget line.**, this authority is to be determined by:
  - a) Officers authorised by their Manager have spending authority up to and including £500 (excluding VAT)
  - b) a manager of the Council for items over £500 up to and including £1,500 (excluding VAT)
  - c) the CEO and RFO for all items over £1,500 up to and including £50,000 (excluding VAT).

(See 10.5) *“...and when the value of the order is over £1,500 it shall also be approved by the RFO”.*

d) Full Council for all items over £50,000 (excluding VAT)

Such authority is to be evidenced by a signed purchase order.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2 Any expenditure exceeding the authorised amount provided in the revenue budget for that class of expenditure must be approved by resolution of the Council, or the Policy and Resources committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless by resolution of the P & R Committee or the Council to an earmarked reserve.
- 4.4 The salary budgets are to be reviewed at least annually for the following financial year by the Staff Sub Committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5 In cases of extreme risk to the delivery of Council services, to Council assets or to Council staff, the CEO may authorise revenue expenditure on behalf of the Council which in the CEO's judgement, it is necessary to carry out. Before doing so the CEO will consult with the Leader of the Council and/or the chair of the relevant committee, and exercise due diligence. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £25,000 (excluding VAT). The CEO shall report such action to the Council as soon as practicable thereafter.
- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £1,000 or 15% of the budget line.

- 4.9 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by Policy and Resources Committee. They shall be regularly reviewed for safety and efficiency and to ensure that they are in accordance with any investment strategy.
- 5.2. All invoices for payment shall be examined and verified by a Corporate Services Officer and matched where possible to a purchase order. They will then be checked by the relevant manager; the RFO or CSM (Community Services Manager), to confirm that the work, goods or services to which each invoice relates has been received or carried out and represents expenditure previously approved by the Council. Invoices over £1,500 (excluding VAT) will also be signed off by the CEO.
- 5.3. A schedule of the payment of monies shall be prepared by the RFO and presented to the Policy and Resources Committee. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information. The schedule is for information only and members may request clarification on any item on the list before the meeting. The list will be published on the website as an appendix to the Policy and Resources committee meeting, and will therefore ensure all expenditure is published, in line with the 2015 Local Government Transparency Code.
- 5.4. In respect of grants, the Grants Sub-committee shall approve expenditure up to £10,000 and make recommendation to the Policy and Resources Committee for grant requests between £10,000 and £25,000. Any grant over £25,000 may only be agreed by Full Council.
- 5.5. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.6. The approval of all bank payments relating to Town Council Accounts shall be signed by two of the following Councillors:
- Mayor of Newbury
  - Deputy Mayor of Newbury
  - Former Mayors still on the Council
  - Chairperson of Policy and Resources Committee
  - Deputy Chairperson of Policy and Resources Committee

- Chairperson of Community Services Committee
- Vice-chairperson of Community Services Committee
- Chairperson of Civic Pride, Arts and Leisure Committee
- Vice-chairperson of Civic Pride, Arts and Leisure Committee
- Chairperson of Planning and Highways
- Vice-chairperson of Planning and Highways

5.7. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the RFO shall give instruction that a payment shall be made.
- 6.3. Orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.4. To indicate agreement of the details shown the signatories shall each sign the list of purchase ledger payments.
- 6.5. Payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made.
- 6.6. The RFO shall take all possible steps to settle invoices within 30 days of receipt.
- 6.7. Payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced by two managers followed by two authorized members.
- 6.8. authorised bank signatories are retained and any payments are reported to Council as made.
- 6.9. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.10. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.



- 6.11. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.

Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Council employees who will be authorised to approve transactions on those accounts. The employee who authorises internet payments will be different from the one who initially enters them onto the payment system.

- 6.12. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.13. Changes to account details for suppliers, which are used for internet banking may only be changed after following the procedure of checking with the supplier by phone and requesting a confirmation by email. A hard copy of the amended authority will be signed by the RFO. A programme of regular checks of standing data with suppliers will be followed.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by the Staff Sub- committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Policy and Resources committee meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Staff Sub-committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any Councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.7. Before employing interim staff the Council must consider a full business case.
- 7.8. The relevant manager shall certify timesheets as to accuracy.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the Full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated by the RFO in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Investment Strategy and Policy shall be reviewed by the Audit Working Group and reported to Policy and Resources committee at least annually.
- 8.5. All investments of money under the control of the Council shall be in the name of the Council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments) in line with the Treasury Policy.

- 8.8. The opening and closing and transfer of funds between bank accounts held in the same bank, or branch, to support the Council's investment strategy, shall be made by the RFO after consulting the CEO, in line with the Treasury Policy. The P&R Committee is to be briefed at their next ordinary meeting.

