

20 April 2021.

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

**Substitutes:** Councillors Jeff Beck, Roger Hunneman, David Marsh, Tony Vickers 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 on Zoom on **Monday 26 April 2021 at 7.30 pm.**

Join Zoom Meeting

<https://us02web.zoom.us/j/89535860822?pwd=U1hBUmFtSkNqMDlXR2c2YjdVNXZoZz09>

Meeting ID: 895 3586 0822

Passcode: 200101

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.

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### **3. Minutes (Appendix 1)**

*Chairperson*

**To approve** the minutes of a meeting of the Policy & Resources Committee held on Monday 18 January 2021 (previously circulated).

### **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 the day of the meeting**

### **6. Berkshire Youth (Appendix 2)**

*Chairperson*

**To receive** a report from Berkshire Youth on the operation of the Council's Service Level Agreement for the provision of youth outreach services in Newbury.

### **7. Health and Safety Report (Appendix 3)**

*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)**

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

*Chairperson*

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

### **9. List of Payments (Appendix 4)**

*Chairperson*

**To note** the payments made during the period 1 January 2021 to 31 March 2021.  
**(Members are requested to raise any questions on this item prior to the meeting).**

### **10. Budget Monitoring 2020/21 (Appendix 5)**

*Chairperson*

**To receive** the Income and Expenditure Account to 31 March 2020.

**To resolve to approve** the expenditure against cost centres that are over the approved budget levels.

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

### **11. Town Council Reserves and Expenditure of S.106 and CIL monies in 2021/22 (Appendix 6)**

*Chairperson*

**10.1 To note** the balance in reserves at 31 March 2021.

**10.2 To approve** the use and allocation of earmarked funds not already allocated in budget 2021-22

**10.3 To note** the anticipated levels (subject to full audit) of general reserves at 31 March 2020.

**12. Council Meetings over the period from 7 May to 21 June (Appendix 7)**

*Chairperson*

**To Approve** the dates and arrangements for meetings over the period from 7 May to 21 June 2021.

**13. Internal Audit Report (Appendix 8)**

*Chairperson*

**To receive** the final interim internal audit report for the financial year 2020/21 from Auditing Solutions Ltd and

**To Approve** the recommendations arising from the Report

**14. Update on the Council's Strategy (2019-2024) Action Plan (Appendix 9)**

*Chairperson*

**To note** the position at 31 March 2021.

**15. Review of the Council's Financial Regulations (Appendix 10)**

*Chairperson*

**To approve** amendments to the Council's Financial Regulations

**16. Review of the Council's Standing Orders (Appendix 11)**

*Chairperson*

**To recommend** to Full Council amendments to the Council's Standing Orders

**17. Forward Work Programme for Policy and Resources Committee meetings 2021/22 (Appendix 12)**

*Chairperson*

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

**18. 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.

**19. Staff Sub Committee**

*Chairperson*

**To receive** a report from the Staff Sub-committee meetings held on 8 March 2021. (Minutes already circulated)

**Minutes of a meeting of the Policy & Resources Committee held on  
Monday 18 January 2021 at 7.30 pm. (Zoom meeting)**

**Present**

Councillors: Martin Colston (Chairperson); Jeff Beck; Jo Day; Sue Farrant; Jon Gage; Olivia Lewis; Gary Norman, Elizabeth O’Keeffe and Erik Pattenden.

**In attendance**

Hugh Peacocke, Chief Executive Officer.

**46. Apologies for absence**

None

**47. Absent**

Councillor Stephen Masters

**48. Declarations of interest and dispensations**

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

The Chief Executive Officer declared that there is a dispensation for those Town Councillors who live in the Newbury Town Council area with respect to their discussion relating to the budget and setting the precept.

Councillor Tony Vickers declared that he was also a member of Greenham Parish Council.

**49. Minutes**

**Proposed:** Councillor Gary Norman

**Seconded:** Councillor Erik Pattenden

**Resolved:** That the minutes of the meeting of the Policy & Resources Committee held on Monday 12 October be approved as a correct record and signed by the Chairperson.

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

There were none.

**51. Members’ questions and petitions**

There were none.

**52. Review of the Council’s Strategy 2019-2024**

Councillor Martin Colston, as Leader of the Council, presented the review of the Strategy, which he said was a continuation of existing policies and objectives, with some minor amendments.

In addition to the amendments in the draft already circulated to Members the Committee approved a further recommendation to carry out a review of street and footway lighting to assess where savings might be made and more energy-efficient lights introduced.

**Proposed:** Councillor Olivia Lewis

**Seconded:** Councillor Sue Farrant

**Resolved:** that the Committee recommends that the Council approves the draft Strategy as circulated, together with the amendment regarding street and footway lighting.

### 53. 2021/22 Budget

The Committee considered the draft budget, as circulated, which proposed a total expenditure of £1,964,260, funded as follows:

• Income from Council services:	£ 162,288
• General reserves:	£ 69,692
• Earmarked reserves:	£ 155,160
• CIL:	£ 128,330
• Section 106 (for Community café)	£ 63,541
• Public Works loan for Community Café:	£ 250,000
• Precept:	£1,135,249

The Committee noted that the Council Tax Base for Newbury had increased over the past year by 0.25% and that the draft budget proposed a precept increase of 2.55%, equivalent to a bad D charge of £87.82 for 2021/22 ( a 2.29% increase).

The Committee thanked the Chairman and the CEO for their work in producing the draft budget and Strategy.

**Proposed:** Councillor Erik Pattenden

**Seconded:** Councillor Tony Vickers

**Resolved:** That the Committee recommends that Full Council approves the draft budget as set out above and sets a precept of £1,135,249 for the financial year 2021/22.

### 54. Engagement and Consultation Policy

The Chief Executive Officer explained that the Policy collects together information on the Council's engagement and consultation processes and clarifies how they are delivered and implemented.

The following amendments were proposed:

- Where the Policy states: *We use our Facebook account to reach those who regularly use those communication tools* add *Twitter*
- *" A separate notification of the results may be given to those surveyed ~~if the Town Council so chooses~~, at the discretion of the Town Council, either through a separate written notification or a notice on a nearby noticeboard for example.*
- The Committee asked that the Policy be numbered and annotated for easier reference.

After some discussion, the Committee agreed to retain the provision that the Council would not carry out consultations in connection with any action required to be carried out by the Council by law or *where the proposed project, action or activity is outside the power of the Parish Council to undertake*.

**Proposed:** Councillor Erik Pattenden

**Seconded:** Councillor Tony Vickers

**Resolved:** That subject to the above amendments, the Committee approves the Engagement and Consultation Policy.

(Councillors Gary Norman and Tony Vickers abstained)

**55. List of Payments**

The Committee noted the payments made during the period 1 October 2020 to 31 December 2020.

**56. Health and safety reports**

The information was received and noted by the Committee.

The Chief Executive Officer and the Committee thanked the Community Services team for achieving such a satisfactory report in such challenging times.

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

The Committee noted that the debts arose due to the difficulties faced by the Town Hall tenants arising from the Lockdowns imposed under Coronavirus regulations. The Chief Executive Officer has been authorised to deal with these matters, after consulting the Chairman of the Committee.

**58. Income and Expenditure Account 2020/21**

The Committee Noted the Income and Expenditure Account for the period ended 31 December 2020.

**59. Internal Audit Report**

The Committee received the first interim internal audit report for the financial year 2020/21 from Auditing Solutions Ltd. The review was undertaken remotely, due to the ongoing Covid-19 situation and restrictions, in early January 2021. The report covered the first 9 months of the 2020-21 financial year, a period when the Council was suffering from staff losses and working through the pandemic.

The Chief Executive Officer pointed out that while the Council normally received quarterly reports, that due to staff bereavements and the pandemic our internal auditors had not met that target this year. In the circumstances, and given the issues faced by the Council, the Chief Executive Officer was pleased with the Report and he and the Committee recorded their thanks to the Council's accounts team, Margaret Gore and Angela Herrington for their work in achieving this outcome.

The Report raised 4 issues for action as follows:

1. Consideration should be given to aligning the Council's Standing Orders more closely to the NALC model document including appropriate and detailed reference to the Council's formal contracting arrangements.

**Recommendation:** This matter will be addressed at the annual review of Standing Orders.

2. Expenditure incurred should only be reallocated from one budget heading to another where a genuine miscoding has occurred in processing the original entry.

**Recommendation:** Where such overspends do arise, members will be made aware of the reasons for such overspends and approve them. Unless a genuine miscoding has occurred, the original posting should stand unamended.

At year end, Members may approve an appropriate virement of funds from an underspending budget heading if considered appropriate.

3. In accordance with the requirements of the Governance and Accountability Manual – The Practitioner's Guide – 2020 edition, only the cost of staff employed and paid through the Council's payroll should be charged against staff cost codes in the AGAR at Section 2 Box 4.

**Recommendation:** Only the cost of staff employed and paid through the Council's payroll will be charged against staff cost codes.

4. The Council should determine whether the percentage contribution for the one highlighted employee should be amended in future months with, potentially, reimbursement made for over-deducted contributions in earlier months of the year.

**Recommendation:** The matter will be referred to our Payroll consultants, DCK, for determination and any reimbursements due will be paid to the relevant employee.

**Proposed:** Councillor Gary Norman

**Seconded:** Councillor Sue Farrant

**Resolved:** That the Committee approve Report and the recommendations set out above.

**60. Forward Work Programme for Policy and Resources Committee meetings 2020/21**

The Committee noted the Forward Work Programme for Policy and Resources Committee meetings 2020/21.

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

**Proposed:** Councillor Tony Vickers

**Seconded:** Councillor Jeff Beck

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

**62. Staff Sub Committee**

The Committee noted the business transacted at the Staff Subcommittee meetings on 22 October, 17 November and 2 December.

The Chairman declared the meeting closed at 8.17 pm.

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

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



# Detached Youth Work

Report for January to April 2021

26<sup>th</sup> April 2021  
Newbury Town Council

# The current context

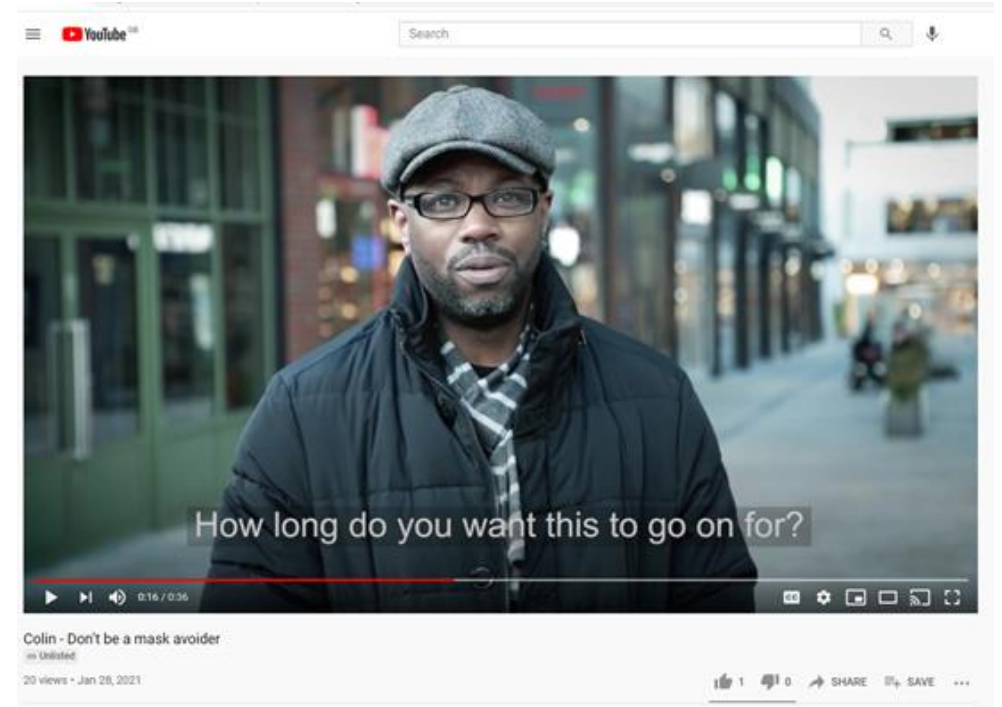
This report covers January to April 2021. During this period Newbury was in national lockdown with 'Essential journeys' only. Schools were closed as were community and sports facilities. Newbury, like the rest of England, was encouraged to stay at home.

Throughout this period Berkshire Youth has always delivered in work in line with our own risk assessments and always following the NYA Guidance – which has been approved by DCMS & Public Health England. At times this has meant reinforcing public health messaging and supporting local police in areas, times or locations they felt a youth work approach would be more beneficial.

The first few months of the year are always quiet with the dark evenings and often poor weather. This year we had Covid restrictions in place also which limited people's movement and social gathering. This culmination of factors has led to a very quiet January, with things gradually getting busier as schools returned and restrictions eased.

A real positive that the majority of young people we adhering to national guidelines and not socialising but staying at home.

However, as these restrictions eased we started conversations with young people about they struggles with the situation, their sense of unfairness and confusion. Young people were bored of lockdown and restrictions and frustrated as they wanted normal life back.



We have worked with Public Health on their messaging around guidance especially use of masks. Our staff featured in videos to support this messaging.

# The current context

The closure of schools and implementation on online learning has been a challenge for young people. Learning from home hasn't always been the most engaging and so for some young people it has been easier not to care than try and fail.

Whilst initially this worked for some young people we are now starting to see the anxiety of people as they return to school. There is a sense of "missing out" or "being behind". This is causing anxiety in some and for others is a reason to give up or not even try.

Young people became negative about their future, confused about the future and their future. The uncertainty is a struggle.

As we have moved from dark winter nights to the lighter spring evenings we have seen more young people and a more positive attitude start to return. A "what will be will be" is where many are at now. The hope of "normality" being around the corner is hope for many.

We have continued to work with wider partners such as police, housing and antisocial behaviour groups to identify priority locations and times based on local information. This is often reactive and would always welcome further information so that we can be proactive in our delivery.



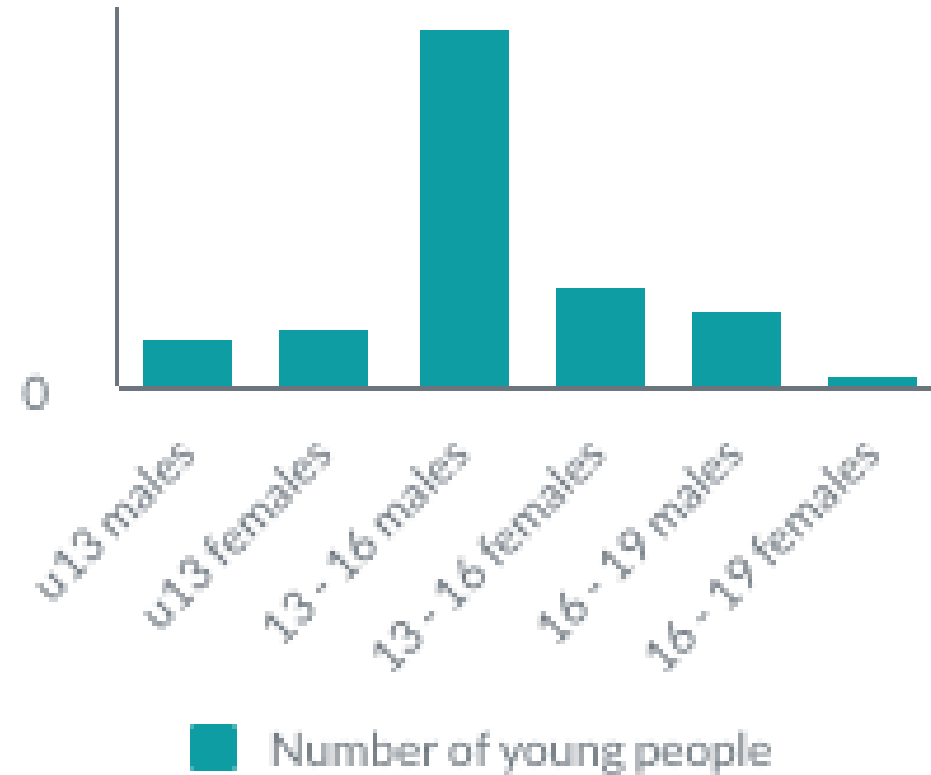
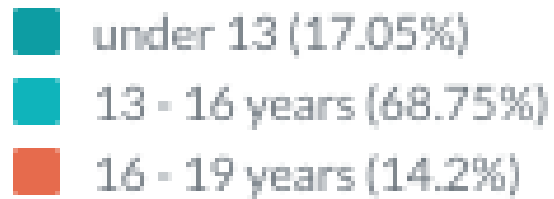
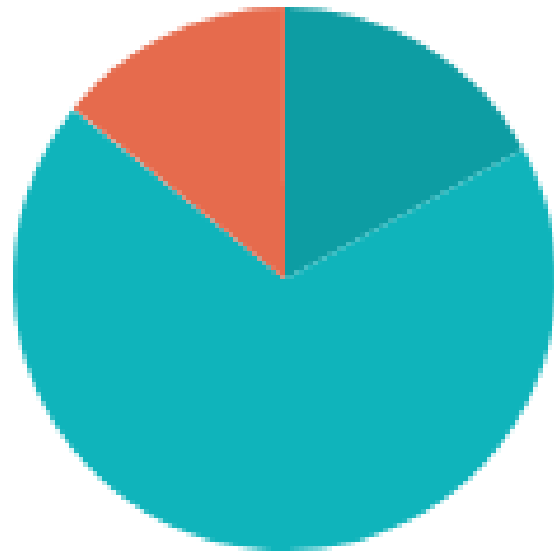
# Who we have seen...

Gender of Participants



Data from 4<sup>th</sup> January 2021 to 12<sup>th</sup> April 2021

# Who we have seen...



Data from 4<sup>th</sup> January 2021 to 12<sup>th</sup> April 2021

# Councillor Comments...

## **Re-establishing a user group for the skate park**

As we were not involved in the initial group we would welcome some further information on the groups remit, how the group previously functioned and who was involved. We would be certainly happy to support as part of our detached remit. We have had conversations with Brad and perhaps could involve him in any further discussions.

