

5<sup>th</sup> June 2024

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

**Substitutes:** All remaining Members of the Council.

Dear Councillor

You are summoned to attend a meeting of the **Policy & Resources Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 10<sup>th</sup> June 2024 at 7.30pm**. The meeting is open to the press and public and will be streamed via Zoom:

<https://us02web.zoom.us/j/86230709896?pwd=meagQ2OpvSs7azakyE3yAHHohGW1np.1>

Meeting ID: 862 3070 9896

Passcode: 795949

Yours sincerely,

Liz Manship

**Liz Manship**  
**Finance & Corporate Services Manager**

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## AGENDA

- 1. Apologies for absence**  
*Chairperson*
- 2. Declarations of interest and dispensation**  
*Chairperson*  
**To receive** any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes (Appendix 1)**  
*Chairperson*  
**To approve** the minutes of a meeting of the Policy & Resources Committee held on Monday 29<sup>th</sup> April 2024 (appendix 1).
- 4. Questions and Petitions from members of the public**  
*Chairperson*
- 5. Members’ questions and petitions**  
*Chairperson*

**All questions for this meeting must be submitted to the RFO by 2.00 pm on Friday 7<sup>th</sup> June 2024.**

**6. List of Payments (Appendix 2 & 3)**

*Chairperson*

**6.1 To approve** the payments made during the period 1<sup>st</sup> April 2024 to 30<sup>th</sup> May 2024 (appendix 2).

**6.2 To approve** the reconciliation statements for the period 1<sup>st</sup> April 2024 to 30<sup>th</sup> May 2024, previously verified by the Chair of P&R, as per financial regulations 2.2. (appendix 3).

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

**7. Budget Monitoring Months 1 & 2, 2023/24 (Appendix 4 & 5)**

*Chairperson*

**7.1. To receive** the Income and Expenditure Account for the period ended 31<sup>st</sup> May 2024 (appendix 4)

**7.2. To resolve to approve** expenditure against cost centres that are over the annual budget, in accordance with this Council's financial regulation (4.2) (appendix 5).

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

*Chairperson*

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

**9. Audit Working Group (Appendix 6.1 & 6.2)**

To review and confirm membership of the Audit Working Group

**10. Bank Reconciliation Statements (Appendix 7)**

*Chairperson*

**10.1. To resolve** that the bank reconciliation statements are reviewed monthly against the bank statements, by three members of the Audit Working Group, on a one month in three, basis.

**10.2. To agree** any additional reports the Committee would like to receive, to support the bank reconciliation.

**11. Grant Payments (Appendix 8.1 & 8.2)**

*Chairperson*

**11.1.** To review the grants payment process.

**11.2.** To resolve a grant payment to Community United.

**11.3.** To resolve a grant payment to the Flood Forum.

**12. Saturday Surgeries, Coffee Mornings and Saturday Weddings (Appendix 9)**

*Chairperson*

**To consider** proposals to support the Council's programme of Saturday Surgeries, Coffee Mornings and Saturday Weddings.

**13. Council Policies (Appendix 10, 11.1 & 11.2)**

**13.1. To consider** the key policies that require update. (Appendix 10)

**13.2. To resolve** to agree an updated Supervision Policy (Appendix 11.1 & 11.2)

**14. Climate Emergency Working Report (Appendix 12)**

**To receive** an update on the work of the Climate Emergency Working Group

**15. Health and Safety Report (Appendix 13 & 14)**

*Chairperson*

**To receive** an update from the Health & Safety Forum (appendix 13).

**To note** the draft Health & Safety Policy (not ready for sign off). (appendix 14)

**16. Forward Work Programme for Policy and Resources Committee meetings 2024/25 (Appendix 15)**

*Chairperson*

**To note** and agree any other items that Members resolve to add to the Forward Work Programme (2024/25 programme attached - Appendix 15).

**17. Next meeting:**

*Chairperson*

**17.1. To note** that an Extraordinary Meeting of the Policy & Resources Committee is to be held on Monday 29<sup>th</sup> July 2024.