## **9. INCOME**

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the RFO, after consultation with the CSM.
- 9.4. Decisions to write off bad debts and address recommendations in any report from the internal or external auditors shall be matters for the Policy and Resources Committee. Any sums found to be irrecoverable and any bad debts shall be reported to the Policy and Resources Committee and irrecoverable debts shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

- 10.2. Purchase orders shall be controlled by the relevant managers.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. A manager or officer shall verify the lawful nature of any proposed purchase before the issue of any order, and when the value of the order is over £1,500 it shall also be approved by the RFO. (See 4.1). *“Where the value is up to £500 the relevant officer may verify, from £500 to £1,500 each manager ...”*

## **11. STORES AND EQUIPMENT**

- 11.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 11.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 11.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 11.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

## **12. ASSETS, PROPERTIES AND ESTATES**

- 12.1. The RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 12.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £2,000 or it has already been approved in the Council's budget.
- 12.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by



law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 12.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 12.5. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

### **13. INSURANCE**

- 13.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers
- 13.2. All Officers shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 13.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 13.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to the relevant committee at the next available meeting.
- 13.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the RFO in consultation with the Leader.

### **14. CHARITIES**

The Council is the sole trustee of the Wash Common Allotments and a memorandum of understanding will be in place to cover this

### **15. RISK MANAGEMENT**

- 15.1. The Council is responsible for putting in place arrangements for the management of risk. The CEO shall prepare, for approval by the Council, risk management policy

statements in respect of all activities of the Council. Risk policy statements and consequential risk management strategy shall be reviewed by the Council at least annually.

- 15.2. When considering any new activity, the CEO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

## **16. RESERVES POLICY**

- 16.1. The Council will normally maintain the following specific named earmarked reserves funded from revenue:
  - a) Earmarked Reserves (comprising budget allocations for specific projects – agreed at April Policy and Resources committee meeting)
- 16.2 The sum total of the general reserves must always be a minimum of three months' annual net revenue expenditure. (Excluding CIL, Election Administration Fund (based on projected elections), any Section 106 monies received in the future and any other reserves contractually committed elsewhere)

## **17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 17.1. It shall be the duty of the Policy and Resources committee to review the Financial Regulations of the Council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Policy and Resources committee of any requirement for a consequential amendment to these financial regulations.
- 17.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.
- 17.3. A copy of these Financial Regulations shall be given to each Member by the Chief Executive Officer upon declaration of the Member's acceptance of office.

# **Newbury Town Council**

## **Procurement Policy**

This document is to be read in conjunction with the Councils Financial Regulations (as amended) and the Standing Orders.

Table of contents:	Page
<b>1. PROCUREMENT VALUES</b>	<b>18</b>
<b>2. NATIONAL RULES</b>	<b>19</b>
<b>3. THRESHOLDS AND PROCEDURES WITH NEWBURY TOWN COUNCIL</b>	<b>20</b>
<b>4. THE COUNCIL IS NOT BOUND TO ACCEPT THE LOWEST COST TENDER.</b>	<b>22</b>
<b>5. URGENCY PROCESS</b>	<b>22</b>
<b>6. SOCIAL VALUE COMMITMENT</b>	<b>22</b>
<b>7. MODERN SLAVERY CONSIDERATION</b>	<b>23</b>
<b>8. EXTRACT FROM THE NEWBURY TOWN COUNCIL STANDING ORDERS</b>	<b>23</b>

## **1. Procurement Values**

- 1.1 Newbury Town Council (the Council) will strive to obtain best value for money for all goods, materials, and services which it purchases. As a public sector buyer, value for money is fundamental to the Council's procurement activity.
- 1.2 Every contract by the Council, or Officer acting on its behalf, shall apply the Council's procurement values. These values are:
  - 1.2.1 To purchase locally wherever possible and where best value can be satisfied – see the Public Services (Social Value) Act 2012.
  - 1.2.2 When evaluating tenders, the past record of the supplier will be considered but this does not always mean that the Council should always select the lowest cost option<sup>1</sup>.
  - 1.2.3 To look to minimize the Council's carbon emissions and promote long-term environmental sustainability.
  - 1.2.4 To purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard and will have regard to sustaining the environment.
  - 1.2.5 To look favourably upon organisations that pay the Living Wage as set by the Living Wage Foundation<sup>2</sup>.
- 1.3 The following contracts are exempt from the requirement of these rules:
  - 1.3.1 Contracts relating solely to disposal or acquisition of land;
  - 1.3.2 Employment contracts;
  - 1.3.3 Individual agency contracts for the provision of temporary staff;
  - 1.3.4 Anything specified in The Public Contracts Regulations 2015, Sub-Section 3, Regulations 7 through to 12;
  - 1.3.5 Any service or work, up to the value of £25,000, in the event of an emergency – this is the authority of the Chief Executive Officer allowed for under point 4.5 in the Financial Regulations;
  - 1.3.6 Where contracts are of a specialist nature, such as:
    - 1.3.6.1 Where a contract for the execution of works or the undertaking of services or the supply of goods involves highly specialised technical, scientific or artistic knowledge such that it is not possible to achieve competitive tenders;

---

<sup>1</sup> See point 4 in this Procurement Policy.