## **I assume Covid and lockdown has resulted in fewer contacts being made**

Yes there have been fewer young people between Jan and March than previous months. Several factors as mentioned affect this – lockdown restrictions and also the weather. Whilst we are not seeing the number of young people gathering in communities we are seeing a huge increase of referrals for support for young people. Number of young people seen through detached were particularly low in January and are picking up each week.

## **Cllrs seem to quickly suggest the detached team respond to any issues in any area. We did say they were flexible and could react quickly. Just wondered if there have been too many.**

Whilst the team is fairly agile whilst on shift we cannot always be present. We prioritise locations and areas based on intel from partners the community as well as statutory agencies. We haven't had many incidents requesting our presence but we were first on scene with an incident involving a altercation on a bus on 9<sup>th</sup> March in which the police subsequently attended.

## **Have any hotspots been identified?**

Currently our focus involves the High St - Victoria Park (skate park) Northcroft & Goldwell Park (Newbury cricket club) City & Fifth Rd Park. We also have funding from Greenham Parish Council and visit areas these too. Areas have been identified by information from community as well as statutory agencies including the ASB Hot Spots meeting.

# Councillor Comments...

## **Have team established any individual or group working relationships?**

With the skate park now open we continue to meet groups of young people using that facility, as well as seeing similar groups of young people in different the housing estate areas. What really comes into play is the relationship we have with young people through our schools work. It means we are recognisable to young people, and have an establish rapport and respect with some young people. It also gives us the opportunity to follow up on school issues in the community and vice versa.

## **Are workers on duty at the optimum hours /time of day to make contacts?**

Currently our hours are based generally between 4 – 7pm. We know this is the time of day young people are at greater risk from CCE/CSE. During the school holidays we increase this time to be around during the afternoons too. Our timings and locations are based on the intel we have. We always welcome more information if there are other areas we can focus on.

## **When Waterside opens will we be able to move to 'Outreach Work' leading to developing client run projects with YW support?**

Yes certainly. We hope to encourage young people into the centre to use the youth provision on offer as well creating opportunities to suit young people's interest. Our vision has always been for Waterside to operate as a hub with services outreaching into the community to engage a range of young people.

## **How are our young people feeling at the moment from the detached youth worker (DYW) perspective?**

Young people are frustrated by Covid and have felt isolated over the last year. We have seen an increase in young people talking about their mental health worsening and struggling with the last year. Those who were struggling before are struggling even more now. The lack of routine has created some ill-discipline with not only their education but also behaviours.

# Councillor comments continued...

## **Have our DYW's and others who will be working with young people, had mental health first aid training?**

Yes, all our youth workers receive Mental Health First Aid training. We have also recently completed Therapeutic Training for staff who also work across our schools. We are also rolling out a mental wellbeing programme across our secondary schools.

## **What impact has been identified so far following our detached workers commencing?**

Impact from a quantitative perspective is always difficult to measure as there are so many factors affecting sessions – especially restrictions and weather! What we are seeing is more meaningful engagement with staff as well as young people who we know from our schools work approaching us. We are also building rapport with local businesses and often speak to dog walkers in the community. We hope this is certainly making an impact on the cohesion in the community.

## **What barriers to young people's engagement have been identified by our DYW's?**

Many young people have had a negative engagement with the Police and those who don't know us often think that we are the Police and can be cautious. We use our rapport and reputation from school work to help overcome some of those barriers. We are also looking to explore some use of the park over the summer to engage young people in a bigger capacity and well as at Waterside.

## **Has the proposed opening of Waterside been widely publicised amongst organisations who may like to research its impact on our young people from a semi-rural town perspective, rather than an inner city one? e.g., Universities, Centre for Youth Impact etc.**

No not currently, however it is something we are discussing. If you have any contacts or would like a further discussion please get in touch.



# Councillor comments continued...

## **How can we help young carers and young people who live in residential homes, access our youth facilities?**

Currently there are very limited youth facilities and we hope the opening of Waterside will support this. We are in discussions with a number of services about using Waterside to host support groups and activity sessions for these young people at the building. We are also investing in IT to support our membership card so that these young people can have activities sponsored or subsidised by services. Would welcome a follow up conversation if there is a specific group or concern in mind.

## **Any ideas how we can encourage young people to care for their environment with regard to littering, without pointing the finger at them?**

We do discuss littering as part of wider conversations about responsibilities young people have. We have also noticed that littering is worse in places like the skate park where certain areas of the park are not frequently used. We can continue to discuss this with some of our young people and feedback any suggestions.

## **Following reports about late night ASB in our local parks, how feasible would it be to have youth workers patrolling at night?**

We haven't been informed of any details of what the ASB is – further information would be most welcome.

There is a balance to strike between moving support away from the majority to tackle a minority.

We are also mindful that there is a balance between youth work and policing. We would welcome further discussion and information regarding this.

# Waterside



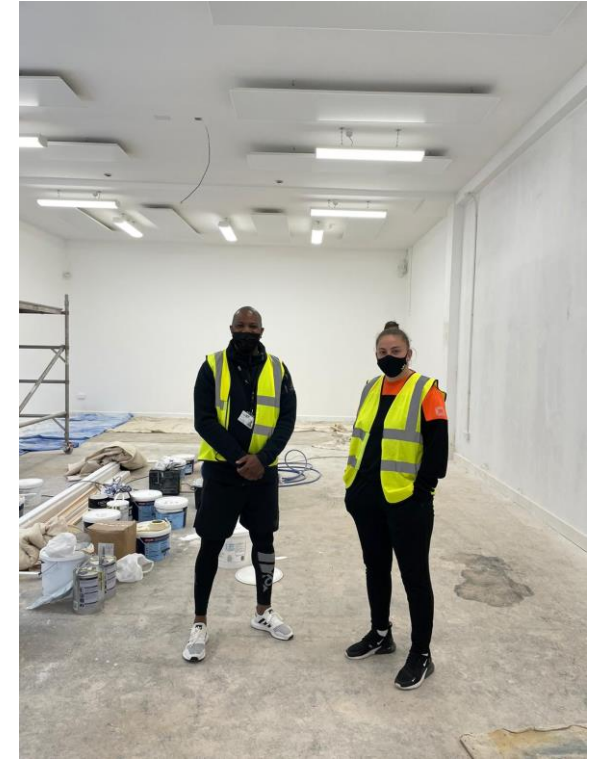
The refurbishment of the Waterside Centre continues. Most of the first fix has been completed.

Our youth workers have done a site visit to look at how they could utilise the space for young people as we start to move to an outreach model.

We are now starting to look at furnishings and looking for sponsors who could support the purchase of items.

[www.berkshireyouth.co.uk/donate/the-waterside-centre/](http://www.berkshireyouth.co.uk/donate/the-waterside-centre/)

Conversations have started with providers of dance, singing, outdoor education as well as catering providers to start to look at establishing services from July. We are also looking at establishing a community café & larder to encourage family and wider community engagement.



# Waterside



Outside the cladding is up and the windows are in. The viewing gallery is starting to take shape.

We are also exploring the garden/terrace space and how we ensure the space remains functional and safe for all users.

We are looking to place fencing along the existing wall to ensure we can separate users from the towpath and swans from users!

We are looking to soft launch services over the summer period with an official opening in September.



# Next steps...

## **Impact of lockdown**

Covid and Lockdown continues to impact on young people's behaviour as well as the way they are feeling about life in general and their attitude towards their future. A sense of unfairness is common as well as frustration at the ongoing restrictions. A sense of lost opportunity and time with loved ones and friends is apparent. A real negative impact on their mental health.

Whilst we are continuing to hear reports of a small number of issues, young people have generally been staying inside as the dark, cold and wet evenings have moved in. Young people are aware of the risks and through our work we have generally seen them acting responsibly. We also speak to young people through our roles in school young people are also talking about struggling with life in general at the moment. Those who were struggling before are really starting to see the impact of limited services, support and opportunities available to them.

As restrictions ease we are starting to explore with young people what would be of interest in the next school holidays and especially the Summer. Looking at how we link in Waterside and possible outreach in the parks and open spaces.

## **Consultation**

We continue to work with the Town Council on their youth consultation work and preparing for the event in June.

We have also recently undertaken a Berkshire – wide survey of young people on their views of life as a young person right now. This included young people we met through our detached work. The results are due to be published late April and shared with the Council once published.

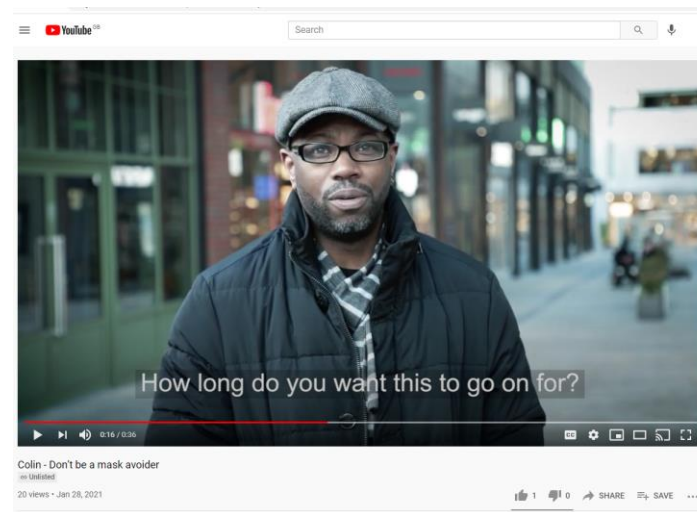
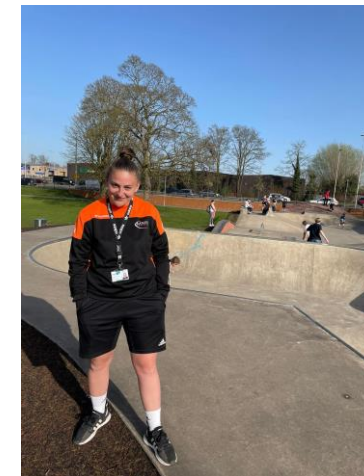
## **Waterside**

Our development of Waterside continues to gather pace, we are still continuing to raise funds to complete the refurbishment and running costs. We are on track to have the centre operational for Summer 2021 and currently starting to explore partners who may wish to utilise the facility.

*A short narrative on sessions is available as separate document*



# Out and about...



# Health & Safety Report for P&R Committee - Last Updated 19/04/2021

## Appendix 3

**Note:** 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.

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 2020	Completed 20-26 March 2020	End March 2021	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 2020	Completed 17/07/2020	End July 2021	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS12	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
HS13	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 April 2020	Completed 10/07/2020	End July 2021	Various Contracts / R&M budgets	Improved safety / compliance with legislation
HS14	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
HS15	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
HS16	Lift Service (6 monthly) Changing to quarterly March 2019	Safety Officer / Subcontractor	From March 2019 £320/annual	End Feb 2021	Waiting date from Engineer - Delayed due to lockdown 3.0	July 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS17	Independent Town Hall Annual Fire Risk Assessment Review (annually)	Safety Officer / Community Services Manager	£175.00	End May 2020	Completed 15/06/2020	End June 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation



# Health & Safety Report for P&R Committee - Last Updated 19/04/2021

## Appendix 3

**Note:** 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.

Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS18	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	Visual only, PAT testing as of June 2021	Officer Time	Improved Town Hall safety / compliance with legislation
HS19	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
HS20	Independent Legionella Risk Assessment - All NTC Premises	Safety Officer / Subcontractor	£1,500.00	End Jan 2020	Completed 20/01/2020	As required by Legislation Delayed due to Lockdown Completed 21/10/2020	Town Hall R&M budget	Improved safety / compliance with legislation
HS21	Shaw Cemetery (PAT) Portable Electrical Appliance Testing (annually) Contractors to carry out 2021 test in November 2020 –	Safety Officer / Subcontractor	£130.00	End July 2019	Completed 25/07/2019	End September 2021	Shaw Cemetery R&M budget	Improved Shaw Cemetery safety / compliance with legislation
HS22	Town Hall Emergency Light Test (6 monthly)	Safety Officer / Subcontractor	£165.00	End June 2020	Completed 26/03/2021	End July 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS23	Bandstand Electrical Supply Testing (annually)	Safety Officer / Subcontractor	£120.00	End June 2020	Completed 27/07/2020	End July 2021	Victoria Park R&M budget	Improved Bandstand safety / compliance with legislation
HS24	Town Hall Fire Alarm Maintenance (quarterly)	Safety Officer / Subcontractor	Included in contract	End Jan 2021	Completed 08/01/2021	End April 2021	Town Hall Contract	Information for Emergency Services and Town Hall occupants
HS25	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
HS26	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
HS27	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
HS28	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
HS29	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
HS30	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
HS31	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
HS32	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
HS33	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
HS34	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
HS35	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
HS36	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

# Health & Safety Report for P&R Committee - Last Updated 19/04/2021

## Appendix 3

**Note:** 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.

Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS37	Review of Town Hall Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS38	Review of Victoria Park Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS39	Review of Newtown Road Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS40	Review of Shaw Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS41	Review of Market Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS42	Review of Recreation Grounds Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS43	Review of Playground Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS44	Review of Allotments Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS45	Review of Bus Shelter Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS46	Review of Clocks Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS47	Review of Public Seating (Benches) Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS48	Review of Skatepark Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS49	Review of Footway Lighting Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS50	Review of War Memorial Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets



12/01/2021

## Newbury Town Council 2020/2021

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## List of Purchase Ledger Payments

User: MGG

## Linked to Cashbook 1

Entered Month 10

by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>A15 HawkEye Pest Control Ltd</b>							
<i>Bird Proofing</i>	16/12/2020	10860SM8	1	927.60	0.00	927.60	0.00
<i>Pest Management Inspection rec</i>	02/01/2021	10909SM79	1	151.20	0.00	151.20	0.00
<i>Pest Management Inspection</i>	02/01/2021	10909SM80	1	90.00	0.00	90.00	0.00
					<b>0.00</b>	<b>1,168.80</b>	
Above paid on 12/01/2021 by Online Payment Ref A15							
<b>A20 A &amp; S Meats</b>							
<i>Market Management - January 21</i>	02/01/2021	52	1	1,320.00	0.00	1,320.00	0.00
					<b>0.00</b>	<b>1,320.00</b>	
Above paid on 12/01/2021 by Online Payment Ref A20							
<b>A43 APPLE PRINT &amp; CREATIVE</b>							
<i>mayor's Christmas cards</i>	01/12/2020	9852	1	232.80	0.00	232.80	0.00
					<b>0.00</b>	<b>232.80</b>	
Above paid on 12/01/2021 by Online Payment Ref A43							
<b>C10 Crescent Signs Ltd</b>							
<i>SUPPLY 2NO.200M CIRCLE PANELS</i>	17/12/2020	19385	1	228.00	0.00	228.00	0.00
<i>REPAIR WHARF TOILETS NOTICE BO</i>	08/01/2021	19405	1	290.40	0.00	290.40	0.00
					<b>0.00</b>	<b>518.40</b>	
Above paid on 12/01/2021 by Online Payment Ref 17108/1710							
<b>C16 CT Electrical Newbury Ltd</b>							
<i>Market pop-up socket call out</i>	17/12/2020	CT7289	1	144.00	0.00	144.00	0.00
					<b>0.00</b>	<b>144.00</b>	
Above paid on 12/01/2021 by Online Payment Ref C16							
<b>C26 C &amp; D Security</b>							
<i>open padlock and</i>	06/01/2021	1018	1	141.60	0.00	141.60	0.00
					<b>0.00</b>	<b>141.60</b>	
Above paid on 12/01/2021 by Online Payment Ref C26							

Continued over page

## Linked to Cashbook 1

Entered Month 10

by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>C8</b>	<b>CIA Fire &amp; Security Ltd</b>						
LTA Access Control Service Con	04/01/2021	224821	1	778.80	0.00	778.80	0.00
					<b>0.00</b>	<b>778.80</b>	
Above paid on 12/01/2021 by Online Payment Ref LTANEWBU							
<b>D12</b>	<b>DCK Accounting Solutions Ltd</b>						
December payroll	22/12/2020	P2159	1	128.38	0.00	128.38	0.00
					<b>0.00</b>	<b>128.38</b>	
Above paid on 12/01/2021 by Online Payment Ref P1104							
<b>E14</b>	<b>Environmental Solutions Ltd</b>						
Secure shredding & recycling R	03/12/2020	15623	1	54.00	0.00	54.00	0.00
recycling ref: December 2020	31/12/2020	15714	1	63.41	0.00	63.41	0.00
					<b>0.00</b>	<b>117.41</b>	
Above paid on 12/01/2021 by Online Payment Ref E14							
<b>F23</b>	<b>Firsty</b>						
Monthly Support - December 202	01/01/2021	10292	1	420.00	0.00	420.00	0.00
					<b>0.00</b>	<b>420.00</b>	
Above paid on 12/01/2021 by Online Payment Ref F23							
<b>G6</b>	<b>Greentips</b>						
Tree works-various sites	16/12/2020	TW.0127.IN	1	4,410.00	0.00	4,410.00	0.00
					<b>0.00</b>	<b>4,410.00</b>	
Above paid on 12/01/2021 by Online Payment Ref G6							
<b>H11</b>	<b>Healthmatic Ltd</b>						
Councils Public Toilets Wharf	06/01/2021	10457	1	3,444.00	0.00	3,444.00	0.00
					<b>0.00</b>	<b>3,444.00</b>	
Above paid on 12/01/2021 by Online Payment Ref INV7984							
<b>J2</b>	<b>JS Maintenance Services</b>						
wharf toilet door	14/12/2020	A5278	1	121.69	0.00	121.69	0.00
repair gate	15/12/2020	A5279	1	36.00	0.00	36.00	0.00

Continued over page

**Linked to Cashbook 1****Entered Month 10  
by user MGG**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>wharf toil tap</i>	29/12/2020	A5279A	1	60.00	0.00	60.00	0.00
					<b>0.00</b>	<b>217.69</b>	

