

12 January 2022.

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

**Substitutes:** Councillors Jeff Beck, Roger Hunneman, David Marsh, Gary Norman and Martha Vickers.

**Also:** All Members of the Council for information.

**Dear Councillor**

You are summoned to attend a meeting of the **Policy & Resources Committee** to be held in the Council Chamber, Town Hall, Newbury at **7.30 pm on Monday 17 January 2022.**

The meeting is open to the press and the public.

Yours sincerely,

**Hugh Peacocke**  
**Chief Executive Officer**

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## AGENDA

### 1. Apologies for absence

*Chairperson*

### 2. Declarations of interest and dispensations

*Chairperson*

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

### 3. Minutes (Appendix 1)

*Chairperson*

**To approve** the minutes of a meeting of the Policy & Resources Committee held on Monday 11 October 2021 (previously circulated).

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**4. Questions and Petitions from members of the public**

*Chairperson*

**5. Members' questions and petitions**

*Chairperson*

**Please note that questions from Councillors or Members of the public must be submitted in writing by 2 pm on Friday 14 January 2022**

**6. Newbury Cricket Club (Appendix 2)**

*Chairperson*

**To Approve** payment of a contribution of £5,000 to the Good Exchange towards project registration No. 18333 (the redevelopment of the existing Cricket pavilion for members and community use) and to facilitate the re-location of Loose Ends to that building.

**7. Review of the Council's Strategy 2019-2024 (Appendix 3)**

*Chairperson*

**7.1 To note** the Action Plan report for the Strategy 2019-2024, at 31 December 2021 (Appendix 3.1) and

**7.2 To recommend** that Full Council on 31 January approves the draft review of the Council Strategy 2019 to 2024, as appended. (Appendix 3.2)

**8. 2022/23 Budget (Appendix 4)**

*Chairperson*

**To approve** the budget for 2022/23 in order that the Council can consider its adoption and formally set its precept when it meets on 31 January 2022.

**9. Health and Safety Report (Appendix 5)**

*Chairperson*

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

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

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

*Chairperson*

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

**11. List of Payments (Appendix 6)**

*Chairperson*

**To note** the payments made during the period 1 October 2021 to 31 December 2021.

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

**12. Income and Expenditure Account 2021/22 (Appendix 7)**

*Chairperson*

**11.1 To receive** the Income and Expenditure Account for the period ended 31 December 2021.

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

**13. Grants Subcommittee**

**To receive** a report on the meeting of the Grants Subcommittee on 22 November 2021  
( Minutes already circulated)

**14. Forward Work Programme for Policy and Resources Committee meetings 2019/20  
(Appendix 8)**

*Chairperson*

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

**15. Exclusion of the press and public**

*Chairperson*

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

**16. Staff Sub Committee**

*Chairperson*

**To receive** a report from the Staff Sub-committee meetings held on 17 November and 9 December 2021. (Minutes already circulated)

**Minutes of a meeting of the Policy & Resources Committee held on  
Monday 11 October 2021 at 7.30 pm, in The Waterside Centre, Newbury.**

**Present**

Councillors: Martin Colston (Chairperson); Jo Day; Nigel Foot, Jon Gage; Stuart Gourley; Elizabeth O’Keeffe, Erik Pattenden and Sarah Slack .

**In attendance**

Hugh Peacocke, Chief Executive Officer (CEO).

**20. Apologies for absence**

Councillor Sue Farrant and David Marsh ( Sub for Steve Masters).

**21. Declarations of interest and dispensations**

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

**22. Minutes**

**Proposed:** Councillor Elizabeth O’Keeffe

**Seconded:** Councillor Erik Pattenden

**Resolved:** That the minutes of the meeting of the Policy & Resources Committee held on Monday 19 July be approved as a correct record and signed by the Chairperson.

**23. Questions and petitions from members of the public**

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

**24. Members’ questions and petitions**

Question received from Councillor Stuart Gourley:

*David Wilson Homes are almost finished with this space and residents, ward members, and neighbouring ward members are keen to progress the future state of this site to best serve the community.*

*What is the timeline for the ‘options appraisal’ of the land next to Hutton Close?*

The CEO replied as follows:

*Part of the Council’s open space at Hutton Close has been leased to David Wilson Homes for use as a construction compound since March 2019.*

*As Councillor Gourley points out, that lease is due to come to an end shortly and the entire site will revert to the Council.*

*In our Strategy, we aim to Provide outstanding parks, playgrounds and public spaces and in this regard we aim to Explore options for better utilization of our land at Hutton Close*

*We aimed to do this by Q3 2021 and to progress this we have contacted local land agents to consider the use and value of this land and part of the Council’s land at*

*Sayer's Close and report back to us with their proposals or recommendations. The first agent we contacted came back to say that he was too busy and we now have engaged a local agent who is inspecting the lands and his report is expected by the end of October. Unfortunately, like some other objectives in the strategy, this has been delayed due to the impacts of the pandemic.*

*The report, and officer's recommendations arising from same, should be on our agenda for the Policy and Resources Committee meeting on 17 January.*

*Any substantial changes to the use of these lands should be subject to public consultation. Should the council wish to sell, lease or otherwise deal with some or all of the land, a public consultation will also be required.*

## **25. Berkshire Youth**

The Chairman thanked Berkshire Youth (BY) for inviting the Committee to hold its meeting at the Waterside Centre and welcomed David Seward, Chief Executive BY, and his colleagues, Kelly and Colin. The meeting received a report from Berkshire Youth on the operation of the SLA with the Council for April to September 2021.

Mr. Seward emphasised how important it was for BY to have this location in Newbury and the difference it was making to their operations. He thanked the Council for its support, which he said had also triggered others to support BY.

The members expressed their appreciation for the services being provided by Berkshire Youth.

## **26. Health and Safety Report**

The CEO presented the quarterly Health and Safety report and pointed out that all of the matters which had been delayed due to the pandemic have now been resolved. The Committee noted the status of the matters listed.

## **27. List of Payments**

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

## **28. Income and Expenditure Account 2021/22**

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

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

The meeting noted overspends reported on last quarter and additional items around playgrounds maintenance and equipment, vandalism and tree damage which had resulted in overspends against budget.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Sarah Slack

**Resolved:** That the Council approves the above expenditure and the over-expenditure against cost centres that are over the annual budget, in accordance with this Council's financial regulations. The approved over-expenditure, to date for this budget year is as follows:

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

The Committee noted that some income streams were performing better than forecast as people continue to enjoy outdoor facilities, such as the market and tennis, post lockdown. The Council will also benefit from the removal of business rates on public toilets from last year ( £14,000 over the 2 years).

## **29. Debts over £500 and more than three months old**

The Committee noted the position regarding Town Hall tenants.

### 30. Strategic risk Register

The Committee considered the recommendations of the Audit working Group and agreed the factors impacting the Council's risk environment, as set out by the Working Group:

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

The Committee also welcomed and agreed the actions proposed by the Working group to mitigate some of the risks:

- A. To review, and extend, if possible, the list of preferred suppliers, by 31/12/2021
- B. To make "Handling the press" training available to relevant Councillors and staff, within the next 6 months.
- C. To complete a Longer-term financial planning programme by February 2024
- D. Ask the Council's HR service about the counselling services provided, and about an attitude/morale/health and wellbeing survey by the end of October 2021 and arrange more all-staff events.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Elizabeth O'Keeffe

**Resolved:** To approve the amended Strategic Risk Register

### 31. Report from the Climate Emergency Working Group

The meeting received a report from the Community Services Manager and the Climate Change Working Group and

**Proposed:** Councillor Nigel Foot

**Seconded:** Councillor Jon Gage

**Resolved:**

- A) To maintain the current Working Group structure to monitor manage and keep reviewing ideas to move this agenda forward.
- B) To make necessary Budget recommendations to support the carbon reduction programme.

### 32. The Council Strategy 2019 to 2024

The Committee considered the report from the Chief Executive Officer and the Strategy Working Group and agreed the schedule and actions contained therein. The Committee noted the action plan report at 30 September 2021.

### **33. Report on Key Performance Indicators**

The CEO told the meeting that this report had been suspended during the pandemic and lockdowns as staff met other challenges outside of the KPI's. As operations return closer to normal, staff are again reporting on these. The Committee noted the Key Performance Indicators for August/ September 2021.

### **34. Complaints Policy**

The Committee received a report from the CEO setting out proposals to better deal with vexatious, persistent or prolific complainants.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Jo Day

**Resolved:** To approve the revised Complaints Procedure.

### **35. Forward Work Programme for Policy and Resources Committee meetings 2021/22**

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

### **36. Exclusion of the Press and Public**

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Jo Day

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

### **37. Staff Sub Committee**

The meeting received a report on the staff sub-committee meetings held on 18 August and 25 August 2021.

The business of the meeting concluded at 9.14 pm.

Signed: \_\_\_\_\_  
Chairman

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



**Newbury Town Council**

**Public Report**

**To:** The Policy and Resources Committee

**Date of meeting:** 17 January 2022

**Agenda item No. 6. Newbury Cricket Club**

**Decision Required:** To Approve payment of a contribution of £5,000 to the Good Exchange towards project registration No. 18333, (the redevelopment of the existing Cricket pavilion for members and community use) and to facilitate the re-location of Loose Ends to that building.

**Background/ Introduction**

See attached details of Newbury Cricket Club proposals to redevelop their pavilion at Northcroft for the use of their members and for community use, as registered on The Good Exchange.

Also attached are the details of a project by Loose Ends to relocate their operations to a new, permanent home at the re-developed pavilion.

**Issues arising/ Options considered**

The Council has been asked to support the Cricket club application on The Good Exchange. On 11 January 2022 The Cricket Club had raised £243,111 of their total estimated costs of £309,916 for the re-development of the pavilion at Northcroft. A contribution of £5,000 has been requested, which when match-funded by The Good exchange would increase their funds by £10,000.

The application states that once the project is completed, this would enable a future partnership with a local charity who will have the use of the building on a daily basis all the year round. The Council understands that the local charity concerned is Loose ends, whose project Ref. No. 18974, relocation and running costs, is also registered on The Good Exchange. This Council has already contributed £1,690 to the Good Exchange towards this project.

**Considerations:**

**1. Reference to Council Strategy 2019-2024**

2 key objectives of the Council's Strategy;

- "To foster a real sense of Community", and
- To provide focused support for young people, elderly, minorities & vulnerable"

The re-developed cricket pavilion is to be made available for community use and the Council supports the work of Loose Ends who serve food and provisions to the homeless and vulnerable in Newbury.

**2. Legal:** The Council is enabled to make this decision using its General Power of Competence.

3. **Financial:** The Council has not provided for this contribution in this year's budget. If payment is made before 31 March the contribution would have to come from general reserves. In this event, the Council would replenish the reserves by including this amount in next year's budget.
4. **Climate/ Environmental issues:** Not applicable
5. **Crime and Disorder:** The Council is satisfied that the promotion support of these objectives is likely to reduce crime and disorder in its area, (Crime and Disorder Act, 1988, S.7)
6. **Risk assessment:** Not applicable.
7. **Equality and Diversity:** The Council is satisfied that the promotion support of these objectives would support the homeless and vulnerable in the community
8. **Consultation:** none

**Report Author:** Hugh Peacocke, (CEO)

**Date:** 11 January 2022.

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## Newbury Cricket Club - Clubhouse Redevelopment.

Ref: 18333

by [Newbury Cricket Club](#)

Location: Newbury (Town)

Newbury Cricket Club is looking for funding to redevelop our existing pavilion.

We are looking to complete an essential overhaul of the Pavilion to bring it up to an acceptable standard for members and community use:

This will include:

- \* Complete overhaul of external/interior of the clubhouse
- \* Installation of ladies changing & showering facilities
- \* Installation of disabled toilet
- \* A new pitched roof
- \* New flooring
- \* Electrical works
- \* Installation of hot water and heating system

Once complete this will enable a future partnership with a local charity who will have use of the building on a daily basis all year round.

This project cost includes:

- \* Planning Documentation.
- \* Planning Applications/Permission
- \* Structural engineer fees.
- \* Legal fees including leases
- \* Detailed Architect drawings.
- \* Materials
- \* Labour

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Raised **£243,111** of **£309,915**

Closes 4th May 2022

78%

There is £66,804 left to raise

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### Match Funding

Funder	Offered	Remaining	Match Donations	Match Grants
Greenham Trust Ltd	£50,000	£0	✓	✓
Greenham Trust Ltd	£25,000	£0	✓	✓
<b>Total</b>	<b>£75,000</b>	<b>£0</b>		



### Amount Received

[Go back](#)



Ref: 18974

## Relocation and running costs for 2021-2022

by [Loose Ends Newbury](#)

Location: Newbury (Town)

After 30 years of serving food and provisions to the homeless and vulnerable in Newbury from Morton Hall, Loose Ends Newbury (LEN) will be moving to a new home at the Newbury Cricket Club (NCC) pavilion at Northcroft Park in late 2021 or early 2022.

Newbury Baptist Church, the owners of Morton Hall, are planning to redevelop their site, which meant we needed to find permanent new premises from which to deliver our service.

On 22nd June we were delighted to announce our partnership with NCC to share the use of the pavilion in order to continue to deliver our vital service to homeless and vulnerable people in and around Newbury, a venture long delayed by COVID-19, but one that we hope will benefit both charities for a long time to come.

NCC has already begun work to update the pavilion. Works include a new roof, updated walls and new flooring. LEN will be making a contribution to the cost of the NCC building work and LEN are responsible for the cost of fitting out and equipping the shell kitchen provided by NCC and the associated storage.

This project is an exciting venture for LEN. Over the years we have increased the number of drop-in sessions per week along with our opening hours, and we hope to be able to increase our hours again this winter. In addition to our regular sessions serving healthy, hot meals, we offer Welcome Packs of essential supplies to the newly rehoused, mini food parcels, toiletries and clean clothes to all those in need. The refurbished premises and additional space will create a welcoming, comfortable place where clients can feel safe and warm, and receive a hot meal and drink and other provisions. When we move in to our new premises we are planning to extend our range of services to meet our clients' needs.

Our clients are often homeless or 'sofa surfing', may have addictions, suffer from a mental illness or are on low incomes and we strive to provide a safe, friendly atmosphere. COVID-19 has impacted everyone but particularly these vulnerable groups. We worked hard to flex our operations throughout the pandemic to serve the community and were honoured when the effectiveness of our service was recognised in the West Berkshire Community Champion Awards 2020 where our 'COVID Food & Supplies Group' was nominated 'COVID Response Community Group of the Year'. We expect, due to the disruption caused by COVID-19, that during the next 18 months supply chain challenges will result in fewer donations of food and other items from business which will mean that we will have to ourselves directly purchase more food and supplies. This will increase our running costs.

In response to COVID-19, by the end of March 2020, we were safely providing more than 350 meals a week. When the first lockdown eased, the number of people coming to Morton Hall increased to at least 150 a week. During the November lockdown, the number of people living in temporary accommodation rose again. Loose Ends stepped up to the challenge by providing between 50 and 70 meals each session. We are run solely by volunteers and rely on donations from our generous supporters in order to provide our service. With our running costs increasing, coupled with our share of refurbishment costs and removal expenses, we are seeking additional donations and would be very grateful for any support you are able to give to help us continue to deliver our service to the homeless and vulnerable in Newbury.

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Raised **£66,048** of **£76,713**



Closes 30th June 2022

86%

There is £10,665 left to raise

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## Match Funding




Funder	Offered	Remaining	Match Donations	Match Grants
Greenham Trust Ltd	£5,000	£1,440 		
<b>Total</b>	<b>£5,000</b>	<b>£0</b>		

## Amount Received

Grants	£19,525
Donations	£5,011
Gift Aid	£951
Match Funding	£3,560
External	£37,000



## Latest Updates

<p>Falkland Grange Care Home, Newbury</p> <p>Supported 3 days ago</p> <p>"Payment for cello recital on Christmas Day by Yi-Ann Yeung"</p>	£50.00
<p>Matt Shanahan</p> <p>Supported 5 days ago</p> <p>"Stream Networks Ltd"</p>	£100.00
<p>Linda Fergusson</p> <p>5 days ago</p> <p>"Thank you for your support"</p>	
<p>Anonymous Donor</p> <p>Supported 6 days ago</p>	£20.00 + £5.00 Gift Aid
<p>Linda Fergusson</p> <p>6 days ago</p> <p>"Thank you so much"</p>	
<p>Linda Fergusson</p> <p>6 days ago</p> <p>"Thank you to you all for your very generous donations"</p>	
<p>Cherrie Neal</p> <p>Supported 15 days ago</p> <p>"Well done to you all, keep up the excellent work. Best wishes from all the staff at Ridgeway Biologicals, Compton."</p>	£137.00
<p>Penelope Lovelock</p> <p>Supported 16 days ago</p>	£1,000.00 + £250.00 Gift Aid
<p>Ian Hall</p> <p>Supported 16 days ago</p>	£10.00 + £2.50 Gift Aid
<p>Anonymous Donor</p> <p>Supported 17 days ago</p>	£30.00 + £7.50 Gift Aid

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

## A. Provide outstanding parks, playgrounds and public spaces

Strategy	Item	Deadline	Lead	Position at 31 August 2021	Status (RAG)
1.	Open a new café in Victoria Park	Mid-March 2023	CSM	Working to meet planning conditions. Applied for loan approval	
2.	Retain Green Flag for Victoria Park	September 2022	CSM	Application to be made for 2022	
3.	Consultation and plan on Green Flag for Wash Common	Consultation re Wash Common	CSM	Consultation complete	
		Decision and plan by Dec 2021		Draft plan for end of 2021	
4.	Wash Common upgrade	By end 2023	CSM	Include proposals in budget 2022-23	
5.	Explore options for our land at Hutton Close	By Q3 2021	CEO	Legal inquiries received. With Land Agent/WBC	
6.	Explore taking ownership of Greenham House Gardens from WBC	decision taken 2020	CSM	Programme of works to be undertaken by WBC agreed but delayed by Covid- Now scheduled April 2022	
				Consultation responses to CS 22/3	
	Finalise plans for upgrades to the City Recreation Ground	January 2020	CSM	Completed	Completed
	Upgrade City Recreation Ground	2020 to 2022	CSM	Completed	Completed
	Refurbishment / replacement of playground and other park equipment	Rolling programme from August 2020	CSM	Plan for long-term funding	

## B. Run vibrant markets

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

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

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

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

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

1.c)	Continue to pressure BT to improve the appearance of the BT tower, and work with any interested parties who can make this happen		CEO	Poor response from BT	
2.a)i	Explore options for the best location for a specialist hoist in at least one public toilet in Newbury	Completed	CSM	Prepare plans for Changing places facility at The Wharf public toilets	
3.a)	Work with West Berkshire District Council to identify what additional signage and footpaths are required for walking and cycling routes to and from the Town Centre and local schools, and agree a programme for their delivery	By end 2021,	DSO	Getting suggestions from SPOKES and volunteers.	
b)	Consider additional signage to countryside paths and open space within the parish of Newbury or immediately adjacent to it			Ask members which footpaths	
4.b)	Provide defibrillators in appropriate locations and assist other bodies who wish to provide them		CSM	2 new facilities provided on Football Changing Rooms. Provide a further defib on Café when built	
5.a)	Working with Newbury BID, agree a co-operation plan with coach operators who bring visitors to the town to make them feel welcome and encourage them to continue to stop off in Newbury	By end 2021	CEO	Delayed due to pandemic	
5.b)	Work with Newbury BID and other organisations to encourage sustainable tourism growth in the interest of the town's economy		CEO	Allocated £300 to the BID towards promotional video promoting the re-opening of the town Centre after lockdown 1.	
5. d)	Work with partners to ensure Newbury "arrival points" (Tesco roundabout, train stations, car parks etc) give visitors a good impression		DSO	New "Welcome" sign at new bus station	Completed
				Explore options at Railway station	
6	Upgrade/ refurbish the public toilets at The Wharf, including the provision of a Changing Places facility	End 2022	CSM		

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

Strategy	Item	Deadline	Lead	Position at 1 August 2021	Status (RAG)
1.a	<b>Neighbourhood Development Plan</b> By end 2020, explore the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions	End 2020	DSO	Consultant engaged and options considered. Delayed due to pre-election period and Coronavirus meetings Regs.	Completed
1.b	Decide whether to move forward with a Neighbourhood Development Plan based on both the cost benefit investigation and the success or otherwise of G2-G7 below	By end Q1 2021	DSO	Amend to Q2 2021	Completed
1.c	Establish a Neighbourhood Development Plan Steering Group to produce a draft NDP	By end 2022	DSO	First meeting of Steering Group on 20/12/21	
2.	"Progress with the Canal Corridor Action Plan for the for the future development and protection of the Canal Corridor."		DSO	Convened WG in June 2021. Now running again.	
3.	Promote and encourage investment in the Town Centre, especially south of the Canal Bridge, including a coherent plan for the Kennet Centre	Ongoing	DSO		
4.	Work with Newbury BID and other relevant organisations to lobby for a decision from WBC for the Market Place, excluding Mansion House and Wharf Streets.		DSO	Working with TCWG and BID Press WBC/Masterplan consultants	
5.	Ensure the views of our residents form a central part of the input to any consultation on the new Newbury Town Centre Masterplan 2036.	Ongoing	DSO	TCWG met consultants. Keeping dual-hatted members and P & H appraised	
6.	Ensure full participation and input into any consultation on the redevelopment of the LRIE.	ongoing	DSO	Formal response has been provided 2020/21. Standing item on P & H Agenda	
7	Lobby West Berkshire Council regarding the Local Plan Review	ongoing	DSO	NTC has responded. Asked our dual-hatted members to pursue	
8.	Lobby WBC to: "Provide a suitable football facility for Newbury's Men's, Ladies and Youth teams to play football at an equivalent or better standard than the old ground provided. This should be within the Newbury settlement area, with good walking and cycling access to the town centre, good public transport links and adequate parking. Inability to provision a suitable alternative site should result in the ground on Faraday Road being returned to its former standard or being redeveloped to an even better standard, with 3G pitches providing higher availability for matches and training. (As amended by Full Council on 20th May 2020)"	ongoing	DSO	Met LRIE consultants. Standing item on P & H agenda	



	b)Take action where appropriate under S215 of the Planning against owners of lands or buildings which detract from the amenity of the area (See also 1.G.11.e)	ongoing	DSO	Ongoing.	
	c)Complete a Conservation Area Appraisal for the town	ongoing	DSO	Town Centre CAA underway by Masterplan Consultants	
	d)Consider making Newbury a low emission zone and so discourage through traffic on the A339	ongoing	DSO	Sent to Masterplan consultants	
	e)Consider providing an additional 'at grade' pedestrian crossing of the A339	ongoing	DSO	Sent to Masterplan consultants	

## 2. Foster a real sense of community

### B. Stage and support enjoyable and inclusive community events

Strategy	Item	Deadline	Lead	Position at 1 August 2021	Status (RAG)
1.	Work with and support the tennis coaches to stage a Victoria Park tennis championship.	Target first one in 2022	CSM		
2.	Support the re-establishment of Art on the Park and other public arts events	Summer 2022	CM	Art organisations keen to re-establish for Summer 2022	
3.	Work with Newbury BID and other parties to explore options for a Christmas Market in Newbury from 2021	Dec 2021	CSM	Worked with the BID and LSD promotions on the successful delivery of a 3-day Christmas Fayre	
4.	Hold an Annual Family Day in Victoria Park for the enjoyment of our residents and to promote the park and its facilities	Summer 2022	CSM	Tentative date chosen- may be impacted by Café build. Scheduled for 11 July	
5.	Organise and support the annual Mayor's Drive	July 2022	CM		
6.	Installation of 2 'interpretation / information board' similar to those along the canal, and in Speen, and Goldwell park, with historical facts and information on sites below: <ul style="list-style-type: none"> <li>At the junction of Kiln Road/Pear Tree and highlighting the significance of the site in the 2nd battle of Newbury.</li> <li>The old factory on Turnpike, which supported the building of Spitfires during the 2nd world war</li> </ul>				

### C. Celebrate and recognise individual and community achievements

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

## 3. Take actions to address the climate emergency

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

Strategy	Item	Deadline	Lead	Position at 1 August 2021	Status (RAG)
1.b)	reduce its annual carbon footprint by an average of at least 7 tonnes every year	December every year, starting in 2020	CSM	Currently ahead of Target, next phase Gas boiler change. Awaiting result of audit	
1.c)	Audit our street lighting to determine what lights can be removed and to plan replacement of the ones we need to keep with new energy efficient lights. Begin replacements as funds allow.	Q3 2021	CSM	With NTC Supplier, SSE to provide suggested action Plan. Funding not provided	
4. a)	Establish new sown wildflower meadows where possible using local seed sources and/or those appropriate to the ecological and cultural heritage of the site	Completed VP & OHG	CSM	New bed planted in VP Herb garden at Andover Road	
4. b)	Conduct biodiversity surveys in our major open spaces to provide benchmarks and give basis for future enhancements	Oct 2021	CSM	Base-line survey for Wash Common & other sites completed £1500 for BioDiversity study for NTC owned land and water ways (if the case) on River Lambourn focusing on the water environment, and the green spaces adjacent to the river. Include regular maintenance budget based on feedback from Biodiversity study that is suitable to water based environments with adjoining green spaces for the NTC owned waterway (if the case) and green space - £10k approx?	