<sup>2</sup> Information about the Living Wage Foundation, and the Living Wage itself, can be found on their website, accessible here: <https://www.livingwage.org.uk/>



- 1.3.6.2 Where the work to be executed or the goods or materials to be supplied consists of repairs to, or the supply of parts for, existing machinery or plant, or are additions to an existing style or design which would involve the Council in greater cost and additional work in trying to harmonise two differing systems, designs or solutions;
- 1.3.6.3 Where the purchases are of patented or proprietary items and any form of tendering would not be appropriate;
- 1.3.6.4 Where best value is more likely to be achieved by approaching one contractor or consultant.

## 2. National Rules

- 2.1 Contracts that fall below the financial thresholds are not caught by the main regulations of the PCR 2015, though will still be subject to Regulation 110 PCR 2015 relating to below threshold contracts. This requires that such contract opportunities over certain thresholds are to be advertised on Contracts Finder. The current thresholds are £25,000 (sub-central authorities).
- 2.2 All procurement activity undertaken is done in a transparent, fair, and consistent way as required by the Public Contract Regulations 2015 and World Trade Treaty Principles.
- 2.3 In order to tender or quote for contracts, suppliers will need to meet some minimum requirements for example, appropriate insurance levels, evidence of financial stability, compliance with relevant legislation and policies such as health and safety, anti-corruption, modern slavery, and human trafficking etc. where appropriate.
- 2.4 The current rules setting out the procurement route to be used to procure goods, services, or works depending on the value of the contract are detailed below:

**Table 1. Rules for Good and/or Services**

Contract Value	Procurement Route
Below £25,000	Evidence of value for money
£25,000-£50,000	Seek min of three tender returns, including at least one local supplier; in line with Procurement Policy.
£50,000-£213,477* threshold	Local Tender Process, HMG Contracts Finder
Above £213,477*	Above Threshold Tender, to be advertised on HMG Contracts Finder

\*Please note that the thresholds are INCLUSIVE OF VAT. Previous thresholds were exclusive of VAT.

**Table 2. Rules for Works**

Contract Value	Procurement Route
Below £25,000	Evidence of value for money
£25,000-£100,000	Seek min. of three tender returns, including at least one local supplier; in line with Procurement Policy.
£100,000-£5,336,937 threshold*	Local Tender Process, to be advertised on HMG Contracts Finder
Above £5,336,937*	Above Threshold Tender, to be advertised on HMG Contracts Finder

\*Please note that the thresholds are INCLUSIVE OF VAT. Previous thresholds were exclusive of VAT.

### **3. Thresholds and Procedures with Newbury Town Council**

#### **3.1 Estimated contract value**

##### **3.1.1 Contract requirements £100 - £999**

All officers shall strive to obtain alternative estimates detailing priced descriptions of the proposed supply unless a specialist or single source supply is necessary.

##### **3.1.2 Contract requirement £1,000 up to Government procurement Level (currently £25,000)**

All officers shall obtain 3 written quotations detailing priced descriptions of the proposed supply unless a specialist or single source supply is necessary. In the event that it is not possible to obtain 3 quotes, approval may be given by the RFO.

##### **3.1.4 Contract requirements exceeding £25,000 – HM Government Procurement rules shall apply unless exempt.**

3.1.4.1 A formal tender process shall be followed.

3.1.4.2 Where the Council intends to procure or award a public supply contract, public service contract, or public works contract as defined by ("the Regulations") within The Public Contracts Regulations 2015 which is valued above the current Public Procurement Regulation 2015 threshold, or more, the Council shall comply with the relevant requirements of the Regulations.