Above paid on 12/01/2021 by Online Payment Ref J2

**L54 LTA Operations Limited (North Region)**

<i>Venue Registration</i>	01/12/2020	BER43020	1	180.00	0.00	180.00	0.00
					<b>0.00</b>	<b>180.00</b>	

Above paid on 12/01/2021 by Online Payment Ref L54

**M28 Minster Cleaning Services**

<i>Cleaning Services for January</i>	01/01/2021	8063	1	1,460.18	0.00	1,460.18	0.00
					<b>0.00</b>	<b>1,460.18</b>	

Above paid on 12/01/2021 by Online Payment Ref INV29354

**N28 Newbury BID CIC**

<i>Virtual Christmas Lights Switc</i>	16/12/2020	1566	1	12,000.00	0.00	12,000.00	0.00
					<b>0.00</b>	<b>12,000.00</b>	

Above paid on 12/01/2021 by Online Payment Ref N28

**P12 Penwood Nurseries Ltd**

<i>Various trees/shrubs</i>	14/12/2020	14742	1	6,086.40	0.00	6,086.40	0.00
					<b>0.00</b>	<b>6,086.40</b>	

Above paid on 12/01/2021 by Online Payment Ref P12

**P19 Proludic Ltd**

<i>Newbury UBX - 140920</i>	01/12/2020	SIN002891	1	295.68	0.00	295.68	0.00
					<b>0.00</b>	<b>295.68</b>	

Above paid on 12/01/2021 by Online Payment Ref P19

**P27 Mr C E A Partridge**

<i>Tennis refund - lockdown 3</i>	07/01/2021	REFUND070121	1	45.00	0.00	45.00	0.00
					<b>0.00</b>	<b>45.00</b>	

Above paid on 12/01/2021 by Online Payment Ref P27

Continued over page

**Linked to Cashbook 1****Entered Month 10  
by user MGG**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>R2 Rivar Sand &amp; Gravel Ltd</b>							
<i>Mushroom Compost Bulk Bag</i>	13/12/2020	N-IN85625	1	120.00	0.00	120.00	0.00
<i>Scalpings Bulk Bag</i>	23/12/2020	N-IN85837	1	66.54	0.00	66.54	0.00
					<b>0.00</b>	<b>186.54</b>	
Above paid on 12/01/2021 by Online Payment Ref R2							
<b>R20 RBS Software Solutions</b>							
<i>Online budget training</i>	23/12/2020	28447	1	63.00	0.00	63.00	0.00
<i>Campbell on Fri 08/01/21</i>	08/01/2021	28456	1	480.00	0.00	480.00	0.00
<i>Tax Digital For VAT Annual Sup</i>	10/01/2021	SM22940	1	70.80	0.00	70.80	0.00
					<b>0.00</b>	<b>613.80</b>	
Above paid on 12/01/2021 by Online Payment Ref R20							
<b>S2 SSE Contracting Ltd</b>							
<i>LED LANTERTYD</i>	07/01/2021	0 7 6 4 4 4	1	443.58	0.00	443.58	0.00
<i>FIT ASD LED LANTER</i>	07/01/2021	0 7 6 4 5 1	1	472.57	0.00	472.57	0.00
<i>c 0 1 PADDOCK ROAD le</i>	07/01/2021	0 7 6 4 5 7	1	472.57	0.00	472.57	0.00
<i>FITURBISPILZEOL</i>	07/01/2021	0 7 6 4 5 8	1	917.21	0.00	917.21	0.00
					<b>0.00</b>	<b>2,305.93</b>	
Above paid on 12/01/2021 by Online Payment Ref S2							
<b>S42 SMS Ltd</b>							
<i>Victoria Park Kiosk-Intruder A</i>	05/01/2021	18408	1	174.00	0.00	174.00	0.00
<i>Robing Room Annual Monitoring</i>	05/01/2021	18414	1	492.00	0.00	492.00	0.00
					<b>0.00</b>	<b>666.00</b>	
Above paid on 12/01/2021 by Online Payment Ref 11769							
<b>S76 Sun Mobility</b>							
<i>Refund December market rent</i>	22/12/2020	REFUND-DEC20	1	37.22	0.00	37.22	0.00
					<b>0.00</b>	<b>37.22</b>	
Above paid on 12/01/2021 by Online Payment Ref S76							

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## Linked to Cashbook 1

Entered Month 10  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>T18</b>							
<b>Kym Heasman</b>							
<i>Reimburse-staff xmas training</i>	17/12/2020	REFUND-XMAS 2020	1	83.54	0.00	83.54	0.00
					<b>0.00</b>	<b>83.54</b>	
Above paid on 12/01/2021 by Online Payment Ref T18							
<b>T30</b>							
<b>Technique Limited</b>							
<i>Battery pack for 450 G2 laptop</i>	07/01/2021	52849	1	82.74	0.00	82.74	0.00
					<b>0.00</b>	<b>82.74</b>	
Above paid on 12/01/2021 by Online Payment Ref T30							
<b>W1</b>							
<b>West Berkshire District Council</b>							
<i>contrib from town coun</i>	31/12/2020	208787 501334	1	27,509.28	0.00	27,509.28	0.00
<i>JAN BUS RATES/12500/West Berks</i>	01/01/2021	JAN BUS RATES	1	183.00	0.00	183.00	0.00
					<b>0.00</b>	<b>27,692.28</b>	
Above paid on 12/01/2021 by Online Payment Ref W1							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>64,777.19</b>

Linked to Cashbook 1

Entered Month 10  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B3 British Gas a/c 603450991							
Suite 7 T/Hall 22.10-05.01.21	12/01/2021	989418095	1	235.07	0.00	235.07	0.00
					0.00	235.07	
Above paid on 22/01/2021 by Online Payment Ref 603450991							
C3 Chubb Fire and Security Ltd							
Shaw Cemetery Powder Extinguis	14/01/2021	8560665	1	183.98	0.00	183.98	0.00
kiosk vic pk	14/01/2021	8560666	1	73.58	0.00	73.58	0.00
Water Bowling Club	14/01/2021	8560667	1	73.58	0.00	73.58	0.00
newtown c fire ex	14/01/2021	8560668	1	73.58	0.00	73.58	0.00
Extinguisher town h	14/01/2021	8564307	1	684.00	0.00	684.00	0.00
					0.00	1,088.72	
Above paid on 22/01/2021 by Online Payment Ref C3							
D12 DCK Accounting Solutions Ltd							
VAT partial exempt	11/01/2021	TPC9478	1	468.00	0.00	468.00	0.00
					0.00	468.00	
Above paid on 22/01/2021 by Online Payment Ref P1104							
F11 Franking Supplies (UK) Ltd							
Ink for Franking Machine	17/12/2020	67991	1	101.40	0.00	101.40	0.00
					0.00	101.40	
Above paid on 22/01/2021 by Online Payment Ref F11							
G9 Bunzl-Greenham Safety & Workplace Supply							
TAPE GUARD ZEBRA RED/WHITE 70M	15/01/2021	14/769873	1	53.03	0.00	53.03	0.00
					0.00	53.03	
Above paid on 22/01/2021 by Online Payment Ref N288940							
J2 JS Maintenance Services							
toilet problems	08/01/2021	A5280	1	394.00	0.00	394.00	0.00
					0.00	394.00	
Above paid on 22/01/2021 by Online Payment Ref J2							

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Linked to Cashbook 1

Entered Month 10  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
K8 Kennet Community Radio							
GOLD AIRTIME PACKAGE	12/01/2021	KR1000204	1	588.00	0.00	588.00	0.00
					0.00	588.00	
Above paid on 22/01/2021 by Online Payment Ref K8							
N12 National Association of Local Councils							
talk LEADERS TALK: BUILDING BA	20/01/2021	1585346545	1	38.93	0.00	38.93	0.00
					0.00	38.93	
Above paid on 22/01/2021 by Online Payment Ref N12							
N7 Newbury News Ltd							
new yr nw you	07/01/2021	SIN676516	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 22/01/2021 by Online Payment Ref SIN654247							
R20 RBS Software Solutions							
Ray Campbell on Wed 21/10/20	01/01/2021	28350	1	240.00	0.00	240.00	0.00
					0.00	240.00	
Above paid on 22/01/2021 by Online Payment Ref R20							
S2 SSE Contracting Ltd							
NOV REGNUM DR	01/01/2021	0 7 0 6 3 6	1	514.18	0.00	514.18	0.00
st ligh maintenance cha	14/01/2021	076937	1	1,385.18	0.00	1,385.18	0.00
Dec 20 Qtr-Chargeable repairs	14/01/2021	076938	1	207.35	0.00	207.35	0.00
					0.00	2,106.71	
Above paid on 22/01/2021 by Online Payment Ref S2							
T30 Technique Limited							
danny	18/01/2021	52973	1	108.00	0.00	108.00	0.00
					0.00	108.00	
Above paid on 22/01/2021 by Online Payment Ref T30							

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Linked to Cashbook 1

Entered Month 10  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T9 Test Strike UK Ltd							
earth position impr	16/01/2021	INVT008979	1	1,034.35	0.00	1,034.35	0.00
					<u>0.00</u>	<u>1,034.35</u>	
Above paid on 22/01/2021 by Online Payment Ref T9							
W1 West Berkshire District Council							
contr town hall	18/01/2021	208787 502832	1	27,509.28	0.00	27,509.28	0.00
					<u>0.00</u>	<u>27,509.28</u>	
Above paid on 22/01/2021 by Online Payment Ref W1							
Total Purchase Ledger Payments					<u>0.00</u>	<u>34,265.49</u>	



Linked to Cashbook 1

Entered Month 10  
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A22 Active Heating Services Ltd							
Service servery boiler19.01.21	21/01/2021	17627	1	171.60	0.00	171.60	0.00
					0.00	171.60	
B34 PI & TL Bowers							
Allotment key refund-WM44a	22/01/2021	KEYREFUNDWM44A	1	20.00	0.00	20.00	0.00
					0.00	20.00	
C43 Made by Cooper Ltd							
Civic award pin badges	25/01/2021	35001	1	184.68	0.00	184.68	0.00
					0.00	184.68	
D12 DCK Accounting Solutions Ltd							
payroll	26/01/2021	P2206	1	186.58	0.00	186.58	0.00
					0.00	186.58	
J2 JS Maintenance Services							
WCChanging room-shower repair	18/01/2021	A5281	1	89.00	0.00	89.00	0.00
D/farm allot - repair leak	20/01/2021	A5284	1	132.31	0.00	132.31	0.00
					0.00	221.31	
N7 Newbury News Ltd							
Community Year Book	21/01/2021	SIN676669	1	372.00	0.00	372.00	0.00
					0.00	372.00	
S41 Sundog Grounds Maintenance Ltd							
Dig out ditch at southbys down	12/01/2021	3172	1	144.00	0.00	144.00	0.00
Blossoms field- Remove goal	12/01/2021	3173	1	600.00	0.00	600.00	0.00
					0.00	744.00	
Proposed Payment Total					0.00	1,900.17	

Linked to Cashbook 1

Entered Month 11  
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A7 Hughes & Salvidge t/a Aasvogel Skip Hire							
Delivery of 6yd Skip	30/01/2021	263696	1	292.61	0.00	292.61	0.00
ivery of 6yd Skip for Mixed Co	30/01/2021	263697	1	292.61	0.00	292.61	0.00
of 6yd Skip for Mixed Construc	06/02/2021	263922	1	585.22	0.00	585.22	0.00
					0.00	1,170.44	
A20 A & S Meats							
Market Management-February 21	05/02/2021	53	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	
A21 Arboricultral Assoociation							
BTI-210309-ONLINE - Mrs Jo I	27/01/2021	50111	1	264.00	0.00	264.00	0.00
					0.00	264.00	
A29 Appcentric							
60% Completion Fee	08/02/2021	1162	1	8,802.00	0.00	8,802.00	0.00
					0.00	8,802.00	
B56 Berkshire Youth							
Newbury Youth Wok Project part	01/02/2021	3049	1	12,500.00	0.00	12,500.00	0.00
					0.00	12,500.00	
C10 Crescent Signs Ltd							
CITY PLAYGROUND -	29/01/2021	19448	1	1,825.20	0.00	1,825.20	0.00
					0.00	1,825.20	
C30 Steve Carter Haulage							
shaw muck	29/01/2021	1815	1	624.00	0.00	624.00	0.00
old june in muck shaw	01/02/2021	1689	1	624.00	0.00	624.00	0.00
					0.00	1,248.00	
E14 Environmental Solutions Ltd							
shredding & recycling ref: Jan	29/01/2021	15923	1	63.41	0.00	63.41	0.00
					0.00	63.41	

Continued over page

Linked to Cashbook 1

Entered Month 11  
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
E22 Environment Agency							
potential pollution	29/01/2021	2165760	1	84.00	0.00	84.00	0.00
					0.00	84.00	
G22 The Good Exchange Ltd							
Grants -GS Committee 290121	29/01/2021	GSUB-28.01.21	1	4,701.00	0.00	4,701.00	0.00
					0.00	4,701.00	
H11 Healthmatic Ltd							
Wharf Toilets Sanitiser	08/02/2021	10584	1	276.00	0.00	276.00	0.00
					0.00	276.00	
J2 JS Maintenance Services							
repairs to a gate spring at Ci	29/01/2021	A5286	1	45.00	0.00	45.00	0.00
playpark failure	01/02/2021	A5288	1	52.93	0.00	52.93	0.00
					0.00	97.93	
L7 Lift & Engineering Services Ltd							
service aritco mainte	31/01/2021	235924	1	384.00	0.00	384.00	0.00
					0.00	384.00	
L23 Lyreco UK Ltd							
RM500 NAVIGATOR UNIVERSAL PAP	31/01/2021	6520216411	1	160.20	0.00	160.20	0.00
					0.00	160.20	
M16 Mint Consultancy							
Monthly Website / Digital Reta	02/02/2021	MI0341	1	500.00	0.00	500.00	0.00
Newbury Town Council Website P	09/02/2021	MI0342	1	1,500.00	0.00	1,500.00	0.00
					0.00	2,000.00	
M28 Minster Cleaning Services							
February 2021 Cleaning Service	01/02/2021	8203	1	1,460.18	0.00	1,460.18	0.00
					0.00	1,460.18	
S2 SSE Contracting Ltd							
REPLACE EXOSTING	01/02/2021	4 4 6 4 4 8	1	945.38	0.00	945.38	0.00
					0.00	945.38	

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Linked to Cashbook 1

Entered Month 11  
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S13 Mole Country Stores							
wooden posts for closing off t	01/02/2021	200770356	1	282.44	0.00	282.44	0.00
					0.00	282.44	
S24 Sundog Hire Ltd							
Heras Fencing x 6 panels, feet	01/02/2021	1296	1	240.00	0.00	240.00	0.00
					0.00	240.00	
S41 Sundog Grounds Maintenance Ltd							
Erect post fencing around skat	01/02/2021	3175	1	600.00	0.00	600.00	0.00
					0.00	600.00	
W1 West Berkshire District Council							
FEB BUS RATES	01/02/2021	FEB BUS RATES	1	183.00	0.00	183.00	0.00
Berkshire Library Service cont	10/02/2021	208787 503344	1	11,265.00	0.00	11,265.00	0.00
					0.00	11,448.00	
W30 Christopher Wall							
Staff training for all	02/02/2021	223	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Proposed Payment Total					0.00	50,072.18	

Linked to Cashbook 1

Entered Month 12  
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A7 Hughes & Salvidge t/a Aasvogel Skip Hire							
Dairy Farm Allotments, Faraday	20/02/2021	264445	1	292.61	0.00	292.61	0.00
Dairy Farm Allotments,	26/02/2021	264691	1	292.61	0.00	292.61	0.00
					0.00	585.22	
A9 ACAS							
skills for line manage	01/03/2021	13/14866 FEB	1	175.00	0.00	175.00	0.00
					0.00	175.00	
A15 HawkEye Pest Control Ltd							
West Mills Allotment	01/03/2021	10966SM27	1	114.00	0.00	114.00	0.00
Southbys Allotment	01/03/2021	10966SM28	1	126.00	0.00	126.00	0.00
Dairy Farm Allotment	01/03/2021	10966SM29	1	108.00	0.00	108.00	0.00
Wash Common Allotment	01/03/2021	10966SM30	1	84.00	0.00	84.00	0.00
One Tree Allotment	01/03/2021	10966SM31	1	96.00	0.00	96.00	0.00
Parsons Allotment	01/03/2021	10966SM32	1	84.00	0.00	84.00	0.00
					0.00	612.00	
A20 A & S Meats							
Market Management - March 2021	04/03/2021	54	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	
A41 Auditing Solutions Ltd							
Internal audit 2020-21	01/02/2021	A6791	1	1,068.00	0.00	1,068.00	0.00
					0.00	1,068.00	
C10 Crescent Signs Ltd							
NEWTOWN CEMETERY GATE SIGNS	02/02/2021	19492	1	252.00	0.00	252.00	0.00
					0.00	252.00	
D12 DCK Accounting Solutions Ltd							
feb pay	18/02/2021	P2237	1	126.58	0.00	126.58	0.00
					0.00	126.58	
D18 Document Despatch							
15500 Printing & Finishing	25/02/2021	34816	1	1,135.20	0.00	1,135.20	0.00
					0.00	1,135.20	