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

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

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

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

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

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

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

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

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







# Strategy 2019-2024

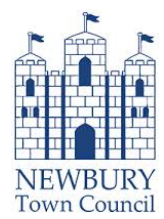
## Year 3 Update

Version P&R, 17<sup>th</sup> January 2022

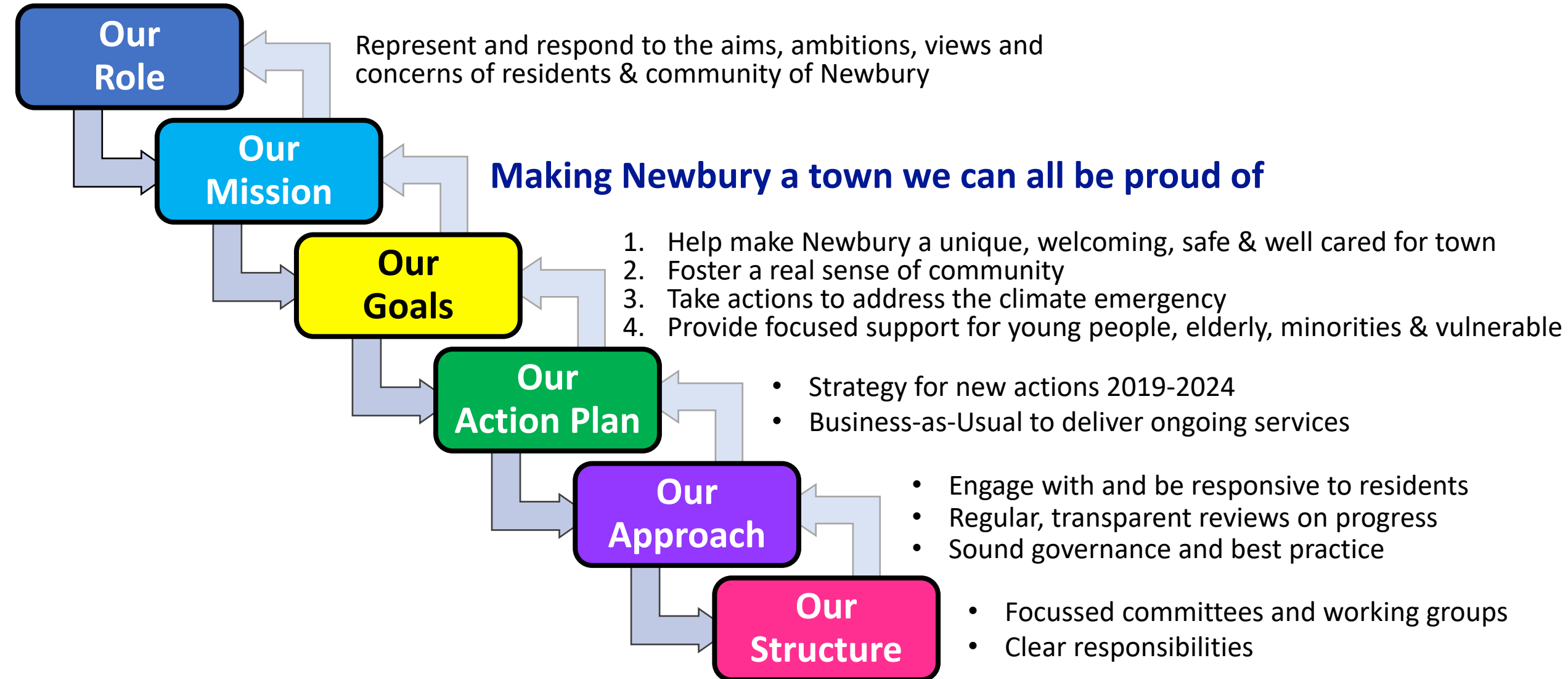
*Making Newbury a town we can all be proud of*

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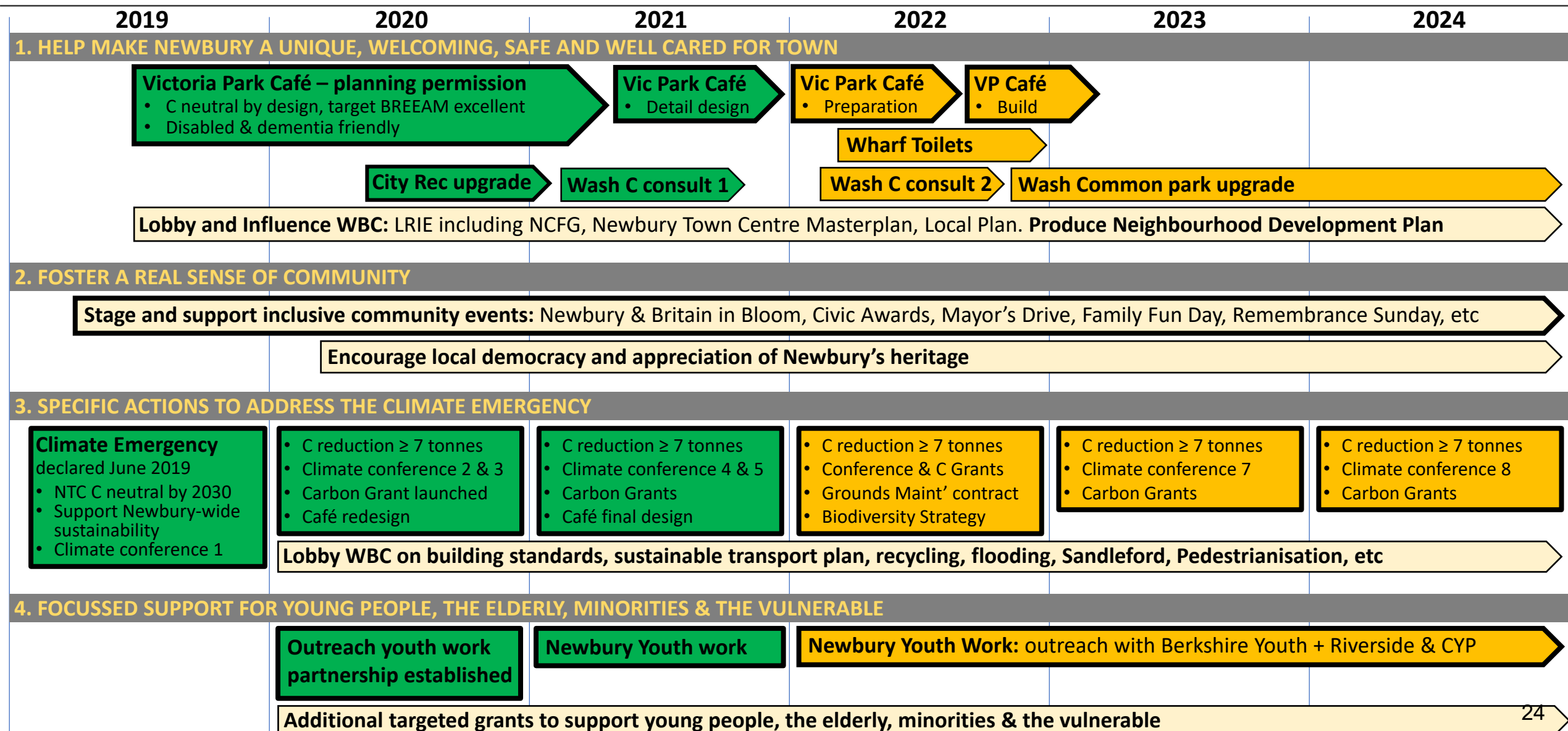
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## Summary for our new strategy



## Summary of Key Strategic Actions 2019-2024





## Newbury Town Council Role – *Why are we Here?*



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

- Statutory consultee on Planning & Highways
- 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
- 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

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

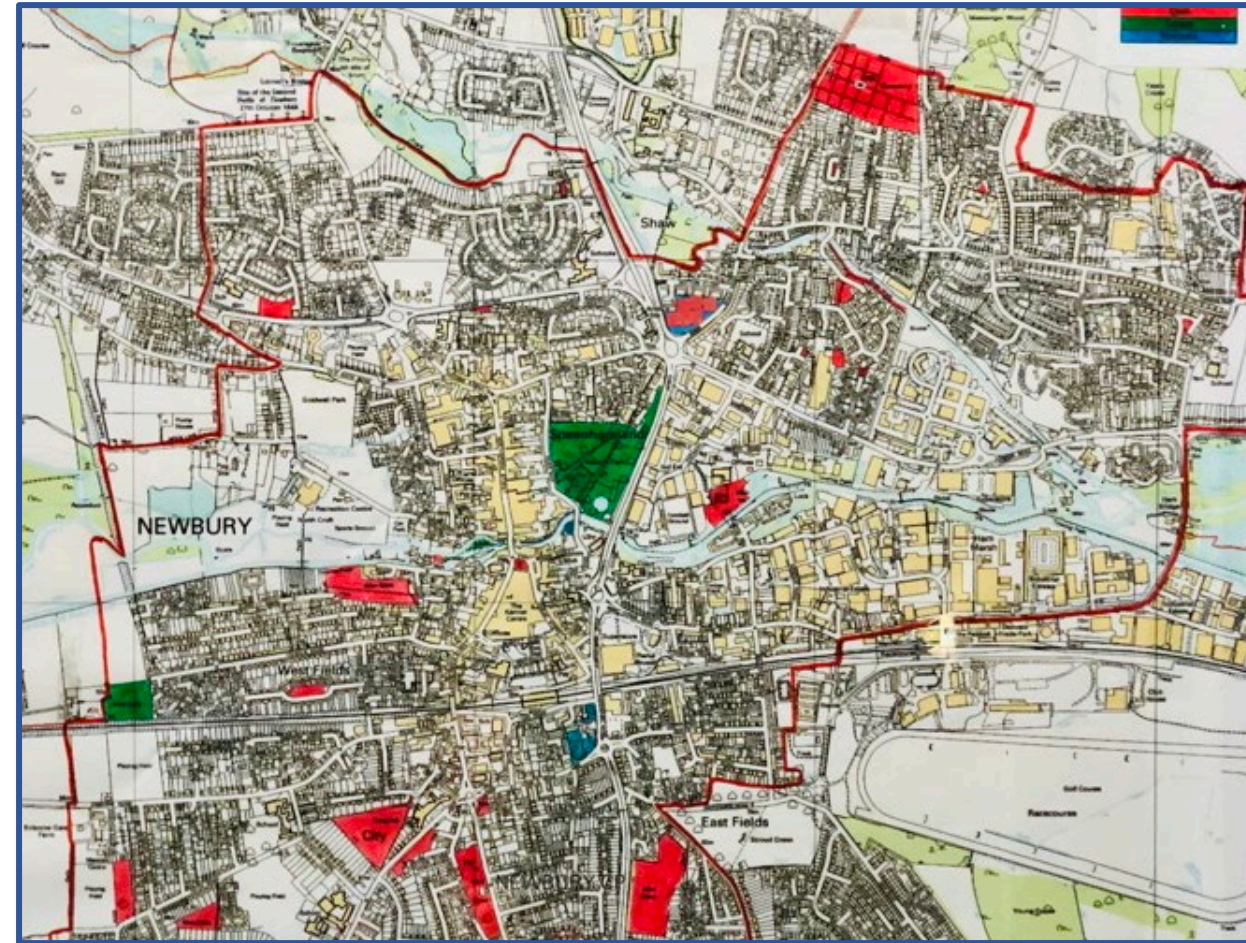
- Funded by government, council tax, business rates & other income streams



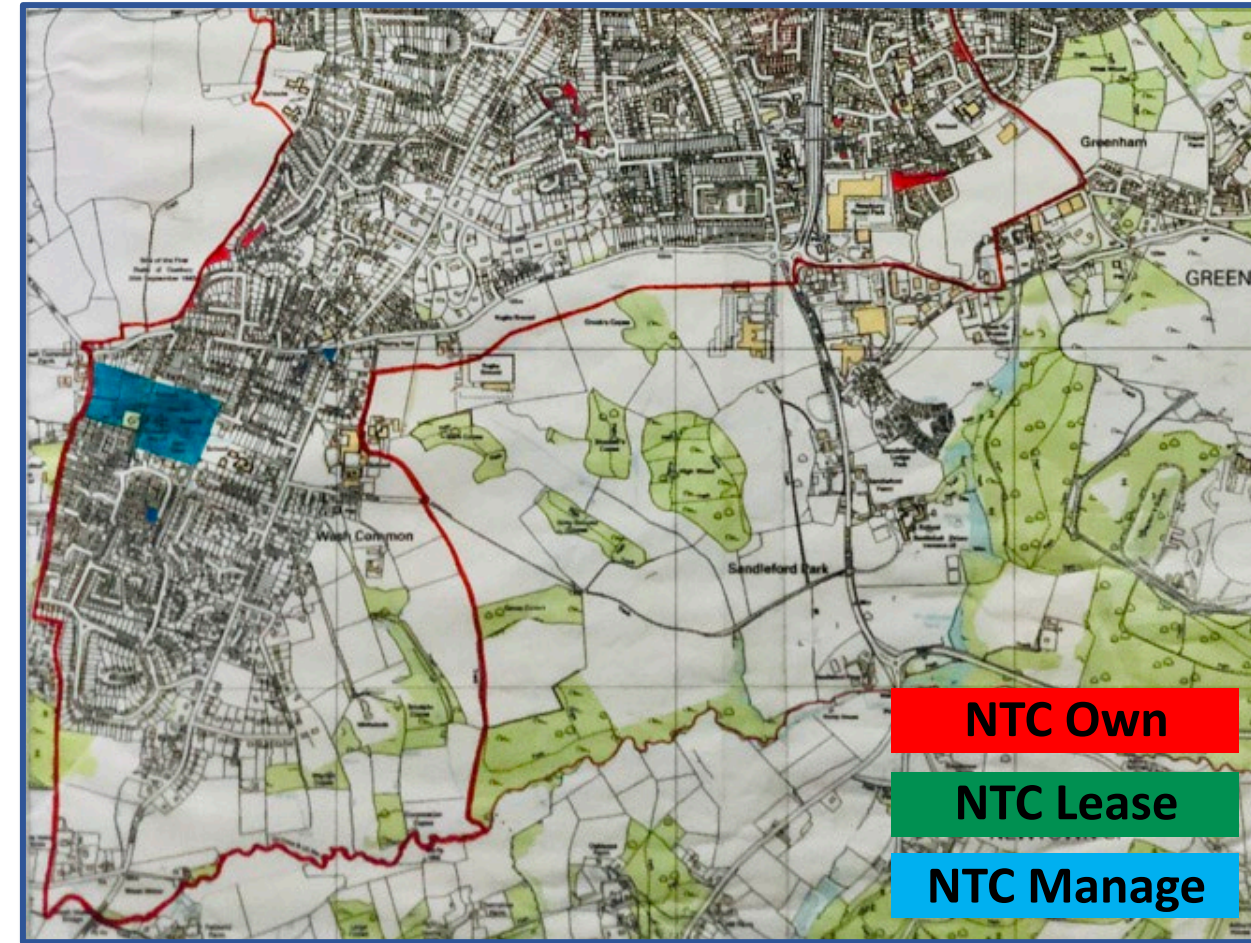
## Newbury parish boundary and land we own, lease and manage

Our  
Role

Newbury Parish – northern half



Newbury Parish – southern half



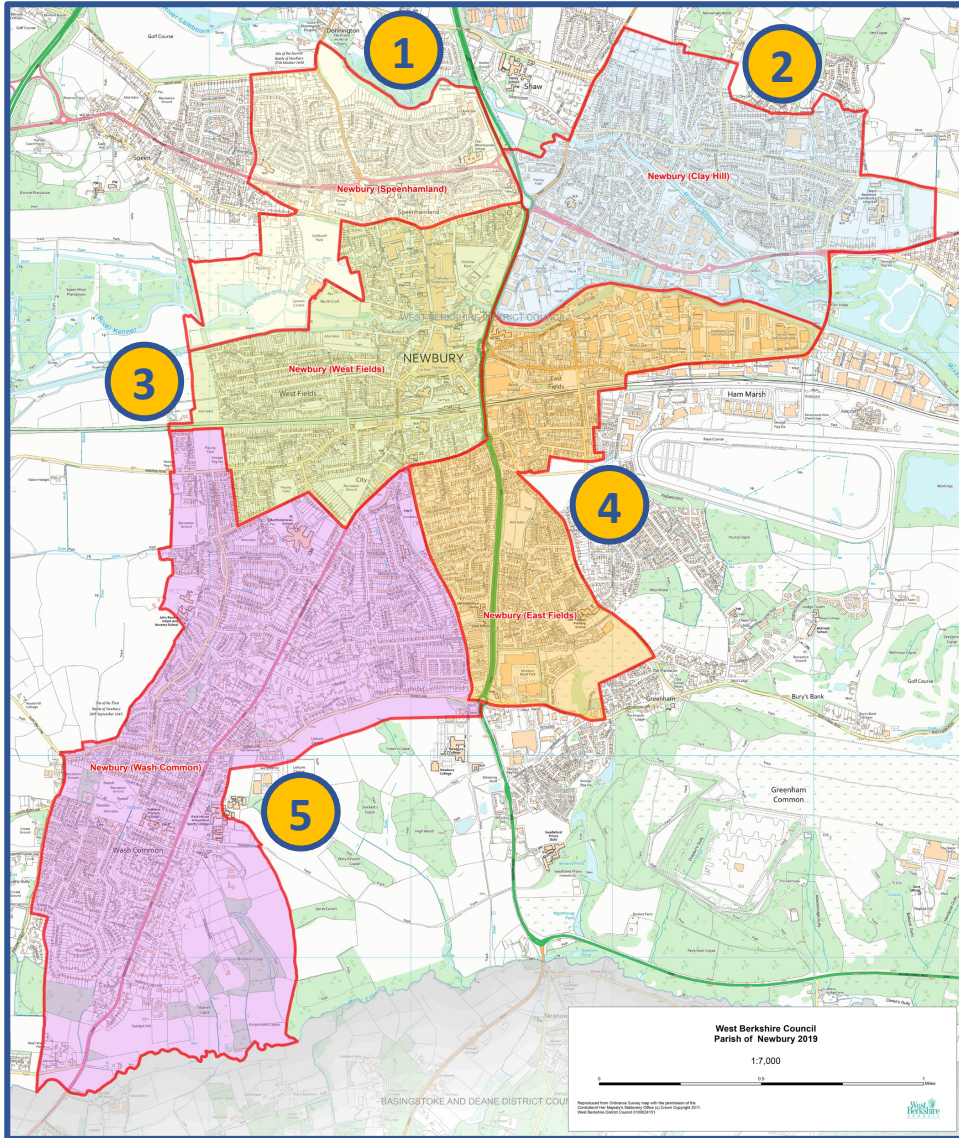
NTC Own

NTC Lease

NTC Manage



## Newbury parish wards and Councillors



### 1. Speenhamland

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

### 2. Clay Hill

- Phil Barnett – *Liberal Democrat*
- Jeff Beck – *Conservative*
- Sue Farrant – *Liberal Democrat*
- Pam Lusby Taylor – *Liberal Democrat*
- Vacant – *awaiting bye election*

### 3. West Fields

- Martin Colston – *Liberal Democrat, Leader of the Council*
- Nigel Foot – *Liberal Democrat*
- Andy Moore – *Liberal Democrat*
- Elizabeth O’Keeffe – *Liberal Democrat, Mayor*
- Martha Vickers – *Liberal Democrat*

### 4. East Fields

- Billy Drummond – *Liberal Democrat, Deputy Mayor*
- Jon Gage – *Liberal Democrat*
- Olivia Lewis – *Liberal Democrat, Deputy Leader of the Council*
- Vaughan Miller – *Liberal Democrat*
- Erik Pattenden – *Liberal Democrat*

### 5. Wash Common

- Chris Foster – *Liberal Democrat*
- Roger Hunnemann – *Liberal Democrat*
- David Marsh – *Green Party*
- Gary Norman – *Liberal Democrat*
- Sarah Slack – *Liberal Democrat*
- Tony Vickers – *Liberal Democrat*

- New Mission: **Making Newbury a town we can all be proud of**
- Our priorities are:
  - **Our residents and our community**
  - **Local businesses & their employees, & visitors to the town**

## **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
- G. Provide a strong voice for Newbury by lobbying and working with WBC, Newbury BID, and others

### **2. Foster a real sense of community**

- A. Inspiring Civic events and Mayoral calendar
- B. Enjoyable and inclusive community events
- C. Celebrate and recognise individual and community achievements
- D. Encourage and support contributions to our public and community life
- E. Celebrate and encourage appreciation of public art and Newbury's heritage

### **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 homeless in Newbury

## Coding to understand type of strategy action points

1. Specific project activity – roman font
2. *Business as usual items – italic font*
3. Completed – green
4. New / modified in 2022/23 update
5. Cancelled / on hold – brown

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

### A. Provide outstanding parks, playgrounds and public spaces

1. By **end March 2023**, open a new café in Victoria Park that we can all be proud of
  - a) We will target BREEAM Excellent for the building design and construction – **21/22 Planning permission granted, detailed design completed**
  - b) Café will be designed to enable carbon neutral operation with PV panels for electricity generation and air source heat pumps for heating
  - c) Café will have a toilet with baby changing facilities and disabled access; & the building will also house male, female and disabled toilets for users of the park
  - d) The building will have changing facilities for tennis coaches and other users of the tennis courts
  - e) The building will be the CCTV hub for the park
2. **Complete 20/21: Finalise plans for upgrades to the City Recreation Ground by January 2020**
3. **Complete 20/21: Upgrade City Recreation Ground according to agreed plans.**  
Working towards achieving Green Flag status
4. Consider requirements and costs for targeting Green Flag for Wash Common park. Decision and plan by mid 2021, target start 2022
  - a) **21/22: Initial consultation completed.** b) 22/23 Carry out further consultation and start work
5. **Complete 20/21: From April 2020, to ensure safety and quality, start implementation of long-term rolling plans for:**
  - a) the refurbishment / replacement of playground and other park equipment when it reaches the end of its life
  - b) our trees and other planting to ensure they are properly cared for and replaced or extended when necessary
6. Explore options for better utilization of our land at Hutton Close – recommendation by Q2 2022
7. Explore taking ownership of Greenham House Gardens from WBC: a) 21/22 Agreement in principle; b) 22/23 Take ownership
8. *Maintain Green Flag Status for Victoria Park*
9. *Implement our rolling maintenance plans for equipment and planting and managing our tree stock, and review and update annually*
10. *Provide and maintain trees, flower beds, hanging baskets and other plantings in appropriate locations*

### B. Run vibrant markets

1. *Run an annual meeting with all market traders to gather their views and agree joint action plan to enhance our market*



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

### C. Run thriving Allotments

1. Explore options for additional allotment sites, working with our neighbouring parishes as appropriate
2. Maintain and run high quality allotments, and promote allotments to new tenants targeting > 97% occupancy
3. *Encourage and support competitions within and between allotments*
4. *Organise an annual meeting with allotment holders to agree action plan for the following year*

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

1. *Maintain and run cemeteries to a high standard*

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

1. **Complete 20/21:** From April 2020, to ensure safety and quality, start implementation of long-term rolling plan for the upkeep and refurbishment of the public buildings in our care
2. *Implement our rolling upkeep and refurbishment plans for buildings, and review and update annually*
  - a) Year 1 & 2 complete
  - b) Year 3 funded in budget 2022/23
3. *Promote the use and enjoyment of the Town Hall for all the people of Newbury, including as a venue for meetings, conferences, receptions, the celebration of weddings, etc*
  - a) *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