3.1.4.3 Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts valued at over £25,000 for the supply of goods, materials, services, or the execution of works shall include, as a minimum, the following steps:

3.1.4.3.1 A specification for the goods, materials, services, or the execution of works shall be drawn up;

- 3.1.4.3.2 An invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii), the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
- 3.1.4.3.3 The invitation to tender shall be advertised for all contracts over £25,000 on the Town Council website, along with any other manner that is appropriate including local press or news circulation;
- 3.1.4.3.4 Tenders shall be submitted in writing in a sealed marked envelope addressed to the Chief Executive:
- 3.1.4.3.5 Tenders shall be opened by the Chief Executive in the presence of at least two Councillors after the deadline for submission of tenders has passed;
- 3.1.4.3.6 Tenders are to be reported and considered by the appropriate meeting of the Council. Decisions on contracts awarded over £25,000 must be made by the appropriated Committee (subject to agreed budget), in default Policy & Resources Committee or Full Council.
- 3.1.4.4 The regulations set out that: The Council must (within 24 hours) also advertise an invitation to tender on the Government's 'Contracts Finder' Website and must the have the contract details available on the internet AND there must be no pre-qualification stage in such a contract. After the contract has been awarded, whether or not it has been advertised on 'Contracts Finder' at the Invitation to Tender stage, the Council must publish on the UK Government's 'Contract Finder' Website: the name of the contractor, the date on which the contract was entered into; the value of the contract; and whether to contractor is a SME or a VCSE.
- 3.1.4.5 When publishing on 'Contracts Finder', the Council may withhold any information from the publicity of a contract which:
  - 3.1.4.5.1 would impede law enforcement or would otherwise be contrary to the public interest,
  - 3.1.4.5.2 would prejudice the legitimate commercial interests of a particular economic operator, whether public or private, or

3.1.4.5.3 might prejudice fair competition between economic operators

3.1.4.6 The council does not advertise an opportunity where it makes the opportunity available only to a number of particular economic operators who have been selected for that purpose (whether ad hoc or by virtue of their membership of some closed category such as a framework agreement), regardless of how it draws the opportunity to the attention of those economic operators (i.e. if a council has an arrangement with a limited number of approved organisations to undertake work for the council).

#### **4. The Council is not bound to accept the lowest cost tender.**

- 4.1 Normally the Council will accept the quotation, estimate, or tender that provides best value for money. However, the Council is not obliged to accept the lowest of any tender, quotation, or estimate, but must give valid reasons for not doing so.
- 4.2 Councils are not required to tender for contracts below £25,000 from a tendering exercise (see NALC LTN 87).
- 4.3 Where the contract is likely to exceed the threshold specified ( Crown Commercial Services from time to time) the Council must consider whether the Public Contracts Regulations 2015 apply to the contract and, if either of those Regulations apply, the Council must comply with Public Procurement Policy rules.
- 4.4 When applications are made to waive procedures relating to contracts to enable a price to be negotiated with competition, the reason shall be embodied in a recommendation to the Council.

#### **5. Urgency Process**

- 5.1 In the case of an emergency, refer to point 4.5 in the financial regulations.

#### **6. Social Value commitment**

- 6.1 The Public Services (Social Value) Act 2012 enshrines the social value commitment in law to a certain extent. Under the Act, any council proposing to award a service contract or framework agreement for services above the financial threshold in the EU rules must consider how that which they propose to procure will improve the economic, social and environmental well-being of the area and the council must consider how it will act to secure that improvement when undertaking the procurement. Councils have an obligation to consider whether to consult on their proposals before starting the procurement process.
- 6.2 Councils have embraced social value and often take practical steps that go far beyond the minimum requirements of the Act (for example, by applying it to construction contracts and lower value procurements).



- 6.3 The Toolkit supporting the National Procurement Strategy looks in detail at what Councils can do in this area depending on their level of ambition, including creating local employment and training opportunities and opportunities for SMEs and Voluntary, Community and Social Enterprises.
- 6.4 Newbury Town Council supports and commits to consider social value in its procurement options.
- 6.5 Specifically, in accordance with the Public Services (Social Value) Act 2012, preference will always be given to local suppliers, preferably independent. Internet/national chains can be used – but only if there is no local supplier, or there is a saving of at least 10% or £250, over that local supplier.

## **7. Modern slavery consideration**

- 7.1 The Council is obliged to receive a statement from contracted suppliers (over £10,000 limit) to the effect that they:
  - 7.1.1 meet with the standards set out in the Supplier Code of Conduct, which include requirements to comply with the Modern Slavery Act 2015.
  - 7.1.2 include anti-slavery and human trafficking provisions in their contracts
  - 7.1.3 implement policies and procedures to identify and prevent modern slavery occurring in their supply chain
  - 7.1.4 prepare an annual statement setting out the steps they have taken to tackle modern slavery in any part of their business or supply chain

## **Extract from the Newbury Town Council Standing Orders**

### **37. 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 Regulations<sup>3</sup>.
- 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)<sup>4</sup>.
- 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. Tenders may, in addition, be requested by e-mail, with the commitment that e-mails will be acknowledged but not opened until the prescribed date.
- 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

<sup>3</sup> 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

<sup>4</sup> 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)

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.