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Linked to Cashbook 1

Entered Month 12  
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
E14 Environmental Solutions Ltd							
Secure shredding & recycling r	26/02/2021	16149	1	31.70	0.00	31.70	0.00
					0.00	31.70	
F23 Firsty							
Monthly Support - Fwbruary 202	28/02/2021	10396	1	660.00	0.00	660.00	0.00
					0.00	660.00	
G22 The Good Exchange Ltd							
Climate Change Grant-WC Scouts	25/02/2021	WCSCOUTSGRANT	1	2,200.00	0.00	2,200.00	0.00
					0.00	2,200.00	
J2 JS Maintenance Services							
Market - Pop up fault investig	12/02/2021	A5291	1	36.00	0.00	36.00	0.00
problem with gate so allot	01/03/2021	A5292	1	64.98	0.00	64.98	0.00
Southby's Allotments - fix bro	02/03/2021	A5294	1	104.24	0.00	104.24	0.00
					0.00	205.22	
K8 Kennet Community Radio							
GOLD AIRTIME PACKAGE	01/03/2021	KR1000224	1	588.00	0.00	588.00	0.00
					0.00	588.00	
M16 Mint Consultancy							
Monthly Website / Digital	01/03/2021	MI0349	1	500.00	0.00	500.00	0.00
					0.00	500.00	
M28 Minster Cleaning Services							
Cleaning Services March 2021	01/03/2021	8356	1	1,460.18	0.00	1,460.18	0.00
					0.00	1,460.18	
N7 Newbury News Ltd							
mistake not an inv	01/01/2021	CRED 65759	1	-90.00	0.00	-90.00	0.00
Victoria Park Cafe	11/02/2021	SIN676914	1	867.00	0.00	867.00	0.00
Victoria Park Cafe	15/02/2021	SIN677010	1	195.00	0.00	195.00	0.00
					0.00	972.00	

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Linked to Cashbook 1

Entered Month 12  
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P46 John W Platts							
New Cafe, Victoria Park,	01/03/2021	1084	1	594.00	0.00	594.00	0.00
					0.00	594.00	
R20 RBS Software Solutions							
Wed 03/02/21 train	05/02/2021	28496	1	285.00	0.00	285.00	0.00
Software Support and Maintenanc	01/03/2021	SM23239	1	1,204.80	0.00	1,204.80	0.00
					0.00	1,489.80	
S41 Sundog Grounds Maintenance Ltd							
Picnic benches	10/02/2021	3196	1	5,820.00	0.00	5,820.00	0.00
Cutting back of epicormic grow	28/02/2021	3199	1	720.00	0.00	720.00	0.00
					0.00	6,540.00	
T30 Technique Limited							
365 Business Essentials Licens	02/02/2021	53527	1	54.72	0.00	54.72	0.00
					0.00	54.72	
W1 West Berkshire District Council							
208787 505172/12694/West Berks	03/03/2021	208787 505172	1	27,583.73	0.00	27,583.73	0.00
EMPTY BINS	03/03/2021	208787 505173	1	1,057.22	0.00	1,057.22	0.00
					0.00	28,640.95	
W34 Mrs L K Williams							
Allotkeyrefund-P27b-Williams	26/02/2021	KEYREFUND	1	10.00	0.00	10.00	0.00
					0.00	10.00	
W35 Miss Rebecca E Walker							
Allotkeyrefund P22b/23b-Walker	26/02/2021	KEYREFUND	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Proposed Payment Total					0.00	49,230.57	

Linked to Cashbook 1

Entered Month 12  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B3 British Gas a/c 603450991							
6 January 2021 to 15 mar	16/03/2021	984475585	1	2,017.66	0.00	2,017.66	0.00
					0.00	2,017.66	
Above paid on 19/03/2021 by Online Payment Ref 603450991							
D12 DCK Accounting Solutions Ltd							
march wage	16/03/2021	P2278	1	111.58	0.00	111.58	0.00
					0.00	111.58	
Above paid on 19/03/2021 by Online Payment Ref P1104							
F23 Firsty							
Monthly Support - January 2021	01/03/2021	10353 JAN	1	660.00	0.00	660.00	0.00
					0.00	660.00	
Above paid on 19/03/2021 by Online Payment Ref F23							
G9 Bunzl-Greenham Safety & Workplace Supply							
TAPE GUARD ZEBRA RED/WHITE	09/03/2021	14/773321	1	53.03	0.00	53.03	0.00
					0.00	53.03	
Above paid on 19/03/2021 by Online Payment Ref N288940							
J18 Mr Glen Jones							
Allot key refund-Glen Jones	11/03/2021	REFUD110321	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 19/03/2021 by Online Payment Ref J18							
J2 JS Maintenance Services							
repair bench nr pond	06/03/2021	A5297	1	48.00	0.00	48.00	0.00
spider park rope	08/03/2021	A5298	1	48.00	0.00	48.00	0.00
stones round mem gds	08/03/2021	A5299	1	59.92	0.00	59.92	0.00
					0.00	155.92	
Above paid on 19/03/2021 by Online Payment Ref J2							

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Linked to Cashbook 1

Entered Month 12  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
L29 Mr Desmond Lovelock							
Allot key refund-d lovelock	11/03/2021	REFUNDDL110321	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 19/03/2021 by Online Payment Ref L29							
Q3 Adele Quinton-Page							
Allot key refund-Quinton-page	12/03/2021	REFUND120321	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 19/03/2021 by Online Payment Ref Q3							
R20 RBS Software Solutions							
Month end with Ray-08.03.21	12/03/2021	28563	1	225.00	0.00	225.00	0.00
					0.00	225.00	
Above paid on 19/03/2021 by Online Payment Ref R20							
S2 SSE Contracting Ltd							
A S D L E D L A N T E R N	11/03/2021	8 3 4 7 0	1	894.91	0.00	894.91	0.00
					0.00	894.91	
Above paid on 19/03/2021 by Online Payment Ref S2							
S41 Sundog Grounds Maintenance Ltd							
Clearance at Fieldridge.	10/03/2021	3221	1	1,368.00	0.00	1,368.00	0.00
					0.00	1,368.00	
Above paid on 19/03/2021 by Online Payment Ref S41							
V2 Volunteer Centre West Berkshire							
Agreed grant -20/21 budget	12/03/2021	GARNT20/21	1	500.00	0.00	500.00	0.00
					0.00	500.00	
Above paid on 19/03/2021 by Online Payment Ref V2							
W1 West Berkshire District Council							
February GM Contract	10/03/2021	208787505344	1	27,583.73	0.00	27,583.73	0.00
March GM Contract	18/03/2021	208787 506719	1	27,583.73	0.00	27,583.73	0.00
					0.00	55,167.46	
Above paid on 19/03/2021 by Online Payment Ref W1							

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19/03/2021

Newbury Town Council 2020/2021

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List of Purchase Ledger Payments

User: MGG

Linked to Cashbook 1

Entered Month 12  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
W27		Waney Edge Woodcraft					
Civic Awards prizes 2021-22	17/03/2021	CA2021-22	1	140.00	0.00	140.00	0.00
					<u>0.00</u>	<u>140.00</u>	
Above paid on 19/03/2021 by Online Payment Ref W27							
Total Purchase Ledger Payments					<u>0.00</u>	<u>61,343.56</u>	

Linked to Cashbook 1

Entered Month 12  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A41 Auditing Solutions Ltd							
2nd interim internal audit	23/03/2021	A6862	1	534.00	0.00	534.00	0.00
					0.00	534.00	
Above paid on 25/03/2021 by Online Payment Ref A41							
A7 Hughes & Salvidge t/a Aasvogel Skip Hire							
Wash Common Allotments,	20/03/2021	265656	1	292.61	0.00	292.61	0.00
Parsons Allotments,	20/03/2021	265657	1	292.61	0.00	292.61	0.00
					0.00	585.22	
Above paid on 25/03/2021 by Online Payment Ref A7							
C10 Crescent Signs Ltd							
City Rec-Welcome signs	25/03/2021	19527	1	1,044.00	0.00	1,044.00	0.00
					0.00	1,044.00	
Above paid on 25/03/2021 by Online Payment Ref 17108/1710							
C65 Carbon Footprint Ltd							
Carbon Footprint Appraisal	19/03/2021	6815	1	1,746.00	0.00	1,746.00	0.00
					0.00	1,746.00	
Above paid on 25/03/2021 by Online Payment Ref C65							
F5 Foxes Tree Services & Son Ltd							
order 1914 CULVER RD	22/03/2021	3666	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 25/03/2021 by Online Payment Ref F5							
H24 Mrs Beverley A Hiller							
Tony Hiller - Feb 2020 salary	16/03/2021	TONY'S EST.	1	1,259.36	0.00	1,259.36	0.00
					0.00	1,259.36	
Above paid on 25/03/2021 by Online Payment Ref H24							
H26 Mr Terry Hadden							
Allot key refund-OTP20b-Hadden	24/03/2021	REFUNDKEYOTP20B	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 25/03/2021 by Online Payment Ref H26							

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Linked to Cashbook 1

Entered Month 12  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
J2 JS Maintenance Services							
WC Allot-Water leak	17/03/2021	A5301	1	116.82	0.00	116.82	0.00
Town Hall-Unblock Drain Suite3	24/03/2021	A5302	1	90.00	0.00	90.00	0.00
Southbys-Water leak	24/03/2021	A5304	1	222.81	0.00	222.81	0.00
					0.00	429.63	
Above paid on 25/03/2021 by Online Payment Ref J2							
K5 Keep Britain Tidy							
Green Flag App 21/22 - V/Park	23/03/2021	S009073	1	394.80	0.00	394.80	0.00
					0.00	394.80	
Above paid on 25/03/2021 by Online Payment Ref K5							
S2 SSE Contracting Ltd							
March maintenance charges	24/03/2021	085697	1	1,385.18	0.00	1,385.18	0.00
March repair charges	24/03/2021	085700	1	97.46	0.00	97.46	0.00
					0.00	1,482.64	
Above paid on 25/03/2021 by Online Payment Ref S2							
S41 Sundog Grounds Maintenance Ltd							
V/Park - Wild flower strip NIB	24/03/2021	3223	1	5,280.00	0.00	5,280.00	0.00
					0.00	5,280.00	
Above paid on 25/03/2021 by Online Payment Ref S41							
Total Purchase Ledger Payments					0.00	13,065.65	

## Newbury Town Council

Policy and Resources Committee 26 April 2021

### Item 9: Budget Monitoring 2020/21

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

#### Overspent budget lines

Cost Centre	Code	Description	Budget Approved	Actual Expenditure	Reason
100	4010	Misc Staff Expenses	2,500	5,146	PPE and Covid-related
220	4250	IT	11,600	22,692	Includes provision of new website
220	4255	Professional Fees	8,000	27,283	Increased professional fees due to staff reductions (Staff cost savings of £52,000). Also website support
220	4290	Capital Exp., computers, etc.	6,500	12,225	Lap-tops needed to enable working from home.
290	4405	Town Hall rates	10,771	11,882	Rates for vacant Suite 7.
290	4415	Energy supplies, Town Hall	11,400	13,702	Extra charges for vacant Suite 7 and increase in fees.
305	4410	Water Supplies, Shaw Cemetery	1,110	2,350	Increased use of Cemetery (Income was £13,000 over estimate)
320	4425	Repairs to footway lights	9,000	11,212	Repairs required
330	4425	Repairs to street furniture	5,400	11,186	Increased repairs
335	4415	Energy supplies at recreation grounds	2,000	3,311	Estimated readings and increased charges
336	4423	Upgrading City Rec	125,000	140,778	Extra CIL approved
340	4425	Repairs to play areas	8,000	10,566	Extra repairs required
345	4410	Victoria Park, Water	3,500	7,395	Arrears paid off
345	4415	Victoria Park, Energy supplies	1,700	2,783	Tennis floodlighting, extra month of Splash Park and increased charges
355	4470	Trees maintenance	5,000	6,525	Following tree inspections
355	4500	Tree Planting	3,000	5,072	Paid from reserves
421	4410	Water at allotments	3,500	4,762	Increased usage
430	4425	R & M , Wharf toilets	2,000	2,574	Increased usage

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Staff</b>							
4000 Salaries/NI/PAYE	399,758	454,890	55,132		55,132	87.9%	
<b>4010 Misc Staff Expenses</b>	<b>5,146</b>	<b>2,500</b>	<b>(2,646)</b>		<b>(2,646)</b>	<b>205.8%</b>	
4045 Salary Reallocation	(399,758)	(451,625)	(51,867)		(51,867)	88.5%	
Staff :- Indirect Expenditure	5,146	5,765	619	0	619	89.3%	0
Net Expenditure	(5,146)	(5,765)	(619)				
<b>110 Central Services</b>							
1076 Precept Received	1,107,171	1,107,171	0			100.0%	
1090 Interest Received	1,579	5,000	3,421			31.6%	
1990 Miscellaneous Income	0	5	5			0.0%	
Central Services :- Income	1,108,750	1,112,176	3,426			99.7%	0
4045 Salary Reallocation	23,986	28,394	4,409		4,409	84.5%	
4050 Bank Charges	1,776	2,000	224		224	88.8%	
4060 NYC	0	300	300		300	0.0%	
4065 Local Democracy Week	0	600	600		600	0.0%	
4250 IT	5,713	0	(5,713)		(5,713)	0.0%	
Central Services :- Indirect Expenditure	31,475	31,294	(181)	0	(181)	100.6%	0
Net Income over Expenditure	1,077,275	1,080,882	3,607				
<b>200 P&amp;R General</b>							
<b>1600 Sponsorship</b>	<b>44,656</b>	<b>0</b>	<b>(44,656)</b>			<b>0.0%</b>	
P&R General :- Income	44,656	0	(44,656)				0
4045 Salary Reallocation	43,973	51,543	7,570		7,570	85.3%	
4100 Members Allowances	0	750	750		750	0.0%	
<b>4110 Bus Shelter Advertising</b>	<b>44,250</b>	<b>800</b>	<b>(43,450)</b>		<b>(43,450)</b>	<b>5531.2%</b>	
4120 Precept Leaflet	960	1,200	240		240	80.0%	
4125 P&R Projects Fund	0	5,000	5,000		5,000	0.0%	
P&R General :- Indirect Expenditure	89,182	59,293	(29,889)	0	(29,889)	150.4%	0
Net Income over Expenditure	(44,527)	(59,293)	(14,766)				
<b>210 Grants &amp; Contributions</b>							
1990 Miscellaneous Income	1,800	0	(1,800)			0.0%	
Grants & Contributions :- Income	1,800	0	(1,800)				0
4150 Grants for Climate Change Proj	2,200	10,000	7,800		7,800	22.0%	
4155 Berkshire Youth; Youth Worker	25,000	25,000	0		0	100.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4160 Contribution to BID Xmas light	12,000	12,000	0		0	100.0%	
4170 Volunteer Centre	500	500	0		0	100.0%	
4180 Grant Sub Committee	23,600	24,500	900		900	96.3%	
4185 CAB Grant	20,000	20,000	0		0	100.0%	
4190 CCTV	12,000	12,000	0		0	100.0%	
4205 WBC - contribution to library	15,000	15,000	0		0	100.0%	
4210 Defibs	0	4,000	4,000		4,000	0.0%	
Grants & Contributions :- Indirect Expenditure	110,300	123,000	12,700	0	12,700	89.7%	0
Net Income over Expenditure	(108,500)	(123,000)	(14,500)				
<b>220 Corporate Services</b>							
1990 Miscellaneous Income	188	25	(163)			750.0%	
Corporate Services :- Income	188	25	(163)			750.0%	0
4200 Visitor Information Centre	300	1,500	1,200		1,200	20.0%	
4220 Training and Development	2,012	7,000	4,988		4,988	28.7%	
4225 Advertising Recruitment	2,256	2,610	354		354	86.4%	
4230 Telephone	4,251	5,650	1,399		1,399	75.2%	
4235 Postage	1,991	2,200	209		209	90.5%	
4240 Printing/Stationery	1,178	3,200	2,022		2,022	36.8%	
4245 Office Equipment	50	2,000	1,950		1,950	2.5%	
4250 IT	22,692	11,600	(11,092)		(11,092)	195.6%	
4255 Professional Fees	27,823	8,000	(19,823)		(19,823)	347.8%	
4260 Audit	3,795	3,800	5		5	99.9%	
4265 Subscriptions	4,779	4,400	(379)		(379)	108.6%	
4270 Photocopier Charges	1,376	3,000	1,624		1,624	45.9%	
4275 Advertising General	1,345	1,200	(145)		(145)	112.1%	
4280 Recycling Costs	367	900	533		533	40.8%	
4285 GM contract admin fee (WBC)	0	2,700	2,700		2,700	0.0%	
4290 Capital exp computers etc	12,225	6,500	(5,725)		(5,725)	188.1%	
4420 Insurance	12,884	14,500	1,616		1,616	88.9%	
Corporate Services :- Indirect Expenditure	99,324	80,760	(18,564)	0	(18,564)	123.0%	0
Net Income over Expenditure	(99,136)	(80,735)	18,401				
<b>290 Town Hall</b>							
1270 Suite Lease Income	30,623	36,000	5,377			85.1%	
1275 Solar Panel Income	0	400	400			0.0%	
1280 Chamber Hire	1,113	6,500	5,387			17.1%	
1990 Miscellaneous Income	0	10	10			0.0%	
Town Hall :- Income	31,735	42,910	11,175			74.0%	0