### 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 town is kept clean and tidy (while being mindful of any environmental impacts)*
- b) *Monitor the implementation of the Newbury Town Plan, and report twice yearly to the Planning & Highways Committee*
- c) *Continue to pressure BT to improve the appearance of the BT tower, and work with any interested parties who can make this happen*

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

- a) *Public toilets*
  - i. *A new public toilet to be included as part of the planned new community café in Victoria Park – due by end March 2023*
  - ii. *By end Q2 2020, explore options for the best location for a specialist hoist in at least one public toilet in Newbury that will enable carers to change older children / young people on the changing table when needed rather than on the floor. Will be at the Wharf Toilets.*
  - iii. *By end 2022: 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.*  
*Upgrade the public toilets at the Wharf to include a changing facility with specialist hoist and a shower*
- b) *Bus shelters*
- c) *Benches and other street furniture*
- d) *Roadside salt bins*
- e) *Footway lighting*
- f) *Bins for litter / dog waste*
- g) *Provide limited support for library services in Newbury, with clearly defined benefits for residents and / or NTC.*  
*To be reviewed annually in October to determine whether to continue support for the following budget year.*  
*21/22 Completed gradual phase-out of the temporary support grants in order to fund other strategic priorities in support of young people, the elderly, minorities and the vulnerable. Statutory responsibility for libraries remains with West Berkshire Council*

## 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) **21/22: Completed: work with West Berkshire District Council to identify what additional signage and footpaths are required for walking and cycling routes to and from the Town Centre and local schools, and agree a programme for their delivery**
- b) Consider additional signage to countryside paths and open space within the parish of Newbury or immediately adjacent to it
- c) Support the work of the Greenham & Crookham Common Commissioners
- d) Support the Friends Group working to ensure the permitted path through Speen Moors remains open to the public
- e) Support efforts to safeguard the long-term future of the Newbury Lido, and to extend the number of months each year that it is open
- f) 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:
  - i. **(Repeat of 1.F.2.i) By end Q2 2020, explore options for the best location for a specialist hoist in at least one public toilet in Newbury that will enable carers to change older children / young people on the changing table when needed rather than on the floor.**
  - ii. (Repeat of 1.F.2.ii) Install as soon as practical, and by Easter 2022 at the latest (was mid 2021)
- 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*
  - i. *21/22: Successfully worked with partners to upgrade to a new CCTV system for the town centre which provides high definition, improved coverage and at a lower annual cost*

#### 5. Support Visitors:

- a) By end 2021, 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" (Tesco roundabout, train stations, car parks etc) give visitors a good impression*

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

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

1. Neighbourhood Development Plan
  - a) **Complete 20/21:** By end 2020, explore the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions
  - b) **Complete 21/22:** By end Q1 2021: decide whether to move forward with a Neighbourhood Development Plan
  - c) Have the Neighbourhood Development Plan working group produce a draft plan by the end of 2022, with target draft by end 2023
2. Work with and support the Canal Corridor Working Group to prepare an action plan by the end of Q3 2021 for the future development and protection of the Canal Corridor.
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 Q2 2022  
Use NTC input to the Newbury Town Centre Masterplan 2036 to promote this objective
1. Newbury Town Centre Masterplan 2036
  - a) Ensure the Newbury Town Plan 2019-2036, items (1) to (4) above, and the views of our residents form a central part of the input to any consultation on the new Newbury Town Centre Masterplan 2036. Town Centre WG (November 2020) + P&H + dual-hatted members will provide input
2. London Road Industrial Estate redevelopment
  - a) Ensure full participation and input into any consultation on the redevelopment of the LRIE. **20/21 Formal response provided**
3. Lobby West Berkshire Council to adopt the following into their new Local Plan, expected in late 2022 (was Q1/Q2 2020)
  - a) The relevant parts of the Newbury Town Plan 2019-2036
  - b) An environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport
  - c) 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

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

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

#### **8. Lobby WBC to:**

- a) Provide a suitable football facility for Newbury's Men's, Ladies and Youth teams to play football at an equivalent or better standard than the old ground provided. This should be within the Newbury settlement area, with good walking and cycling access to the town centre, good public transport links and adequate parking. Inability to provision a suitable alternative site should result in the ground on Faraday Road being returned to its former standard or being redeveloped to an even better standard, with 3G pitches providing higher availability for matches and training. (As amended by Full Council on 20th May 2020) – **Standing item on P&H; regular lobbying as a result**
- b) 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**
- c) Complete a Conservation Area Appraisal for the town
- d) Consider making Newbury a low emission zone and so discourage through traffic on the A339
- e) Consider providing an additional 'at grade' pedestrian crossing of the A339
- f) Lobby WBC for Newbury to develop better integrated travel points, for example at Newbury Train Station

*9. Work closely with WBC, the BID, Thames Valley Police and other organisations that are important to the success and wellbeing of the town and its residents*

*10. Work with partners to grow Newbury's reputation as a centre of high-tech excellence*

*11. Support and encourage the devolution of decision making and service delivery to the most appropriate level*

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

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

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

- a) Encourage diverse shopping and eating out options with a significant number of independents*
- b) Encourage a modal shift in transport by prioritising walking, cycling and public transport*
- c) Maintain pressure for significant provision of social housing, including houses for social rent*
- d) Improve environmental standards and reduce carbon footprint of new building and infrastructure projects*
- e) Lobby, encourage and assist WBC in enforcing S215 repairs to land and buildings that diminish the town's appearance (see also G3b)*
- f) Continue to pressure WBC to maintain, respect and protect our Conservation Area (see also 1.G.3.c)*
- g) Request the planning authority to address the flood risks associated with development proposals and ensure that these are properly addressed ( this year the Council responded to the Local Flood risk management strategy, expressing our support for a local Flood forum for Newbury)*
- h) Lobby the Local Planning Authority as appropriate on issues of importance for the wellbeing and prosperity of the people of Newbury*
- i) Comment on all 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*
- j) Comment and respond to the Highways Authority (West Berkshire District Council) on consultations and proposals for highways, traffic and parking schemes in Newbury*

## 2. Foster a real sense of community

### A. Arrange and Manage Inspiring Civic events and Mayoral calendar

1. *Co-ordinate the annual Remembrance Day ceremony in Newbury*
2. *Deliver the annual Mayor Making ceremony*
3. *Uphold and promote the role of Mayor as Civic Head and First Citizen of Newbury*
4. *Encourage bookings, and manage the calendar of events for the Mayor and Deputy Mayor*

### B. Stage and support enjoyable and inclusive community events

1. *Work with and support the tennis coaches to stage a Victoria Park tennis championship once Covid allows.*
2. *Support the re-establishment of Art in the Park and other public arts events – aim for [summer 2022](#), Covid permitting*
3. *Work with Newbury BID and other parties to explore options for a Christmas Market in Newbury from 2021*  
*- [Newbury BID taking full ownership for series of events in the town; NTC providing relevant support](#)*
4. *Hold an Annual Family Day in Victoria Park for the enjoyment of our residents and to promote the park and its facilities*
5. *Organise and support the annual Mayor's Drive in July to give the over 75s an enjoyable day out*
6. *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*
7. *Support Newbury in Bloom and Britain in Bloom to raise Civic Pride and encourage and acknowledge efforts by the community, businesses, residents and other organisations of Newbury*
8. *Encourage and facilitate residents' participation in social, recreational and sporting activities by providing suitable facilities in appropriate places*
9. *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. Foster a real sense of community

### C. Celebrate and recognise individual and community achievements

1. *Run and sponsor Newbury's annual Civic Award scheme to recognise the contributions of our residents to the town*
  - a) *First completed in 20/21: Added an award for best environmental contribution. 21/22 completed*
  - b) *First completed in 20/21: Display full list of all those who have been congratulated by the Mayor during the preceding year. 21/22 completed*
2. *Congratulate residents and members of the community whenever significant achievements are brought to our attention, and keep a list on the website*

### D. Encourage and support contributions to our public and community life

1. *Hold an Annual Town Meeting for Town Council electors and use it to encourage participation in and feedback on key elements of the Council strategy*
2. *Encourage participation in local democracy with particular focus on:*
  - a) *Encouraging women into local politics*
  - b) *Introducing young people to local democracy and NTC; and encouraging a Youth Forum / Youth Council*
  - c) *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*
3. *Continue to support the principle of Newbury Town Twinning and explore how to make it more inclusive*
4. *Provide support, advice and publicity for self-funding groups (eg Friends of Victoria Park, Friends of Newtown Road Cemetery)*

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

1. *Further develop the town's heritage trail*
  - a) *Regular unveiling of new plaques to commemorate Newbury's history*
2. *Promote the art and heritage trails, working with partners where appropriate*
  - a) *21/22 New heritage trail map produced in partnership with the Newbury BID*

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

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

- 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 has been independently measured 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) **Completed:** In December 2019, agree a clear carbon reduction plan for 2020 to deliver a full year equivalent reduction of at least 7 tonnes
    - b) In December every year, starting in 2020, agree the detailed carbon reduction plan and budget for the following year, and an outline plan for the remaining years to 2030.  
**2021/21 C reduction of 25.8 tonnes. 2021/22 Cumulative reduction > 7 tonnes p.a.**
    - c) By end Q3 2021: audit our street lighting to determine what lights can be removed and to plan replacement of the ones we need to keep with new energy efficient lights.  
Begin replacements as funds allow.
  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. **Started 20/21**
    - 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.
  3. For all new projects, activities and procurement decisions we will:
    - a) 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. **To this end, from November 2019, environmental impact considerations will become part of the NTC standard report template.**
    - b) **Completed 20/21:** Planning redesign the new café in Victoria Park to enable carbon neutral operation, and target BREEAM Excellent for its construction
    - c) **Completed 21/22:** Detailed plans to hit environmental targets and planning conditions
    - d) Ensure biodiversity and carbon footprint are considered in our new grounds maintenance contract to be awarded in Q1 2023.
  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) Conduct biodiversity surveys in our major open spaces to provide benchmarks and give basis for future enhancements.  
**21/22 Completed first surveys in Victoria Park and Wash Common. 22/23 Biodiversity survey of River Lambourn in Clay Hill**
  5. Once our current contract ends, we will move to green tariffs (certified 100% matched by renewable sources) for our energy supply. In the meantime we will explore options within our current contract.
  6. From March 2020, our carbon footprint will be publicly reported annually as a new KPI – **Completed in 20/21, 21/22**



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

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

1. Starting in September 2019, 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 helpCompleted: 2 in 20/21, 2 in 21/22
2. By mid April 2020, launch a Climate Fund to support local environmental groups with projects that will reduce CO2 emissions and other actions that benefit the climate in the parish of Newbury. Launched 20/21, ongoing thereafter
  - a) 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. By mid 2022, reconnect the drinking water fountain on the Town Hall, and install new drinking water taps in the City recreation Ground and Blossoms Field
5. During 2020, investigate cost effective ways of increasing the current recycling rate from waste collected from our parks. Decide in Q1 2022 (was October 2020) whether to implement new arrangements
6. 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 charging point, etc. This should also be added to their Local Plan review – in 2020/21 provided official NTC response to the Local Plan Review and WBC Environmental Strategy
  - 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 Q2 2022
  - 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. This should also be added to their Local Plan review
  - d) Support the wider use of electric vehicles (cars and bicycles), and to install an adequate number 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 kerb-side for recycling – in 2020/21 provided official NTC feedback
7. Encourage local community groups to set up market stalls at no / heavily reduced fees to promote green initiatives e.g. refillables

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

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

1. Launch a new fund dedicated to delivering much needed outreach youth work for Newbury, running from April 2020 to March 2024. This fund will form part of the budget for the next 4 years to enable our partners to plan effectively and deliver the best possible outcomes – Started on time in 20/21. Funding committed for 4 years.
2. 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)
3. Provide funding support for youth work initiatives at the Greenham Community Youth Project at the Nightingales, and the Riverside Centre in Clay Hill. Started in 21/22, continued in 22/23

### 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
  - a) In 2022, begin new partnership to support inclusivity with our minorities
2. Support dementia-friendly initiatives to help the elderly in our community:
  - a) Explore NTC becoming an accredited dementia-friendly organisation
  - b) Organise dementia-awareness training for all members and officers by Q1 2020, and then display accreditation on NTC website
  - c) Dementia-friendly training planned for first quarter following successive elections
  - d) **Completed 2020/21:** Ensure the design of the new café in Victoria Park considers the needs of those with dementia, and encourage the café operator to embrace dementia-awareness training and practices
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

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

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

**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. (See also Our Action Plan 4.B.4&5).*

**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. Use 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 and distribute an annual newsletter, with the Precept Leaflet and encourage residents to give feedback – (modified)*
- 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

## 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, 5 Subs, 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, 5 Subs, every 3 weeks
  - Canal Corridor working group
  - Heritage working group
  - Joint Sandleford working group
  - Neighbourhood Development Plan working group
  - Town Centre working group
- **Community Services** – 10 Members, 5 Subs, 4/yr
  - Victoria Park Café Sub-Committee
  - Climate Emergency working group
  - Green Spaces working group
- **Civic Pride, Arts & Leisure** – 10 Members, 5 Subs, 4/yr
  - Local democracy working group

**Newbury Town Council****Public Report**

**To:** Policy and Resources Committee  
January 2022.

**Date of meeting:** 17

**Agenda item No. 8: 2022/23 Budget**

**Decision Required:** To approve the budget for 2022/23 in order that the Council can consider its adoption and formally set its precept when it meets on 31 January 2022.

**Budget Highlights**

The full details of the proposed budget for 2022-23 are shown on the attached table.

The table details the budget as approved this year, the projected outturns for this year, the proposed expenditures for next year and the sources of funds for this expenditure.

In summary, the “bottom lines” are as follows:

Year	Total Expenditure	Source of funds					
		NTC income	Precept	Reserves	CIL/S106	PWLB	External
21-22	1,964,260	162,288	1,135,249	224,852	191,871	250,000	0
22-23	2,326,418 <sup>1</sup>	244,825 <sup>2</sup>	1,425,448	395,585	114,635	250,000	140,750

The draft budget continues the work of the Council in delivering the 4 key elements of the Council’s Strategy 2019-2024:

1. Help make Newbury a unique, welcoming, safe and well cared for Town
2. Foster a real sense of community
3. Take actions to address the climate emergency
4. Focused support for youth, the elderly, minorities and the vulnerable

To further these aims and objectives, the main variances on last year’s budget are as follows:

**A) The proposed upgrade of the public toilets at The Wharf:** The toilets need upgrading and re-designing to make them fit for purpose. The refurbishment will also accommodate the Council’s wish to provide a Changing Places facility for Newbury.

<sup>1</sup> This figure includes £48,000 for bus shelters- Line 182 on the attached table, and

<sup>2</sup> The income for 22-23 includes a corresponding receipt from bus shelter advertising- line 174.

The estimated costs of these works are £150,000, to be funded by reserves ( £50,000), a Public Works Loan (£50,000) and external funding ( a grant of £50,000)- see budget line 329.

(See indicative refurbishment plans attached. These proposals will require District council approval and public consultation, as well as approval at Community services Committee)

**B) Upgrading playgrounds at Fifth Road and The Nightingales:** Some of our playgrounds are in urgent need of upgrading, otherwise we will have to close them as they bare an unacceptable risk. We have been carrying out “ emergency”, running repairs but this cannot continue.

It is proposed to spend £115,000 from reserves to upgrade playgrounds- see budget line 212.

The Community Services Committee at their meeting on 28th June 2021 considered options for the replacement of play equipment at Fifth Rd following a negative External inspection Report.

The immediate issues were dealt with as maintenance items and a regular inspection & management process to ensure low/moderate risk introduced.

In the Budget for 2022/23 provision has been made to replace the smaller children’s play areas with a completely new facility, based around the facility installed at Skyllings, as well as an update to the remaining play facilities to use by older Children. An upgrade of the Gym equipment will also be considered.

The objective is to provide good quality, modern play facilities for a mixed ability & age group at this location.

The Council will put forward a proposal for Public Consultation before making any final plans for this project.

Nightingales: The Council has a need to replace and refurbish the play areas on the Nightingales estate.

Members visited the estate and made the following recommendations for Officers to consider :

1. The MUGA which is sited on the Willow School grounds which has facility for public access but not currently available as such. Potential for NTC to take control. This might open opportunities to refocus on other areas away from Youth activities. The matter has been referred to the School and the education authority and we await their responses.
2. Sayers Close – 2 issues, a) should we look to sell off part of development & raise cash b) should we be looking at adding play equipment (skate ramp) etc. to this area to substitute for losses elsewhere?



3. Christie Heights – this area is a sunken play space behind garages only partly overlooked. Movement on retaining brick walls. This is an area which has a history of ASB. Seek alternative use options?
4. Bodin Gardens – a newer play space, well used & in good condition. Potential to remove the MUGA and create a younger play space.
5. Christie Heights – sloping grounds, in need of major refurbishment. History of issues with Ball games. Central location could be re organised with more challenging equipment
6. Hamilton Court – in need of refurbishment. Damaged retaining wall, Quote £8,500 for repairs. Has redevelopment option potential as an alternative.

Once the Project for Fifth Road is under way, Officers will look at this recommendation with a view to bringing forward a firm proposal for Public Consultation.

Part of the funding allocation for 2022/23 is to facilitate this project development which is intended to be part self-funding should Members agree an alternative use provision for some of this land as suggested above.

Longer term, the Council will need to establish a sinking fund to properly plan for refurbishment and upgrading of the council's playgrounds.

**C) Various upgrades at Victoria Park:** the budget includes 3 new proposed items for Victoria Park, which require external funding before they will be progressed ( grants, contributions from partners, and/or sponsorship.). These 3 items are:

1. A new roof for the bandstand in Victoria Park ( budget line 227). The budget provides £8,259 for emergency repairs, if needed, but ideally, a new roof, at an additional cost of 42,750 is needed.
2. Inclusive play equipment: If we can secure external funding (£25,000), we would like to provide more inclusive play equipment in Victoria Park. (line 229)
3. A new liner is needed to deal with leaks at the boating pond ( £19,000) (line 228)

**D) Hutton Close Upgrades:** The Council's lease of the construction compound at Hutton close has now expired and the land reverted to our use. The Council has resolved to spend the income from the lease primarily on this area, subject to public consultation. Accordingly, £35,000 has been proposed form reserves for this purpose. (line 259)

**E) Upgrade of public open spaces at Wash Common:** Following the public consultation, it is proposed to spend £18,600 from reserves on phase 1 of the upgrade ( line 200)

**F) Allotment Notice Boards:** £7,700 provided for the provision and installation of new notice boards at the Council's allotments ( lines 302 and 316)



**G) Football pitch management:** The Council's football pitches are deteriorating and a proper management/ maintenance programme is required to ensure that they are fit for purpose. £9,870 has been provided at budget line 188.

**H) Newtown Road Cemetery:** An additional £8,000 provided in the Repairs and Maintenance budget ( line 108) to commence a programme of re-pointing on the huge expanse of stone walls around the Cemetery. The Friends of NRC have requested the Council to provide toilet facilities at the Cemetery in order to enhance the facilities and public access. A composting toilet could be provided at a cost of £14,000. £10,000 can be spent from reserves, if the Friends contribute £4,000 ( Budget line 114)

**I) Footway lighting:** The combined budget for footway lighting ( Repairs and Maintenance and Upgrading) has been increased by £16,370, with £10,000 to come from reserves ( lines 160 and 161). This will allow the council to continue a programme of replacing old halogen and sodium lights with more efficient and sustainable LED lighting.

**The Community Café in Victoria Park:** The draft budget also proposes funds for the construction of the proposed community Café in Victoria Park. Planning permission has been obtained and designs are at an advanced stage. We expect to go to tender shortly for the provision and construction of the café. An operator has been identified and they will be involved in the design, layout and fitout of the café. The planned opening date is Mid- March 2023. The planned expenditure for the coming year is £364,500, funded from reserves ( £81,865) Section 106 and CIL (£82,365) and a loan of £200,000 to £300,000, depending on final tender prices received. ( Budget line 250)

**Conclusion/ recommendations:** The committee is required to consider the draft budget attached and to recommend a budget for 2022-23 for Full Council on 31 January, so that Full council can set a precept to fund the council's services for 2022-23.

Hugh Peacocke

CEO and RFO

11 January 2022.

## **APPENDIX 4.1**

## NTC Budget 2022/23

v7 P&R final  
17th January 2022

Agreed  
2021-22

**Additions  
approved in  
year**

**Projected  
outturn  
21-22**

## Draft Budget 2022-23

1	Staff			
2	Salaries/Nl/PAYE	420,066	420,000	468,323
3	Misc Staff Expenses	2,575	4,000	4,000
4	Salary Reallocation	-420,066		-468,323
5	<b>Total Expenditure</b>	<b>2,575</b>		<b>4,000</b>
6				
7				
8	<b>Central Services</b>			
9	Precept Received	1,135,249	1,135,249	1,180,623
10	Interest Received	2,500	500	1,000
11	<b>Total Income</b>	<b>1,137,749</b>		<b>1,181,623</b>
12	Salary Reallocation	25,962	25,962	101,982
13	Bank Charges	2,060	2,100	2,100
14	Election Expenses	6,500		0
15	<b>Total Expenditure</b>	<b>34,522</b>		<b>104,082</b>
16				
17				
18	<b>P&amp;R General</b>			
19	Salary Reallocation	36,695	36,695	15,679
20	Members' travel & subsistence	750	750	800
21	Bus Shelter Advertising	800	800	0
22	Precept Leaflet	1,200	1,200	1,300
23	P&R Projects Fund	5,000	3,000	3,000
24	<b>Total Expenditure</b>	<b>44,445</b>		<b>20,779</b>
25				
26				
27	<b>Grants &amp; Contributions</b>			
28	Grants for Climate Change Proj	10,000	6,000	10,000
29	Berkshire Youth; Youth Worker	25,000	25,000	25,000
30	Contribution to BID Xmas light	12,000	12,000	12,000
31	Greenham Community Youth	2,500	2,500	2,500
32	Volunteer Centre	500	500	500
33	Grant Sub Committee	24,500	24,500	24,500
34	CAB Grant	20,000	20,000	20,000
35	CCTV	12,000	12,000	0
36	WBC - contribution to library	10,000	10,000	0
37	Defibs	4,000	4,000	2,500
38	Riverside Centre	2,500	2,500	2,500
39	Support for diversity & inclusivity in Newbury			3,000
40	NCC contribution to rebuild to safeguard Loose Ends			5,000
41	Greenham & Crookham Common	500	500	500
42	<b>Total Expenditure</b>	<b>123,500</b>		<b>108,000</b>
43				
44				
45	<b>Corporate Services</b>			
46	Miscellaneous Income	100		100
47	<b>Total Income</b>	<b>100</b>		<b>100</b>
48	Visitor Information Centre	1,500	500	500
49	Training and Development	5,000	5,000	8,000
50	Advertising Recruitment	1,000	2,100	1,000
51	Telephone	5,650	7,000	7,000
52	Postage	1,500	1,800	1,800
53	Printing/Stationery	1,500	1,500	1,000
54	Office Equipment	2,000	1,500	1,500
55	IT	22,000	22,000	20,000
56	Professional Fees	15,000	12,000	12,500
57	Audit	3,800	4,000	4,500
58	Subscriptions	4,400	4,400	4,800
59	Photocopier Charges	2,000	1,200	1,300
60	Advertising General	1,200	1,200	1,300
61	Recycling Costs	900	1,000	1,100
62	GM contract admin fee (WBC)	2,700	2,700	2,800
63	Capital exp computers etc	6,000	4,000	2,000
64	Insurance	13,000	12,300	11,500
65	<b>Total Expenditure</b>	<b>89,150</b>		<b>82,600</b>

### 2022/23 Source of Funds

Income	REVENUE	Reserves	CIL/S106	PWLB etc	External
	468,323				
	4,000				
	-468,323				
1,000					
	101,982				
	2,100				
	15,679				
	800				
	1,300				
	3,000				
	10,000				
	25,000				
	12,000				
	2,500				
	500				
	24,500				
	20,000				
		2,500			
	2,500				
	3,000				
	5,000				
	500				
100					
	500				
	8,000				
	1,000				
	7,000				
	1,800				
	1,000				
	1,500				
	16,330	3,670			
	12,500				
	4,500				
	4,800				
	1,300				
	1,300				
	1,100				
	2,800				
		2,000			
	11,500				