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.

### 38. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 38.1 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).
- 38.2 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.
- 38.3 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.

**DATED**

**PARTIES**

- (1) **NEWBURY TOWN COUNCIL** being the Trustee of **ALLOTMENT FOR LABOURING POOR** (charity no 238180 ) ('the Trustee') and
- (2) **NEWBURY TOWN COUNCIL** ('the Council')

---

**MEMORANDUM OF UNDERSTANDING RELATING TO THE MANAGEMENT AND MAINTENANCE OF  
WASH COMMON ALLOTMENTS, GLENDALE AVENUE, NEWBURY, BERKSHIRE**

---



Surrey Hills Solicitors LLP  
296 High Street  
Dorking  
Surrey  
RH4 1QT  
NEWBU01-01  
Final 09.01.2024

THIS AGREEMENT is made on

PARTIES

- (1) NEWBURY TOWN COUNCIL being the Trustee of the ALLOTMENT FOR LABOURING POOR (charity no 238180 ) of The Old Town Hall, Market Place, Newbury RG14 5AA (**'the Trustee'**) and
- (2) NEWBURY TOWN COUNCIL of The Old Town Hall, Market Place, Newbury RG14 5AA (**'the Council'**)

BACKGROUND

- 1 The Council as custodian trustee for the Allotment For Labouring Poor (charity no 238180) is the registered proprietor of the land known as Wash Common Allotments, Glendale Avenue, Newbury, Berkshire under title no BK455730 by virtue of a transfer dated 2 April 2013 and is the sole managing trustee of the Allotment For Labouring Poor (charity no 238180) by virtue of a Deed of Appointment dated 2 April 2013.
- 2 The Trustee has requested the Council to perform the Services.
- 3 The Council pursuant to section 111 of the Local Government Act 1972, section 19 of the Local Government (Miscellaneous Provisions) Act 1976, section 297 of the Charities Act 2011 and other enabling powers has agreed to perform the Services set out in the schedule (**'the Services'**).

IT IS AGREED:

**1 Council's obligations**



At the request of the Trustee and for the consideration specified in Clause 2 the Council shall perform the Services in accordance with this Memorandum of Agreement.

**2 Finance**

- 2.1 The Trustee shall pay or allow to the Council all income received from the Services as received from time to time as specified in this Memorandum of Agreement.
- 2.2 The Council shall in its discretion grant aid the Trustee to the extent that the income derived from the Services shall fall short of the cost to the Council of providing the Services.
- 2.3 The Council shall pay to the Trustee any surplus of income derived from the Services over the costs and expenses incurred or allocated to the performance of the Services.
- 2.4 The accounting arrangements for income derived and costs and expenses incurred or allocated shall be in accordance with Condition 5.
- 2.5 For the purposes of determining the financial arrangements pursuant to this Agreement, Schedule 2 shall have effect.
- 2.6 The financial arrangements shall be reviewed annually as part of the Council’s budget-setting process.

**3 Authorised Officer**

The 'Authorised Officer' means the Clerk to the Trustee or such other person or persons as shall be appointed by the Trustees.

**4 Disputes**

Any dispute concerning this Contract shall be dealt with in accordance with Condition 15 of the Conditions of Agreement.

Signed on behalf of the Trustee .....

Signed on behalf of the Council .....

## CONDITIONS OF AGREEMENT

### 1. Definitions

- 1.1 In this Memorandum of Agreement, save where the context otherwise requires, the following expressions shall have the meanings assigned to them:
- 1.2 '**Authorised Officer**' means the officer referred to in Clause 3 of this Agreement or officer fulfilling the like role;
- 1.3 '**Commencement Date**' means 1 February 2024.
- 1.4 '**Conditions**' means these Conditions, any supplementary conditions and any modification of these Conditions;
- 1.5 '**Contract Sum**' shall be the sums which shall be the actual costs of effecting and carrying out the Services less the fees and charges collected by the Council (which fees and charges shall belong to the Council and which sums shall be credited against the Costs and Expenses);
- 1.6 '**Costs and Expenses**' include all revenue and capital costs and expenses incurred in or allocated to the performance of the Services including staff costs, overheads, administrative, professional and technical costs and fees, payments due to or made to third parties for service, supplies and works, irrecoverable VAT, irrecoverable National non-domestic rates and other taxes;
- 1.7 '**the Land**' means the land referred to in recital 1
- 1.8 '**the Memorandum of Agreement**' and '**this Memorandum of Agreement**' means the Agreement set out above, these Conditions, any supplementary conditions and any modification of these Conditions, the Schedule;
- 1.9 '**Term**' shall be construed in accordance with Condition 4;
- 1.10 '**Plan**' means the plan attached to this Memorandum of Agreement;
- 1.11 '**Plant**' means equipment, machinery, plant and vehicles;
- 1.12 '**the Schedule**' means the Schedule to the Memorandum of Agreement;
- 1.13 '**the Services**' means the services described in the Schedule;
- 1.14 '**the Trustee**' means Newbury Town Council or any successor authority;
- 1.15 the masculine includes the feminine and in the case of a limited company the indefinite article, and the singular includes the plural and vice versa; and

- 1.16 reference to any Act of Parliament and to any orders, regulations or rules made pursuant to that Act shall include reference to any modification, re-enactment or replacement.