**17.2. To note** a meeting of the Audit Working Group will be convened mid-July.

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER,  
NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON  
MONDAY 29<sup>th</sup> APRIL 2024 AT 7.30PM.**

**PRESENT**

Councillors, Jo Day, Steve Masters, Vaughan Miller, Andy Moore. Gary Norman (chairperson), Elizabeth O’Keeffe and Meg Thomas.

**IN ATTENDANCE**

Toby Miles-Mallowan, Chief Executive Officer  
Kym Heasman, Corporate Services Officer

**58. APOLOGIES**

Councillors Alistair Bounds and Pam Lusby-Taylor.

Absent: Councillor Vera Barnett.

**59. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**60. MINUTES**

**PROPOSED:** Councillor Vaughan Miller

**SECONDED:** Councillor Steve Masters

**RESOLVED:** That the minutes of the meeting of the Policy & Resources Committee held on Monday 15<sup>th</sup> January 2024, be approved, and signed by the Chairperson.

**61. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC**

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

**62. MEMBERS’ QUESTIONS AND PETITIONS**

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

**63. LIST OF PAYMENTS**

Members of the committee agreed to approve the list of payments.

**PROPOSED:** Councillor Andy Moore

**SECONDED:** Councillor Steve Masters

**RESOLVED:** To Approve the payments made during the period 1st January 2024 to 31st March 2024 as at appendix 2 of this agenda.

Members Received the Reconciliation statements for 2023/24.

**64. BUDGET MONITORING QUARTER 4, 2023/24**

Members of this committee received the Income and Expenditure Account for the period ended 31st March 2024 as at Appendix 4 of the agenda.

**PROPOSED:** Councillor Elizabeth O’Keeffe

**SECONDED:** Councillor Andy Moore

**RESOLVED:** To approve expenditure against cost centres that are over the annual budget, in accordance with this Council’s financial regulation (4.2).

Members of his committee noted the level of general and ear-marked reserves as at 31<sup>st</sup> March 2024.

**PROPOSED:** Councillor Jo Day

**SECONDED:** Councillor Meg Thomas

**RESOLVED:** To recommend readjustment of the general and ear-marked reserves to Full Council.

**65. DEBTS OVER £500 AND MORE THAN THREE MONTHS OLD**

Members noted there are no debts over £500 outstanding.

Councillor Steve Masters commended the efforts of the Finance Officers on this recurring achievement.

**66. GRANTS SUBCOMMITTEE**

Members received draft minutes from the meeting of the Grants Subcommittee on 27<sup>th</sup> March as at appendix to the agenda.

**67. INTERNAL AUDIT REPORT**

Members received the final internal audit report for the financial year 2023/24 from Auditing Solutions Ltd,

**PROPOSED:** Councillor Vaughan Miller

**SECONDED:** Councillor Andy Moore

**RESOLVED:** To approve the recommendations as at appendix 8 of the agenda.

Members received the Internal Audit report for the purposes of the Annual Governance & Accountability Return (AGAR) 2023/24.