## NTC Budget 2022/23

v7 P&R final  
17th January 2022

Agreed 2021-22	Additions approved in year	Projected outturn 21-22	Draft Budget 2022-23
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66			
68	Town Hall		
69	Suite Lease Income	32,000	18,000
70	Solar Panel Income	400	500
71	Chamber Hire	6,000	5,000
72	Projector Hire	0	60
73	<b>Total Income</b>	<b>38,400</b>	<b>39,550</b>
74	Salary Reallocation	47,325	33,656
75	IT	0	0
76	Professional Fees	0	12,350
77	Reconnect Drinking Fountain	1,850	2,760
78	Topographical Survey	11,650	0
79	Town Hall Refurb	5,000	2,500
80	Town Hall Maintenance Fund	49,500	0
81	Replacement Solar Panel Invert	1,500	0
82	Rates	11,094	11,094
83	Water	1,000	400
84	Energy Supplies	10,300	7,500
85	Energy Conservation Projects	5,000	5,500
86	Repairs and Maintenance	29,500	10,500
87	Maint. Contracts	14,588	15,000
88	Fire Extinguishers	1,500	1,500
89	Security	800	1,400
90	<b>Total Expenditure</b>	<b>190,607</b>	<b>119,586</b>
91			
92	Weddings		
93	Chamber Hire	2,500	750
94	<b>Total Income</b>	<b>2,500</b>	<b>2,500</b>
95	Salary Reallocation	3,429	3,429
96	Weddings expenditure	1,000	1,500
97	<b>Total Expenditure</b>	<b>4,429</b>	<b>11,923</b>
98			
99			
100	Newtown Road Cemetery		
101	Miscellaneous Income	0	1,000
102	<b>Total Income</b>	<b>0</b>	<b>1,000</b>
103	Salary Reallocation	2,348	2,348
104	Toilet Hire NRC	1,300	1,300
105	Rates	389	600
106	Energy Supplies	400	2,800
107	Energy Conservation Projects	1,000	900
108	Repairs and Maintenance	7,500	6,500
109	Maint. Contracts	12,250	12,250
110	Maint. Contracts Unscheduled	1,200	1,200
111	Headstone Survey	2,000	0
112	Fire Extinguishers	100	100
113	Tree Surveys & Works	800	800
114	NRC Composting Toilet (25%)	2,563	14,000
115	Redecoration of Chapel	1,200	0
116	<b>Total Expenditure</b>	<b>33,050</b>	<b>53,552</b>
117			
118			
119	Shaw Cemetery		
120	Cemetery Income	35,000	50,000
121	<b>Total Income</b>	<b>35,000</b>	<b>40,000</b>
122	Salary Reallocation	21,149	21,149
123	IT	1,100	1,100
124	Subscriptions	95	95
125	Rent Payable	1,000	1,000
126	Rates	280	1,300
127	Water	3,000	750
128	Energy Supplies	1,000	1,050
129	Energy Conservation Projects	1,860	1,860
130	Repairs and Maintenance	13,560	8,500
131	Maint. Contracts	63,500	63,500
132	Maint. Contracts Unscheduled	2,200	2,200
133	Fire Extinguishers	250	250
134	Tree Surveys & Works	2,885	2,885
135	<b>Total Expenditure</b>	<b>111,879</b>	<b>100,348</b>

## 2022/23 Source of Funds

Income	REVENUE	Reserves	CIL/ S106	PWLB etc	External
32,000					
500					
7,000					
50					
	33,656				
		12,350			
		2,760			
		1,870			
	11,500				
	500				
	11,000	4,000			
	22,500				
	15,900				
	1,950				
	1,600				
2,500					
	9,923				
	2,000				
1,000					
	6,857				
	1,250				
	650				
	600				
	15,670				
	8,650				
	1,560	2,240			
	225				
	1,850	10,000			4,000
40,000					
	14,443				
	1,180				
	95				
	1,000				
	1,500				
	750				
	1,200				
	5,540				
	67,500				
	2,860				
	860				
	3,420				

## NTC Budget 2022/23

v7 P&R final  
17th January 2022

Agreed 2021-22	Additions approved in year	Projected outturn 21-22	Draft Budget 2022-23
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136				
137	Markets			
138	Market Income	39,000	50,000	50,000
139	<b>Total Income</b>	<b>39,000</b>		<b>50,000</b>
140	Salary Reallocation	23,094	23,094	12,939
141	Subscriptions	370	370	450
142	Advertising General	1,500	1,500	1,500
143	Market Management	14,000	14,000	14,800
144	Rates	5,725	5,800	6,000
145	Energy Supplies	1,000	1,100	1,200
146	Repairs and Maintenance	2,865	2,000	2,000
147	<b>Total Expenditure</b>	<b>48,554</b>		<b>38,889</b>
148				
149				
150	War Memorial			
151	Salary Reallocation	3,708	3,708	1,577
152	Repairs and Maintenance	700	500	2,500
153	Sinking Fund	2,000	2,000	2,000
154	<b>Total Expenditure</b>	<b>6,408</b>		<b>6,077</b>
155				
156				
157	Footway Lighting			
158	Salary Reallocation	3,708	3,708	4,094
159	Energy Supplies	7,313	8,000	9,000
160	Repairs and Maintenance	13,000	20,000	21,900
161	Street Lighting Upgrade	2,530	2,530	10,000
162	<b>Total Expenditure</b>	<b>26,551</b>		<b>44,994</b>
163				
164				
165	Clock House			
167	Salary Reallocation	3,708	3,708	1,577
168	Energy Supplies	750	750	850
169	Repairs and Maintenance	4,840	1,200	3,000
170	<b>Total Expenditure</b>	<b>9,298</b>		<b>5,427</b>
171				
172				
173	Street Furniture			
174	Income- Bus shelter advertising			48,000
175	<b>Total income</b>			<b>48,000</b>
176	Salary Reallocation	3,709	3,709	5,397
177	Energy Supplies	220	220	300
178	Repairs and Maintenance	5,500	2,500	4,000
179	Maint. Contracts Unscheduled	500	500	500
180	Grit Bins	4,635	1,000	2,000
181	Move of Bus Stop	5,800	5,800	0
182	Bus shelters provision and maintenance			48,000
183	<b>Total Expenditure</b>	<b>20,364</b>		<b>63,197</b>
184				
185	Recreation Grounds			
186	Income - Pitches	2,266	2,600	3,000
187	<b>Total Income</b>	<b>2,266</b>		<b>3,000</b>
188	football pitch management	0		9,870
189	Salary Reallocation	15,218	15,218	25,182
190	Water	600	600	650
191	Energy Supplies	2,060	2,100	2,300
192	Upgrading	2,250	0	3,000
193	Repairs and Maintenance	4,600	2,000	7,000
194	Maint. Contracts	29,800	29,800	32,200
195	Maint. Contracts Unscheduled	9,650	1,000	2,000
196	Tree Maintenance	0	5,650	0
197	Tree Surveys & Works	5,460	5,460	6,780
198	PPE	1,000	1,000	1,000
199	Drinking Water Tap	1,220	0	2,760
200	Wash Common upgrade- Phase 1		0	18,600
201	Consultation	1,000	1,000	1,250
202	<b>Total expenditure</b>	<b>72,858</b>		<b>112,592</b>
203				
204	City Recreation Ground			
205	Upgrading	14,000	0	0
206	Drinking Water Tap	1,220	0	1,800
207	<b>Total Expenditure</b>	<b>15,220</b>		<b>1,800</b>
208				

## 2022/23 Source of Funds

Income	REVENUE	Reserves	CIL/ S106	PWLB etc	External
50,000					
	12,939				
	450				
	1,500				
	14,800				
	6,000				
	1,200				
	2,000				
	1,577				
	2,500				
	2,000				
	4,094				
	9,000				
	21,900				
			10,000		
	1,577				
	850				
	3,000				
48,000					
	5,397				
	300				
	4,000	3,000			
	500				
	2,000				
	48,000				
3,000					
	9,870				
	25,182				
	650				
	2,300				
	3,000				
	2,000	5,000			
	32,200				
	2,000				
	1,000	6,780			
		2,760			
		18,600			
	1,250				
	1,800				

## NTC Budget 2022/23

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17th January 2022

	Agreed 2021-22	Additions approved in year	Projected outturn 21-22	Draft Budget 2022-23
209				
210 Play Areas				
211 Salary Reallocation	18,258		18,258	36,449
212 Upgrading	5,800		5,800	115,000
213 Repairs and Maintenance	14,000	28,900	23,200	21,000
214 Maint. Contracts	23,240		23,240	25,400
215 Maint. Contracts Unscheduled	9,600		1,000	2,000
216 <b>Total Expenditure</b>	<b>70,898</b>			<b>199,849</b>
217				
218				
219 Victoria Park				
220 Income - Tennis Courts	12,000		20,000	20,000
221 Income - Bowling Club	927		927	950
222 Income - Kiosk/Cafe	1,600		3,000	3,000
223 Income - Mini Golf				5,000
224 Other open spaces income	2,000		4,250	4,000
225 Miscellaneous Income	1,000		200	500
226 <b>Total Income</b>	<b>17,527</b>			<b>33,450</b>
227 Upgrade VP Bandstand	0		0	51,000
228 Pond liner	0		0	19,000
229 New inclusive equipment	0		0	25,000
230 Repairs to Victoria and Lions	0		0	5,000
231 Splashpark	0			4,870
232 Salary Reallocation	32,530		32,530	47,023
233 PWLB Loan charges	10,000		0	10,000
234 Toilet Hire	700		0	700
235 Water	4,350		2,500	3,000
236 Energy Supplies	4,000		4,100	4,500
237 Repairs and Maintenance	13,450	10,440	17,500	20,000
238 Maint. Contracts	66,450		66,450	71,000
239 Maint. Contracts Unscheduled	4,850		1,860	2,000
240 Wild Flower Meadow VP	4,000		0	0
241 Fire Extinguishers	200		200	650
242 Security	500		500	500
243 Tennis Courts Maintenance Fund	3,600		3,600	3,600
244 VP LTA Registration Fee	350		350	380
245 Music at the Bandstand	3,000		1,500	3,000
246 VP tennis court promotion	1,500		250	1,500
247 VP Fun Day	2,500		400	2,500
248 Tree Surveys & Works	2,300		2,300	4,530
249 Fees	35,000		76,000	0
250 Community Cafe	399,000		0	364,500
251 Hoist	12,000			
252 Consultation	1,000		0	0
253 <b>Total Expenditure</b>	<b>601,280</b>			<b>644,253</b>
254				
255				
256 Open Spaces				
257 Wayleave Income	25			25
258 <b>Total Income</b>	<b>25</b>			<b>25</b>
259 Hutton Close upgrades	0			35,000
260 Salary Reallocation	25,658		25,658	15,674
261 Rent Payable	180		180	180
262 Water	100		100	110
263 Repairs and Maintenance	5,000		4,000	4,000
264 Maint. Contracts	72,994		72,994	76,240
265 Maint. Contracts Unscheduled	4,000		1,500	3,000
266 Tree Surveys & Works	7,650		4,000	4,530
267 Greenham House Gdns	9,450		0	10,500
268 Blossoms Field Tree Works	3,500		0	0
269 Litter Picking Equipment	500		300	500
270 Speen Moor Friends Group	500		500	500
271 Biodiversity Survey - river Lambourn	2,000		2,000	1,500
272 <b>Total Expenditure</b>	<b>131,532</b>			<b>151,734</b>
273				

2022/23 Source of Funds					
Income	REVENUE	Reserves	CIL/ S106	PWLB etc	External
	36,449	115,000			
	21,000				
	25,400				
	2,000				
20,000					
950					
3,000					
5,000					
4,000					
500					
	8,250				42,750
					19,000
	5,000				25,000
		4,870			
	47,023		10,000		
	700				
	3,000				
	4,500				
	20,000				
	71,000				
	2,000				
	650				
	500				
	3,600				
	380				
	3,000				
	1,500				
	2,500				
		4,530			
		81,865	82,635	200,000	
25					
		35,000			
	15,674				
	180				
	110				
	4,000				
	76,240				
	3,000				
		4,530			
		10,500			
	500				
	500				
	1,500				

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17th January 2022

Agreed  
2021-2

**Additions  
approved in  
year**

**Projected  
outturn  
21-22**

**Draft Budget  
2022-23**

274				
275	Floral Displays and Trees			
276	Miscellaneous Income	2,000	1,200	1,500
277	Total Income	2,000		1,500
278	Salary Reallocation	6,111	6,111	6,514
279	Repairs and Maintenance	850	500	500
280	Maint. Contracts	21,896	21,896	23,890
281	Maint. Contracts Unscheduled	0	0	1,435
282	Tree Maintenance	5,000	5,000	7,680
283	Tree planting	4,850	2,000	6,750
284	Edible Crops	300	300	450
285	Additional Floral Displays NIB	1,500	1,650	1,800
286	Consultation	1,000	0	0
287	Total Expenditure	41,507		49,019
288				
289				
290	Britain & Newbury In Bloom			
291	Sponsorship	0	500	500
292	Total Income	0		500
293	Lock Island Upgrade	0		5,460
294	Salary Reallocation	18,307	22,000	9,571
295	Newbury In Bloom	7,000	3,800	7,000
296	Total Expenditure	25,307		22,031
297				
298				
299	Wash Common Allotment			
300	Allotment Income	3,300	3,600	3,700
301	Total Income	3,300		3,700
302	Notice Boards	0		1,850
303	Salary Reallocation	5,801	5,801	4,775
304	Water	700	500	600
305	Repairs and Maintenance	2,250	1,000	3,400
306	Maint. Contracts	1,440	1,440	2,300
307	Maint. Contracts Unscheduled	2,000	1,000	3,720
308	Extra security measures	2,300	2,300	1,500
309	Tree Surveys & Works	800	800	2,100
310	Total Expenditure	15,291		20,245
311				
312				
313	Allotments (except Wash Common			
314	Allotment Income	19,570	20,000	20,500
315	Total Income	19,570		20,500
316	Notice Boards	0		5,850
317	Salary Reallocation	29,007	29,007	19,100
318	Investigate additional allotment sites	2,500	1,000	0
319	Rent Payable	876	876	900
320	Water	4,000	1,000	1,100
321	Repairs and Maintenance	16,500	15,000	3,400
322	Maint. Contracts	7,192	7,192	9,870
323	Maint. Contracts Unscheduled	1,500	1,500	11,760
324	Extra security measures	5,540	5,500	3,000
325	Tree Surveys & Works	500	500	2,800
326	Total Expenditure	67,615		57,780
327				
328	Wharf Toilets			
329	Refurbishment	0		150,000
330	Salary Reallocation	6,424	6,424	2,914
331	Wharf Toilets Contract	11,845	11,845	12,450
332	Rates	7,309	0	0
333	Repairs and Maintenance	3,650	500	1,800
334	Total Expenditure	29,228		167,164
335				
336				
337	CPA&C General			
338	Queens Platinum Jubilee	0		1,500
339	NTC 25th Anniversary	0		2,500
340	Salary Reallocation	28,081	28,081	28,083
341	CPA&L Committee Fund	500	0	500
342	Music in the Market Place	1,000	0	0
343	Art Trail	1,000	1,400	1,000
344	Local Democracy WG	600	600	600
345	Youth Voice Project(s)	5,000	500	5,000
346	Art on the Park	500	0	500
347	Total Expenditure	36,681		39,683
348				

Income	REVENUE	Reserves	CIL/ S106	PWLB etc	External
1,500					
	6,514 500 23,890 1,435 7,680 6,750 450 1,800				
500					
		5,460			
	9,571 7,000				
3,700					
	1,850 4,775 600 3,400 2,300 3,720 2,100	1,500			
20,500					
	5,850 19,100  900 1,100 3,400 9,870 11,760 3,000	2,800			
		38,000	12,000	50,000	50,000
	2,914 12,450  1,800				
		1,500 2,500			
	28,083 500  1,000 600 5,000 500				



## NTC Budget 2022/23

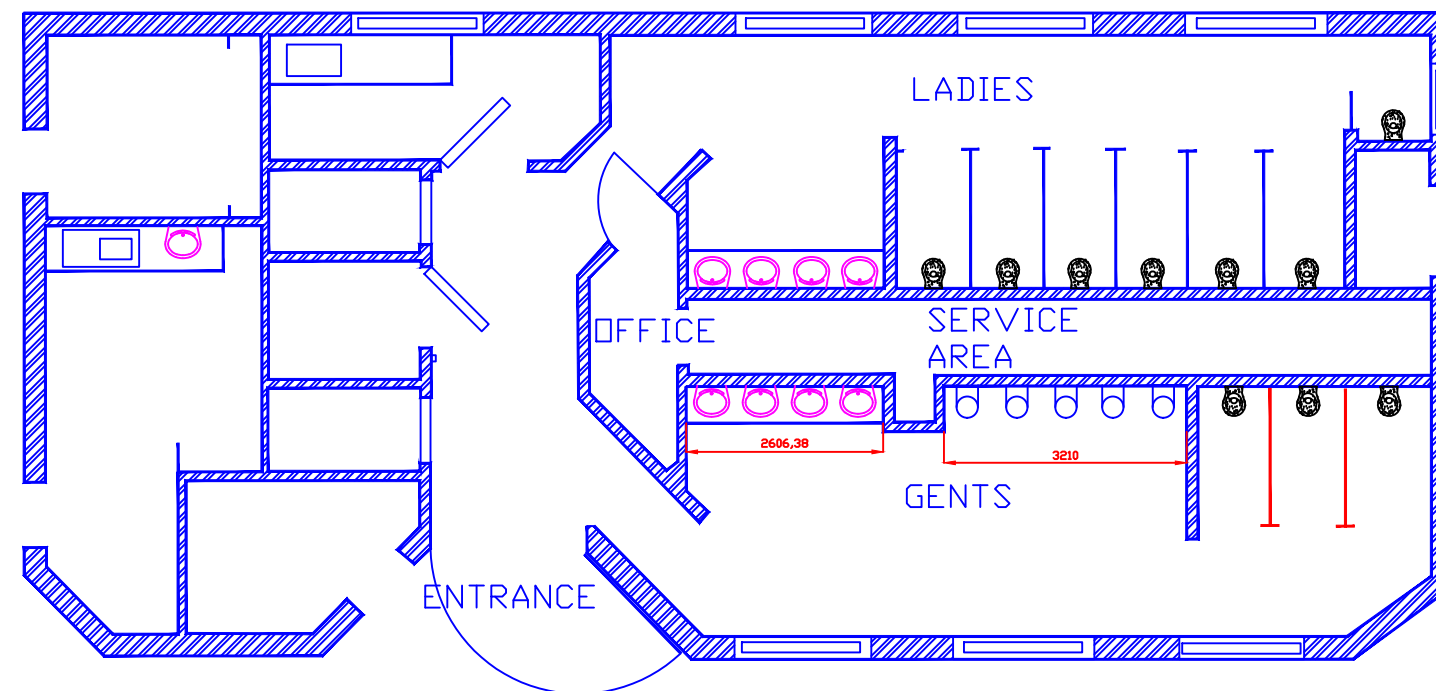
v7 P&R final  
17th January 2022

Agreed 2021-22	Additions approved in year	Projected outturn 21-22	Draft Budget 2022-23
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349				
350	Civic Responsibility			
351	Salary Reallocation	30,469	30,469	23,139
352	Mayors Allowance	1,000	1,000	1,000
353	Honorarium	4,000	3,000	4,000
354	Mayor Making	2,500	900	2,500
355	Remembrance	4,000	4,000	4,000
356	Regalia and Robes	3,000	3,000	3,000
357	Civic Hospitality & Events	1,500	1,500	1,500
358	Twin Towns	250	250	250
359	Civic Award Scheme	1,000	500	1,000
360	Watership Brass	650	650	650
361	<b>Total Expenditure</b>	<b>48,369</b>		<b>41,039</b>
362				
363				
364	Planning & Highways			
365	Grants & Donations Received	100	0	0
366	<b>Total Income</b>	<b>100</b>		<b>0</b>
367	Salary Reallocation	32,142	32,142	41,775
368	P & H Committee Fund	1,000	750	1,000
369	Heritage Working Group	3,000	500	3,000
370	Neighbourhood Development Plan	7,000	3,000	5,000
371	Signage	10,000	10,000	0
372	Canal Corridor	10,000	2,000	5,000
373	<b>Total Expenditure</b>	<b>63,142</b>		<b>55,775</b>
374			3,073,895	
375				
376	<b>Total Income</b>	<b>1,297,537</b>	<b>1,316,836</b>	<b>1,425,448</b>
377	<b>Total Expenditure</b>	<b>1,964,260</b>	<b>52,490</b>	<b>1,757,059</b>
		<b>2,326,418</b>		
		-666,723	-440,223	-900,970

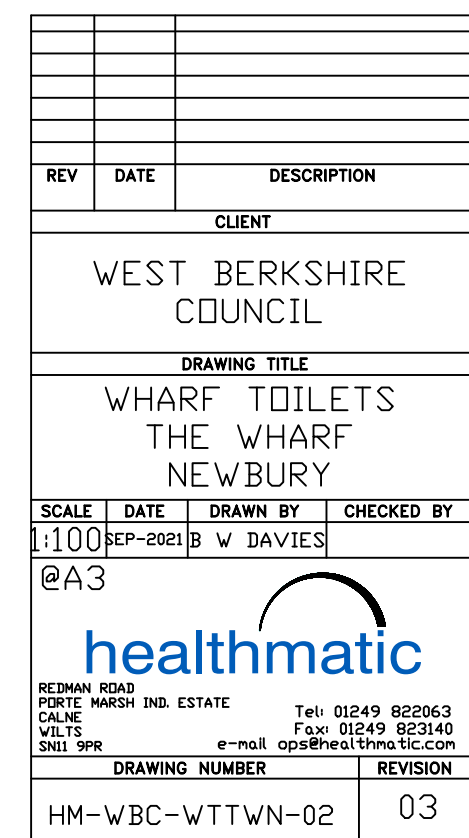
## 2022/23 Source of Funds

Income	REVENUE	Reserves	CIL/ S106	PWLB etc	External
	23,139				
	1,000				
	4,000				
	2,500				
	4,000				
	3,000				
	1,500				
	250				
	1,000				
	650				
0					
	41,775				
	1,000				
	3,000				
		5,000			
		5,000			
244,825			117,635		
244,825	1,425,448	395,585	114,635	250,000	140,750
1,180,623					
4.00%					



EXISTING

REV	DATE	DESCRIPTION	
CLIENT			
WEST BERKSHIRE COUNCIL			
DRAWING TITLE			
WHARF TOILETS THE WHARF NEWBURY			
SCALE	DATE	DRAWN BY	CHECKED BY
1:100	SEP-2021	B W DAVIES	
@A3			
			
REDMAN ROAD PORTE MARSH IND. ESTATE CALNE WILTS SN11 9PR		Tel: 01249 822063 Fax: 01249 823140 e-mail ops@healthmatic.com	
DRAWING NUMBER			REVISION
HM-WBC-WTTWN-01			03



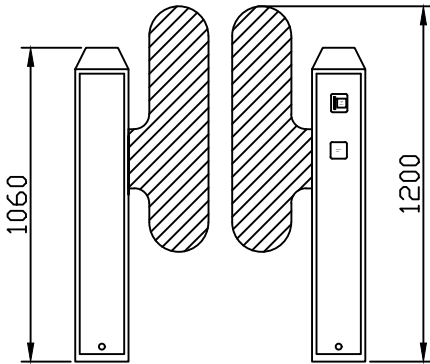
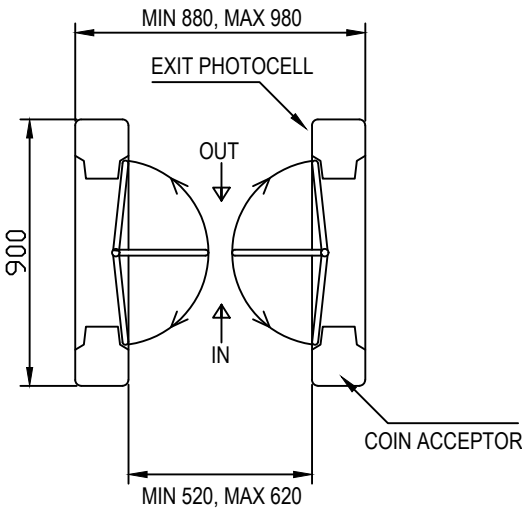


TYPICAL CHANGING PLACE LAYOUT

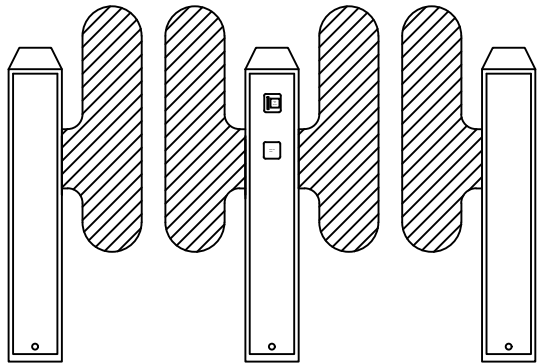
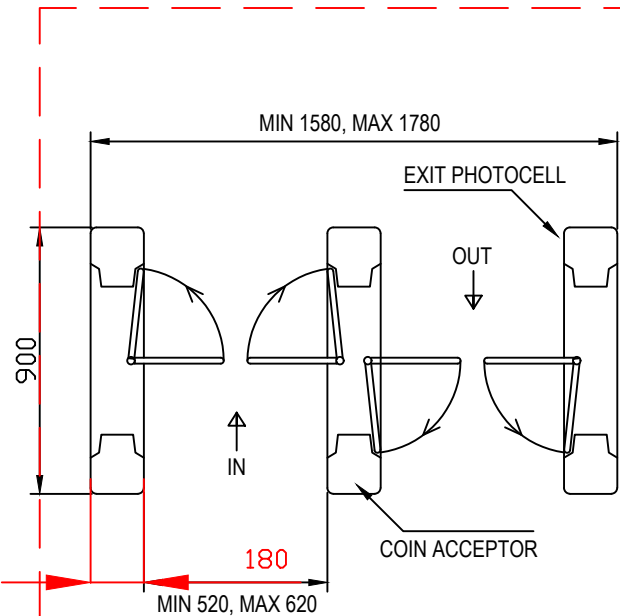

PADDLEGATE LAYOUT AND FIXING DIAGRAM

NOTES:

- 1. PaddleGates can be run in both a Uni-Directional and Bi-Directional configuration.
- 2. Suggested cable break-out points should be used where possible, if not cable must be capable of a safe radius within a 25mm restricted space.
- 3. Cable requirements may change depending on site layout and end user requirements for control.
- 4. Chemical Anchors should be left 60mm above ground level to account for 25mm base plate and anchor fixings.