## **2. Variation of Contract**

- 2.1 Without prejudice to any other of these Conditions, no omission from, addition to or variation of this Memorandum of Agreement shall be valid or of any effect unless it is agreed in writing and signed by the Authorised Officer and by a duly authorised representative of the Council.
- 2.2 Save for an omission, addition or variation agreed pursuant to Condition 2.1 any provision inconsistent with these Conditions contained in any other document or in any oral agreement is agreed to be void and of no effect.

## **3. The Authorised Officer**

The functions, rights and powers conferred by this Memorandum of Agreement upon the Trustee shall be exercised by the Authorised Officer.

## **4. Term**

This Memorandum of Agreement shall extend for a period of five years from the Commencement Date and shall not be terminable by either party within that period save in accordance with this Memorandum of Agreement.

## **5. Performance of the Services**

- 5.1 During the Term the Council shall perform the Services (and any modifications authorised by or under this Memorandum of Agreement) efficiently, effectively and safely and in a manner totally consistent with the terms of this Memorandum of Agreement and to the entire satisfaction of the Authorised Officer.
- 5.2 All costs and expenses incurred in the performance of the Services shall be paid by the Council who shall be entitled to be paid any income received from the use and facilities of the Land as from the date of this Memorandum of Agreement

- 5.3 The Trustee shall (to the extent of any funds which are available to it) reimburse to the Council reasonable costs expended by the Council in carrying out any instructions under this Condition 5
- 5.4 By no later than 30 June in each year of the Term the Council shall provide a statement to the Trustee detailing the income received and the costs and expenses incurred in or allocated in the financial year to 31 March.
- 5.5 In the event of there being a shortfall in the income received against the costs and expenses incurred in or allocated in a financial year the Council shall make a determination of the appropriate level (if any) of grant aid by no later than the following 31 July.
- 5.6 In the event of there being a surplus of income received over the costs and expenses incurred in or allocated in a financial year the Council shall pay such surplus to the Trustee no later than the following 31 July.
- 5.7 The treatment of and procedures for the accounting for income and costs and expenses shall be made in accordance with the Accounts and Audit Regulations 2015 or provisions replacing or amending the same as they apply to the Council.

## **6. Assignment**

- 6.1 The Trustee shall not be entitled to assign the benefit of this Memorandum of Agreement or any part of the Memorandum of Agreement
- 6.2 The Council shall not assign this Memorandum of Agreement or any part of it or any benefit or interest in or under it.
- 6.3 The Council may sublet the whole or part of the Services but such subletting shall not relieve the Council from any liability or obligation under the Memorandum of Agreement and it shall be responsible for the acts, defaults and neglects of any contractor, its agents or servants as fully as if they were the acts, defaults or neglects of the Council, its agents or servants.

## **7. Premises and Licence**

The Trustee grants to the Council a licence to enter, occupy and use the Land and any buildings or other facilities for the purposes of performing the Services.

## **8. Plant**

The Council shall at all times during the Term provide and maintain all such Plant as is necessary for the proper performance of the Services.

## **9. Council's staff**

- 9.1 The Council shall at all times during the Term employ sufficient persons of sufficient abilities and skills for the proper performance of the Services. In particular the Council shall provide sufficient currently qualified staff to operate all premises and undertake all activities in accordance with all appropriate statutes, regulations and case law to ensure, amongst other things, that employees and members of the public are kept safe at all times.
- 9.2 The Council shall at all times during the Term employ sufficient persons of sufficient abilities and skills to supervise and administer the performance of the Services in a proper and continuous manner.
- 9.3 The Council shall at all times take all such precautions as are necessary to protect the health and safety of all persons employed by it, and shall comply with the requirements of the Health and Safety at Work etc Act 1974 and of any other Acts, regulations, orders or EU directives relating to the health or safety of employed persons.