- 68. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – ANNUAL GOVERNANCE STATEMENT 2023/24**  
**PROPOSED:** Councillor Steve Master  
**SECONDED:** Councillor Meg Thomas  
**RESOLVED** To recommend the Annual Governance & Accountability Return (AGAR) – Annual Governance Statement 2023/24 to Full Council; meeting scheduled for Wednesday 8<sup>th</sup> May 2024.
- 69. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – ACCOUNTING STATEMENTS 2023/24**  
**PROPOSED:** Councillor Elizabeth O’Keeffe  
**SECONDED:** Councillor Vaughan Miller  
**RESOLVED:** To recommend the Annual Governance & Accountability Return (AGAR) – Accounting Statements 2023/24 to Full Council; meeting scheduled for Wednesday 8<sup>th</sup> May 2024.
- 70. CLIMATE EMERGENCY WORKING REPORT**  
**PROPOSED:** Councillor Vaughan Miller  
**SECONDED:** Councillor Elizabeth O’Keeffe  
**RESOLVED:** To adopt the Single Use Plastics Audit, undertaken by Eco Friends, 20th December 2023 As at Appendix 16 of the agenda.  
**PROPOSED:** Councillor Jo Day  
**SECONDED:** Councillor Meg Thomas  
**RESOLVED:** That Councilor Sarah Slack, at the recommendation of the Climate Emergency Working Group is confirmed as the Council’s representative on the Plastic Free Newbury and Thatcham Steering Group.  
Members of this committee noted that the next meeting of the Climate Emergency Working Group is to be held May 14<sup>th</sup> 2024.
- 71. FINANCIAL REGULATIONS AND STANDING ORDERS**  
**PROPOSED:** Councillor Steve Masters  
**SECONDED:** Councillor Andy Moore  
**RESOLVED:** That the Audit Working Group meet with the RFO to consider updates to the Financial Regulations.  
**PROPOSED:** Councillor Steve Masters  
**SECONDED:** Councillor Andy More  
**RESOLVED:** that the Audit Working Group is appointed to meet with the Chief Executive Officer for the purpose of reviewing and recommending amendments to the Standing Orders.

**72. AGREEMENT FOR ADDITIONAL SIGNATORY TO THE BANK AND BUSINESS CARD**

**PROPOSED:** Councillor Vaughan Miller

**SECONDED:** Councillor Jo Day

**RESOLVED:** Approve Mr Tobias Miles-Mallowan as an additional signatory to the Bank Mandate and to hold a Business Card.

**73. HEALTH AND SAFETY REPORT**

Members noted minutes of the Health & Safety Forum as at appendix 18 to the agenda. Members received a verbal report from the Chief Executive Officer. Key work being undertaken by the Health and Safety Forum includes:

- Updating Risk Assessments
- Developing a Staff Training Programme
- The Monitoring of Incidents, which will be reported to this committee.

**74. FORWARD WORK PROGRAMME FOR PLANNING AND HIGHWAYS COMMITTEE MEETINGS 2024/25**

The Forward work programme was received and noted by the committee, with the following amendment of standard items as followed:

- To receive updates of the Climate Emergency Working Report on a 6 monthly basis, in July and January meetings.

**THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20.19 HRS**

**CHAIRPERSON**

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

17/04/2024

## Newbury Town Council Current Year

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## List of Purchase Ledger Payments

User: MGG

## Linked to Cashbook 1

Entered Month 1  
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>Pest Control - VP -April 24</i>	02/04/2024	13648SM65	1	166.32	0.00	166.32	0.00
<i>Pest Management - VP Bowls</i>	02/04/2024	13648SM66	1	99.00	0.00	99.00	0.00
					<b>0.00</b>	<b>265.32</b>	
Above paid on 17/04/2024 by Online Payment Ref A15							
<b>A29 Appcentric</b>							
<i>Monthly Support - April 24</i>	03/04/2024	1715	1	522.50	0.00	522.50	0.00
					<b>0.00</b>	<b>522.50</b>	
Above paid on 17/04/2024 by Online Payment Ref A29							
<b>A41 Auditing Solutions Ltd</b>							
<i>Internal Audit - 3rd Interim</i>	09/04/2024	A8367	1	600.00	0.00	600.00	0.00
					<b>0.00</b>	<b>600.00</b>	
Above paid on 17/04/2024 by Online Payment Ref A41							
<b>B53 K S Bennett</b>							
<i>Allot key refund x1 - P003a</i>	02/04/2024	REFUNDKEY-P3A	1	10.00	0.00	10.00	0.00
					<b>0.00</b>	<b>10.00</b>	
Above paid on 17/04/2024 by Online Payment Ref B53							
<b>B54 Mike Bradshaw</b>							
<i>Entertainment-VPFunday 19.05.24</i>	02/04/2024	VPFUNDAY2024	1	290.00	0.00	290.00	0.00
					<b>0.00</b>	<b>290.00</b>	
Above paid on 17/04/2024 by Online Payment Ref B54							
<b>B6 BALC</b>							
<i>BALC Membership 2024-25</i>	09/04/2024	INV-0544	1	3,564.75	0.00	3,564.75	0.00
					<b>0.00</b>	<b>3,564.75</b>	
Above paid on 17/04/2024 by Online Payment Ref BALC10305							
<b>C10 Crescent Signs Ltd</b>							
<i>Repairs-Lock Island Info Panel</i>	28/03/2024	INV-21431	1	1,114.80	0.00	1,114.80	0.00
					<b>0.00</b>	<b>1,114.80</b>	
Above paid on 17/04/2024 by Online Payment Ref 17108/1710							