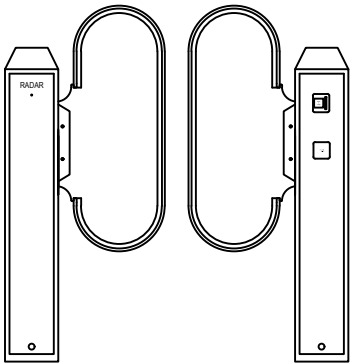
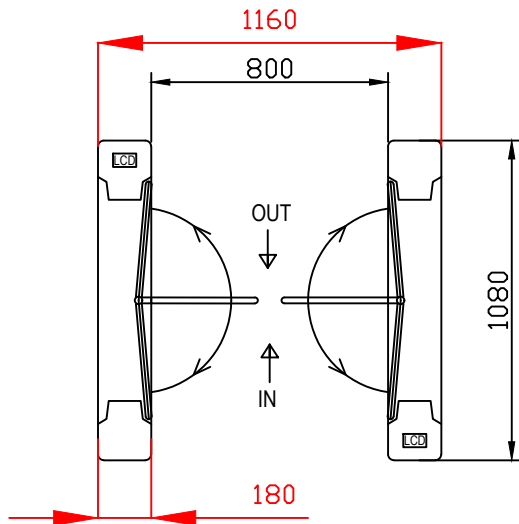
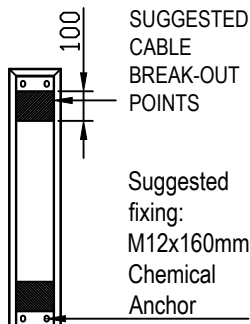


SINGLE LANE  
STANDARD WIDTH



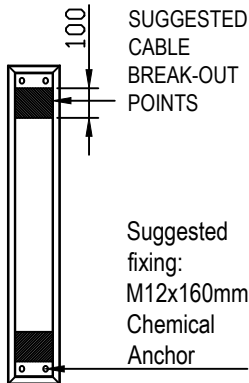
DUAL LANE  
STANDARD WIDTH

FIXING BASE  
VIEW

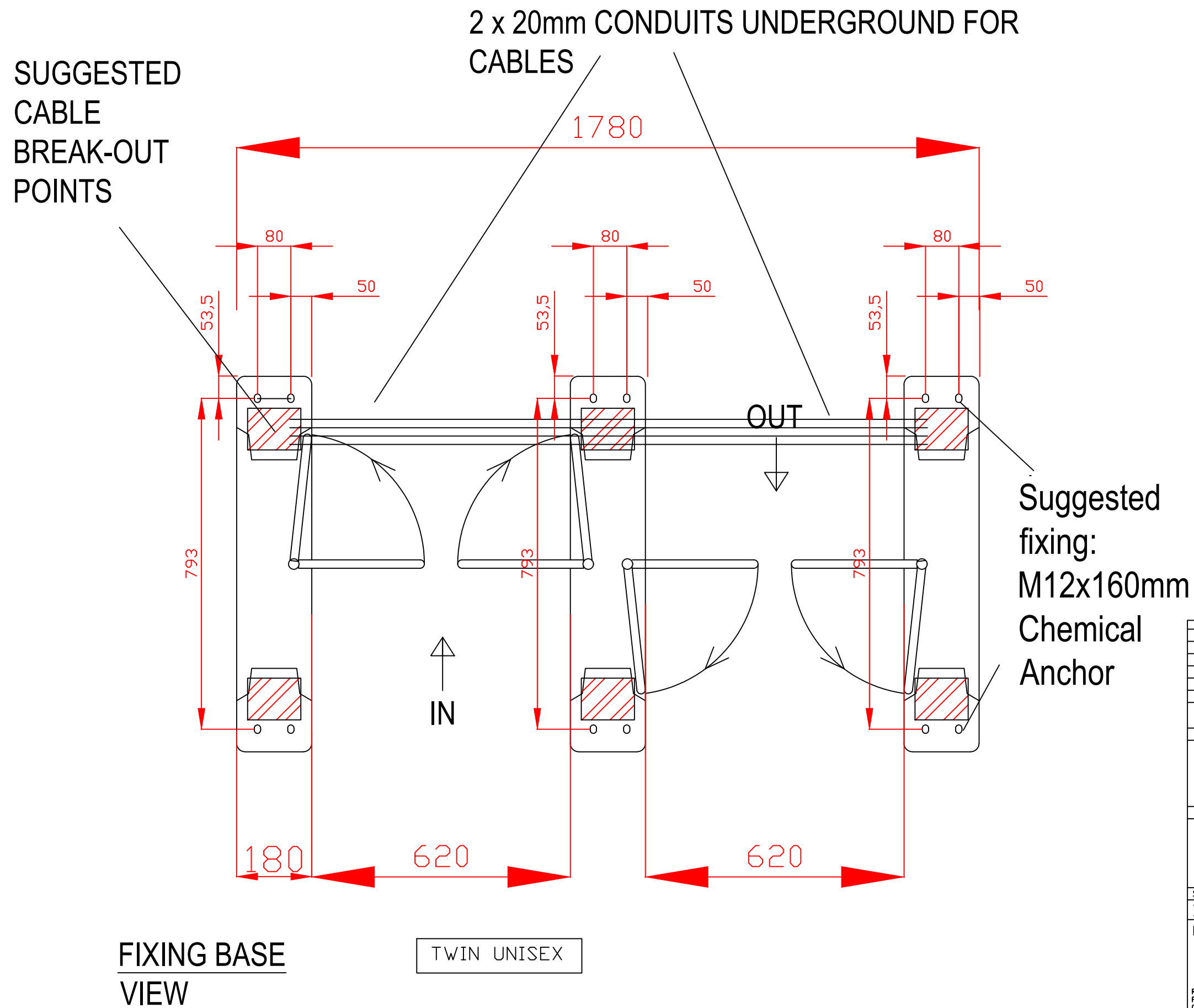


SINGLE LANE  
DDA PADDLE

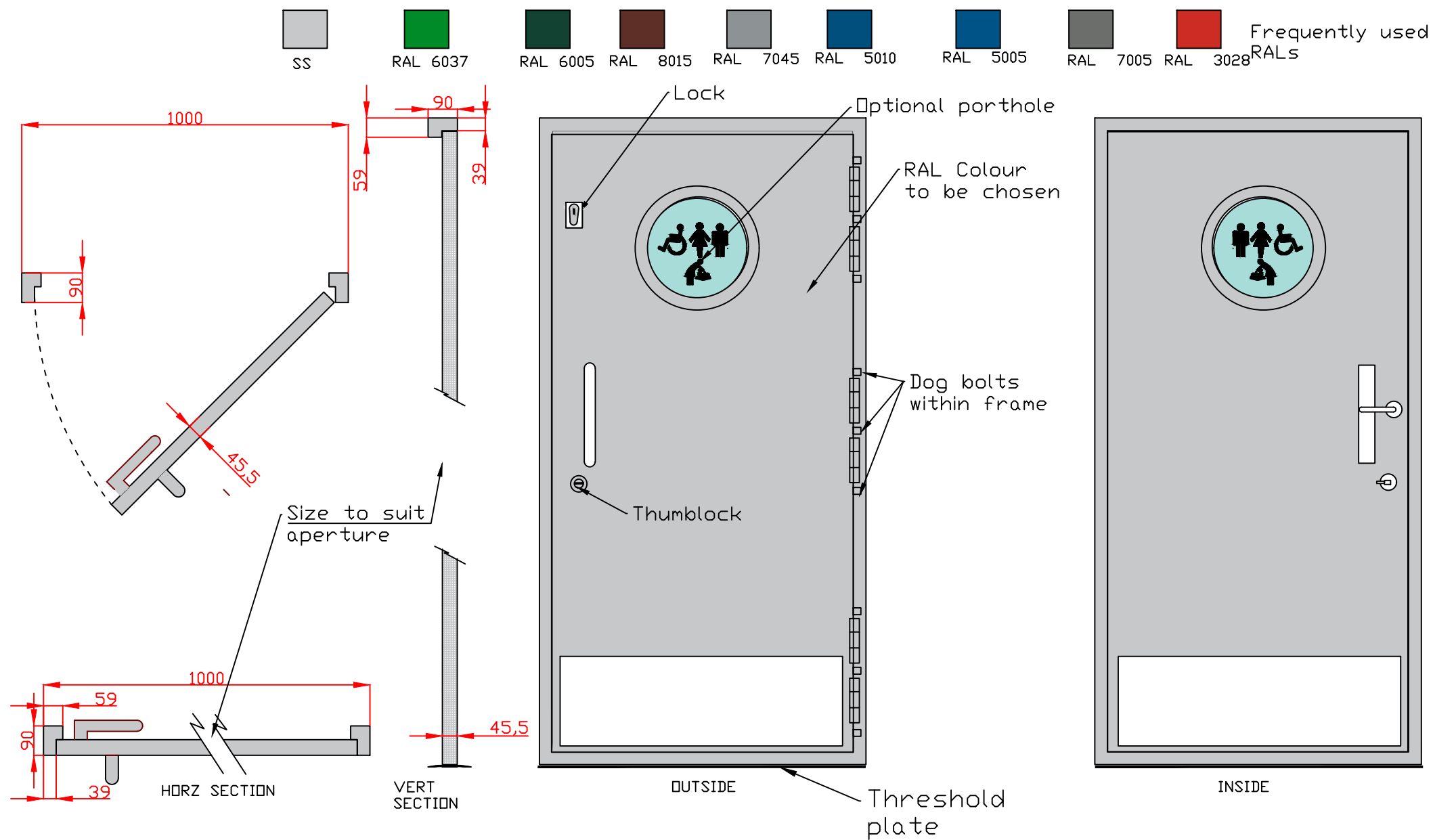
FIXING BASE  
VIEW




02	14-02-17	BABY CHANGE RE-OPENED
01	07-02-17	SOME ADDITIONS
REV	DATE	DESCRIPTION
CLIENT		
WEST BERKSHIRE COUNCIL		
DRAWING TITLE		
WHARF TOILETS THE WHARF NEWBURY		
SCALE	DATE	DRAWN BY
NTS	Sep-2021	B W DAVIES
@A3		
healthmatic		
REDMAN ROAD PORTE MARSH IND. ESTATE CALNE WILTS SN11 9PR		
Tel: 01249 822063 Fax: 01249 823140 e-mail: ops@healthmatic.com		
DRAWING NUMBER		REVISION
HM-WBC-WTTWN-04		03



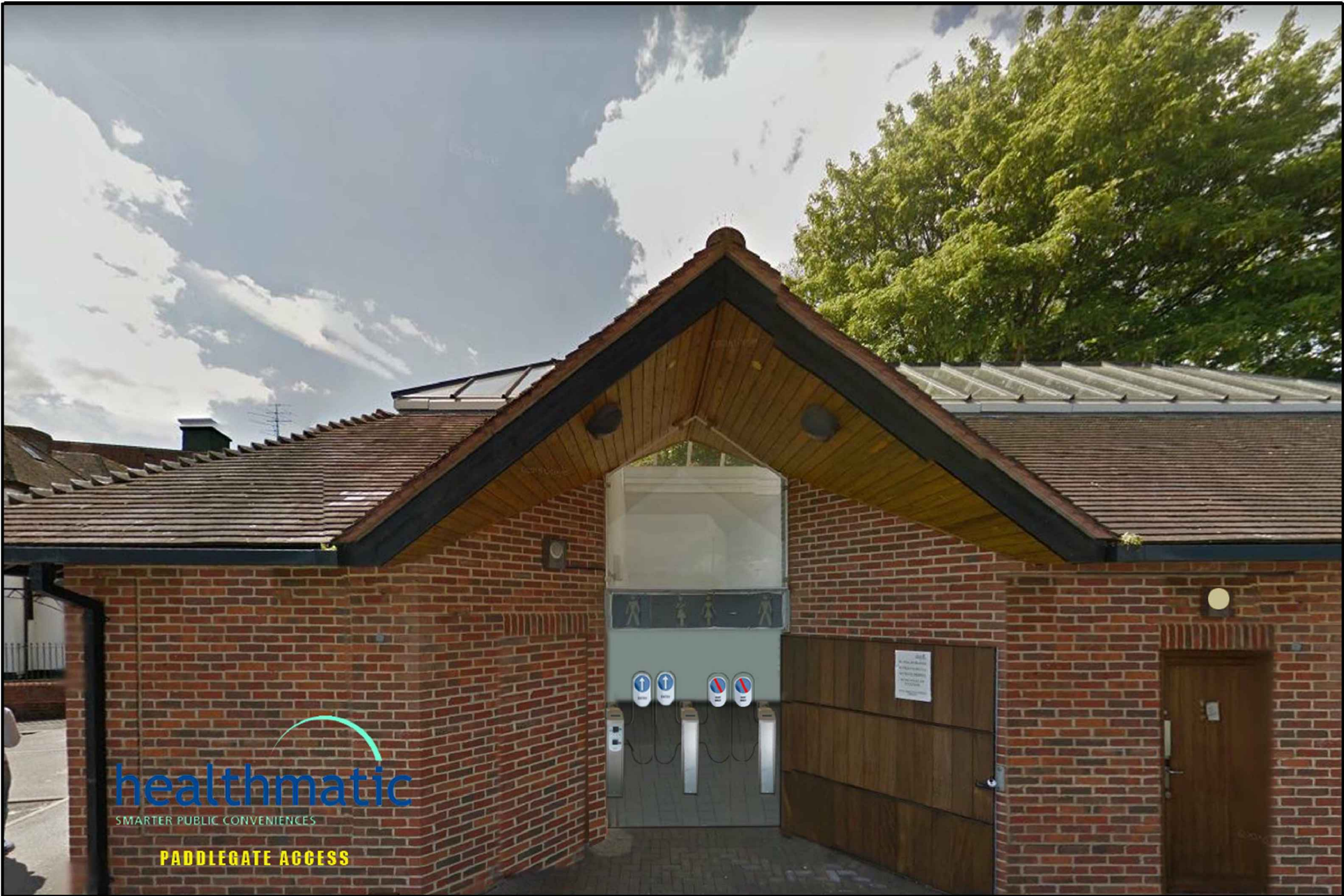





HEALTHMATIC TOILET DOOR  
EXTERNAL DOORS ONLY

REV	DATE	DESCRIPTION	
CLIENT			
WEST BERKSHIRE COUNCIL			
DRAWING TITLE			
WHARF TOILETS THE WHARF NEWBURY			
SCALE	DATE	DRAWN BY	CHECKED BY
NTS	SEP-2021	B W DAVIES	
@A3			
			
REDMAN ROAD PORTE MARSH IND. ESTATE CALNE WILTS SN11 9PR		Tel: 01249 822063 Fax: 01249 823140 e-mail ops@healthmatic.com	
DRAWING NUMBER			REVISION
HM-WBC-WTTWN-06			03

THE WHARF NEWBURY



REV	DATE	DESCRIPTION	
CLIENT			
WEST BERKSHIRE COUNCIL			
DRAWING TITLE			
WHARF TOILETS THE WHARF NEWBURY			
SCALE	DATE	DRAWN BY	CHECKED BY
NTS	SEP-2021	B W DAVIES	
@A3			
<div> <b>healthmatic</b></div> <div>REDMAN ROAD PORTE MARSH IND. ESTATE CALNE WILTS SN11 9PR</div> <div>Tel: 01249 822063 Fax: 01249 823140 e-mail ops@healthmatic.com</div>			
DRAWING NUMBER			REVISION
HM-WBC-WTTWN-07			03





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

Health & Safety Report for P&R Committee - Last Updated 12/01/2022						Appendix 5		
<p><b>Note:</b> Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.</p> <p><b>Service plans also contain details such as health and safety inspections where relevant.</b> The Health and Safety officer continues to co-ordinate and provide advice on all services, while the health and safety responsibility for each of those services remains operationally with the principle service manager and ultimately with the Chief Executive Officer.</p>								
Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS21	Independent Legionella Risk Assessment - All NTC Premises	Safety Officer / Subcontractor	£1,500.00	End Jan 2020	Completed 20/01/2020	As required by Legislation	Town Hall R&M budget	Improved safety / compliance with legislation
HS22	Shaw Cemetery (PAT) Portable Electrical Appliance Testing (annually) Contractors to carry out 2021 test in November 2020 –	Safety Officer / Subcontractor	£130.00	End July 2021	Completed 26/07/2021	End July 2022	Shaw Cemetery R&M budget	Improved Shaw Cemetery safety / compliance with legislation
HS23	Town Hall Emergency Light Test (6 monthly)	Safety Officer / Subcontractor	£165.00	End September 2021	Completed 29/09/2021	End March 2022	Town Hall R&M budget	Improved Town Hall safety compliance with legislation
HS24	Bandstand Electrical Supply Testing (annually)	Safety Officer / Subcontractor	£120.00	End oct 2021	Week Comm 04/10/2021	End October 2022	Victoria Park R&M budget	Improved Bandstand safety / compliance with legislation
HS25	Town Hall Fire Alarm Maintenance (quarterly)	Safety Officer / Subcontractor	Included in contract	End October 2021	Completed 29/10/2021	End January 2022	Town Hall Contract	Information for Emergency Services and Town Hall occupants
HS26	Town Hall Emergency Evacuation Drills	Community Services Manager / Safety Officer / Fire Marshals	Included in staff cost	Minimum of 2 per annum	Completed Not a Drill 27/08/2019	Minimum of 2 per annum - delayed due to lockdown	N/A	Improved Town Hall safety / compliance with legislation
HS27	Independent Commercial EPC Survey	Community Services Manager / Contractor	£375.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS28	Independent DEC Survey	Community Services Manager / Contractor	£475.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS29	Independent Asbestos management Survey	Community Services Manager / Contractor	£595.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS30	Independent Marketing style floor plan Survey	Community Services Manager / Contractor	£445.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS31	Independent 5 year Structural & Aerial Drone Surveys - All NTC Premises	Community Services Manager / Contractor	£8,606.00	End June 2019	Completed 30/06/2019	End June 2024	Town Hall R&M budget	Compliance with legislation
HS32	Independent Tree Condition Survey & Mapping - All NTC Land	Community Services Manager / Contractor	£15,700.00	End Jan 2020	Completed End January 2020	End January 2025	Town Hall R&M budget	Compliance with legislation
HS33	Shaw Cemetery Memorial survey (subject to available funding)	Community Services Manager / Contractor	TBC	End March 2020	TBC	TBC	Shaw Cemetery R&M budget	Compliance with legislation
HS34	Town Hall Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Town Hall R&M budget	Compliance with legislation
HS35	Market Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 28/05/2020	As required by Legislation	Market R&M budget	Compliance with legislation
HS36	Play Area Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Play Area R&M budget	Compliance with legislation
HS37	Cemeteries Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Shaw & Newtown Road R&M budget	Compliance with legislation
HS38	Review of Town Hall Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS39	Review of Victoria Park Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS40	Review of Newtown Road Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets



Health & Safety Report for P&R Committee - Last Updated 12/01/2022					Appendix 5			
<p><b>Note:</b> Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.</p> <p><b>Service plans also contain details such as health and safety inspections where relevant.</b> The Health and Safety officer continues to co-ordinate and provide advice on all services, while the health and safety responsibility for each of those services remains operationally with the principle service manager and ultimately with the Chief Executive Officer.</p>								
Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS41	Review of Shaw Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS42	Review of Market Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS43	Review of Recreation Grounds Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS44	Review of Playground Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS45	Review of Allotments Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS46	Review of Bus Shelter Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS47	Review of Clocks Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS48	Review of Public Seating (Benches) Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS49	Review of Skatepark Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS50	Review of Footway Lighting Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS51	Review of War Memorial Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets



12/01/2022

Newbury Town Council 2021/2022

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**List of Purchase Ledger Payments for Month 7**