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Salary Reallocation	55,966	60,738	4,772		4,772	92.1%	
4250 IT	634	0	(634)		(634)	0.0%	
4310 Reconnect Drinking Fountain	0	1,850	1,850		1,850	0.0%	
4315 Topographical Survey	2,665	8,700	6,035		6,035	30.6%	2,665
4320 Town Hall Refurb	0	5,000	5,000		5,000	0.0%	
4335 Town Hall Maintenance Fund	80	0	(80)		(80)	0.0%	
4345 Replacement Solar Panel Invert	0	1,500	1,500		1,500	0.0%	
<b>4405 Rates</b>	<b>11,882</b>	<b>10,771</b>	<b>(1,111)</b>		<b>(1,111)</b>	<b>110.3%</b>	
4410 Water	855	500	(355)		(355)	170.9%	
<b>4415 Energy Supplies</b>	<b>13,702</b>	<b>11,400</b>	<b>(2,302)</b>		<b>(2,302)</b>	<b>120.2%</b>	
4416 Energy Conservation Projects	2,605	12,140	9,535	4,906	4,629	61.9%	2,605
4425 Repairs and Maintenance	36,651	57,500	20,849		20,849	63.7%	14,151
4430 Maint. Contracts	12,231	14,163	1,932		1,932	86.4%	
4440 Fire Extinguishers	360	700	340		340	51.4%	
4445 Security	444	800	356		356	55.5%	
4580 PPE	33	0	(33)		(33)	0.0%	
Town Hall :- Indirect Expenditure	138,106	185,762	47,656	4,906	42,750	77.0%	19,421
Net Income over Expenditure	(106,370)	(142,852)	(36,482)				
6000 plus Transfer from EMR	19,421						
Movement to/(from) Gen Reserve	(86,949)						
<b>295 Weddings</b>							
1280 Chamber Hire	225	2,500	2,275			9.0%	
Weddings :- Income	225	2,500	2,275			9.0%	0
4045 Salary Reallocation	3,998	1,422	(2,576)		(2,576)	281.1%	
4340 Weddings expenditure	1,445	1,000	(445)		(445)	144.5%	
Weddings :- Indirect Expenditure	5,443	2,422	(3,021)	0	(3,021)	224.7%	0
Net Income over Expenditure	(5,218)	78	5,296				
<b>300 Newtown Road Cemetery</b>							
1300 Cemetery Income	0	10	10			0.0%	
1990 Miscellaneous Income	0	100	100			0.0%	
Newtown Road Cemetery :- Income	0	110	110			0.0%	0
4045 Salary Reallocation	3,998	2,413	(1,585)		(1,585)	165.7%	
4315 Topographical Survey	3,500	3,500	0		0	100.0%	
4355 Toilet Hire NRC	0	1,300	1,300		1,300	0.0%	
4405 Rates	377	378	1		1	99.8%	



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4410 Water	26	0	(26)		(26)	0.0%	
4415 Energy Supplies	648	800	152		152	81.0%	
4416 Energy Conservation Projects	0	1,000	1,000		1,000	0.0%	
4425 Repairs and Maintenance	4,763	11,730	6,967		6,967	40.6%	
4430 Maint. Contracts	11,172	11,150	(22)		(22)	100.2%	
4435 Maint. Contracts Unscheduled	750	1,200	450		450	62.5%	
4436 Headstone Survey	0	2,000	2,000		2,000	0.0%	
4440 Fire Extinguishers	65	100	35		35	65.4%	
Newtown Road Cemetery :- Indirect Expenditure	25,299	35,571	10,272	0	10,272	71.1%	0
Net Income over Expenditure	(25,299)	(35,461)	(10,162)				
<u>305 Shaw Cemetery</u>							
1300 Cemetery Income	48,404	35,000	(13,404)			138.3%	
Shaw Cemetery :- Income	48,404	35,000	(13,404)			138.3%	0
4045 Salary Reallocation	19,988	21,722	1,734		1,734	92.0%	
4250 IT	1,100	1,160	60		60	94.8%	
4265 Subscriptions	95	0	(95)		(95)	0.0%	
4315 Topographical Survey	2,950	6,400	3,450		3,450	46.1%	2,950
4400 Rent Payable	1,000	1,000	0		0	100.0%	
4405 Rates	1,226	1,228	2		2	99.9%	
4410 Water	2,350	1,110	(1,240)		(1,240)	211.7%	
4415 Energy Supplies	889	1,700	811		811	52.3%	
4416 Energy Conservation Projects	0	1,860	1,860		1,860	0.0%	
4425 Repairs and Maintenance	4,969	13,560	8,591		8,591	36.6%	
4430 Maint. Contracts	59,330	60,471	1,141		1,141	98.1%	
4435 Maint. Contracts Unscheduled	0	2,000	2,000		2,000	0.0%	
4436 Headstone Survey	0	3,560	3,560		3,560	0.0%	
4440 Fire Extinguishers	164	250	86		86	65.4%	
Shaw Cemetery :- Indirect Expenditure	94,061	116,021	21,960	0	21,960	81.1%	2,950
Net Income over Expenditure	(45,657)	(81,021)	(35,364)				
6000 plus Transfer from EMR	2,950						
Movement to/(from) Gen Reserve	(42,707)						
<u>310 Markets</u>							
1320 Market Income	22,388	34,000	11,612			65.8%	
1990 Miscellaneous Income	0	20	20			0.0%	
Markets :- Income	22,388	34,020	11,632			65.8%	0

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Salary Reallocation	23,986	25,575	1,590		1,590	93.8%	
4265 Subscriptions	358	360	2		2	99.4%	
4275 Advertising General	1,793	2,500	707		707	71.7%	
4360 Market Management	13,238	13,500	262		262	98.1%	
4365 Free Car Parking	0	4,000	4,000		4,000	0.0%	
4366 Market Strategy	0	4,000	4,000		4,000	0.0%	
4405 Rates	(452)	8,236	8,688		8,688	(5.5%)	
4415 Energy Supplies	776	1,000	224		224	77.6%	
4425 Repairs and Maintenance	936	2,100	1,164		1,164	44.5%	
Markets :- Indirect Expenditure	40,634	61,271	20,637	0	20,637	66.3%	0
Net Income over Expenditure	(18,246)	(27,251)	(9,005)				
<u>315 War Memorial</u>							
4045 Salary Reallocation	3,998	5,505	1,507		1,507	72.6%	
4425 Repairs and Maintenance	207	1,000	793		793	20.7%	
War Memorial :- Indirect Expenditure	4,204	6,505	2,301	0	2,301	64.6%	0
Net Expenditure	(4,204)	(6,505)	(2,301)				
<u>320 Footway Lighting</u>							
4045 Salary Reallocation	3,998	5,506	1,508		1,508	72.6%	
4415 Energy Supplies	6,729	7,100	371		371	94.8%	
4425 Repairs and Maintenance	8,946	9,000	54	2,266	(2,213)	124.6%	
Footway Lighting :- Indirect Expenditure	19,673	21,606	1,933	2,266	(333)	101.5%	0
Net Expenditure	(19,673)	(21,606)	(1,933)				
<u>325 Clock House</u>							
4045 Salary Reallocation	3,998	5,505	1,507		1,507	72.6%	
4415 Energy Supplies	912	620	(292)		(292)	147.1%	
4425 Repairs and Maintenance	450	3,000	2,550		2,550	15.0%	
Clock House :- Indirect Expenditure	5,360	9,125	3,765	0	3,765	58.7%	0
Net Expenditure	(5,360)	(9,125)	(3,765)				
<u>330 Street Furniture</u>							
4045 Salary Reallocation	3,998	5,506	1,508		1,508	72.6%	
4425 Repairs and Maintenance	5,286	5,400	114	5,900	(5,786)	207.2%	5,136
4460 Grit Bins	516	4,500	3,984		3,984	11.5%	
Street Furniture :- Indirect Expenditure	9,800	15,406	5,606	5,900	(294)	101.9%	5,136
Net Expenditure	(9,800)	(15,406)	(5,606)				
6000 plus Transfer from EMR	5,136						
Movement to/(from) Gen Reserve	(4,664)						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>335 Recreation Grounds</b>							
1355 Income - Pitches	832	2,200	1,368			37.8%	
1395 Wayleave Income	25	0	(25)			0.0%	
1905 CIL income received	0	8,600	8,600			0.0%	
Recreation Grounds :- Income	857	10,800	9,943			7.9%	0
4045 Salary Reallocation	11,993	13,823	1,830		1,830	86.8%	
4410 Water	476	600	124		124	79.4%	
<b>4415 Energy Supplies</b>	<b>3,311</b>	<b>2,000</b>	<b>(1,311)</b>		<b>(1,311)</b>	<b>165.5%</b>	
4425 Repairs and Maintenance	7,131	6,940	(191)		(191)	102.7%	2,050
4430 Maint. Contracts	26,721	27,053	332		332	98.8%	
4435 Maint. Contracts Unscheduled	2,190	2,500	310		310	87.6%	
4470 Tree Maintenance	300	0	(300)		(300)	0.0%	
4580 PPE	61	0	(61)		(61)	0.0%	
4585 Drinking Water Tap	0	1,220	1,220		1,220	0.0%	
4905 CIL Expenditure	6,660	0	(6,660)		(6,660)	0.0%	6,660
Recreation Grounds :- Indirect Expenditure	58,843	54,136	(4,707)	0	(4,707)	108.7%	8,710
Net Income over Expenditure	(57,986)	(43,336)	14,650				
6000 plus Transfer from EMR	8,710						
Movement to/(from) Gen Reserve	(49,276)						
<b>336 City Recreation Ground</b>							
<b>4423 Upgrading</b>	<b>140,778</b>	<b>125,000</b>	<b>(15,778)</b>		<b>(15,778)</b>	<b>112.6%</b>	<b>140,778</b>
4585 Drinking Water Tap	0	1,220	1,220		1,220	0.0%	
City Recreation Ground :- Indirect Expenditure	140,778	126,220	(14,558)	0	(14,558)	111.5%	140,778
Net Expenditure	(140,778)	(126,220)	14,558				
6000 plus Transfer from EMR	140,778						
Movement to/(from) Gen Reserve	0						
<b>340 Play Areas</b>							
4045 Salary Reallocation	15,990	17,033	1,043		1,043	93.9%	
4423 Upgrading	109,018	108,000	(1,018)		(1,018)	100.9%	109,018
4424 Skyllings	25,314	24,000	(1,314)		(1,314)	105.5%	25,314
<b>4425 Repairs and Maintenance</b>	<b>8,386</b>	<b>8,000</b>	<b>(386)</b>	<b>2,180</b>	<b>(2,566)</b>	<b>132.1%</b>	
4430 Maint. Contracts	21,149	21,343	194		194	99.1%	
4435 Maint. Contracts Unscheduled	0	1,000	1,000		1,000	0.0%	
Play Areas :- Indirect Expenditure	179,857	179,376	(481)	2,180	(2,661)	101.5%	134,332
Net Expenditure	(179,857)	(179,376)	481				
6000 plus Transfer from EMR	134,332						
Movement to/(from) Gen Reserve	(45,525)						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>345 Victoria Park</b>							
1360 Income - Tennis Courts	9,811	9,000	(811)			109.0%	
1380 Income - Bowling Club	450	900	450			50.0%	
1385 Income - Kiosk/Cafe	1,704	4,000	2,296			42.6%	
1500 Other open spaces income	1,950	2,300	350			84.8%	
1990 Miscellaneous Income	1,510	250	(1,260)			604.0%	
Victoria Park :- Income	15,425	16,450	1,025			93.8%	0
4045 Salary Reallocation	27,983	29,744	1,761		1,761	94.1%	
4275 Advertising General	175	0	(175)		(175)	0.0%	
4325 PWLB Loan Interest	0	5,000	5,000		5,000	0.0%	
4355 Toilet Hire NRC	0	700	700		700	0.0%	
<b>4410 Water</b>	<b>7,395</b>	<b>3,500</b>	<b>(3,895)</b>		<b>(3,895)</b>	<b>211.3%</b>	
<b>4415 Energy Supplies</b>	<b>2,783</b>	<b>1,700</b>	<b>(1,083)</b>		<b>(1,083)</b>	<b>163.7%</b>	
4425 Repairs and Maintenance	11,179	17,700	6,521	2,800	3,721	79.0%	500
4430 Maint. Contracts	59,343	61,306	1,963		1,963	96.8%	
4435 Maint. Contracts Unscheduled	2,500	2,500	0		0	100.0%	
4440 Fire Extinguishers	131	200	69		69	65.4%	
4445 Security	157	500	343		343	31.4%	
4465 Tennis Courts Maintenance Fund	0	3,600	3,600		3,600	0.0%	
4475 VP LTA Registration Fee	0	330	330		330	0.0%	
4480 Music at the Bandstand	0	2,720	2,720		2,720	0.0%	
4485 VP tennis court promotion	0	1,500	1,500		1,500	0.0%	
4490 VP Fun Day	0	2,500	2,500		2,500	0.0%	
4525 Fees	15,895	45,000	29,105		29,105	35.3%	15,895
4530 Community Cafe	0	450,100	450,100		450,100	0.0%	
4535 Hoist	0	12,000	12,000		12,000	0.0%	
Victoria Park :- Indirect Expenditure	127,541	640,600	513,059	2,800	510,259	20.3%	16,395
Net Income over Expenditure	(112,116)	(624,150)	(512,034)				
6000 plus Transfer from EMR	16,395						
Movement to/(from) Gen Reserve	(95,721)						
<b>350 Open Spaces</b>							
1395 Wayleave Income	0	25	25			0.0%	
1990 Miscellaneous Income	10,000	0	(10,000)			0.0%	
Open Spaces :- Income	10,000	25	(9,975)			40000.0	0
4045 Salary Reallocation	11,993	13,824	1,831		1,831	86.8%	
4400 Rent Payable	79	175	96		96	45.0%	
4410 Water	27	100	73		73	26.9%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4425 Repairs and Maintenance	4,169	12,350	8,181	1,761	6,420	48.0%	
4430 Maint. Contracts	70,369	70,868	499		499	99.3%	
4435 Maint. Contracts Unscheduled	245	3,000	2,755		2,755	8.2%	
Open Spaces :- Indirect Expenditure	86,882	100,317	13,435	1,761	11,675	88.4%	0
Net Income over Expenditure	(76,882)	(100,292)	(23,410)				
<u>355 Floral Displays and Trees</u>							
1990 Miscellaneous Income	0	2,050	2,050			0.0%	
Floral Displays and Trees :- Income	0	2,050	2,050			0.0%	0
4045 Salary Reallocation	3,998	5,889	1,891		1,891	67.9%	
4425 Repairs and Maintenance	0	400	400		400	0.0%	
4430 Maint. Contracts	21,068	21,258	190		190	99.1%	
4470 Tree Maintenance	6,525	5,000	(1,525)		(1,525)	130.5%	3,050
4500 Tree planting	5,072	3,000	(2,072)		(2,072)	169.1%	5,072
4505 Edible Crops	0	300	300		300	0.0%	
4510 Additional Floral Displays NIB	0	1,500	1,500	1,500	0	100.0%	
Floral Displays and Trees :- Indirect Expenditure	36,662	37,347	685	1,500	(815)	102.2%	8,122
Net Income over Expenditure	(36,662)	(35,297)	1,365				
6000 plus Transfer from EMR	8,122						
Movement to/(from) Gen Reserve	(28,540)						
<u>360 Britain &amp; Newbury In Bloom</u>							
1600 Sponsorship	0	500	500			0.0%	
Britain & Newbury In Bloom :- Income	0	500	500			0.0%	0
4045 Salary Reallocation	11,993	15,297	3,304		3,304	78.4%	
4425 Repairs and Maintenance	942	0	(942)		(942)	0.0%	
4710 Newbury In Bloom	258	7,000	6,742	2,445	4,297	38.6%	
Britain & Newbury In Bloom :- Indirect Expenditure	13,193	22,297	9,104	2,445	6,660	70.1%	0
Net Income over Expenditure	(13,193)	(21,797)	(8,604)				
<u>420 Wash Common Allotment</u>							
1400 Allotment Income	3,272	3,200	(72)			102.2%	
Wash Common Allotment :- Income	3,272	3,200	(72)			102.2%	0
4045 Salary Reallocation	3,998	5,781	1,783		1,783	69.2%	
4410 Water	737	600	(137)		(137)	122.9%	
4425 Repairs and Maintenance	1,633	1,600	(33)	200	(233)	114.6%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4430 Maint. Contracts	1,688	1,398	(290)		(290)	120.7%	
4435 Maint. Contracts Unscheduled	0	280	280		280	0.0%	
4450 Extra security measures	0	1,000	1,000		1,000	0.0%	
Wash Common Allotment :- Indirect Expenditure	8,056	10,659	2,604	200	2,404	77.5%	0
Net Income over Expenditure	(4,784)	(7,459)	(2,675)				
<u>421 Allotments (except Wash Common</u>							
1400 Allotment Income	19,295	19,000	(295)			101.6%	
1990 Miscellaneous Income	0	40	40			0.0%	
Allotments (except Wash Common :- Income	19,295	19,040	(255)			101.3%	0
4045 Salary Reallocation	27,983	28,906	923		923	96.8%	
4400 Rent Payable	850	850	0		0	100.0%	
4410 Water	4,762	3,500	(1,262)		(1,262)	136.1%	
4425 Repairs and Maintenance	10,280	9,400	(880)	480	(1,360)	114.5%	
4430 Maint. Contracts	7,139	6,983	(156)		(156)	102.2%	
4435 Maint. Contracts Unscheduled	0	1,730	1,730		1,730	0.0%	
4450 Extra security measures	0	3,000	3,000		3,000	0.0%	
Allotments (except Wash Common :- Indirect Expenditure	51,014	54,369	3,355	480	2,875	94.7%	0
Net Income over Expenditure	(31,719)	(35,329)	(3,610)				
<u>430 Wharf Toilets</u>							
4045 Salary Reallocation	3,998	5,743	1,745		1,745	69.6%	
4195 Wharf Toilets Contract	11,480	11,500	20		20	99.8%	
4405 Rates	7,196	7,096	(100)		(100)	101.4%	
4425 Repairs and Maintenance	2,574	2,000	(574)		(574)	128.7%	
Wharf Toilets :- Indirect Expenditure	25,247	26,339	1,092	0	1,092	95.9%	0
Net Expenditure	(25,247)	(26,339)	(1,092)				
<u>490 S106 &amp; CIL Received in Year</u>							
1905 CIL income received	28,021	0	(28,021)			0.0%	28,021
S106 & CIL Received in Year :- Income	28,021	0	(28,021)				28,021
Net Income	28,021	0	(28,021)				
6001 less Transfer to EMR	28,021						
Movement to/(from) Gen Reserve	0						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>500 CP,A&amp;L General</u>							
4045 Salary Reallocation	19,988	23,778	3,790		3,790	84.1%	
4600 CPA&L Committee Fund	0	500	500		500	0.0%	
4620 Music in the Market Place	0	1,000	1,000		1,000	0.0%	
4625 Art Trail	0	1,000	1,000		1,000	0.0%	
4636 VE/VJ Day Celebrations	0	2,000	2,000		2,000	0.0%	
CP,A&L General :- Indirect Expenditure	19,988	28,278	8,290	0	8,290	70.7%	0
Net Expenditure	(19,988)	(28,278)	(8,290)				
<u>505 Civic Responsibility</u>							
4045 Salary Reallocation	27,983	31,766	3,783		3,783	88.1%	
4580 PPE	97	0	(97)		(97)	0.0%	
4651 Mayors Allowance 2020-21	172	2,500	2,328		2,328	6.9%	
4655 Honorarium	824	3,375	2,552		2,552	24.4%	
4660 Mayor Making	0	2,500	2,500		2,500	0.0%	
4665 Remembrance	1,586	2,400	814		814	66.1%	
4670 Regalia and Robes	0	2,000	2,000		2,000	0.0%	
4680 Civic Hospitality & Events	0	1,500	1,500		1,500	0.0%	
4690 Twin Towns	0	250	250		250	0.0%	
4700 Civic Award Scheme	454	1,000	546		546	45.4%	
4705 Watership Brass	650	650	0		0	100.0%	
Civic Responsibility :- Indirect Expenditure	31,766	47,941	16,175	0	16,175	66.3%	0
Net Expenditure	(31,766)	(47,941)	(16,175)				
<u>600 Planning &amp; Highways</u>							
1120 Grants & Donations Received	100	200	100			50.0%	
Planning & Highways :- Income	100	200	100			50.0%	0
4045 Salary Reallocation	39,976	46,211	6,235		6,235	86.5%	
4800 P & H Committee Fund	41	1,000	959		959	4.1%	
4805 Heritage Working Group	412	3,000	2,588	276	2,312	22.9%	
4810 Town Design St. & Town Plan	2,050	10,000	7,950		7,950	20.5%	2,050
4815 Signage	0	10,000	10,000		10,000	0.0%	
4820 Canal Corridor	0	10,000	10,000		10,000	0.0%	
Planning & Highways :- Indirect Expenditure	42,479	80,211	37,732	276	37,456	53.3%	2,050
Net Income over Expenditure	(42,379)	(80,011)	(37,632)				
6000 plus Transfer from EMR	2,050						
Movement to/(from) Gen Reserve	(40,329)						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>900 Capital &amp; Projects</u>							
1805 Loan Proceeds	0	250,000	250,000			0.0%	
1900 S.106 income received	0	51,000	51,000			0.0%	
1905 CIL income received	0	328,000	328,000			0.0%	
Capital & Projects :- Income	<u>0</u>	<u>629,000</u>	<u>629,000</u>			<u>0.0%</u>	<u>0</u>
4470 Tree Maintenance	250	0	(250)		(250)	0.0%	
4905 CIL Expenditure	870	0	(870)	825	(1,695)	0.0%	
9010 CAPEX VP Cafe	0	0	0	14,076	(14,076)	0.0%	
9040 CAPEX Tree Maintenance Reserve	0	0	0	3,700	(3,700)	0.0%	
Capital & Projects :- Indirect Expenditure	<u>1,120</u>	<u>0</u>	<u>(1,120)</u>	<u>18,601</u>	<u>(19,721)</u>		<u>0</u>
Net Income over Expenditure	<u>(1,120)</u>	<u>629,000</u>	<u>630,120</u>				
Grand Totals:- Income	1,335,115	1,908,006	572,891			70.0%	
Expenditure	1,501,431	2,161,891	660,460	43,315	617,146	71.5%	
Net Income over Expenditure	<u>(166,316)</u>	<u>(253,885)</u>	<u>(87,569)</u>				
plus Transfer from EMR	337,895						
less Transfer to EMR	28,021						
Movement to/(from) Gen Reserve	<u>143,558</u>						