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## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>D2</b> <b>Mr B Digby</b>							
<i>Civic duties - Jan to March 20</i>	10/04/2024	CIVICPAY 01TO03.24	1	75.00	0.00	75.00	0.00
					<b>0.00</b>	<b>75.00</b>	
Above paid on 17/04/2024 by Online Payment Ref D2							
<b>F27</b> <b>Cllr Mr Nigel Foot</b>							
<i>Refund - Myor Parking 26.03.24</i>	02/04/2024	REFUND-MAYOR PARKING	1	25.00	0.00	25.00	0.00
					<b>0.00</b>	<b>25.00</b>	
Above paid on 17/04/2024 by Online Payment Ref F27							
<b>F5</b> <b>Foxes Tree Services &amp; Son Ltd</b>							
<i>Tree works - Shaw Cem 05.04.24</i>	08/04/2024	5056	1	360.00	0.00	360.00	0.00
					<b>0.00</b>	<b>360.00</b>	
Above paid on 17/04/2024 by Online Payment Ref F5							
<b>H27</b> <b>Mr Anthony Hewitt</b>							
<i>Civic payment Jan to March 24</i>	10/04/2024	CIVICPAY 01TO03.2024	1	25.00	0.00	25.00	0.00
					<b>0.00</b>	<b>25.00</b>	
Above paid on 17/04/2024 by Online Payment Ref H27							
<b>J21</b> <b>John O'Conner GM Ltd</b>							
<i>GM Contract - March 24</i>	20/03/2024	107325	1	37,611.55	0.00	37,611.55	0.00
<i>Supply Summer &amp; Winter Bedding</i>	31/03/2024	107720	1	7,991.23	0.00	7,991.23	0.00
					<b>0.00</b>	<b>45,602.78</b>	
Above paid on 17/04/2024 by Online Payment Ref J21							
<b>L2</b> <b>Mrs J Lewis</b>							
<i>Civic Duties - Jan to March 20</i>	10/04/2024	CIVICPAY 01TO03.2024	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 17/04/2024 by Online Payment Ref L2							
<b>L25</b> <b>Local Toilet Hire Ltd</b>							
<i>Portaloos - VP</i>	08/04/2024	162192	1	336.00	0.00	336.00	0.00
					<b>0.00</b>	<b>336.00</b>	
Above paid on 17/04/2024 by Online Payment Ref L25							

## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>L34</b> <b>LGRC Associates Ltd</b>							
<i>Locum CEO - March 2024</i>	29/03/2024	1827	1	9,733.50	0.00	9,733.50	0.00
					<b>0.00</b>	<b>9,733.50</b>	
Above paid on 17/04/2024 by Online Payment Ref L34							
<b>M28</b> <b>Minster Cleaning Services</b>							
<i>Office Cleaning - April 24</i>	01/04/2024	14814	1	1,937.77	0.00	1,937.77	0.00
					<b>0.00</b>	<b>1,937.77</b>	
Above paid on 17/04/2024 by Online Payment Ref INV29354							
<b>M61</b> <b>Microshade Business Consultants Ltd</b>							
<i>Host Citrix/Rialtas - April24</i>	10/04/2024	19211	1	328.84	0.00	328.84	0.00
					<b>0.00</b>	<b>328.84</b>	
Above paid on 17/04/2024 by Online Payment Ref M61							
<b>N11</b> <b>NABMA</b>							
<i>NABMA - Annual Subs 2024/25</i>	01/04/2024	106	1	434.00	0.00	434.00	0.00
					<b>0.00</b>	<b>434.00</b>	
Above paid on 17/04/2024 by Online Payment Ref N11							
<b>N34</b> <b>Miss RL Newton</b>							
<i>Allotkey refund x 2 - P035a</i>	09/04/2024	KEY REFUNDX2 - P35A	1	20.00	0.00	20.00	0.00
					<b>0.00</b>	<b>20.00</b>	
Above paid on 17/04/2024 by Online Payment Ref N34							
<b>N7</b> <b>Newbury News Ltd</b>							
<i>Nby Market Advert</i>	01/04/2024	240401	1	142.80	0.00	142.80	0.00
					<b>0.00</b>	<b>142.80</b>	
Above paid on 17/04/2024 by Online Payment Ref SIN654247							
<b>O11</b> <b>Outdoor Academy Ltd</b>							
<i>Activties - VP Funday 19.05.24</i>	02/04/2024	1847	1	1,860.00	0.00	1,860.00	0.00
					<b>0.00</b>	<b>1,860.00</b>	
Above paid on 17/04/2024 by Online Payment Ref O11							

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>P23</b> <b>Mr Garry Poulson</b>							
<i>Civic payment - Jan to March 2</i>	10/04/2024	CIVICPAY 01TO03.2024	1	75.00	0.00	75.00	0.00
					<b>0.00</b>	<b>75.00</b>	
Above paid on 17/04/2024 by Online Payment Ref P23							
<b>P51</b> <b>Prepared Media Ltd</b>							
<i>Wedding Advert-Southeast Times</i>	01/04/2024	SET05507NEW	1	354.00	0.00	354.00	0.00
					<b>0.00</b>	<b>354.00</b>	
Above paid on 17/04/2024 by Online Payment Ref P51							
<b>P9</b> <b>Poppy Appeal</b>							
<i>Purchase 2 x wreaths - Mayor</i>	01/04/2024	2XWREATHS	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 17/04/2024 by Online Payment Ref SAB26/10/2							
<b>R20</b> <b>Rialtas Business Solutions Ltd</b>							
<i>Omega Accounts 2024-25</i>	01/04/2024	SM29936	1	1,848.00	0.00	1,848.00	0.00
<i>Allotment Software 2024-25</i>	01/04/2024	SM29937	1	230.40	0.00	230.40	0.00
<i>Tax Digital for VAT 2024-25</i>	01/04/2024	SM29938	1	132.00	0.00	132.00	0.00
<i>Cemetery Software 2024-25</i>	01/04/2024	SM29939	1	696.00	0.00	696.00	0.00
					<b>0.00</b>	<b>2,906.40</b>	
Above paid on 17/04/2024 by Online Payment Ref R20							
<b>S103</b> <b>Splash Pads Enterprises Limited</b>							
<i>Commision Splash Park2024</i>	01/04/2024	INV-0241	1	2,640.00	0.00	2,640.00	0.00
					<b>0.00</b>	<b>2,640.00</b>	
Above paid on 17/04/2024 by Online Payment Ref S103							
<b>S27</b> <b>The Society of Local Council Clerks</b>							
<i>Toby- ILCA Qualification fee</i>	01/04/2024	QL205076-1	1	144.00	0.00	144.00	0.00
					<b>0.00</b>	<b>144.00</b>	
Above paid on 17/04/2024 by Online Payment Ref S27							