User: MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>A15 HawkEye Pest Control Ltd</b>							
<i>ictoria Park Recreation</i>	02/09/2021	11472SM6	1	151.20	0.00	151.20	0.00
<i>Bowling Green</i>	02/09/2021	11472SM64	1	90.00	0.00	90.00	0.00
					<b>0.00</b>	<b>241.20</b>	
Above paid on 12/10/2021 by Online Payment Ref A15							
<b>A18 Aquaid (Kennet and North Wilts)</b>							
<i>Yearly POU Cooler Rental</i>	31/10/2021	82751	1	1,036.80	0.00	1,036.80	0.00
					<b>0.00</b>	<b>1,036.80</b>	
Above paid on 09/11/2021 by Online Payment Ref A18							
<b>A2 ADT Fire &amp; Security Plc</b>							
<i>main fire ala 3.10.-3.1022</i>	01/10/2021	48307204	1	81.88	0.00	81.88	0.00
<i>attaend work</i>	14/10/2021	48361679	1	389.22	0.00	389.22	0.00
					<b>0.00</b>	<b>471.10</b>	
Above paid on 09/11/2021 by Online Payment Ref 40579697							
<b>A20 A &amp; S Meats</b>							
<i>mark management oct</i>	06/10/2021	61	1	1,399.20	0.00	1,399.20	0.00
					<b>0.00</b>	<b>1,399.20</b>	
Above paid on 09/11/2021 by Online Payment Ref A20							
<b>A22 Active Heating Services Ltd</b>							
<i>Yoga Centre boiler</i>	24/09/2021	18557	1	144.00	0.00	144.00	0.00
					<b>0.00</b>	<b>144.00</b>	
Above paid on 12/10/2021 by Online Payment Ref 13872/1385							
<b>A29 Appcentric</b>							
<i>Support &amp; Retainer Costs</i>	03/09/2021	1268	1	522.50	0.00	522.50	0.00
					<b>0.00</b>	<b>522.50</b>	
Above paid on 12/10/2021 by Online Payment Ref A29							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>A4 Ab-Fab Loos Limited</b>							
disabled Unit	23/09/2021	#32201	1	153.60	0.00	153.60	0.00
oillet Hire - 23/9/2021 - 20/10	21/10/2021	32732	1	153.60	0.00	153.60	0.00
					<b>0.00</b>	<b>307.20</b>	
Above paid on 09/11/2021 by Online Payment Ref A4							
<b>B25 Blackbox Solutions</b>							
cription: Konica Minolta	30/09/2021	20581	1	34.92	0.00	34.92	0.00
					<b>0.00</b>	<b>34.92</b>	
Above paid on 25/10/2021 by Direct Debit 20581							
<b>B25 Blackbox Solutions</b>							
jun inv Konica Minolta	01/10/2021	19720	1	34.50	0.00	34.50	0.00
Purchase Ledger DDR Payment	27/09/2021	ON ACC 13418	1	-34.50	0.00	-34.50	0.00
					<b>0.00</b>	<b>0.00</b>	
No payment due as Credit Notes have been applied							
<b>B33 Business Stream Revenue Account</b>							
17.8=24.9.21	25/09/2021	3062193/9	1	369.42	0.00	369.42	0.00
					<b>0.00</b>	<b>369.42</b>	
Above paid on 12/10/2021 by Online Payment Ref B33							
<b>B41 Berkshire Pressure Cleaning</b>							
Wharf toilet - Remove lime	01/09/2021	P5926	1	114.00	0.00	114.00	0.00
pressure cleaning of Ebb & Flo	01/09/2021	P5927	1	240.00	0.00	240.00	0.00
lower brickwork around town	26/10/2021	P5940	1	144.00	0.00	144.00	0.00
Pressure washing of War Memori	26/10/2021	P5941	1	216.00	0.00	216.00	0.00
					<b>0.00</b>	<b>714.00</b>	
Above paid on 09/11/2021 by Online Payment Ref B41							
<b>B9 PW Brunsdn</b>							
AGENT FOR K MARTIN	01/09/2021	4053001CH	1	480.00	0.00	480.00	0.00
					<b>0.00</b>	<b>480.00</b>	
Above paid on 09/11/2021 by Online Payment Ref B9							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>C10</b>	<b>Crescent Signs Ltd</b>						
<i>mARTIN CHARITABLE TRUST</i>	22/10/2021	19907	1	108.00	0.00	108.00	0.00
<i>city met markers</i>	22/10/2021	19908	1	374.40	0.00	374.40	0.00
					<b>0.00</b>	<b>482.40</b>	
Above paid on 09/11/2021 by Online Payment Ref 17108/1710							
<b>C16</b>	<b>CT Electrical Newbury Ltd</b>						
<i>light to th an clock</i>	19/09/2021	CT 7324	1	228.50	0.00	228.50	0.00
<i>LT TEST TH</i>	01/10/2021	CT 7329	1	210.00	0.00	210.00	0.00
<i>shaw inspection</i>	08/10/2021	CT 7331	1	504.00	0.00	504.00	0.00
<i>n c heaters timers</i>	20/10/2021	CT 7332	1	401.28	0.00	401.28	0.00
<i>v band stand</i>	13/10/2021	CT 7333	1	240.00	0.00	240.00	0.00
					<b>0.00</b>	<b>1,583.78</b>	
Above paid on 09/11/2021 by Online Payment Ref C16							
<b>C17</b>	<b>Clear Channel UK</b>						
<i>Bus shelter contract 01/10/202</i>	12/10/2021	NO PAYMENT	1	57,356.81	0.00	57,356.81	0.00
					<b>0.00</b>	<b>57,356.81</b>	
Above paid on 18/10/2021 by Cheque no pay							
<b>C2</b>	<b>Citizens Advice West Berkshire</b>						
<i>Contribution 2021-22</i>	18/10/2021	2122	1	20,000.00	0.00	20,000.00	0.00
<i>year's contribution</i>	19/10/2021	OCT	1	20,000.00	0.00	20,000.00	0.00
					<b>0.00</b>	<b>40,000.00</b>	
Above paid on 19/10/2021 by Online Payment Ref C2							
<b>C2</b>	<b>Citizens Advice West Berkshire</b>						
<i>mistake</i>	19/10/2021	CREDIT PUT ON HUGH	1	-20,000.00	0.00	-20,000.00	0.00
					<b>0.00</b>	<b>-20,000.00</b>	
Above paid on 19/10/2021 by Electronic Payment Ref mistake							
<b>C25</b>	<b>Crown Gas &amp; Power</b>						
<i>29184 A gas</i>	08/10/2021	1133664	1	7.21	0.00	7.21	0.00
					<b>0.00</b>	<b>7.21</b>	
Above paid on 18/10/2021 by Direct Debit 1133664							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>C3 Chubb Fire and Security Ltd</b>							
<i>fire blank stands</i>	01/10/2021	8923620,22,28 CRED	1	26.94	0.00	26.94	0.00
					<b>0.00</b>	<b>26.94</b>	
Above paid on 19/10/2021 by Online Payment Ref C3							
<b>D11 Digital Post now the Mailing Room</b>							
<i>maintenance franking machine</i>	17/09/2021	SI-155787	1	196.56	0.00	196.56	0.00
					<b>0.00</b>	<b>196.56</b>	
Above paid on 20/10/2021 by Direct Debit 155787							
<b>D12 DCK Payroll Solutions</b>							
<i>eptember 2021 Monthly P</i>	23/09/2021	P2651	1	212.40	0.00	212.40	0.00
<i>October 2021 Monthly Pa</i>	21/10/2021	P2677	1	201.58	0.00	201.58	0.00
					<b>0.00</b>	<b>413.98</b>	
Above paid on 09/11/2021 by Online Payment Ref P1104							
<b>E14 Environmental Solutions Ltd</b>							
<i>shredding &amp; recycling r</i>	29/10/2021	18090	1	63.41	0.00	63.41	0.00
					<b>0.00</b>	<b>63.41</b>	
Above paid on 09/11/2021 by Online Payment Ref E14							
<b>E23 EE Limited</b>							
<i>oct ee</i>	20/10/2021	V01923855476	1	375.85	0.00	375.85	0.00
					<b>0.00</b>	<b>375.85</b>	
Above paid on 28/10/2021 by Direct Debit 855476							
<b>F5 Foxes Tree Services &amp; Son Ltd</b>							
<i>vp clear branch</i>	08/10/2021	3915	1	120.00	0.00	120.00	0.00
					<b>0.00</b>	<b>120.00</b>	
Above paid on 09/11/2021 by Online Payment Ref F5							
<b>G1 Gardner Leader LLP</b>							
<i>LEASE K MARTIN</i>	30/09/2021	63018	1	474.00	0.00	474.00	0.00
<i>Community Cafe, Victoria</i>	22/10/2021	63468	1	2,343.60	0.00	2,343.60	0.00
					<b>0.00</b>	<b>2,817.60</b>	
Above paid on 09/11/2021 by Online Payment Ref NEW103/105							

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## List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>G22 The Good Exchange Ltd</b>							
<i>Greenham community youth</i>	31/10/2021	GREENHAM COMMUNITY 1 Y		2,500.00	0.00	2,500.00	0.00
					<b>0.00</b>	<b>2,500.00</b>	
Above paid on 09/11/2021 by Online Payment Ref G22							
<b>H29 Harry Rush Flooring</b>							
<i>and fit carpet. Gala cord.</i>	01/10/2021	CARPET HR	1	665.09	0.00	665.09	0.00
					<b>0.00</b>	<b>665.09</b>	
Above paid on 19/10/2021 by Online Payment Ref H29							
<b>I5 Insideout Site Services</b>							
<i>SKY LIGHT CLEAN</i>	20/10/2021	VR10814	1	180.00	0.00	180.00	0.00
					<b>0.00</b>	<b>180.00</b>	
Above paid on 09/11/2021 by Online Payment Ref I5							
<b>J2 JS Maintenance Services</b>							
<i>shaw benc wharf</i>	27/10/2021	A5347	1	36.00	0.00	36.00	0.00
<i>remove grap spray pain</i>	28/10/2021	A5348	1	54.00	0.00	54.00	0.00
					<b>0.00</b>	<b>90.00</b>	
Above paid on 09/11/2021 by Online Payment Ref J2							
<b>M28 Minster Cleaning Services</b>							
<i>ontract Cleaning Ser</i>	01/10/2021	9574	1	1,496.69	0.00	1,496.69	0.00
					<b>0.00</b>	<b>1,496.69</b>	
Above paid on 19/10/2021 by Online Payment Ref INV29354							
<b>M61 Microshade Business Consultants Ltd</b>							
<i>Hosted Application Service</i>	19/10/2021	15166	1	280.80	0.00	280.80	0.00
					<b>0.00</b>	<b>280.80</b>	
Above paid on 19/10/2021 by Online Payment Ref M61							
<b>N28 Newbury BID CIC</b>							
<i>trails map</i>	01/10/2021	1643	1	1,150.00	0.00	1,150.00	0.00

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Christmas tree, Christmas ligh</i>	20/10/2021	1649	1	12,000.00	0.00	12,000.00	0.00
<i>Purchase Ledger Payment</i>	19/10/2021	ON ACC 13498	1	1,150.00	0.00	1,150.00	0.00
					<b>0.00</b>	<b>14,300.00</b>	

Above paid on 09/11/2021 by Online Payment Ref NbyBIDrate

**N28 Newbury BID CIC**

<i>Purchase Ledger Payment</i>	19/10/2021	ON ACC 13498	1	0.00	0.00	-1,150.00	1,150.00
					<b>0.00</b>	<b>-1,150.00</b>	

Above paid on 19/10/2021 by Cheque incorr ban

**N7 Newbury News Ltd**

<i>Wedding Guide</i>	26/09/2021	I5864	1	330.00	0.00	330.00	0.00
<i>Recruitment   Facebook</i>	10/10/2021	I6185	1	876.00	0.00	876.00	0.00
<i>Recruitment   Facebook ,</i>	10/10/2021	I6186	1	564.00	0.00	564.00	0.00
<i>Grants</i>	17/10/2021	I6365	1	158.40	0.00	158.40	0.00
<i>own Hall Officer</i>	17/10/2021	I6366	1	312.00	0.00	312.00	0.00
					<b>0.00</b>	<b>2,240.40</b>	

Above paid on 19/10/2021 by Online Payment Ref SIN654247

**O1 Oxford Charwell Brass**

<i>P/Ledger Electronic Payment</i>	28/10/2021	ON ACC 13505	1	0.00	0.00	-150.00	150.00
					<b>0.00</b>	<b>-150.00</b>	

Above paid on 28/10/2021 by Electronic Payment Ref Bounced Ch

**O1 Oxford Charwell Brass**

<i>concert 3:00-5:00 vp</i>	14/10/2021	OCB-001	1	150.00	0.00	150.00	0.00
<i>P/Ledger Electronic Payment</i>	28/10/2021	ON ACC 13505	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>300.00</b>	

Above paid on 09/11/2021 by Online Payment Ref O1

**P16 PKF Littlejohn LLP**

<i>review of Annual Governance &amp; A</i>	29/09/2021	SB20213911	1	2,400.00	0.00	2,400.00	0.00
					<b>0.00</b>	<b>2,400.00</b>	

Above paid on 12/10/2021 by Online Payment Ref BE0057

Continued over page



Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>P24 Proelectric</b>							
Purchase Ledger Payment	01/10/2021	ON ACC 13485	1	0.00	0.00	-28.00	28.00
					<b>0.00</b>	<b>-28.00</b>	
Above paid on 01/10/2021 by Cheque on acc							
<b>P24 Proelectric</b>							
Purchase Ledger Payment	01/10/2021	ON ACC 13484	1	0.00	0.00	-500.00	500.00
					<b>0.00</b>	<b>-500.00</b>	
Above paid on 01/10/2021 by Cheque returned m							
<b>R12 Ramsbury Silver Band</b>							
vp 8 .8.21	12/10/2021	21/002	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 19/10/2021 by Online Payment Ref R12							
<b>R20 RBS Software Solutions</b>							
ampbell on Wed 06/10/21	15/10/2021	29191	1	450.00	0.00	450.00	0.00
					<b>0.00</b>	<b>450.00</b>	
Above paid on 19/10/2021 by Online Payment Ref R20							
<b>S13 Mole Country Stores</b>							
oil/autocut	01/10/2021	201339338	1	52.39	0.00	52.39	0.00
					<b>0.00</b>	<b>52.39</b>	
Above paid on 12/10/2021 by Online Payment Ref New068							
<b>S2 SSE Contracting now Enerveo Limited.</b>							
maint for quarter	27/09/2021	199924	1	1,416.47	0.00	1,416.47	0.00
AR PARK AREA OFFNO	28/09/2021	209940	1	1,155.50	0.00	1,155.50	0.00
					<b>0.00</b>	<b>2,571.97</b>	
Above paid on 12/10/2021 by Online Payment Ref S2							
<b>S27 The Society of Local Council Clerks</b>							
Cemetery Legal Compliance	29/09/2021	BK203637-1	1	198.00	0.00	198.00	0.00
: Hugh Peacocke (GDPR eLearnin	01/10/2021	QL200256-1	1	36.00	0.00	36.00	0.00
					<b>0.00</b>	<b>234.00</b>	
Above paid on 19/10/2021 by Online Payment Ref S27							

Continued over page

## List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>S33 SMI International Group Limited</b>							
EDICAL FACE MASK- TYPE IIR- BO	01/10/2021	INV927077	1	63.60	0.00	63.60	0.00
					<b>0.00</b>	<b>63.60</b>	
Above paid on 19/10/2021 by Online Payment Ref S33							
<b>S59 Streamline Merchant Services</b>							
Purchase Ledger DDR Payment	20/10/2021	ON ACC 13508	1	0.00	0.00	11.94	-11.94
					<b>0.00</b>	<b>11.94</b>	
Above paid on 20/10/2021 by Direct Debit 173132261							
<b>S59 Streamline Merchant Services</b>							
Purchase Ledger DDR Payment	19/10/2021	ON ACC 13507	1	0.00	0.00	43.78	-43.78
					<b>0.00</b>	<b>43.78</b>	
Above paid on 19/10/2021 by Direct Debit XWFA83637							
<b>S59 Streamline Merchant Services</b>							
30 SEP CHARGES	01/10/2021	173063224	1	19.87	0.00	19.87	0.00
					<b>0.00</b>	<b>19.87</b>	
Above paid on 19/10/2021 by Direct Debit 173063224							
<b>S69 SATA</b>							
taps pipes	27/09/2021	103488	1	29.03	0.00	29.03	0.00
					<b>0.00</b>	<b>29.03</b>	
Above paid on 09/11/2021 by Online Payment Ref S69							
<b>S75 Stuart Michael Associates Ltd</b>							
vp on acc	01/09/2021	23129	1	600.00	0.00	600.00	0.00
vp meetings	01/10/2021	23228	1	1,500.00	0.00	1,500.00	0.00
less than arranged2019	01/10/2021	CRED20805	1	-900.00	0.00	-900.00	0.00
					<b>0.00</b>	<b>1,200.00</b>	
Above paid on 09/11/2021 by Online Payment Ref S75							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>S79 SHAW CEMETERY</b>							
2.9.21-1.10	07/10/2021	70	1	45.52	0.00	45.52	0.00
					<b>0.00</b>	<b>45.52</b>	
Above paid on 25/10/2021 by Direct Debit 70							
<b>S82 BAND STAND</b>							
2.9.21-1.10	07/10/2021	69	1	17.80	0.00	17.80	0.00
					<b>0.00</b>	<b>17.80</b>	
Above paid on 25/10/2021 by Direct Debit dd							
<b>S83 Unmetered (Foot Way Lighting) 501532652</b>							
2 Sep 2021 to 1 Oct 2021	04/10/2021	2 SEP 2021 1 OCT	1	637.06	0.00	637.06	0.00
2 Sep 2021 to 1 Oct 2021	04/10/2021	2 SEP 2021 TO 1 OCT	1	55.41	0.00	55.41	0.00
					<b>0.00</b>	<b>692.47</b>	
Above paid on 18/10/2021 by Direct Debit oct s83							
<b>S84 CLOCK TOWER 380066313</b>							
2.9.21-1.10	07/10/2021	71	1	74.39	0.00	74.39	0.00
					<b>0.00</b>	<b>74.39</b>	
Above paid on 25/10/2021 by Direct Debit dd 71							
<b>S85 Sports Pavilion, Victoria Park</b>							
ju;-8.10	11/10/2021	58	1	723.01	0.00	723.01	0.00
					<b>0.00</b>	<b>723.01</b>	
Above paid on 28/10/2021 by Direct Debit 58							
<b>S88 SUITE 4 8325654412</b>							
1.7.-30.9	11/10/2021	47	1	162.75	0.00	162.75	0.00
					<b>0.00</b>	<b>162.75</b>	
Above paid on 28/10/2021 by Direct Debit 47							
<b>S89 SUITE 2 TOWN HALL</b>							
5.4.-26.7	23/07/2021	54	1	119.56	0.00	119.56	0.00
JAN-JUL21	24/09/2021	55-57	1	-60.49	0.00	-60.49	0.00
					<b>0.00</b>	<b>59.07</b>	
Above paid on 15/10/2021 by Direct Debit 54-57							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>S91</b>	<b>MAYORS SUITE 140664414</b>						
5 May 2021 to 22 AUG 2021	28/09/2021	57-58	1	3.02	0.00	3.02	0.00
					<b>0.00</b>	<b>3.02</b>	
Above paid on 15/10/2021 by Direct Debit 57							
<b>S95</b>	<b>TOWN HALL 155 BART St - 611564414</b>						
jan-sep	13/10/2021	53-57	1	-407.22	0.00	-407.22	0.00
					<b>0.00</b>	<b>-407.22</b>	
Above paid on 28/10/2021 by Direct Debit 53-57							
<b>S99</b>	<b>Spectrum Signs</b>						
sign write sign	24/09/2021	2200029	1	336.00	0.00	336.00	0.00
					<b>0.00</b>	<b>336.00</b>	
Above paid on 12/10/2021 by Online Payment Ref S99							
<b>T23</b>	<b>Together Technology Ltd</b>						
-Voice One System renta	21/10/2021	NTC1-00211	1	135.36	0.00	135.36	0.00
PSTN Line Rental	23/10/2021	NTC1-00212	1	102.00	0.00	102.00	0.00
Gold Internet Package	23/10/2021	NTC1-00213	1	160.55	0.00	160.55	0.00
					<b>0.00</b>	<b>397.91</b>	
Above paid on 28/10/2021 by Direct Debit dd go c to							
<b>T30</b>	<b>Technique Limited</b>						
nti-Virus/Spam Filtering 12 mo	04/10/2021	55975	1	1,332.00	0.00	1,332.00	0.00
Service Postwarranty Service	04/10/2021	55976	1	1,122.00	0.00	1,122.00	0.00
Systems Support Annual	04/10/2021	55977	1	1,728.00	0.00	1,728.00	0.00
diagnose & destruction - Hugh	14/10/2021	56111	1	18.00	0.00	18.00	0.00
Anti-Virus for desktops/laptop	14/10/2021	56112	1	576.00	0.00	576.00	0.00
Adobe Acrobat DC Team	30/10/2021	56349	1	494.78	0.00	494.78	0.00
					<b>0.00</b>	<b>5,270.78</b>	
Above paid on 09/11/2021 by Online Payment Ref T30							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>W1</b>	<b>West Berkshire District Council</b>						
<i>aug</i>	08/09/2021	208787 518170	1	27,672.58	0.00	27,672.58	0.00
<i>fifth rd</i>	25/10/2021	208787 520154	1	2,434.80	0.00	2,434.80	0.00
<i>enance scheduled works in Sept</i>	08/10/2021	208787520153	1	27,672.58	0.00	27,672.58	0.00
					<b>0.00</b>	<b>57,779.96</b>	
Above paid on 19/10/2021 by Online Payment Ref W1							
<b>W1</b>	<b>West Berkshire District Council</b>						
<i>Purchase Ledger Payment</i>	19/10/2021	ON ACC 13499	1	0.00	0.00	1,150.00	-1,150.00
					<b>0.00</b>	<b>1,150.00</b>	
Above paid on 19/10/2021 by Cheque mistake							
<b>W8</b>	<b>Watership Brass</b>						
<i>andstand 25th September 202</i>	05/10/2021	227	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 19/10/2021 by Online Payment Ref W8							
<b>Total Purchase Ledger Payments for Month 7</b>					<b>0.00</b>	<b>183,071.90</b>	