## APPENDIX 6.

Earmarked Reserves	Position at 31 March 2021	Funds allocated in Budget 2021-22	Reserves Position at 1 April 2021
Capital equipment	5,000		5,000
Tennis Court maintenance fund	7,200		7,200
Trees	15,852	13,602	13,602
Elections	42,581	6,500	36,081
New Community Café VP	195,895	99,711	99,711
Art and Town Trail	6,144	1,000	1,000
Town hall mainteance/refurb	24,184	50,500	50,500
Capital receipts	23,152	0	23,152
Twin Towns	3,005	0	3,005
Lock Island- lock cottage	1,954	0	1,954
NYC	5,054	0	5,054
HWG	759	759	759
Civic robes replacement	251	251	251
Edible Crops project	596	0	0
Northbrook Street power	9,000	0	0
Allotment security	2,075	2,075	2,075
Visitor information	7,215	1,000	1,000
NDP	950	7,000	7,950
Newbury in Bloom	2,198	2,198	2,198
Tennis Court Promotion	785	785	785
Move of bus stop	5,800	5,800	5,800
Town Hall Energy Cons	9,535	5,000	5,000
Town Hall Solar panel	1,500	1,500	1,500
NRC Survey	3,500		3,500
NRC Chapel	5,400		5,400
Shaw Cemetery Survey	3,450		3,450
Headstone surveys	5,560		5,560
Blossom Fields trees	3,278	3,500	3,500
IT (flexi working)	0	5,000	5,000
drinking fountain, Town Hall	0	1,850	1,850
Town hall survey	0	11,650	11,650
town Hall Sinking Fund		5,000	5,000
Headstone survey NRC	0	2,000	2,000
NRC Composting Toilet ( 25%)		2,563	2,563
Redec NRC Chapel		1,200	1,200
Energy conservation NRC Cemetery		1,000	1,000
Energy conservation Shaw Cemetery		1,860	1,860
R & M Shaw Cemetery (HS survey?)		2,860	2,860
Upgrading recreation grounds		2,250	2,250
drinking water tap Wash Common		1,220	1,220
drinking water Tap at City Rec		1,220	1,220
wild flower meadow VP		4,000	4,000
VP Tree survey works		2,300	2,300
Greenham House Gardens prep work		9,450	9,450
Investigate additional allotment sites		2,500	2,500
Youth Voice event		5,000	5,000
<b>Total EMR</b>	<b>391,873</b>	264,104	357,910
<b>(Movement from GR to EMR)</b>			
<b>Section 106</b>	<b>63,541</b>	<b>63,541</b>	<b>63,541</b>
<b>CIL</b>			
Café	0	20,748	<b>20,748</b>
Café Loan Charges		10,000	<b>10,000</b>
Disabled Hoist	0	12,000	<b>12,000</b>
Signage	0	10,000	<b>10,000</b>
Canal Corridor	0	10,000	<b>10,000</b>
Defibs	0	4,000	<b>4,000</b>
City Rec	0	14,000	<b>14,000</b>
Street lights upgrade		2,530	<b>2,530</b>
Upgrading play areas		5,800	<b>5,800</b>
<b>Allocated</b>	<b>0</b>	89,078	<b>89,078</b>
<b>Unallocated</b>	<b>89,078</b>	0	<b>0</b>
<b>Total CIL</b>	<b>89,078</b>	<b>89,078</b>	<b>89,078</b>
<b>Total EMR +CIL+S106</b>	<b>544,492</b>	<b>416,723</b>	<b>510,529</b>
<b>Total general Reserves</b>	<b>591,557</b>	<b>719,326</b>	<b>625,520</b>
<b>Total</b>	<b>1,136,049</b>	<b>1,136,049</b>	<b>1,136,049</b>

5460+7345+795

60459+39252

(60K in budget- see ERM above)

Reserves Policy: keep 3 mths revenue exp: 325,000

P & R Committee 26 April 2021.

**Newbury Town Council****Public Report****To:** The Policy and Resources Committee**Date of meeting:** 26 April 2021**Agenda item No. 12: Council Meetings over the period from 7 May to 21 June**

**Decision Required:** To Approve the dates and arrangements for meetings over the period from 7 May to 21 June 2021.

**Background/ Introduction**

The Regulations that enabled virtual meetings of the Council and committees during the Coronavirus pandemic are due to expire on the 6th of May. (See attached letter from The Minister of State for local Government).

The next steps in lockdown easing are from the 17th of May and from the 21st of June.

Social distancing at 2 metres cannot be achieved in the Council chamber for meetings to which the public are also allowed access. Social distancing at one metre may be achievable but at a cost of several thousands of pounds for screens and new amplification equipment would also be required.

**Proposals for approval by the Committee are as follows:**

- Cancel scheduled Council meetings on 12th of May and 17th of May (Mayor making) as well as 14th of June
- Reschedule Annual Meeting of the council for 4:30 PM on 4th of May
- Hold a Council meeting on the 22nd of June (annual accounts and annual return must be approved by 30th of June)
- Mayor -making ceremony in the Corn exchange on Sunday 27 June
- Proceed via Zoom with the consultation items, such as planning applications, for Planning and Highways meetings scheduled for 10 May and 1st of June.
- Saturday surgeries to resume from the 22nd of May (after the by election and after further easing of restrictions on the 17th of May)

Please note that Working Groups may continue to meet virtually.

The amended schedule of meetings for 2021-22 is attached for information.

**Report Author:** Hugh Peacocke, (Chief Executive Officer)

**Date:** 20 April 2021.



Ministry of Housing,  
Communities &  
Local Government

**Luke Hall MP**

*Minister of State for Regional Growth and Local  
Government*

**Ministry of Housing, Communities and Local  
Government**

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[www.gov.uk/mhclg](http://www.gov.uk/mhclg)

25 March 2021

Dear Colleague,

### **LOCAL AUTHORITY MEETINGS**

It is just over a year to the day since the Prime Minister asked us all to stay at home, and local authorities across England have risen magnificently to the challenges of this period. There has been a dramatic shift in your day-to-day operations, alongside new difficulties and demands, and I commend the efforts of all councillors and officers in supporting your communities and ensuring vital business continues during these unprecedented times.

As you will be aware, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 do not apply to meetings on or after 7 May 2021.

Extending the regulations to meetings beyond May 7 would require primary legislation. The Government has considered the case for legislation very carefully, including the significant impact it would have on the Government's legislative programme which is already under severe pressure in these unprecedented times. We are also mindful of the excellent progress that has been made on our vaccination programme and the announcement of the Government's roadmap for lifting Covid-19 restrictions. Given this context, the Government has concluded that it is not possible to bring forward emergency legislation on this issue at this time.

As outlined in the Government's Spring 2021 Covid-19 Response, our aim is for everyone aged 50 and over and people with underlying health conditions to have been offered a first dose of the Covid-19 vaccine by 15 April, and a second dose by mid-July. While local authorities have been able to hold meetings in person at any time during the pandemic with appropriate measures in place, the successful rollout of the vaccine and the reduction in cases of Covid-19 should result in a significant reduction in risk for local authority members meeting in person from May 7, as reflected in the Government's plan to ease Covid-19 restrictions over the coming months.

I recognise there may be concerns about holding face-to-face meetings. Ultimately it is for local authorities to apply the Covid-19 guidance to ensure meetings take place safely, but we have updated our guidance on the safe use of council buildings to highlight ways in which you can, if necessary, minimise the risk of face-to-face meetings, and we will work with

sector representative bodies to ensure that local authorities understand the guidance and are aware of the full range of options available to them.

You can find the updated guidance here: [www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings](https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings).

These options would include use of your existing powers to delegate decision making to key individuals such as the Head of Paid Service, as these could be used these to minimise the number of meetings you need to hold if deemed necessary. Additionally, some of you will be able to rely on single member decision making without the need for cabinet meetings if your constitution allows.

While I appreciate that a greater number of authorities will be subject to elections this year due to the postponement of the 2020 elections, those councils who are not subject to elections could also consider conducting their annual meetings prior to 7 May, and therefore do so remotely while the express provision in current regulations apply. As you will know, councils who are subject to elections are statutorily required to hold their annual meeting within 21 days of the elections. The Government's roadmap proposes that organised indoor meetings (e.g. performances, conferences) are permitted from 17 May, subject to Covid secure guidelines and capacity rules. On this basis, councils should consider the extent to which their annual meetings (and any other meetings) can operate on the same basis as other local institutions in their area, taking into account their individual circumstances and requirements.

If your council is concerned about holding physical meetings you may want to consider resuming these after 17 May, at which point it is anticipated that a much greater range of indoor activity can resume in line with the Roadmap, such as allowing up to 1,000 people to attend performances or sporting events in indoor venues, or up to half-capacity (whichever is lower).

Finally, while you do have a legal obligation to ensure that the members of the public can access most of your meetings, I would encourage you to continue to provide remote access to minimise the need for the public to attend meetings physically until at least 21 June, at which point it is anticipated that all restrictions on indoor gatherings will have been lifted in line with the Roadmap. However, it is for individual local authorities to satisfy themselves that they have met the requirements for public access.

I am grateful for the efforts that local authorities have made to allow remote meetings in their area and recognise that there has been a considerable investment of time, training and technology to enable these meetings to take place, and I am aware that some authorities, though by no means all, have made calls for the Government to make express provision for remote meetings beyond the scope of the pandemic. I am today launching a call for evidence on the use of current arrangements and to gather views on the question of whether there should be permanent arrangements and if so, for which meetings. There are many issues to consider and opinions on the detailed questions vary considerably. This will establish a clearer evidence base of opinion and enable all the areas to be considered before further decisions are made. The Government will consider all responses carefully before deciding to how to proceed on this issue.

I am copying this letter to the Mayor of London, the chairs of the Local Government Association and the National Association of Local Councils, as well as the Home Secretary and the Secretary of State for the Environment, Food and Rural Affairs in respect of other authorities covered by the current meetings regulations, including fire and rescue authorities, police and crime panels, national park authorities, the Broads Authority, and conservation boards.

Yours sincerely,



**LUKE HALL MP**

**Cc.** Rt Hon Priti Patel MP, Home Secretary  
Rt. Hon. George Eustice MP, Environment Secretary  
Sadiq Khan, Mayor of London  
Cllr. James Jamieson, LGA Chairman  
Cllr. Sue Baxter, NALC Chairman

# Newbury Town Council

## Amended Schedule of Meetings for the Municipal Year 2021/22

2021

Day	Date of Meeting	Agenda	Lead Officer	Meetings	Notes
Tue	4 May	27 April	CEO	Annual meeting	
Mon	10 May	4 May	DSO	Planning & Highways Committee	
Tue	1 Jun	25 May	DSO	Planning & Highways Committee	
Mon	21 Jun	15 Jun	DSO	Planning & Highways Committee	
Tue	22 Jun	16 Jun	CEO	Full Council	1
Wed	23 Jun	17 Jun	CEO	Grants Sub-Committee	
Sun	27 June	N/A	CM	Mayor-making	5
Mon	28 Jun	22 Jun	CSM	Community Services Committee	
Mon	5 Jul	29 Jun	CM	Civic Pride, Arts & Leisure Committee	
Mon	12 Jul	6 Jul	DSO	Planning & Highways Committee	
Mon	19 Jul	13 Jul	CEO	Policy & Resources Committee	
Tue	3 Aug	27 Jul	DSO	Planning & Highways Committee	
Mon	23 Aug	17 Aug	DSO	Planning & Highways Committee	
Mon	6 Sep	31 Aug	CM	Civic Pride, Arts & Leisure Committee	
Mon	13 Sep	7 Sep	DSO	Planning & Highways Committee	
Mon	20 Sep	14 Sep	CSM	Community Services Committee	
Mon	4 Oct	28 Sep	DSO	Planning & Highways Committee	
Mon	11 Oct	5 Oct	CEO	Policy & Resources Committee	
Mon	18 Oct	12 Oct	CEO	Council	
Mon	25 Oct	19 Oct	DSO	Planning & Highways Committee	
Mon	15 Nov	9 Nov	DSO	Planning & Highways Committee	
Mon	22 Nov	16 Nov	CEO	Grants Sub-Committee (if required)	
Mon	29 Nov	23 Nov	CM	Civic Pride, Arts & Leisure Committee	3
Mon	6 Dec	30 Nov	DSO	Planning & Highways Committee	3
Mon	13 Dec	7 Dec	CSM	Community Services Committee	2

2022

Wed	5 Jan	24 Dec	DSO	Planning & Highways Committee	
Mon	17 Jan	11 Jan	CEO	Policy & Resources Committee	3
Mon	24 Jan	18 Jan	DSO	Planning & Highways Committee	
Mon	31 Jan	25 Jan	CEO	Council	4
Mon	14 Feb	8 Feb	DSO	Planning & Highways Committee	
Mon	28 Feb	22 Feb	CM	Civic Pride, Arts & Leisure Committee	
Mon	7 Mar	1 Mar	DSO	Planning & Highways Committee	
Mon	14 Mar	8 Mar	CSM	Community Services Committee	
Mon	21 Mar	15 Mar	CEO	Annual Town Meeting	
Mon	28 Mar	22 Mar	DSO	Planning & Highways Committee	
Tue	19 Apr	12 Apr	DSO	Planning & Highways Committee	
Mon	25 Apr	19 Apr	CEO	Policy & Resources Committee	
Mon	9 May	3 May	DSO	Planning & Highways Committee	
Wed	11 May	5 May	CEO	Council	
Sun	15 May	9 May	CEO	Annual meeting and Mayor Making	5

CEO = Chief Executive Officer; RFO = Responsible Financial Officer; CSM = Community Services Manager, CM = Civic Manager, DSO = Democratic Services Officer

### Notes:

- 1 This is the meeting at which the 2020/2021 Statutory Accounts are signed off.
- 2 This is the meeting at which the 2022/2023 Services budget is discussed.
- 3 This is the meeting at which the 2022/2023 budget is set.
- 4 This is the meeting at which the 2022/2023 precept is declared.
- 5 The Annual Meeting (Mayor Making). All meetings take place in the Council Chamber, apart from the annual meeting of the Council (Mayor Making) which takes place in the Corn Exchange.



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## **Newbury Town Council**

*Internal Audit Report 2020-21 (Interim update)*

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*Stuart J Pollard*

*Director  
Auditing Solutions Ltd*

## Background

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2020-21 financial year, during our initial and second interim review of the Council's records for the year, both of which were undertaken remotely due to the Covid-19 situation and restrictions, in early January and on 23<sup>rd</sup> March 2021. We wish to thank the CEO and his staff for assisting the process, providing all necessary documentation in electronic format to facilitate our review for the year.