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>S4 Mr B Sylvester</b>							
<i>Civic payment-Jan to March 24</i>	10/04/2024	CIVICPAY 01TP03.2024	1	65.00	0.00	65.00	0.00
					<b>0.00</b>	<b>65.00</b>	
Above paid on 17/04/2024 by Online Payment Ref S4							
<b>S41 Sundog Grounds Maintenance Ltd</b>							
<i>Damage Christe Heights</i>	01/04/2024	4126	1	96.00	0.00	96.00	0.00
<i>W-Common Repair Tarmac</i>	10/04/2024	4145	1	144.00	0.00	144.00	0.00
					<b>0.00</b>	<b>240.00</b>	
Above paid on 17/04/2024 by Online Payment Ref S41							
<b>T30 Cybit South Limited</b>							
<i>Telephone Support - April 2024</i>	01/04/2024	8835	1	192.00	0.00	192.00	0.00
					<b>0.00</b>	<b>192.00</b>	
Above paid on 17/04/2024 by Online Payment Ref T30							
<b>T7 Thomas Fattorini Ltd</b>							
<i>Sheild/Badges/Pendant case</i>	02/04/2024	I286122	1	447.10	0.00	447.10	0.00
					<b>0.00</b>	<b>447.10</b>	
Above paid on 17/04/2024 by Online Payment Ref T7							
<b>W1 West Berkshire District Council</b>							
<i>Market - Business rates 24-25</i>	01/04/2024	MARKET-RATES 24-25	1	3,343.30	0.00	3,343.30	0.00
<i>Mayor Parlour-Busi rates 24-25</i>	01/04/2024	MAYORS-P RATES24-25	1	1,804.54	0.00	1,804.54	0.00
<i>NTR Cem - Business rates 24-25</i>	01/04/2024	NTRCEM-RATES 24-25	1	60.85	0.00	60.85	0.00
<i>Shaw Cem-Business rates 24-25</i>	01/04/2024	SHAW CEM-RATES 24-25	1	405.90	0.00	405.90	0.00
<i>Business rates-Suite 2, 24-25</i>	01/04/2024	SUITE2-RATES24-25	1	1,149.66	0.00	1,149.66	0.00
<i>Suite3-Business rates 24-25</i>	01/04/2024	SUITE3-RATE24-25	1	1,135.11	0.00	1,135.11	0.00
<i>Suite 4 - Business Rates 24-25</i>	01/04/2024	SUITE4-RATES24-25	1	1,236.97	0.00	1,236.97	0.00
<i>Suite 12-Business Rates 24-25</i>	01/04/2024	SUITE12-RATES24-25	1	3,259.81	0.00	3,259.81	0.00
<i>TH Chamber-Business rates24-25</i>	01/04/2024	TH CHAMBER-RATES24-2	1	2,020.95	0.00	2,020.95	0.00
					<b>0.00</b>	<b>14,417.09</b>	
Above paid on 17/04/2024 by Online Payment Ref W1							

## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>W46</b> <b>WorkNest Ltd</b>							
<i>Health &amp; Safety - 1Yr (24-25)</i>	02/04/2024	SINN064201	1	2,700.00	0.00	2,700.00	0.00
					<b>0.00</b>	<b>2,700.00</b>	
					Above paid on 17/04/2024 by Online Payment Ref W46		
				<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>91,578.65</b>	

Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>A18 Aquaid (Kennet and North Wilts)</b>							
Environmental Charge - April	30/04/2024	467340	1	44.64	0.00	44.64	0.00
					<u>0.00</u>	<u>44.64</u>	
Above paid on 13/05/2024 by Online Payment Ref A18							
<b>A20 A &amp; S Meats</b>							
Market Management - April 2024	18/04/2024	108	1	1,560.00	0.00	1,560.00	0.00
					<u>0.00</u>	<u>1,560.00</u>	
Above paid on 13/05/2024 by Online Payment Ref A20							
<b>A28 Art on the Park</b>							
Annual grant - 2024-25	03/04/2024	A&P- GRANT 24-25	1	500.00	0.00	500.00	0.00
					<u>0.00</u>	<u>500.00</u>	
Above paid on 13/05/2024 by Online Payment Ref A28							
<b>A29 Appcentric</b>							
Monthly Support - May 24	03/05/2024	1731	1	522.50	0.00	522.50	0.00
					<u>0.00</u>	<u>522.50</u>	
Above paid on 13/05/2024 by Online Payment Ref A29							
<b>A57 Patrick Aiken</b>							
Allotrent refund - WC037a	03/05/2024	REFUND-WC37A	1	25.73	0.00	25.73	0.00
					<u>0.00</u>	<u>25.73</u>	
Above paid on 13/05/2024 by Online Payment Ref A57							
<b>B1 Biffa Waste Services Ltd</b>							
Wasted journey Charge - April	26/04/2024	571C67881	1	4.80	0.00	4.80	0.00
					<u>0.00</u>	<u>4.80</u>	
Above paid on 13/05/2024 by Online Payment Ref N15485*1*5							
<b>B29 Broxap Ltd</b>							
7 x Reecycle bins etc	26/04/2024	317916	1	4,441.74	0.00	4,441.74	0.00
					<u>0.00</u>	<u>4,441.74</u>	
Above paid on 13/05/2024 by Online Payment Ref B29							