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A2 ADT Fire & Security Plc							
charge to oct 22 alarm	01/11/2021	48545210	1	3,215.92	0.00	3,215.92	0.00
fire alarm works	12/11/2021	48587574	1	3,053.33	0.00	3,053.33	0.00
					0.00	6,269.25	
Above paid on 19/11/2021 by Online Payment Ref 40579697							
A20 A & S Meats							
nov market	06/11/2021	62	1	1,399.20	0.00	1,399.20	0.00
					0.00	1,399.20	
Above paid on 19/11/2021 by Online Payment Ref A20							
A27 Achilles Sport and Leisure Limited							
epair in black (cutback	12/10/2021	1204	1	1,085.00	0.00	1,085.00	0.00
					0.00	1,085.00	
Above paid on 19/11/2021 by Online Payment Ref A27							
A29 Appcentric							
NTC Support & Retain	03/11/2021	1284	1	522.50	0.00	522.50	0.00
					0.00	522.50	
Above paid on 19/11/2021 by Online Payment Ref A29							
A4 Ab-Fab Loos Limited							
Disabled Unit	16/11/2021	33166	1	171.60	0.00	171.60	0.00
					0.00	171.60	
Above paid on 19/11/2021 by Online Payment Ref A4							
A43 APPLE PRINT & CREATIVE							
f Newbury Christmas Card	25/11/2021	11367	1	256.80	0.00	256.80	0.00
					0.00	256.80	
Above paid on 07/12/2021 by Online Payment Ref A43							
A7 Hughes & Salvidge t/a Aasvogel Skip Hire							
skips	06/11/2021	274931	1	585.22	0.00	585.22	0.00
					0.00	585.22	
Above paid on 19/11/2021 by Online Payment Ref A7							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B1 Biffa Waste Services Ltd							
waste	22/11/2021	571C86544	1	577.80	0.00	577.80	0.00
					0.00	577.80	
Above paid on 07/12/2021 by Online Payment Ref N15485*1*5							
B25 Blackbox Solutions							
print oct	01/11/2021	20767	1	529.85	0.00	529.85	0.00
					0.00	529.85	
Above paid on 25/11/2021 by Direct Debit 20767dd							
B31 Blewburton Limited							
Second staged BREEAM assessmen	11/11/2021	965	1	3,000.00	0.00	3,000.00	0.00
					0.00	3,000.00	
Above paid on 19/11/2021 by Online Payment Ref B31							
C10 Crescent Signs Ltd							
EPLACEMENT METER MARKERS -	03/11/2021	19934	1	238.80	0.00	238.80	0.00
					0.00	238.80	
Above paid on 19/11/2021 by Online Payment Ref 17108/1710							
C16 CT Electrical Newbury Ltd							
rep amp market	05/11/2021	522050	1	222.20	0.00	222.20	0.00
toilet light pull	01/11/2021	CT 7338	1	115.80	0.00	115.80	0.00
vic pk	01/11/2021	CT 7339	1	226.08	0.00	226.08	0.00
replaced It in shed	12/11/2021	CT 7341	1	151.50	0.00	151.50	0.00
rese heat clocks	23/11/2021	CT 7343	1	240.00	0.00	240.00	0.00
					0.00	955.58	
Above paid on 07/12/2021 by Online Payment Ref C16							
C25 Crown Gas & Power							
nov gas	08/11/2021	1156349	1	83.18	0.00	83.18	0.00
Purchase Ledger DDR Payment	18/11/2021	ON ACC 13574	1	-83.18	0.00	-83.18	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C25 Crown Gas & Power							
Purchase Ledger DDR Payment	18/11/2021	ON ACC 13574	1	0.00	0.00	83.18	-83.18
					0.00	83.18	
Above paid on 18/11/2021 by Direct Debit dd							
C26 C & D Security							
: Dairy Farm Allotment	04/11/2021	1236	1	1,447.20	0.00	1,447.20	0.00
					0.00	1,447.20	
Above paid on 19/11/2021 by Online Payment Ref C26							
C38 Cholsey Silver Band							
26t/9/2021 Newbury Bandstand	03/11/2021	MUSICAL SERVICES	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 19/11/2021 by Online Payment Ref C38							
DY Dynamiq Management Limited							
ewbury in Bloom - Interim Invo	01/11/2021	DM-2516	1	780.00	0.00	780.00	0.00
climate change video	29/11/2021	DM-2538	1	600.00	0.00	600.00	0.00
					0.00	1,380.00	
Above paid on 07/12/2021 by Online Payment Ref DY							
E14 Environmental Solutions Ltd							
nov shred consoles	30/11/2021	18323	1	31.70	0.00	31.70	0.00
					0.00	31.70	
Above paid on 07/12/2021 by Online Payment Ref E14							
E23 EE Limited							
too much paid on deposit	01/11/2021	CREDIT	1	-0.57	0.00	-0.57	0.00
ESS PLAN	20/09/2021	V01913832503	1	0.57	0.00	0.57	0.00
mobiles no	20/11/2021	V01933378149	1	376.28	0.00	376.28	0.00
					0.00	376.28	
Above paid on 29/11/2021 by Direct Debit 503							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
E6 Everflow Ltd							
14/07/2021-13/08/2021	14/06/2021	1008700	1	-61.37	0.00	-61.37	0.00
14.8-13.9.21	14/07/2021	1048983	1	3.49	0.00	3.49	0.00
14/09/2021-13.10	17/08/2021	1090791	1	372.61	0.00	372.61	0.00
14/10/2021	14/09/2021	1136340	1	386.13	0.00	386.13	0.00
nov-dec	14/10/2021	1180662	1	366.66	0.00	366.66	0.00
14/12/2021-jan	14/11/2021	1225517	1	900.35	0.00	900.35	0.00
14/06/2021-13.7.21	14/05/2021	968549	1	-1,141.62	0.00	-1,141.62	0.00
					0.00	826.25	
Above paid on 23/11/2021 by Direct Debit 1225517 dd							
G1 Gardner Leader LLP							
rofessional Charges cafe	30/11/2021	64483	1	3,000.00	0.00	3,000.00	0.00
					0.00	3,000.00	
Above paid on 07/12/2021 by Online Payment Ref NEW103/105							
G22 The Good Exchange Ltd							
subcommittee approved grants	25/11/2021	25.11	1	10,911.00	0.00	10,911.00	0.00
					0.00	10,911.00	
Above paid on 07/12/2021 by Online Payment Ref G22							
H11 Healthmatic Ltd							
Wharf Road	30/11/2021	11377	1	3,444.00	0.00	3,444.00	0.00
					0.00	3,444.00	
Above paid on 07/12/2021 by Online Payment Ref INV7984							
K8 Kennet Community Radio							
Remembrance Sunday,	29/11/2021	KR1000364	1	714.00	0.00	714.00	0.00
					0.00	714.00	
Above paid on 07/12/2021 by Online Payment Ref K8							
L23 Lyreco UK Ltd							
OLLINS ELITE MANAGER W/VIEW DI	31/10/2021	6520226556	1	364.97	0.00	364.97	0.00
					0.00	364.97	
Above paid on 19/11/2021 by Online Payment Ref L23							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M28 Minster Cleaning Services							
Cleaning Service	01/11/2021	9798	1	1,496.69	0.00	1,496.69	0.00
Deep clean service carried out	30/11/2021	9869	1	300.00	0.00	300.00	0.00
					0.00	1,796.69	
Above paid on 07/12/2021 by Online Payment Ref INV29354							
M34 MSS Ltd							
Remembrance Sunday.	17/11/2021	INV-2511	1	608.64	0.00	608.64	0.00
					0.00	608.64	
Above paid on 07/12/2021 by Online Payment Ref M34							
M61 Microshade Business Consultants Ltd							
Hosted Application Service	19/10/2021	15297	1	280.80	0.00	280.80	0.00
					0.00	280.80	
Above paid on 19/11/2021 by Online Payment Ref M61							
N7 Newbury News Ltd							
Out & About	21/11/2021	17307	1	102.00	0.00	102.00	0.00
					0.00	102.00	
Above paid on 07/12/2021 by Online Payment Ref SIN654247							
P19 Proludic Ltd							
- Round PolySsafe Seat,	30/11/2021	SIN004869	1	3,281.53	0.00	3,281.53	0.00
					0.00	3,281.53	
Above paid on 07/12/2021 by Online Payment Ref P19							
P24 Prolectric							
Purchase Ledger Payment	01/10/2021	ON ACC 13484	1	500.00	0.00	500.00	0.00
Purchase Ledger Payment	01/10/2021	ON ACC 13485	1	28.00	0.00	28.00	0.00
					0.00	528.00	
Above paid on 19/11/2021 by Online Payment Ref P24							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P42 PAD Electrics Limited							
do some further work which was	29/11/2021	4140	1	749.40	0.00	749.40	0.00
					0.00	749.40	
Above paid on 07/12/2021 by Online Payment Ref P42							
R20 RBS Software Solutions							
oct end month	15/11/2021	29247	1	225.00	0.00	225.00	0.00
					0.00	225.00	
Above paid on 19/11/2021 by Online Payment Ref R20							
S101 Southern Testing Laboratories Ltd							
TESTING	31/10/2021	INV55437	1	4,756.20	0.00	4,756.20	0.00
					0.00	4,756.20	
Above paid on 07/12/2021 by Online Payment Ref S101							
S2 SSE Contracting now Enerveo Limited.							
RECHARGEABLE REP	01/11/2021	210571	1	142.42	0.00	142.42	0.00
TYDEHAMSN	04/11/2021	221355	1	1,056.97	0.00	1,056.97	0.00
TYDEHAMS	04/11/2021	221358	1	792.64	0.00	792.64	0.00
					0.00	1,992.03	
Above paid on 19/11/2021 by Online Payment Ref S2							
S20 Sutcliffe Play Ltd							
POD SEAT 6mm RED RAL 200	10/11/2021	OP/I118640	1	1,170.39	0.00	1,170.39	0.00
					0.00	1,170.39	
Above paid on 19/11/2021 by Online Payment Ref S20							
S24 Sundog Hire Ltd							
, erect and remove 40 linear m	14/11/2021	2017	1	288.00	0.00	288.00	0.00
					0.00	288.00	
Above paid on 07/12/2021 by Online Payment Ref S24							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S27 The Society of Local Council Clerks							
Training Seminar - The South	25/11/2021	BK204156-1	1	102.00	0.00	102.00	0.00
					<u>0.00</u>	<u>102.00</u>	
Above paid on 07/12/2021 by Online Payment Ref S27							
S3 Siemens Financial Services Ltd							
LEASE RENTAL	14/11/2021	LEASE RENTAL	1	156.00	0.00	156.00	0.00
					<u>0.00</u>	<u>156.00</u>	
Above paid on 15/11/2021 by Direct Debit lease							
S35 Scion Communications Ltd							
Installation of Cat6 f	02/10/2021	NV-13295	1	704.40	0.00	704.40	0.00
					<u>0.00</u>	<u>704.40</u>	
Above paid on 19/11/2021 by Online Payment Ref S35							
S59 Streamline Merchant Services							
Subscription Fees Nov 202	01/11/2021	MM1133788	1	11.94	0.00	11.94	0.00
					<u>0.00</u>	<u>11.94</u>	
Above paid on 18/11/2021 by Direct Debit 33788							
S59 Streamline Merchant Services							
Purchase Ledger DDR Payment	19/11/2021	ON ACC 13573	1	0.00	0.00	37.79	-37.79
					<u>0.00</u>	<u>37.79</u>	
Above paid on 19/11/2021 by Direct Debit 37.79							
S69 SATA							
Contribution towards a project	15/11/2021	00214	1	100.00	0.00	100.00	0.00
					<u>0.00</u>	<u>100.00</u>	
Above paid on 19/11/2021 by Online Payment Ref S69							
S7 Sawscape Play Ltd							
rry out repair to rope fixings	01/11/2021	1565	1	180.00	0.00	180.00	0.00
					<u>0.00</u>	<u>180.00</u>	
Above paid on 07/12/2021 by Online Payment Ref S7							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S73 SSE SUITE 6							
Oct 2021 to 21 Oct 2021	08/11/2021	1	1	16.12	0.00	16.12	0.00
					<u>0.00</u>	<u>16.12</u>	
Above paid on 07/12/2021 by Online Payment Ref S73							
S79 SHAW CEMETERY							
2 Oct 2021 to 1 Nov 2021	09/11/2021	71	1	72.94	0.00	72.94	0.00
					<u>0.00</u>	<u>72.94</u>	
Above paid on 26/11/2021 by Direct Debit dd 71							
S83 Unmetered (Foot Way Lighting) 501532652							
S8 Oct 2021 to 1 Nov 2021	02/11/2021	OCT 2021 TO 1 NOV 2	1	57.12	0.00	57.12	0.00
2 Oct 2021 to 1 Nov 2021	02/11/2021	OCT21	1	658.11	0.00	658.11	0.00
					<u>0.00</u>	<u>715.23</u>	
Above paid on 16/11/2021 by Direct Debit oct							
S84 CLOCK TOWER 380066313							
2 Oct 2021 to 1 Nov 2021	09/11/2021	72	1	59.72	0.00	59.72	0.00
					<u>0.00</u>	<u>59.72</u>	
Above paid on 26/11/2021 by Direct Debit dd 72							
S89 SUITE 2 TOWN HALL							
5 May 2021 to 5 Aug 2021	19/10/2021	58	1	99.12	0.00	99.12	0.00
					<u>0.00</u>	<u>99.12</u>	
Above paid on 05/11/2021 by Direct Debit 58							
S89 SUITE 2 TOWN HALL							
Aug 2021 to 29 Oct 2021	02/10/2021	59	1	1,406.29	0.00	1,406.29	0.00
					<u>0.00</u>	<u>1,406.29</u>	
Above paid on 19/11/2021 by Direct Debit d 59							
S90 NEWTOWN CEMETERY							
1 Aug 2021 to 31 Oct 2021	08/11/2021	46	1	196.09	0.00	196.09	0.00
					<u>0.00</u>	<u>196.09</u>	
Above paid on 25/11/2021 by Direct Debit dd 46							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S91 MAYORS SUITE 140664414							
5 Aug 2021 to 29 Oct 2021	02/10/2021	59	1	364.89	0.00	364.89	0.00
					0.00	364.89	
Above paid on 19/11/2021 by Direct Debit 59 dd							
S94 CHANGING CITY REC 2944664416							
1 Aug 2021 to 1 Nov 2021	08/11/2021	49	1	42.64	0.00	42.64	0.00
					0.00	42.64	
Above paid on 25/11/2021 by Direct Debit dd 49							
T23 Together Technology Ltd							
T-Voice One System renta	21/11/2021	NTC1-00214	1	135.36	0.00	135.36	0.00
					0.00	135.36	
Above paid on 25/11/2021 by Direct Debit 214							
T23 Together Technology Ltd							
PSTN Line Renta	23/11/2021	NTC1-00215	1	102.00	0.00	102.00	0.00
TL Gold Internet Packag	23/11/2021	NTC1-00216	1	160.55	0.00	160.55	0.00
					0.00	262.55	
Above paid on 26/11/2021 by Direct Debit 215,216							
T7 Thomas Fattorini Ltd							
pendant mended	30/11/2021	1261636	1	2,278.87	0.00	2,278.87	0.00
					0.00	2,278.87	
Above paid on 07/12/2021 by Online Payment Ref T7							
T9 Test Strike UK Ltd							
Lightning Protection Syste	02/11/2021	INVTS016492	1	132.00	0.00	132.00	0.00
					0.00	132.00	
Above paid on 19/11/2021 by Online Payment Ref T9							
W1 West Berkshire District Council							
contri to admin costs	01/10/2021	208787 522050	1	3,240.00	0.00	3,240.00	0.00
maint oct 21	22/11/2021	523724	1	27,672.58	0.00	27,672.58	0.00
					0.00	30,912.58	
Above paid on 07/12/2021 by Online Payment Ref W1							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
W1 West Berkshire District Council							
Purchase Ledger Payment	19/10/2021	ON ACC 13499	1	-1,150.00	0.00	-1,150.00	0.00
					0.00	-1,150.00	
Above paid on 09/11/2021 by Electronic Payment Ref on aacc							
W1 West Berkshire District Council							
suite 7 rebate	02/11/2021	RATE REBATE	1	-821.09	0.00	-821.09	0.00
					0.00	-821.09	
Above paid on 02/11/2021 by Electronic Payment Ref rebate							
Total Purchase Ledger Payments for Month 8					0.00	90,114.30	