Given the ongoing Covid situation and limited additional work that will be required this year to facilitate my completion and sign-off of the IA Certificate in the AGAR, I will also undertake the final review remotely once the Accounts for the year have been closed down by RBS, which we understand is scheduled for 16<sup>th</sup> April 2021.

## Internal Audit Approach

In undertaking our review, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Certificate' in the Council's AGAR, which requires independent assurance over a series of internal control objectives.

This report will be further updated once we have received and reviewed the final year-end Omega back up detail and undertaken limited further testing thereon before signing-off the IA Certificate in the year's AGAR.

## Overall Conclusions

We are pleased to advise that, based on the work undertaken to date this year, officers continue to maintain adequate and effective internal control arrangements with a few issues identified requiring attention. Details of those issues are set out in the following detailed report with any resultant recommendations further summarised in the appended Action Plan: we ask that the report be presented to members and a formal response be provided in advance of our next visit / review to those recommendations indicating the actions taken and / or in hand at that time.

This report has been prepared for the sole use of Newbury Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely on, for any reason whatsoever, this report, its content or conclusions.



# Detailed Report

## Review of Accounting Arrangements & Bank Reconciliations

The Council maintains its accounting systems using Omega software with two bank accounts in place with Handelsbanken (“Current” and “Officers”), the latter primarily for electronic card usage purposes. Separate cashbooks are in place for these two accounts, plus a further cashbook for petty cash account transactions in the Omega accounts. Surplus funds are on deposit with CCLA in the Public Sector Deposit Fund (PSDF) for which a nominal control account only is operated.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. Consequently, we have: -

- Verified the accurate carry forward of the 2019-20 closing balances in Omega to the current year opening Trial Balance;
- Ensured that an appropriate Cost and Nominal Account coding structure remains in place;
- Reviewed three sample months transactions (April and November 2020, plus February 2021) on both the Current and Officers’ accounts cashbooks agreeing detail to supporting bank statements;
- Verified the year to date PSDF transactions by reference to the underlying monthly advice notices of interest earned; and
- Checked and agreed the software based bank reconciliations as at 30<sup>th</sup> April and November 2020, plus 28<sup>th</sup> February 2021 noting that there are no long-standing, uncleared items or other anomalous entries existing.

### Conclusions

***We are pleased to record that no issues have been identified in this area currently warranting formal comment or recommendation. We will, as part of our final review, check March 2021 transactions, also agreeing the year-end bank reconciliation detail and ensuring the accurate disclosure of the combined cash and bank balances in the AGAR at Section 2, Box 8.***

## Review of Corporate Governance

Our objective here is to ensure that the Council has robust corporate governance arrangements in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation.

We have continued our examination of the minutes of Full Council and its extant Committee meetings (with the exception of Planning & Highways) for the year examining those posted on the website as at the date of this update review with no issues identified.

We recorded in our first report for the year that the Council’s extant SOs and Financial Regulations (FRs) were the subject of periodic review and re-adoption: our examination of

current year's minutes identified that the SOs were amended to reflect Government's advice as regards holding meetings remotely in relation to the Covid situation with a minor revision to the FRs approved in relation to the Reserves Policy approved, the latter being approved at the October 2020 Policy & Resources (P&R) Committee meeting.

Whilst the FRs are in line with the latest NALC model document including appropriate reference to the Public Contracts Regulations with a tender limit of £25,000 in place, the SOs make no reference to contracting arrangements and are not wholly in line with the latest NALC model document.

We are pleased to note that the Council properly considered the criteria for re-adoption of the General Power of Competence subsequent to the local elections in May 2019 as minuted appropriately.

We are also pleased to note that the 2019-20 AGAR was duly signed off by the external auditors with no formal comments or issues recorded.

### ***Conclusions and recommendation***

***Whilst no significant concerns or issues arise in this area currently, we suggest that further consideration should be given to the inclusion of more detailed content in the Standing Orders in relation to the Council's contracting arrangements, also bringing the document more closely into line with the NALC model.***

***R1. Consideration should be given to aligning the Council's Standing Orders more closely to the NALC model document including appropriate and detailed reference to the Council's formal contracting arrangements. This will be addressed at the annual review of Standing Orders.***

## **Review of Expenditure and VAT**

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate records, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official order has been raised for the acquisition of goods or service delivery, where one would be anticipated;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have reviewed the procedures in relation to the processing of physical payments noting that, due to the Covid situation, revised arrangements have, of necessity, been implemented: As

advised in our interim report, we have reviewed detail of those procedures, as provided by the Corporate Services Officer (CSO), and consider them appropriate given the ongoing situation.

We have selected an extended sample of payments processed in the year including those to early March 2021 to check for compliance with the above criteria including all those payments individually in excess of £4,000, together with a more random selection of every 40<sup>th</sup> cashbook transaction (irrespective of value). Our test sample now includes 59 individual payments plus the 3 Non Domestic Rates annual bills totalling £781,150 and equating to 66% by value of all non-pay expenditure for the year to that date. We are pleased to report that no issues have been identified in this respect with all payments meeting the above criteria.

We note that VAT returns continue to be prepared and submitted to HMRC electronically each quarter and have verified repayments received covering the final 2019-20 reclaim and those for the first three quarters in 2020-21 agreeing detail to the Omega nominal control account.

### **Conclusions**

*We are pleased to record that no issues arise in this area currently to warrant formal comment or recommendation: we will examine a small sample of further payments processed in March 2021 as part of our final review.*

## **Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks identified in order to minimise the opportunity for their coming to fruition.

We have noted previously that the Council has a formal Risk Management Strategy in place supplemented by a detailed Strategic Risk Register which was reviewed and re-adopted by the Policy and Resources Committee at the October 2020 meeting.

The Council's insurance cover is provided by Zurich: we have examined the insurance schedule running to August 2021 noting that the Council's premises, street furniture and other equipment are appropriately insured together with Public and Employer's Liability set at £15 million and £10 million respectively, Fidelity Guarantee cover at £2 million and "Business Interruption - Loss of Revenue" cover in place at £396,795 all of which we consider appropriate for the Council's present requirements.

### **Conclusions**

*No issues arise in this area warranting formal comment or recommendation this year.*

## **Precept Determination and Budgetary Control**

We aim in this review area to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the annual precept; that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We note the satisfactory conclusion of the Council's 2021-22 budget setting and precept deliberations, with both being formally approved at the January 2021 full Council meeting, the latter being adopted at £1,135,249.

We are also pleased to record that members continue to be provided with periodic and comprehensive management accounting information to provide an appropriate means for monitoring budgetary performance. We have reviewed the latest budget performance report, as at 28<sup>th</sup> February 2021, seeking explanations by reference to any individual nominal account codes where a significant variance is apparent with no issues noted warranting further enquiry or explanation. We note the reduction in income from various sources, such as room hire, which are obviously the result of the closure of venues in line with government requirements in the light of the Covid pandemic.

We also recorded in our first report that the P&R Committee minutes indicated approval of various transfers of expenditure to 30<sup>th</sup> September 2020 to other nominal account codes as the charged codes were overspent. Whilst we appreciate that certain of these items had purely been miscoded and required appropriate recoding by journal, there is no need to transfer any expenditure from an overspent heading. This is particularly salient in relation to the first two and the sixth items referred to in minute no. 35, as the intended / minuted recipient code (100/4000) for the three indicated items (Professional fees – 100/4255 and IT - 100/4250 & 220/4255) are staff cost codes and non-pay related expenditure should not be charged to these codes, as it would impact on the expenditure analysis in the AGAR at Section 2. We noted that none of the proposed changes had been actioned at that time, as remains the case currently.

Further in relation to the above, we do not consider it good practice to transfer areas of overspent expenditure to underspent budget headings: where such overspends do arise, provided members are aware of the reasons for such overspends and approve them, we consider that, unless a genuine miscoding has occurred, the original posting should stand unamended.

### ***Conclusions and recommendations***

***As indicated above, we consider it essential that adjustments to charged expenditure from one code to another should only be actioned where a genuine miscoding has occurred: where significant overspends do arise, members should be apprised of the position and approve an appropriate virement of funds from an underspending budget heading if considered appropriate.***

***We shall review the final year-end budget outturn as part of our final review, also considering the appropriateness of retained reserves to meet the Council's ongoing revenue spending plans and development aspirations.***

***R2. Expenditure incurred should only be reallocated from one budget heading to another where a genuine miscoding has occurred in processing the original entry. Where such overspends do arise, members will be made aware of the reasons for such overspends and approve them. Unless a genuine miscoding has occurred, the original posting should stand unamended. At year end, Members may approve an appropriate virement of funds from an underspending budget heading if considered appropriate.***

***R3. In accordance with the requirements of the Governance and Accountability Manual – The Practitioner's Guide – 2020 edition, only the cost of staff employed and paid through the Council's payroll should be charged against staff cost codes in the AGAR at Section 2 Box 4. Noted and will be actioned accordingly.***

## Review of Income

The Council receives income from a variety of sources in addition to the annual precept: we have agreed a five-year strategic plan of cover of these areas with the Council and will continue to review income streams in accordance with that plan. However, due to the impact of the Covid pandemic we will review and update that strategic plan at the close of this year's review to reflect any slippage due to the impact of the pandemic.

We noted last year that members approved a revised scale of fees and charges for 2020-21.

**Cemetery:** The Community Services Officer has kindly provided us with a selection of ten interments occurring in the latter months of 2020 together with the supporting undertaker application forms and Burial / Cremation certificates. We have ensured that the appropriate fees have been charged and recovered in accordance with the approved scales of fees and charges with no issues arising. We understand and appreciate that, due to the Covid situation and the need for staff to work at home, the formal Burial Register has not been updated to record all interments in the year to date and will examine the register at a future visit to ensure that it has been updated appropriately.

**Allotments:** The Council operates several allotment sites with rents charged to tenants appropriately with effect from 1<sup>st</sup> April annually, control being exercised through the RBS Allotments software package.

Whilst the rental year runs from 1<sup>st</sup> April, invoices are generally issued early in the calendar year with a number of tenants paying their fees well in advance of 1<sup>st</sup> April. Consequently, income received in advance of 31<sup>st</sup> March is coded to control account (Codes 561 & 562) as "Receipts in Advance" which is then effectively "reversed" in the new financial year to show the allotment income appropriately in the relevant financial year's accounts.

The Community Services Officer has also provided us with a schedule, generated from the Allotments software, of payments received between 1<sup>st</sup> March and 30<sup>th</sup> November 2020. We have, consequently, checked that detail to the underlying Omega accounting records (Cashbook and nominal income transaction report) with no issues arising.

**Sports pitch hire:** we have as part of this update review, examined income arising from hire of sports pitched by reference to the booking diary specifically for October and November 2020, also examining the content of invoices raised in relation to casual pitch hire for pre-season friendly matches with no issues identified warranting formal comment or recommendation.

**Unpaid debts:** finally, in relation to income, we have at this update review examined the extent of unpaid debt, noting, perhaps not surprisingly, that most of the outstanding debt relates to the rental of office space at the Council's offices, the oldest debt dating back to February 2020. Total debt as at 28<sup>th</sup> February 2021 stands at £29,350. We understand that consideration is being given currently to the approach to be taken with regard to these debts and will check the position again at future reviews. We are aware that issues with debt recovery have existed for several years in relation to certain tenants.

### **Conclusions and recommendation**

*No issues arise in this area other than in relation to the level of outstanding debt, primarily relating to rental of the Council's offices. Given the extent of debt dating back for almost a year, we urge that appropriate action is taken to ensure recovery of the outstanding rent, although we appreciate the impact that Covid will undoubtedly have had on the tenants.*

*R4. The Council should determine an appropriate approach to the recovery of all long-standing debts, including pursuing recovery through the courts if deemed appropriate.*

### **Petty Cash Account**

We are required, as part of the annual Internal Audit reporting process, to consider the controls in place over operation of any petty cash accounts in use at the Council. Whilst the amounts involved in this respect are relatively small, particularly this year in the light of the Covid position, they are potentially higher risk with cash being handled.

We have, as part of this update review, examined detail of the year's transactions (10 in all, including the refund of allotment key deposits to five tenants) by reference to the control record maintained and supporting till receipts / signed receipt acknowledgements. Whilst no significant concerns have been identified, we noted that two of the remaining five transactions included VAT, which had not been identified on the control record. We have discussed this with the CSO, who maintains the records: she has confirmed that the detail will be amended before the year-end closedown ensuring that the VAT is identified and coded appropriately for recovery.

### **Conclusions**

*We do not consider that any issues arise warranting formal comment or recommendation in this area, although we urge that the CSO ensures in future that, when till receipts identify a trader's VAT Registration number, the VAT is identified for recovery.*

### **Review of Staff Salaries**

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme as amended periodically with regard to employee percentage contribution bandings.

We have previously examined the operative payroll procedures and considered them sound with payroll production outsourced to DCK Accounting using bespoke IRIS payroll software. A national pay award was approved effective from 1<sup>st</sup> April 2020 and this has duly been implemented by the Council / DCK Accounting with the October 2020 payroll run including arrears backdated to 1<sup>st</sup> April.

We have, consequently, acquired detail of staff in post in both September and October 2020; their salary points on the national spinal scale and their basic weekly hours where not employed full time: we have also examined both months' payslips, undertaking the following specific work: -

- We have agreed the salary rate paid to each employee in September for each employee to the approved salary scales;
- We have agreed the revised / uplifted salary paid in October for each employee, together with the arrears of pay due from 1<sup>st</sup> April 2020;
- We have verified the accuracy of tax and NI deductions in both months based on the gross salaries payable to each employee by reference to the relevant HMRC tables; and
- Finally, we have checked to ensure that the correct LG Pension Scheme percentage deductions rates have been applied in both months.

### **Conclusions and recommendation**

*We are pleased to report that only one issue has arisen in this review area: in checking the percentage contributions, we noted that the Town Hall Caretaker's pension deduction has been calculated at 6.5%, whereas the correct rate to be applied given his usual monthly gross salary should be 5.8% in accordance with the national agreement: the employee will gain no benefit from paying a higher percentage contribution. We have discussed the position with the CEO and also DCK Accounting and understand that the employee's salary was in the 6.5% banding previously and has not been adjusted to date.*

*R5. The Council should determine whether the percentage contribution for the one highlighted employee should be amended in future months with, potentially, reimbursement made for over-deducted contributions in earlier months of the year. This has been referred to the Council's payroll consultants for determination and any reimbursements due will be paid to the relevant employee.*

## **Investments and Loans**

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions; that an appropriate investment policy is in place; that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records.

We also aim to ensure that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

The Council invested £250,000 in the CCLA PSDF which we have previously verified to their third party advice note: we note from subsequent statements that dividends are duly received monthly and added to the capital investment sum in the Omega control account. We have duly, as indicated in the first section of this report, checked the accurate recording of the year to date dividends received noting that, as with all investments, the rate of interest / dividend payable has reduced significantly during the year as a result of the Covid situation.

The Council has no outstanding loans in place, repayable either by or to the Council in 2020-21.

### **Conclusions**

*No issues arise in this area currently to warrant formal comment or recommendation. We shall undertake further work at our year-end review, including ensuring accurate disclosure*

*of the year-end PSDF balance and outstanding loan liability in the AGAR Section 2, Boxes 8 & 10 respectively.*



Rec. No.	Recommendation	Response
<b>Review of Corporate Governance</b>		
R1	Consideration should be given to aligning the Council's Standing Orders more closely to the NALC model document including appropriate and detailed reference to the Council's formal contracting arrangements.	<i>This will be addressed at the annual review of Standing Orders.</i>
<b>Budgetary Control and Reserves</b>		
R2	Expenditure incurred should only be reallocated from one budget heading to another where a genuine miscoding has occurred in processing the original entry.	<i>Where such overspends do arise, members will be made aware of the reasons for such overspends and approve them. Unless a genuine miscoding has occurred, the original posting should stand unamended. At year end, Members may approve an appropriate virement of funds from an underspending budget heading if considered appropriate.</i>
R3	In accordance with the requirements of the Governance and Accountability Manual – The Practitioner's Guide – 2020 edition, only the cost of staff employed and paid through the Council's payroll should be charged against staff cost codes in the AGAR at Section 2 Box 4.	<i>Only the cost of staff employed and paid through the Council's payroll will be charged against staff cost codes.</i>
<b>Review of Income</b>		
R4	The Council should determine an appropriate approach to the recovery of all long-standing debts, including pursuing recovery through the courts if deemed appropriate.	
<b>Review of Staff Salaries</b>		
R5	The Council should determine whether the percentage contribution for the one highlighted employee should be amended in future months with, potentially, reimbursement made for over-deducted contributions in earlier months of the year.	<i>This has been referred to our Payroll consultants, DCK, for determination and any reimbursements due will be paid to the relevant employee.</i>

# 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 1 April 2021	Status (RAG)
1.	Open a new café in Victoria Park	Easter 2022	CSM	Planning application submitted, awaiting decision Working to identify best operator.	
2.	Retain Green Flag for Victoria Park	September 2021	CSM	Application made 11/2/21	
3.	Consultation and plan on Green Flag for Wash Common	Consultation re Wash Common	CSM	Consultation underway.	
		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.	Planting & managing new tree stock	Rolling programme	CSM	Ongoing subject to GSWG recommendation 2021/22	
6.	Explore options for our land at Hutton Close	By Q3 2021	CEO	Legal inquiries received. With Land Agent	
7.	Explore taking ownership of Greenham House Gardens from WBC	decision by June 2021	CSM	Programme of works to be undertaken by WBC agreed but delayed by Covid	
				Consultation responses to CS 22/3	
	Finalise plans for upgrades to the City Recreation Ground	January 2020	CSM	<i>Completed</i>	Completed
	Upgrade City Recreation Ground	2020 to 2022	CSM	Completed	Completed
	Refurbishment / replacement of playground and other park equipment	Rolling programme from April 2020	CSM	Plan prepared and approved.	Completed