## **10. Liability of Council**

- 10.1 The Council shall be liable for and shall indemnify the Trustee against any expense, liability, loss, claim or proceedings arising under any statute or at common law in respect of personal injury to or death of any person arising out of or in the course of or caused by the performance of the Services, except to the extent that the same is due to any act or neglect of the Trustee or of any person for whom the Trustee is responsible.
- 10.2 The Council shall be liable for and shall indemnify the Trustee against any expense, liability, loss, claim or proceedings in respect of any loss of or injury or damage to any property, real or personal, in so far as such loss, injury or damage arises out of or in the course of or by reason of the performance of the Services, and to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Council, its employees or agents, or of any



person employed or engaged by the Council upon or in connection with the performance of the Services or any part, its employees or agents.

## **11. Insurance**

11.1 Without prejudice to Condition 16, the Council shall at all times maintain in force such policies of insurance and shall fully insure and indemnify itself against liability:

11.1.1 to the Trustee and to any employee of the Trustee;

11.1.2 to its employees;

11.1.3 to any other person;

11.1.4 in the sum of at least £10 million in respect of each claim.

## **12. Liability of Trustee**

The Trustee shall not be liable for any loss or damage however arising except for loss or damage directly arising from negligent acts or omissions of the Trustee, its servants or agents. Damages arising from such negligent acts or omissions shall be limited to direct and unavoidable losses and the Council shall take all reasonable steps to mitigate such losses.

## **13. Termination**

13.1 Without prejudice to any other remedy, the Trustee shall be entitled forthwith to terminate this Memorandum of Agreement in the event of any material breach by the Council of any other provision of the Memorandum of Agreement;

13.2 Either party may give to the other one year's prior written notice to terminate this Memorandum of Agreement;

13.3 Such termination shall be without prejudice to any rights and liabilities which may have accrued up to the date of termination and upon such termination, in addition to such consequences as are set out in the other provisions of this Memorandum of Agreement the Council shall immediately cease to perform any of the Services.

## **14. Notices**

- 14.1 Any notice to be served upon the Trustee shall be valid or effective provided it is sent by prepaid post or delivered by hand to the Trustee at the address specified in the Agreement or to such other address as the Authorised Officer may notify the Council in writing.
- 14.2 Any notice to be served upon the Council shall be valid or effective provided it is sent by prepaid post or delivered by hand to the Council at the address specified in the Agreement or to such other address as the Council may notify the Trustee in writing.

## **15. Arbitration**

- 15.1 If any dispute or difference concerning this Memorandum of Agreement shall arise between the Trustee (or the Authorised Officer on its behalf) and the Council, such dispute or difference shall be referred to the arbitration and final decision of a person to be agreed between the parties, or failing agreement within 14 days after either party has given to the other a written request to concur in the appointment of an arbitrator, a person to be appointed on the request of either party by the President of the Chartered Institute For The Management Of Sport And Physical Activity.
- 15.2 The arbitrator shall be entitled to make such decision or award as he thinks just and equitable having regard to the circumstances then existing, the cost of such arbitration to follow the event, or in the event of neither party succeeding, to be apportioned between the parties by the arbitrator in such proportions as he in his absolute discretion thinks fit.
- 15.3 Any award or decision of such arbitrator shall be final and binding on the parties to this Memorandum of Agreement.
- 15.4 Unless this Memorandum of Agreement shall have already been determined or abandoned, the Council shall in every case continue to proceed with the Services with all due diligence, and the Council and the Trustee shall both give immediate effect to every such decision of the Authorised Officer, unless and until the same shall be revised by an arbitrator.

## **16. Observance of statutory requirements**

- 16.1 The Council shall comply with all statutory and other provisions to be observed and performed in connection with the Services provided under this Memorandum of Agreement with

particular regard to the health and safety of employees and of the public and shall indemnify and keep indemnified the Trustee accordingly.

16.2 Without prejudice to the generality of Condition 16.1 the Council shall in performing the Services seek to protect the natural flora and fauna and the historical heritage of the Land.

16.3 Each party will comply with its obligations under the Freedom of Information Act 2000, Environmental Information Regulations 2004, and Data Protection Act 2018. Each party will supply promptly to the other all information necessary to enable the other to comply with its obligations under the Freedom of Information Act 2000, Environmental Information Regulations 2004, Data Protection Act 2018, Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Audit and Accountability Act 2014, the Openness of Local Government Bodies Regulations 2014, the Charities Act 2011 and with respect to disclosure and barring service checks and the requirements, orders or instructions of any regulator or court.

## **17. Whole understanding**

This Memorandum of Agreement constitutes the whole understanding of the parties as to the subject matter of this Memorandum of Agreement and there are no prior or contemporaneous agreements between the parties.