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
West Mills Allotm	01/12/2021	11662SM27	1	114.00	0.00	114.00	0.00
Wash Common Allo	01/12/2021	11662SM30	1	84.00	0.00	84.00	0.00
One Tree Allotmen	01/12/2021	11662SM31	1	96.00	0.00	96.00	0.00
Newbury Town Allotments	01/12/2021	11662SM32	1	84.00	0.00	84.00	0.00
Southbys Allotment	01/12/2021	: 11662SM28	1	126.00	0.00	126.00	0.00
Dairy Farm Allot	01/12/2021	11662SM29	1	108.00	0.00	108.00	0.00
					0.00	612.00	
Above paid on 20/12/2021 by Online Payment Ref A15							
A20 A & S Meats							
dec mark mana	02/12/2021	63	1	1,399.20	0.00	1,399.20	0.00
					0.00	1,399.20	
Above paid on 20/12/2021 by Online Payment Ref A20							
A22 Active Heating Services Ltd							
Studio - Auto air vent leak	01/12/2021	18918	1	173.04	0.00	173.04	0.00
					0.00	173.04	
Above paid on 20/12/2021 by Online Payment Ref 13872/1385							
A29 Appcentric							
mon retainer	03/11/2021	1297	1	522.50	0.00	522.50	0.00
					0.00	522.50	
Above paid on 20/12/2021 by Online Payment Ref A29							
A4 Ab-Fab Loos Limited							
isabled Unit	15/12/2021	#33654	1	153.60	0.00	153.60	0.00
					0.00	153.60	
Above paid on 20/12/2021 by Online Payment Ref A4							
B25 Blackbox Solutions							
1 Nov 2021 to 30 Nov 2021	29/11/2021	21033	1	119.61	0.00	119.61	0.00
					0.00	119.61	
Above paid on 24/12/2021 by Direct Debit 21033							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B41 Berkshire Pressure Cleaning							
washing of Clock House	01/12/2021	P5929	1	300.00	0.00	300.00	0.00
eon excrement from war	01/12/2021	P5951	1	180.00	0.00	180.00	0.00
					<u>0.00</u>	<u>480.00</u>	
Above paid on 20/12/2021 by Online Payment Ref B41							
B56 Berkshire Youth							
agreem aug-jan22	01/12/2021	3085	1	12,500.00	0.00	12,500.00	0.00
					<u>0.00</u>	<u>12,500.00</u>	
Above paid on 20/12/2021 by Online Payment Ref B56							
C25 Crown Gas & Power							
9774 A	06/12/2021	1169491	1	254.88	0.00	254.88	0.00
Purchase Ledger DDR Payment	16/12/2021	ON ACC 13659	1	-254.88	0.00	-254.88	0.00
					<u>0.00</u>	<u>0.00</u>	
No payment due as Credit Notes have been applied							
C25 Crown Gas & Power							
Purchase Ledger DDR Payment	16/12/2021	ON ACC 13659	1	0.00	0.00	254.88	-254.88
					<u>0.00</u>	<u>254.88</u>	
Above paid on 16/12/2021 by Direct Debit dd cro							
C26 C & D Security							
ervice padlock and repla	03/12/2021	1098	1	146.40	0.00	146.40	0.00
					<u>0.00</u>	<u>146.40</u>	
Above paid on 20/12/2021 by Online Payment Ref C26							
DY Dynamiq Management Limited							
Tennis Courts - Promotional v	01/12/2021	DM-2544	1	720.00	0.00	720.00	0.00
					<u>0.00</u>	<u>720.00</u>	
Above paid on 20/12/2021 by Online Payment Ref DY							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
E23 EE Limited							
mob dec	20/12/2021	V01943778093	1	376.50	0.00	376.50	0.00
					<u>0.00</u>	<u>376.50</u>	
Above paid on 30/12/2021 by Direct Debit 093							
E6 Everflow Ltd							
14/01/2022	14/12/2021	1269791	1	445.12	0.00	445.12	0.00
					<u>0.00</u>	<u>445.12</u>	
Above paid on 22/12/2021 by Direct Debit 791							
F5 Foxes Tree Services & Son Ltd							
est Mill Allotments	13/12/2021	4015	1	2,280.00	0.00	2,280.00	0.00
Fifth Road Park	13/12/2021	4016	1	2,220.00	0.00	2,220.00	0.00
Walton Way Park	13/12/2021	4017	1	120.00	0.00	120.00	0.00
					<u>0.00</u>	<u>4,620.00</u>	
Above paid on 20/12/2021 by Online Payment Ref F5							
M28 Minster Cleaning Services							
dec clea	01/12/2021	9981	1	1,496.69	0.00	1,496.69	0.00
					<u>0.00</u>	<u>1,496.69</u>	
Above paid on 20/12/2021 by Online Payment Ref INV29354							
M56 McCarthy Bainbridge Ltd							
modelling design vp	09/12/2021	4023	1	3,354.00	0.00	3,354.00	0.00
					<u>0.00</u>	<u>3,354.00</u>	
Above paid on 20/12/2021 by Online Payment Ref M56							
M61 Microshade Business Consultants Ltd							
Hosted Application Service	19/12/2021	15429	1	280.80	0.00	280.80	0.00
					<u>0.00</u>	<u>280.80</u>	
Above paid on 20/12/2021 by Online Payment Ref M61							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
N28 Newbury BID CIC							
cctv cost	01/12/2021	1659	1	12,000.00	0.00	12,000.00	0.00
					0.00	12,000.00	
Above paid on 20/12/2021 by Online Payment Ref NbyBIDrate							
P30 IRITA LONG							
P/Ledger Electronic Payment	15/12/2021	ON ACC 13651	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 20/12/2021 by Online Payment Ref P30							
P30 IRITA LONG							
P/Ledger Electronic Payment	15/12/2021	ON ACC 13651	1	0.00	0.00	-180.00	180.00
					0.00	-180.00	
Above paid on 15/12/2021 by Electronic Payment Ref refund							
P42 PAD Electrics Limited							
P/Ledger Electronic Payment	14/12/2021	ON ACC 13649	1	749.40	0.00	749.40	0.00
					0.00	749.40	
Above paid on 20/12/2021 by Online Payment Ref P42							
P42 PAD Electrics Limited							
P/Ledger Electronic Payment	14/12/2021	ON ACC 13649	1	0.00	0.00	-749.40	749.40
					0.00	-749.40	
Above paid on 14/12/2021 by Electronic Payment Ref returned							
R20 RBS Software Solutions							
Ray Campbell on Fri 10/12/21	10/12/2021	29288	1	225.00	0.00	225.00	0.00
					0.00	225.00	
Above paid on 20/12/2021 by Online Payment Ref R20							
S41 Sundog Grounds Maintenance Ltd							
grass newt	17/12/2021	3467	1	1,350.00	0.00	1,350.00	0.00
					0.00	1,350.00	
Above paid on 20/12/2021 by Online Payment Ref S41							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S59 Streamline Merchant Services							
September 2021 to 30 Septe	01/12/2021	173132261	1	43.78	0.00	43.78	0.00
ctober 2021 to 31 October 2021	01/12/2021	177967407	1	37.79	0.00	37.79	0.00
November 2021 to 30 November	01/12/2021	182296965	1	6.87	0.00	6.87	0.00
ubscription Fees Oct 2021	01/12/2021	MM1128199	1	11.94	0.00	11.94	0.00
ugust 2021 to 31 August 2021	01/12/2021	168617988	1	37.79	0.00	37.79	0.00
1 November 2021 to 30 Novemb	01/12/2021	182499088	1	37.79	0.00	37.79	0.00
Purchase Ledger DDR Payment	21/09/2021	ON ACC 13421	1	-37.79	0.00	-37.79	0.00
Purchase Ledger DDR Payment	19/10/2021	ON ACC 13507	1	-43.78	0.00	-43.78	0.00
Purchase Ledger DDR Payment	20/10/2021	ON ACC 13508	1	-11.94	0.00	-11.94	0.00
Purchase Ledger DDR Payment	19/11/2021	ON ACC 13573	1	-37.79	0.00	-37.79	0.00
Purchase Ledger DDR Payment	21/12/2021	ON ACC 13658	1	-44.66	0.00	-44.66	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							
S59 Streamline Merchant Services							
1 Nov 2021 to 30 Nov 2021	01/12/2021	MM1139289	1	11.94	0.00	11.94	0.00
					0.00	11.94	
Above paid on 21/12/2021 by Direct Debit dd							
S59 Streamline Merchant Services							
Purchase Ledger DDR Payment	21/12/2021	ON ACC 13658	1	0.00	0.00	44.66	-44.66
					0.00	44.66	
Above paid on 21/12/2021 by Direct Debit dd21.12							
S7 Sawscape Play Ltd							
Repair ball/net section. Manuf	01/12/2021	INV 1531	1	1,867.20	0.00	1,867.20	0.00
					0.00	1,867.20	
Above paid on 20/12/2021 by Online Payment Ref S7							
S75 Stuart Michael Associates Ltd							
technical note	26/11/2021	23352	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 20/12/2021 by Online Payment Ref S75							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S78	Old Toilet Block, Victoria Park						
9 Jun 2021 to 30 Sep 2021	01/12/2021	58	1	47.47	0.00	47.47	0.00
					<u>0.00</u>	<u>47.47</u>	
Above paid on 07/12/2021 by Direct Debit 58							
S79	SHAW CEMETERY						
Oct 2021 to 1 Nov 2021	07/12/2021	72	1	139.58	0.00	139.58	0.00
					<u>0.00</u>	<u>139.58</u>	
Above paid on 24/12/2021 by Direct Debit 72							
S82	BAND STAND						
Oct 2021 to 1 Nov 2021	07/12/2021	70	1	20.26	0.00	20.26	0.00
					<u>0.00</u>	<u>20.26</u>	
Above paid on 24/12/2021 by Direct Debit 70							
S83	Unmetered (Foot Way Lighting) 501532652						
2 Nov 2021 to 1 Dec 2021	02/12/2021	NOVEMBER 2021	1	692.47	0.00	692.47	0.00
					<u>0.00</u>	<u>692.47</u>	
Above paid on 16/12/2021 by Direct Debit nov							
S84	CLOCK TOWER 380066313						
Nov 2021 to 1 Dec 2021	07/12/2021	73	1	58.02	0.00	58.02	0.00
					<u>0.00</u>	<u>58.02</u>	
Above paid on 24/12/2021 by Direct Debit 73							
S86	Wash Common changing rms 2393982219						
Sep 2021 to 30 Nov 2021	01/12/2021	45 48	1	220.77	0.00	220.77	0.00
					<u>0.00</u>	<u>220.77</u>	
Above paid on 20/12/2021 by Direct Debit 45							
S87	Town Hall Market 621564417						
3 Jul 2021 to 12 Oct 202	01/12/2021	45	1	99.83	0.00	99.83	0.00
					<u>0.00</u>	<u>99.83</u>	
Above paid on 17/12/2021 by Direct Debit 45							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S92 MARKET PILLAR 2 5576435313							
may-dec21	03/12/2021	58-62	1	-40.30	0.00	-40.30	0.00
					<u>0.00</u>	<u>-40.30</u>	
Above paid on 20/12/2021 by Direct Debit 58							
S93 MARKET PILLAR 1 2231825317							
27 Aug 2021 to 30 Nov 2021	01/12/2021	42	1	94.09	0.00	94.09	0.00
					<u>0.00</u>	<u>94.09</u>	
Above paid on 20/12/2021 by Direct Debit 42							
T23 Together Technology Ltd							
T-Voice One System rental	21/12/2021	NTC1-00217	1	135.36	0.00	135.36	0.00
old Internet Package	23/12/2021	NTC1-00219	1	160.55	0.00	160.55	0.00
					<u>0.00</u>	<u>295.91</u>	
Above paid on 30/12/2021 by Direct Debit 217-219							
T23 Together Technology Ltd							
PSTN Line Rental	23/12/2021	NTC1-00218	1	85.00	0.00	85.00	0.00
t/p	23/12/2021	216 MISSED ON INV	1	17.00	0.00	17.00	0.00
					<u>0.00</u>	<u>102.00</u>	
Above paid on 30/12/2021 by Direct Debit 218							
T30 Technique Limited							
mail Hosting & Sharepoint Onli	14/12/2021	56903	1	298.66	0.00	298.66	0.00
					<u>0.00</u>	<u>298.66</u>	
Above paid on 20/12/2021 by Online Payment Ref T30							
V2 Volunteer Centre West Berkshire							
Can you please add this to the	13/12/2021	NO INV	1	500.00	0.00	500.00	0.00
					<u>0.00</u>	<u>500.00</u>	
Above paid on 20/12/2021 by Online Payment Ref V2							
Total Purchase Ledger Payments for Month 9					<u>0.00</u>	<u>46,281.90</u>	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Staff</u>						
Miscellaneous Income	107	0	(107)			0.0%
Staff :- Income	107	0	(107)			
Salaries/NI/PAYE	332,959	420,066	87,107		87,107	79.3%
Misc Staff Expenses	3,502	2,575	(927)		(927)	136.0%
Salary Reallocation	(332,959)	(420,066)	(87,107)		(87,107)	79.3%
Staff :- Indirect Expenditure	3,502	2,575	(927)	0	(927)	136.0%
Net Income over Expenditure	(3,395)	(2,575)	820			
<u>Central Services</u>						
Precept Received	1,135,249	1,135,249	0			100.0%
Interest Received	493	2,500	2,007			19.7%
Shares/Dividend Income	2	0	(2)			0.0%
CIL income received	28,695	0	(28,695)			0.0%
Miscellaneous Income	40	0	(40)			0.0%
Central Services :- Income	1,164,478	1,137,749	(26,729)			102.3%
Salary Reallocation	20,246	25,962	5,717		5,717	78.0%
Bank Charges	1,756	2,060	304		304	85.2%
Election Expenses	0	6,500	6,500		6,500	0.0%
Central Services :- Indirect Expenditure	22,001	34,522	12,521	0	12,521	63.7%
Net Income over Expenditure	1,142,477	1,103,227	(39,250)			
less Transfer to EMR	28,695					
Movement to/(from) Gen Reserve	1,113,782					
<u>P&amp;R General</u>						
Sponsorship	47,797	0	(47,797)			0.0%
P&R General :- Income	47,797	0	(47,797)			
Salary Reallocation	29,388	36,695	7,307		7,307	80.1%
Members' travel & subsistence	0	750	750		750	0.0%
Bus Shelter Advertising	47,797	800	(46,997)		(46,997)	5974.7%
Precept Leaflet	0	1,200	1,200		1,200	0.0%
P&R Projects Fund	1,823	5,000	3,177		3,177	36.5%
P&R General :- Indirect Expenditure	79,008	44,445	(34,563)	0	(34,563)	177.8%
Net Income over Expenditure	(31,211)	(44,445)	(13,234)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Grants &amp; Contributions</u>						
Sponsorship	900	0	(900)			0.0%
Grants & Contributions :- Income	900	0	(900)			
Grants for Climate Change Proj	795	10,000	9,205		9,205	8.0%
Berkshire Youth; Youth Worker	12,500	25,000	12,500		12,500	50.0%
Contribution to BID Xmas light	12,000	12,000	0		0	100.0%
Greenham Community Youth	2,500	2,500	0		0	100.0%
Volunteer Centre	500	500	0		0	100.0%
Grant Sub Committee	24,306	24,500	194		194	99.2%
CAB Grant	20,000	20,000	0		0	100.0%
CCTV	12,000	12,000	0		0	100.0%
WBC - contribution to library	0	10,000	10,000		10,000	0.0%
Defibs	2,471	4,000	1,529		1,529	61.8%
Riverside Centre	0	2,500	2,500		2,500	0.0%
Greenham & Crookham Common	500	500	0		0	100.0%
Grants & Contributions :- Indirect Expenditure	87,572	123,500	35,928	0	35,928	70.9%
Net Income over Expenditure	(86,672)	(123,500)	(36,828)			
<u>Corporate Services</u>						
Miscellaneous Income	118	100	(18)			118.0%
Corporate Services :- Income	118	100	(18)			118.0%
Visitor Information Centre	0	1,500	1,500		1,500	0.0%
Training and Development	4,171	5,000	829	830	(1)	100.0%
Advertising Recruitment	2,060	1,000	(1,060)		(1,060)	206.0%
Telephone	5,458	5,650	192		192	96.6%
Postage	1,374	1,500	126		126	91.6%
Printing/Stationery	1,274	1,500	226		226	84.9%
Office Equipment	15	2,000	1,985		1,985	0.8%
IT	16,829	22,000	5,171		5,171	76.5%
Professional Fees	8,591	15,000	6,409		6,409	57.3%
Audit	(215)	3,800	4,015		4,015	(5.7%)
Subscriptions	4,246	4,400	154		154	96.5%
Photocopier Charges	1,081	2,000	919		919	54.0%
Advertising General	836	1,200	364	180	184	84.6%
Recycling Costs	752	900	148		148	83.5%
GM contract admin fee (WBC)	2,700	2,700	0		0	100.0%
Capital exp computers etc	0	6,000	6,000		6,000	0.0%
Insurance	12,304	13,000	696		696	94.6%
Corporate Services :- Indirect Expenditure	61,476	89,150	27,674	1,010	26,664	70.1%
Net Income over Expenditure	(61,358)	(89,050)	(27,692)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Town Hall</u>						
Suite Lease Income	6,254	32,000	25,746			19.5%
Solar Panel Income	0	400	400			0.0%
Chamber Hire	3,685	6,000	2,315			61.4%
Projector Hire	60	0	(60)			0.0%
Town Hall :- Income	9,999	38,400	28,401			26.0%
Salary Reallocation	35,783	47,325	11,542		11,542	75.6%
Reconnect Drinking Fountain	0	1,850	1,850		1,850	0.0%
Topographical Survey	0	11,650	11,650		11,650	0.0%
Town Hall Refurb	0	10,000	10,000		10,000	0.0%
Replacement Solar Panel Invert	0	1,500	1,500		1,500	0.0%
Rates	10,551	11,094	543		543	95.1%
Water	180	1,000	820		820	18.0%
Energy Supplies	5,434	10,300	4,866		4,866	52.8%
Energy Conservation Projects	5,486	5,000	(486)		(486)	109.7%
Repairs and Maintenance	16,957	74,000	57,043	3,946	53,097	28.2%
Maint. Contracts	12,654	14,588	1,934		1,934	86.7%
Fire Extinguishers	548	1,500	952		952	36.6%
Security	925	800	(125)		(125)	115.6%
Town Hall :- Indirect Expenditure	88,519	190,607	102,088	3,946	98,142	48.5%
Net Income over Expenditure	(78,519)	(152,207)	(73,688)			
<u>Weddings</u>						
Chamber Hire	342	2,500	2,158			13.7%
Weddings :- Income	342	2,500	2,158			13.7%
Salary Reallocation	2,934	3,429	495		495	85.6%
Weddings expenditure	1,094	1,000	(94)		(94)	109.4%
Weddings :- Indirect Expenditure	4,029	4,429	400	0	400	91.0%
Net Income over Expenditure	(3,687)	(1,929)	1,758			
<u>Newtown Road Cemetery</u>						
Cemetery Income	300	0	(300)			0.0%
Newtown Road Cemetery :- Income	300	0	(300)			
Salary Reallocation	2,451	2,348	(103)		(103)	104.4%
Toilet Hire NRC	990	1,300	310	32	278	78.6%
Rates	434	389	(45)		(45)	111.5%
Energy Supplies	2,351	400	(1,951)		(1,951)	587.8%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Energy Conservation Projects	134	1,000	866		866	13.4%
Repairs and Maintenance	916	7,500	6,584		6,584	12.2%
Maint. Contracts	6,397	12,250	5,853		5,853	52.2%
Maint. Contracts Unscheduled	1,125	1,200	75		75	93.8%
Headstone Survey	0	2,000	2,000		2,000	0.0%
Fire Extinguishers	46	100	54		54	46.0%
Tree Surveys & Works	0	800	800		800	0.0%
NRC Composting Toilet (25%)	0	2,563	2,563		2,563	0.0%
Redecoration of Chapel	0	1,200	1,200		1,200	0.0%
Newtown Road Cemetery :- Indirect Expenditure	14,844	33,050	18,206	32	18,173	45.0%
Net Income over Expenditure	(14,544)	(33,050)	(18,506)			
<u>Shaw Cemetery</u>						
Cemetery Income	55,015	35,000	(20,015)			157.2%
Shaw Cemetery :- Income	55,015	35,000	(20,015)			157.2%
Salary Reallocation	16,635	21,149	4,514		4,514	78.7%
IT	642	1,100	458		458	58.3%
Subscriptions	95	95	0		0	100.0%
Rent Payable	0	1,000	1,000		1,000	0.0%
Rates	1,269	280	(989)		(989)	453.3%
Water	483	3,000	2,517		2,517	16.1%
Energy Supplies	512	1,000	488		488	51.2%
Energy Conservation Projects	1,860	1,860	0		0	100.0%
Repairs and Maintenance	2,329	13,560	11,231	386	10,845	20.0%
Maint. Contracts	34,591	63,500	28,909		28,909	54.5%
Maint. Contracts Unscheduled	0	2,200	2,200		2,200	0.0%
Fire Extinguishers	142	250	108		108	56.8%
Tree Surveys & Works	680	2,885	2,205		2,205	23.6%
Shaw Cemetery :- Indirect Expenditure	59,239	111,879	52,640	386	52,254	53.3%
Net Income over Expenditure	(4,224)	(76,879)	(72,655)			
<u>Markets</u>						
Market Income	41,594	39,000	(2,594)			106.7%
Miscellaneous Income	200	0	(200)			0.0%
Markets :- Income	41,794	39,000	(2,794)			107.2%
Salary Reallocation	17,522	23,094	5,572		5,572	75.9%
Subscriptions	369	370	1		1	99.7%
Advertising General	943	1,500	558	290	268	82.2%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Market Management	10,674	14,000	3,326		3,326	76.2%
Rates	5,222	5,725	504		504	91.2%
Energy Supplies	359	1,000	641		641	35.9%
Repairs and Maintenance	810	2,865	2,055		2,055	28.3%
Markets :- Indirect Expenditure	35,898	48,554	12,656	290	12,366	74.5%
Net Income over Expenditure	5,896	(9,554)	(15,450)			
<u>War Memorial</u>						
Salary Reallocation	3,058	3,708	650		650	82.5%
Repairs and Maintenance	330	700	370		370	47.1%
Sinking Fund	0	2,000	2,000		2,000	0.0%
War Memorial :- Indirect Expenditure	3,388	6,408	3,020	0	3,020	52.9%
Net Expenditure	(3,388)	(6,408)	(3,020)			
<u>Footway Lighting</u>						
Salary Reallocation	3,058	3,708	650		650	82.5%
Energy Supplies	5,426	7,313	1,887		1,887	74.2%
Repairs and Maintenance	14,223	13,000	(1,223)		(1,223)	109.4%
Street Lighting Upgrade	0	2,530	2,530		2,530	0.0%
Footway Lighting :- Indirect Expenditure	22,706	26,551	3,845	0	3,845	85.5%
Net Expenditure	(22,706)	(26,551)	(3,845)			
<u>Clock House</u>						
Salary Reallocation	3,058	3,708	650		650	82.5%
Energy Supplies	561	750	189		189	74.8%
Repairs and Maintenance	1,015	4,840	3,825		3,825	21.0%
Clock House :- Indirect Expenditure	4,634	9,298	4,664	0	4,664	49.8%
Net Expenditure	(4,634)	(9,298)	(4,664)			
<u>Street Furniture</u>						
Salary Reallocation	3,068	3,709	641		641	82.7%
Energy Supplies	0	220	220		220	0.0%
Repairs and Maintenance	2,376	5,500	3,124	5,650	(2,526)	145.9%
Maint. Contracts Unscheduled	0	500	500		500	0.0%
Grit Bins	0	4,635	4,635		4,635	0.0%
Move of Bus Stop	0	5,800	5,800		5,800	0.0%
Street Furniture :- Indirect Expenditure	5,443	20,364	14,921	5,650	9,271	54.5%
Net Expenditure	(5,443)	(20,364)	(14,921)			
plus Transfer from EMR	1,210					
Movement to/(from) Gen Reserve	(4,233)					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Recreation Grounds</u>						
Income - Pitches	2,307	2,266	(41)			101.8%
Recreation Grounds :- Income	2,307	2,266	(41)			101.8%
Salary Reallocation	12,508	15,218	2,710		2,710	82.2%
Water	265	600	335		335	44.2%
Energy Supplies	1,375	2,060	685		685	66.7%
Upgrading	0	2,250	2,250		2,250	0.0%
Repairs and Maintenance	1,262	4,600	3,339		3,339	27.4%
Maint. Contracts	15,495	29,800	14,305		14,305	52.0%
Maint. Contracts Unscheduled	0	9,650	9,650	3,524	6,126	36.5%
Tree Surveys & Works	2,000	5,460	3,460	450	3,010	44.9%
PPE	0	1,000	1,000	186	814	18.6%
Drinking Water Tap	0	1,220	1,220		1,220	0.0%
Consultation	0	1,000	1,000		1,000	0.0%
Recreation Grounds :- Indirect Expenditure	32,905	72,858	39,953	4,161	35,793	50.9%
Net Income over Expenditure	(30,597)	(70,592)	(39,995)			
<u>City Recreation Ground</u>						
Upgrading	0	14,000	14,000		14,000	0.0%
Drinking Water Tap	0	1,220	1,220		1,220	0.0%
City Recreation Ground :- Indirect Expenditure	0	15,220	15,220	0	15,220	0.0%
Net Expenditure	0	(15,220)	(15,220)			
<u>Play Areas</u>						
Salary Reallocation	13,894	18,258	4,364		4,364	76.1%
Upgrading	0	5,800	5,800		5,800	0.0%
Repairs and Maintenance	24,820	14,000	(10,820)	756	(11,576)	182.7%
Maint. Contracts	12,222	23,240	11,018		11,018	52.6%
Maint. Contracts Unscheduled	0	9,600	9,600		9,600	0.0%
Play Areas :- Indirect Expenditure	50,936	70,898	19,962	756	19,205	72.9%
Net Expenditure	(50,936)	(70,898)	(19,962)			
plus Transfer from EMR	500					
Movement to/(from) Gen Reserve	(50,436)					
<u>Victoria Park</u>						
Income - Tennis Courts	12,774	12,000	(774)			106.5%

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## Detailed Income &amp; Expenditure by Budget Heading 12/01/2022

Month No: 9

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Income - Bowling Club	900	927	27			97.1%
Income - Kiosk/Cafe	4,136	1,600	(2,536)			258.5%
Other open spaces income	4,380	2,000	(2,380)			219.0%
Miscellaneous Income	165	1,000	835			16.5%
<b>Victoria Park :- Income</b>	<b>22,356</b>	<b>17,527</b>	<b>(4,829)</b>			<b>127.6%</b>
Salary Reallocation	26,044	32,530	6,486		6,486	80.1%
PWLB Loan Interest	0	10,000	10,000		10,000	0.0%
Toilet Hire NRC	0	700	700		700	0.0%
Water	1,714	4,350	2,636		2,636	39.4%
Energy Supplies	2,064	4,000	1,936		1,936	51.6%
Repairs and Maintenance	14,130	13,450	(680)	697	(1,377)	110.2%
Maint. Contracts	34,790	66,450	31,660		31,660	52.4%
Maint. Contracts Unscheduled	100	4,850	4,750		4,750	2.1%
Wild Flower Meadow VP	0	4,000	4,000		4,000	0.0%
Fire Extinguishers	92	200	108		108	46.0%
Security	109	500	391		391	21.8%
Tennis Courts Maintenance Fund	0	3,600	3,600		3,600	0.0%
VP LTA Registration Fee	0	350	350		350	0.0%
Music at the Bandstand	1,350	3,000	1,650		1,650	45.0%
VP tennis court promotion	600	1,500	900	508	392	73.9%
VP Fun Day	375	2,500	2,125		2,125	15.0%
Tree Surveys & Works	1,250	2,300	1,050		1,050	54.3%
Fees	19,387	35,000	15,614	45,716	(30,102)	186.0%
Community Cafe	4,235	399,000	394,766	750	394,016	1.2%
Hoist	0	12,000	12,000		12,000	0.0%
Consultation	0	1,000	1,000		1,000	0.0%
<b>Victoria Park :- Indirect Expenditure</b>	<b>106,239</b>	<b>601,280</b>	<b>495,041</b>	<b>47,671</b>	<b>447,371</b>	<b>25.6%</b>
<b>Net Income over Expenditure</b>	<b>(83,883)</b>	<b>(583,753)</b>	<b>(499,870)</b>			
<b>Open Spaces</b>						
Wayleave Income	0	25	25			0.0%
Other open spaces income	240	0	(240)			0.0%
Miscellaneous Income	4,000	0	(4,000)			0.0%
<b>Open Spaces :- Income</b>	<b>4,240</b>	<b>25</b>	<b>(4,215)</b>			<b>16960.0</b>
Salary Reallocation	20,109	25,658	5,549		5,549	78.4%
Rent Payable	82	180	98		98	45.4%
Water	29	100	71		71	29.3%
Repairs and Maintenance	3,026	5,000	1,974	105	1,869	62.6%
Maint. Contracts	41,048	72,994	31,946		31,946	56.2%



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Maint. Contracts Unscheduled	1,224	4,000	2,776	194	2,582	35.5%
Tree Surveys & Works	5,175	7,650	2,475		2,475	67.6%
Greenham House Gdns	0	9,450	9,450		9,450	0.0%
Blossoms Field Tree Works	0	3,500	3,500		3,500	0.0%
Litter Picking Equipment	92	500	408		408	18.4%
Speen Moor Friends Group	199	500	301		301	39.8%
Biodiversity Survey	0	2,000	2,000		2,000	0.0%
Open Spaces :- Indirect Expenditure	70,984	131,532	60,548	299	60,249	54.2%
Net Income over Expenditure	(66,744)	(131,507)	(64,763)			
plus Transfer from EMR	2,800					
Movement to/(from) Gen Reserve	(63,944)					
<u>Floral Displays and Trees</u>						
Miscellaneous Income	1,135	2,000	865			56.8%
Floral Displays and Trees :- Income	1,135	2,000	865			56.8%
Salary Reallocation	4,153	6,111	1,958		1,958	68.0%
Repairs and Maintenance	0	850	850		850	0.0%
Maint. Contracts	12,192	21,896	9,704		9,704	55.7%
Tree Maintenance	5,000	5,000	0		0	100.0%
Tree planting	8	4,850	4,842	2,553	2,289	52.8%
Edible Crops	0	300	300		300	0.0%
Additional Floral Displays NIB	1,599	1,500	(99)		(99)	106.6%
Consultation	0	1,000	1,000		1,000	0.0%
Floral Displays and Trees :- Indirect Expenditure	22,952	41,507	18,555	2,553	16,002	61.4%
Net Income over Expenditure	(21,817)	(39,507)	(17,690)			
<u>Britain &amp; Newbury In Bloom</u>						
Sponsorship	500	0	(500)			0.0%
Britain & Newbury In Bloom :- Income	500	0	(500)			
Salary Reallocation	13,957	18,307	4,350		4,350	76.2%
Newbury In Bloom	3,479	7,000	3,521	350	3,171	54.7%
Britain & Newbury In Bloom :- Indirect Expenditure	17,436	25,307	7,871	350	7,521	70.3%
Net Income over Expenditure	(16,936)	(25,307)	(8,371)			
less Transfer to EMR	500					
Movement to/(from) Gen Reserve	(17,436)					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Wash Common Allotment</u>						
Allotment Income	3,584	3,300	(284)			108.6%
Wash Common Allotment :- Income	3,584	3,300	(284)			108.6%
Salary Reallocation	4,025	5,801	1,776		1,776	69.4%
Water	367	700	333		333	52.5%
Repairs and Maintenance	756	2,250	1,494		1,494	33.6%
Maint. Contracts	851	1,440	589		589	59.1%
Maint. Contracts Unscheduled	0	2,000	2,000		2,000	0.0%
Extra security measures	0	2,300	2,300		2,300	0.0%
Tree Surveys & Works	0	800	800		800	0.0%
Wash Common Allotment :- Indirect Expenditure	5,998	15,291	9,293	0	9,293	39.2%
Net Income over Expenditure	(2,414)	(11,991)	(9,577)			
<u>Allotments (except Wash Common</u>						
Allotment Income	19,949	19,570	(379)			101.9%
Allotments (except Wash Common :- Income	19,949	19,570	(379)			101.9%
Salary Reallocation	23,064	29,007	5,943		5,943	79.5%
Professional Fees	0	2,500	2,500		2,500	0.0%
Rent Payable	638	876	239		239	72.8%
Water	388	4,000	3,612		3,612	9.7%
Repairs and Maintenance	10,784	16,500	5,716	335	5,381	67.4%
Maint. Contracts	4,039	7,192	3,153		3,153	56.2%
Maint. Contracts Unscheduled	0	1,500	1,500		1,500	0.0%
Extra security measures	1,371	5,540	4,169		4,169	24.7%
Tree Surveys & Works	500	500	0		0	100.0%
Allotments (except Wash Common :- Indirect Expenditure	40,784	67,615	26,831	335	26,496	60.8%
Net Income over Expenditure	(20,835)	(48,045)	(27,210)			
plus Transfer from EMR	2,000					
Movement to/(from) Gen Reserve	(18,835)					
<u>Wharf Toilets</u>						
Salary Reallocation	5,713	6,424	711		711	88.9%
Wharf Toilets Contract	8,610	11,845	3,235		3,235	72.7%
Rates	(6,776)	7,309	14,085		14,085	(92.7%)
Repairs and Maintenance	265	3,650	3,385		3,385	7.3%
Wharf Toilets :- Indirect Expenditure	7,812	29,228	21,416	0	21,416	26.7%
Net Expenditure	(7,812)	(29,228)	(21,416)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>CP,A&amp;L General</u>						
Salary Reallocation	22,644	28,081	5,437		5,437	80.6%
CPA&L Committee Fund	0	500	500		500	0.0%
Music in the Market Place	0	1,000	1,000		1,000	0.0%
Art Trail	1,366	1,000	(366)		(366)	136.6%
Local Democracy WG	515	600	85		85	85.8%
Youth Voice Event	235	5,000	4,765		4,765	4.7%
Art on the Park	0	500	500		500	0.0%
CP,A&L General :- Indirect Expenditure	24,760	36,681	11,921	0	11,921	67.5%
Net Expenditure	(24,760)	(36,681)	(11,921)			
<u>Civic Responsibility</u>						
Salary Reallocation	23,736	30,469	6,733		6,733	77.9%
Mayors Allowance	205	1,000	795		795	20.5%
Mayors Allowance 2019-20	50	0	(50)		(50)	0.0%
Honorarium	2,340	4,000	1,660		1,660	58.5%
Mayor Making	810	2,500	1,690		1,690	32.4%
Remembrance	1,349	4,000	2,651		2,651	33.7%
Regalia and Robes	2,739	3,000	261		261	91.3%
Civic Hospitality & Events	950	1,500	550		550	63.3%
Twin Towns	0	250	250		250	0.0%
Civic Award Scheme	500	1,000	500		500	50.0%
Watership Brass	650	650	0		0	100.0%
Civic Responsibility :- Indirect Expenditure	33,329	48,369	15,040	0	15,040	68.9%
Net Expenditure	(33,329)	(48,369)	(15,040)			
<u>Planning &amp; Highways</u>						
Grants & Donations Received	0	100	100			0.0%
Planning & Highways :- Income	0	100	100			0.0%
Salary Reallocation	25,910	32,142	6,232		6,232	80.6%
P & H Committee Fund	396	1,000	604		604	39.6%
Heritage Working Group	206	3,000	2,794		2,794	6.9%
Town Design St. & Town Plan	400	7,000	6,600		6,600	5.7%
Signage	0	10,000	10,000		10,000	0.0%
Canal Corridor	0	10,000	10,000		10,000	0.0%
Planning & Highways :- Indirect Expenditure	26,912	63,142	36,230	0	36,230	42.6%
Net Income over Expenditure	(26,912)	(63,042)	(36,130)			
plus Transfer from EMR	276					
Movement to/(from) Gen Reserve	(26,636)					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	1,374,921	1,297,537	(77,384)			106.0%
Expenditure	933,307	1,964,260	1,030,953	67,439	963,514	50.9%
Net Income over Expenditure	<u>441,614</u>	<u>(666,723)</u>	<u>(1,108,337)</u>			
plus Transfer from EMR	6,786					
less Transfer to EMR	29,195					
Movement to/(from) Gen Reserve	<u>419,205</u>					

## Newbury Town Council

## Work Programme for Policy and Resources Committee Meetings 2021-2022

**Standing Items on each (ordinary meeting) agenda:**

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

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