## 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	On Hold due to Covid Restrictions	
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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 discussed GSWG 18/2/21	
3.	Organise an annual meeting with allotment holders to agree action plan for the following year	September?	CSM	Covid Restricted - CSM circulating update Letters to Steward & inviting feedback	
4.	Explore options for additional allotment sites	2021	CSM	In discussion with Rivar & others (Greenham)	

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

Strategy	Item	Deadline	Lead	Position at 1 April 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 April 2020,	CSM	Ongoing subject to Budget constraints. Planning to re-open Town Hall 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	Members' consensus is New Build in Café. Other options may be considered	Completed
2.a)ii	Install as soon as practical	by Easter 2022 in new cafe	CSM	Part of Café build, if practicable.	
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	CIL Grant approved. Taking forward. Programme will be presented to P & H for approval	
b)	Consider additional signage to countryside paths and open space within the parish of Newbury or immediately adjacent to it			Ask members which footpaths	
3.b)	Work with local community groups like the Newbury Society and City Arts to promote and extend the Town Trail and other visual arts initiatives.	Spring 2021	CM	Further research required of the art pieces present in the Town Agreed to use the "Flow" theme	
4.b)	Provide defibrillators in appropriate locations and assist other bodies who wish to provide them		CSM	2 new facilities on Football Changing Rooms & 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	Some limited responses from operators.	
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	

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

Strategy	Item	Deadline	Lead	Position at 1 April 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.	
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	
2.	Work with and support the Canal Corridor Working Group to prepare an action plan for the future development and protection of the Canal Corridor.	By Q3 2021	DSO	Convene when appropriate- End June/ early July.	
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	Met with Loch Ailort to discuss their regeneration proposals. Planning application submitted, awaiting validation by WBC.	
4.	Work with Newbury BID and other relevant organisations to lobby for a decision from WBC for the permanent pedestrianisation of the Market Place, excluding Mansion House and Wharf Streets.	Q3 2021	DSO	Working with TCWG and BID Press WBC	
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. Keep 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. Ask our dual-hatted members to pursue	
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, 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.	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. ½ yearly report to P & H	
	c) Complete a Conservation Area Appraisal for the town	ongoing	DSO		
	d) Consider making Newbury a low emission zone and so discourage through traffic on the A339	ongoing	DSO		
	e) Consider providing an additional 'at grade' pedestrian crossing of the A339	ongoing	DSO		

## 2. Foster a real sense of community

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

Strategy	Item	Deadline	Lead	Position at 1 April 2021	Status (RAG)
1.	Work with and support the tennis coaches to stage a Victoria Park tennis championship.	Target first one in 2021	CSM	Covid Delayed	
2.	Support the re-establishment of Art on the Park and other public arts events	Summer 2021	CM	Art organisations keen to re-establish for Summer 2021	
3.	Work with Newbury BID and other parties to explore options for a Christmas Market in Newbury from 2021	Dec 2021	CSM	In discussion	
4.	Hold an Annual Family Day in Victoria Park for the enjoyment of our residents and to promote the park and its facilities	Summer 2021	CSM	Tentative date chosen- may be impacted by Café build. Scheduled for 11 July	
5.	Organise and support the annual Mayor's Drive	July	CM	Options under consideration	

### 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 April 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	1 April 2020	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 April 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	
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	
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		CSM	New bed planted in VP Proposed at Andover road and Greenham House Gardens	
4. b)	Conduct biodiversity surveys in our major open spaces to provide benchmarks and give basis for future enhancements	Spring 2021	CSM	Base-line survey for Wash Common & other sites subject to funding – Working with BBoWT on action plan	

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

1. a)	Hold at least one Climate Change Community Workshop per year		CSM	Planned for 15 May 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		CSM	1 Grant awarded, next round April 2021	Completed
4.	Drinking water fountains on the Town Hall, and at the City recreation Ground and Blossoms Field	Dec 2021	CSM	Delay due to Covid issues in manufacture & delivery	
5	investigate cost effective ways of increasing the current recycling rate from waste collected from our parks	Q1 2021	CSM	New City Rec collection stated 3/1/21 – to be reviewed in April 21.	

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

Strategy	Item	Deadline	Lead	Position at 1 April 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 April 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 April 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	By end 2020	CSM	£1,850 provided in budget on hold	
	Install new drinking water taps in the City recreation Ground and Blossoms Field	By end 2020	CSM	£2,440 provided in budget	
5.	Investigate cost effective ways of increasing the current recycling rate from waste collected from our parks	During 2020	CSM	Trial started Jan 2021	
	Decide whether to implement new arrangements	Q1 2021	CSM	Review in April 2021	
7.	Encourage local community groups to set up market stalls at no / heavily reduced fees to promote green initiatives e.g. refillables		CSM	<i>Covid restricted</i>	

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

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

1.	Launch a new fund dedicated to delivering much needed youth work for Newbury, running from April 2020 to March 2024.	From April 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.	

## 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	
2.a	Explore NTC becoming an accredited dementia-friendly organisation		CEO	Workshop arranged for 20/04	
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





**NEWBURY TOWN COUNCIL  
FINANCIAL REGULATIONS**

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**Commented [HP1]:** Regulations 11 and 12 are to be transferred to Standing orders, as recommended by the council's internal auditor.

These Financial Regulations were adopted by the Council at a meeting of the Policy and Resources Committee held on 25 April 2016.

## 1. GENERAL

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

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e)d maintains the accounting records of the Council up to date in accordance with proper practices.

f)e assists the Council to secure economy, efficiency and effectiveness in the use of its resources.

g)f produces financial management information as required by the Council.

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

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

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

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

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

1.12. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- a) setting the final budget or the precept (Council tax requirement).
- b) approving accounting statements.
- c) approving an annual governance statement.

- d) Borrowing.
- e) declaring eligibility for the General Power of Competence.

shall be a matter for the Full Council only.

1.13. In addition the Council must:

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

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

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

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

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO, ~~after consultation with the Chief Executive Officer (CEO),~~ in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, the Leader (or Deputy Leader) shall verify bank reconciliations (for all accounts) produced by the RFO. The Leader (or Deputy Leader) shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Policy and Resources Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal

auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
- a) be competent and independent of the financial operations of the Council.
  - b) report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.
  - c) to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships.
  - d) have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
- a) perform any operational duties for the Council.
  - b) initiate or approve accounting transactions.
  - c) direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of the Audit Working Group any correspondence or report from internal or external auditors, who in turn will make appropriate recommendations to Policy and Resources Committee.

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

- 3.1. Each committee shall review its annual forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit

proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.

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

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

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
  - a) the **RFC** for all items over £500 (excluding VAT).
  - b) a manager of the Council for items up to and including £500 (excluding VAT).Such authority is to be evidenced by a signed purchase order.  
Contracts may not be disaggregated to avoid controls imposed by these regulations.
- 4.2. Any expenditure exceeding the authorised amount provided in the revenue budget for that class of expenditure must be approved by resolution of the Council, or the Policy and Resources committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless by resolution of the P & R Committee or the Council to an earmarked reserve.
- 4.4. The salary budgets are to be reviewed at least annually for the following financial year by the Staff Sub Committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

- 4.5. In cases of extreme risk to the delivery of Council services, to Council assets or to Council staff, the CEO may authorise revenue expenditure on behalf of the Council which in the CEO's judgement, it is necessary to carry out. Before doing so the CEO will consult with ~~the RFO and~~ the Leader of the Council and/or the chair of the relevant committee, and exercise due diligence. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £25,000 (excluding VAT). The CEO shall report such action to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of ~~£1,000,500~~ or 15% of the budget line.
- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

## 5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO, ~~after consultation with the CEO,~~ and approved by Policy and Resources Committee. They shall be regularly reviewed for safety and efficiency and to ensure that they are in accordance with any investment strategy.
- 5.2. All invoices for payment shall be examined and verified by a Corporate Services Officer and matched where possible to a purchase order. They will then be checked by the relevant manager; the RFO or CSM (Community Services Manager), to confirm that the work, goods or services to which each invoice relates has been received or carried out and represents expenditure previously approved by the Council. Invoices over £500 (excluding VAT) will also be signed off by the CEO.
- 5.3. A schedule of the payment of monies shall be prepared by the RFO and presented to the Policy and Resources Committee. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information. The schedule is for information only and members may request clarification on any item on the list before the meeting. The list will be published on

the website as an appendix to the Policy and Resources committee meeting, and will therefore ensure all expenditure is published, in line with the 2015 Local Government Transparency Code.

- 5.4. In respect of grants, the Grants Sub-committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.5. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.6. All bank transactions relating to Town Council Accounts other than the No 2 Account referred to in 5.8 shall be signed by two of the following Councillors:  
Mayor of Newbury  
Deputy Mayor of Newbury  
Leader of the Council/Chairperson of Policy and Resources Committee  
Deputy Leader of the Council  
Chairperson of Community Services Committee  
Vice-chairperson of Community Services Committee  
Chairperson of Civic Pride, Arts and Leisure Committee  
Vice-chairperson of Civic Pride, Arts and Leisure Committee  
Chairperson of Planning and Highways  
Vice-chairperson of Planning and Highways  
Leader of the Opposition
- 5.7. Officers may hold an imprest account called Newbury Town Council No 2 Account with a balance of up to £2,500 and may make debit card payments/draw cheques to a value of £1,000 to be signed by any two of four managers. The account shall be reimbursed from the Town Council Current account on a monthly basis under the procedure in 5.6 above.
- 5.8. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

## 6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the RFO shall give instruction that a payment shall be made.
- 6.3. ~~Cheques or o~~Orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the

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payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

6.4. To indicate agreement of the details shown ~~on the cheque or order for payment with the counterfoil and the invoice or similar documentation,~~ the signatories shall each ~~also initial the cheque counterfoil, or in the case of a computer generated cheque,~~ sign the list of purchase ledger cheque payments.

6.5. Payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made.

6.6. The RFO shall take all possible steps to settle invoices within 30 days of receipt.

6.7. Payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made.

~~6.8. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.~~

~~6.9-6.8.~~ No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

~~6.10-6.9.~~ Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

~~6.11-6.10.~~ The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.

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

~~6.12-6.11.~~ Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

~~6.13-6.12.~~ Changes to account details for suppliers, which are used for internet banking may only be changed after following the procedure of checking with the supplier by phone and requesting a confirmation by email. A hard copy of the amended

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authority will be signed by the RFO. A programme of regular checks of standing data with suppliers will be followed.

6.14.6.13. A pre-paid debit card may be issued to employees for the No 2 imprest account, one of the debit cards to have a limit of £1,000. The topping up arrangements being the same as in 5.7 above.

6.15.6.14. The RFO shall maintain up to 3 petty cash floats of £200 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

- a) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- b) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.3 above.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by the Staff Sub- committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Policy and Resources committee meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Staff Sub-committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a) by any Councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.7. Before employing interim staff the Council must consider a full business case.
- 7.8. The relevant manager shall certify timesheets as to accuracy.

## **8. LOANS AND INVESTMENTS**

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

## **9. INCOME**

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

## 10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Purchase orders shall be controlled by the relevant managers.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by

obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. A manager shall verify the lawful nature of any proposed purchase before the issue of any order, and when the value of the order is over £500 it shall also be approved by the [RFCEO](#).
- 10.6. In accordance with the Public Services (Social Value) Act 2012, preference will always be given to local suppliers, preferably independent. Internet/national chains can be used – but only if there is no local supplier, or there is a saving of at least 10% or £250, over that local supplier.

## **11. ~~CONTRACTS~~**

### **11.1. ~~Procedures as to contracts are laid down as follows:~~**

- a) ~~Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:~~
  - i. ~~for the supply of gas, electricity, water, sewerage and telephone services;~~
  - ii. ~~for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;~~
  - iii. ~~for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;~~
  - iv. ~~for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;~~
  - v. ~~for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the CEO and RFO shall act after consultation with the Leader and Deputy Leader of Council); and~~
  - vi. ~~for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.~~
- b) ~~Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>†</sup>.~~
- c) ~~The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations~~

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

set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>2</sup>.

- d) ~~When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.~~
- e) ~~Such invitation to tender shall state the general nature of the intended contract and the CEO or relevant manager shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the CEO or relevant manager in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.~~
- f) ~~All sealed tenders shall be opened at the same time on the prescribed date by the CEO or relevant manager in the presence of at least one member of Council.~~
- g) ~~If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.~~
- h) ~~Any invitation to tender issued under this regulation shall be subject to Standing Order, Nos 24.1 and 24.2 and shall refer to the terms of the Bribery Act 2010.~~
- i) ~~When it is proposed to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the CEO or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £2,500 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.~~
- j) ~~The Council shall not be obliged to accept the lowest or any tender, quote or estimate.~~
- k) ~~Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken. The RFO is responsible for establishing the most cost effective utility supplies, ensuring that best value, green credentials and budgetary requirements are taken into consideration, with any changes in supplier reported to the following Policy and Resources Committee meeting.~~

<sup>2</sup> Thresholds currently applicable are:

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

## **12. ~~PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS~~**

~~12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).~~

~~12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the appropriate committee.~~

~~12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and CEO to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.~~

## **13.11. STORES AND EQUIPMENT**

~~13.1.11.1.~~ The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

~~13.2.11.2.~~ Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

~~13.3.11.3.~~ Stocks shall be kept at the minimum levels consistent with operational requirements.

~~13.4.11.4.~~ The RFO shall be responsible for periodic checks of stocks and stores at least annually.

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

~~14.1.12.1.~~ The RFO, ~~in consultation with the CEO~~ shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

~~14.2.12.2.~~ No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item

of tangible movable property does not exceed £2,000 or it has already been approved in the Council's budget.

14.3.12.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4.12.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5.12.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the Full Council. In each case a report in writing shall be provided to Council with a full business case.

14.6.12.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## 15.13. **INSURANCE**

15.1.13.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers ~~in consultation with the CEO.~~

15.2.13.2. ~~All Officers~~~~The CEO~~ shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3.13.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.4.13.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to the relevant committee at the next available meeting.

15.5.13.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the RFO in consultation with ~~the CEO and~~ the Leader.



## **16.14. CHARITIES**

**16.1.14.1.** Where the Council is sole managing trustee of a charitable body the ~~CEO and~~ RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **17.15. RISK MANAGEMENT**

**17.1.15.1.** The Council is responsible for putting in place arrangements for the management of risk. The CEO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management strategy shall be reviewed by the Council at least annually.

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

## **18.16. RESERVES POLICY**

**18.1.16.1.** The Council will normally maintain the following specific named earmarked reserves funded from revenue:

- a) Capital Equipment Reserve (usually £5,000)
- b) Earmarked Reserves (comprising budget allocations for specific projects – agreed at April Policy and Resources committee meeting)
- c) Election Administration Fund (based on projected elections)

18.2 The sum total of the above named reserves plus the general reserves must always be a minimum of three months' annual net revenue expenditure.

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

**19.1.17.1.** It shall be the duty of the Policy and Resources committee to review the Financial Regulations of the Council from time to time. The ~~CEO and the~~ RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Policy and Resources committee of any requirement for a consequential amendment to these financial regulations.

~~19.2.17.2.~~ The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

~~19.3.17.3.~~ A copy of these Financial Regulations shall be given to each Member by the Chief Executive Officer upon declaration of the Member's acceptance of office.

Current Standing Order	Proposed Standing Order
17.3.1 Notification in writing, by post, fax or electronic mail, of all questions must be received by the Chief Executive Officer by 2.00 pm on the day of the meeting.	17.3.1 Notification in writing, by post, fax or electronic mail, of all questions must be received by the Chief Executive Officer by the Friday before the meeting.  This deadline shall be published on all meeting agendas.
28.3 No Member of the Council shall in the name of, or on behalf of the Council: (a) Inspect any lands or premises which the Council has a right or duty to inspect; or (b) Issue orders, instructions or directions; unless authorised to do so by the Council.	To be removed.  The Council cannot legally delegate powers to any individual member of the Council.
<b>31.4 Civic Pride, Arts and Leisure</b>	This Committee to be renamed Civic Pride, Arts and Culture.  This amendment will better reflect the work undertake by the Committee and avoid any confusion with the leisure services delivered by the Council's Community Services Committee.
The Internal Auditor has recommended that the provisions for the awarding of contracts should be contained within the Council's Standing Orders, rather than the Council's Financial Regulations. This is also required by law ( Local Government Act 1972, section 135. It is therefore proposed to insert the following as Standing Orders numbers 36 and 37 and amend the remaining numbers.	
<b>36. CONTRACTS</b> Procedures as to contracts are laid down as follows: <ul style="list-style-type: none"> <li>a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below: <ul style="list-style-type: none"> <li>i. for the supply of gas, electricity, water, sewerage and telephone services;</li> <li>ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;</li> </ul> </li> </ul>	

- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the CEO and RFO shall act after consultation with the Leader and Deputy Leader of Council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>1</sup>.
- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>2</sup>.
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e) Such invitation to tender shall state the general nature of the intended contract and the CEO or relevant manager shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the CEO or relevant manager in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the CEO or relevant manager in the presence of at least one member of Council.
- g) If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h) Any invitation to tender issued under this regulation shall be subject to Standing Order, Nos 24.1 and 24.2 and shall refer to the terms of the Bribery Act 2010.
- i) When it is proposed to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services

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

<sup>2</sup> Thresholds currently applicable are:

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

other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the CEO or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £2,500 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

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

### **37 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

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

## Newbury Town Council

### Work Programme for Policy and Resources Committee Meetings

#### 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>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
<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
	Risk management strategy and Strategic risk register
	Investments
	Receive report from Climate Emergency Working Group
	To receive a report from the Staff sub-Committee
<b>January</b>	Budget
	Recommendations to Full Council re Council Strategy Review
	Review of Contributions for Newbury Library
	Recommendations to Full Council re Council Strategy
	Report from Grants subcommittee (if met)