Continued over page

Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>B41 Berkshire Pressure Cleaning</b>							
War memorial - April Clean	29/04/2024	P6458	1	216.00	0.00	216.00	0.00
War Memorial Wet & Forget App	29/04/2024	P6459	1	90.00	0.00	90.00	0.00
Clock House - April Clean	29/04/2024	P6460	1	300.00	0.00	300.00	0.00
Town Hall Clean - April	29/04/2024	P6461	1	120.00	0.00	120.00	0.00
Ebb & Flow - April Clean	29/04/2024	P6462	1	240.00	0.00	240.00	0.00
						0.00	966.00
Above paid on 13/05/2024 by Online Payment Ref B41							
<b>C10 Crescent Signs Ltd</b>							
VP Family Day - Banners	16/04/2024	INV-21452	1	127.20	0.00	127.20	0.00
						0.00	127.20
Above paid on 13/05/2024 by Online Payment Ref 17108/1710							
<b>C36 Corn Exchange</b>							
30 x Water for Mayor Making	03/04/2024	1066	1	129.00	0.00	129.00	0.00
						0.00	129.00
Above paid on 13/05/2024 by Online Payment Ref C36							
<b>D12 DCK Payroll Solutions</b>							
Salaries - April 24	01/05/2024	24128	1	227.16	0.00	227.16	0.00
						0.00	227.16
Above paid on 13/05/2024 by Online Payment Ref P1104							
<b>E14 Environmental Solutions Ltd</b>							
Secure Shredding April 24	12/04/2024	25512	1	67.84	0.00	67.84	0.00
						0.00	67.84
Above paid on 13/05/2024 by Online Payment Ref E14							
<b>F34 Louis Fitzpatrick</b>							
Allotkey refund x 2-S42a	08/05/2024	KEYREFUNDS42A	1	20.00	0.00	20.00	0.00
						0.00	20.00
Above paid on 13/05/2024 by Online Payment Ref F34							

Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G1 Gardner Leader LLP							
GMContract - Variation 2024	11/04/2024	86896	1	378.00	0.00	378.00	0.00
					<u>0.00</u>	<u>378.00</u>	
Above paid on 13/05/2024 by Online Payment Ref NEW103/105							
H37 Hampshire Flag Company							
Mini Nby Flag - RT	18/04/2024	INV24508	1	51.22	0.00	51.22	0.00
					<u>0.00</u>	<u>51.22</u>	
Above paid on 13/05/2024 by Online Payment Ref H37							
I4 ICCM							
ICCM Corp Subs 2024-25	01/04/2024	4269-23-24	1	100.00	0.00	100.00	0.00
					<u>0.00</u>	<u>100.00</u>	
Above paid on 13/05/2024 by Online Payment Ref I4							
J21 John O'Conner GM Ltd							
Ground Maintenance - April 24	16/04/2024	107961	1	39,341.69	0.00	39,341.69	0.00
					<u>0.00</u>	<u>39,341.69</u>	
Above paid on 13/05/2024 by Online Payment Ref J21							
L13 Link Up Local Mencap							
Bus stop posters - April 24	30/04/2024	1842-23	1	51.00	0.00	51.00	0.00
					<u>0.00</u>	<u>51.00</u>	
Above paid on 13/05/2024 by Online Payment Ref L13							
L2 Mrs J Lewis							
Refund - Repair CEO Robe	30/04/2024	REFUND-APRIL24	1	8.00	0.00	8.00	0.00
					<u>0.00</u>	<u>8.00</u>	
Above paid on 13/05/2024 by Online Payment Ref L2							
L25 Local Toilet Hire Ltd							
VP Toilet Hire 09.05 to 05.06.	06/05/2024	163737	1	336.00	0.00	336.00	0.00
					<u>0.00</u>	<u>336.00</u>	
Above paid on 13/05/2024 by Online Payment Ref L25							