## **18. Waiver**

Failure by the Trustee at any time to enforce any provision of this Memorandum of Agreement or to require performance by the Council of any of the provisions of this Memorandum of Agreement shall not be construed as a waiver of any such provisions and shall not affect the validity of this Memorandum of Agreement or any part of it or the right of the Trustee to enforce any provision in accordance with its terms.

## **19. Severance**

If any provision of this Memorandum of Agreement shall become or shall be declared by any court of competent jurisdiction to be invalid or unenforceable in any way such invalidity or

unenforceability shall in no way impair or affect any other provision, all of which shall remain in full force and effect.

**20. Inconsistency**

In the event of a conflict between any of these Conditions and any provision of the Appendices the provision of these Conditions shall prevail.

**21. Clause headings**

The clause headings shall not be construed as part of these Conditions.

**22. Law**

This Memorandum of Agreement shall be governed by and construed in accordance with the laws of England and the Council irrevocably submits to the jurisdiction of the courts of England and Wales.

## SCHEDULE (the Services)

		Particulars	Standards
1.	Manage allotment tenancies on the Land.	<ul style="list-style-type: none"> <li>• Arrange the grant/renewal/termination of allotment tenancies.</li> <li>• Undertake any enforcement action required.</li> <li>• Advise of any changes in policies relating to the Land</li> <li>• Issue licences (if appropriate).</li> <li>• Collect rent and any other fees.</li> <li>• Check insurances.</li> <li>• Maintain the relevant policies.</li> <li>• Handle any complaints.</li> </ul>	Ensure that no third parties acquire any rights in the Land or any tenancy save for allotment tenancies properly entered into.
2.	Undertake the maintenance of the Land (save for tenanted allotment plots unless unoccupied).	<ul style="list-style-type: none"> <li>• Grass cutting.</li> <li>• Tree maintenance.</li> <li>• Provision of water.</li> <li>• Brush cutting.</li> <li>• Hedgerow and fence management.</li> <li>• Ditch clearance.</li> <li>• Strimming.</li> <li>• Litter picking.</li> <li>• Litter collection.</li> <li>• Demarcation of allotment plots.</li> <li>• Ensure that Council employees and contractors have disclosure and barring checks as appropriate.</li> <li>• Ensure that Council employees and contractors have undertaken appropriate risk assessments and carry into effect appropriate safeguards, have arrangements in place to comply with health and safety and any other statutory obligations.</li> </ul>	
3.	Management of Security.	<ul style="list-style-type: none"> <li>• Install and maintain any security or safety measures deemed necessary.</li> <li>• Erect and maintain appropriate signs.</li> <li>• Maintain the noticeboard.</li> </ul>	

4.	Effect appropriate insurances of the land, structures and works, public liability insurance on behalf of the Trustee.	Arrange for Public Liability and Employer's Liability Insurance.	
5.	Functions carried out by the Council's responsible financial officer	<ul style="list-style-type: none"> <li>• Preparation of the Charity Commission annual return.</li> <li>• Banking of Cash &amp; Cheques received from the allotment tenancies.</li> <li>• Preparation of the annual budget for approval of the Trustee</li> <li>• Day to day account administration.</li> </ul>	



**Newbury Town Council**

Work Programme for Full Council Meetings for the Municipal Year 2023/24.

**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
<b>12 June</b>	<b>End of Year Statutory Accounts</b> 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
	Review terms of refence and memberships of any working groups that the council wishes to appoint
	To receive any reports from School Link Councillors
	To receive any reports from the Council's representation on outside bodies
	To review the Council's Standing orders, if required
<b>23 October</b>	<b>Berkshire Youth presentation</b>
	<b>Local Democracy Working Group:</b> a verbal update on LDW from the Chair of the Local Democracy Working Group
	<b>Budget for 2024/25</b> 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 2024/25, so that they may be considered for inclusion in the draft budget and / or service plans and / or project list.
	<b>Climate Emergency grant</b> To receive an update from Cricket Club/ Loose Ends and ratify grant, as required by Internal auditor
	Commence Review of Town Council Strategy
<b>22 January</b>	<b>Cricket Club/ Loose Ends</b>
	Review of Town Council Strategy
	2024/25 Precept
	Schedule of meetings for the municipal year 2024/25
	<del>Update re carbon reduction Plan</del>
	<b>Financial Regs</b>
<b>8 May</b>	<b>Presentations from Community United, BID, Citizens Advice</b>
	Nomination of Mayor Elect and Deputy Mayor
	Election of Leader and Deputy Leader of the Council
	To nominate the membership of each Committee / Sub-Committee for the 2024/2025 municipal year.
	Saturday surgeries- review and schedule for 24-25 ( see action sheet from P & R 16.10)
<b>8 May</b>	Reports from Outside Bodies reps and School Link Councillors