Continued over page



Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M28	Minster Cleaning Services						
Office Cleaning - May 24	01/05/2024	14978	1	1,937.77	0.00	1,937.77	0.00
					<u>0.00</u>	<u>1,937.77</u>	
Above paid on 13/05/2024 by Online Payment Ref INV29354							
P19	Proludic Ltd						
Post & Wedge Caps	29/04/2024	SIN009074	1	127.68	0.00	127.68	0.00
					<u>0.00</u>	<u>127.68</u>	
Above paid on 13/05/2024 by Online Payment Ref P19							
P23	Mr Garry Poulson						
Civic payment - April 24	26/04/2024	CIVICPAY-APRIL	1	27.90	0.00	27.90	0.00
					<u>0.00</u>	<u>27.90</u>	
Above paid on 13/05/2024 by Online Payment Ref P23							
R20	Rialtas Business Solutions Ltd						
Year-End closedown 2023-24	12/04/2024	31488	1	990.00	0.00	990.00	0.00
					<u>0.00</u>	<u>990.00</u>	
Above paid on 13/05/2024 by Online Payment Ref R20							
S62	Star Rubber Environmental Ltd						
Surface - VP Gym	09/04/2024	3900	1	24,108.65	0.00	24,108.65	0.00
					<u>0.00</u>	<u>24,108.65</u>	
Above paid on 13/05/2024 by Online Payment Ref S62							
W1	West Berkshire District Council						
NTRCem Rates - 2nd Installment	12/04/2024	15112301-(2)	1	57.00	0.00	57.00	0.00
Rates-ShawCem-2nd Installment	12/04/2024	15112318-(2)	1	404.00	0.00	404.00	0.00
					<u>0.00</u>	<u>461.00</u>	
Above paid on 13/05/2024 by Online Payment Ref W1							
W16	Wroughton Silver Band						
VP Bandstand 05.05.24	07/05/2024	WSB000140	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
Above paid on 13/05/2024 by Online Payment Ref W16							
Total Purchase Ledger Payments					<u>0.00</u>	<u>76,705.52</u>	

Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A2 ADT Fire & Security Plc							
Repairs to Fire Alarm	30/04/2024	55057073	1	766.80	0.00	766.80	0.00
					<u>0.00</u>	<u>766.80</u>	
					0.00	766.80	
Above paid on 29/05/2024 by Online Payment Ref 40579697							
A20 A & S Meats							
Market Management - May 24	11/05/2024	109	1	1,560.00	0.00	1,560.00	0.00
					<u>0.00</u>	<u>1,560.00</u>	
					0.00	1,560.00	
Above paid on 29/05/2024 by Online Payment Ref A20							
A42 Doralda Akulli							
Allotkey dep - DF31a	21/05/2024	REFUNDDF31A	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
					0.00	10.00	
Above paid on 29/05/2024 by Online Payment Ref A42							
C10 Crescent Signs Ltd							
VP Tennis noticebaord	07/05/2024	21484	1	430.80	0.00	430.80	0.00
					<u>0.00</u>	<u>430.80</u>	
					0.00	430.80	
Above paid on 29/05/2024 by Online Payment Ref 17108/1710							
D10 Mrs J I Day							
Refund - Flowers for M-Making	16/05/2024	REFUNDMMAKING24	1	57.41	0.00	57.41	0.00
					<u>0.00</u>	<u>57.41</u>	
					0.00	57.41	
Above paid on 29/05/2024 by Online Payment Ref D10							
D33 DZPhoto							
Video - Mayor Making 2024	20/05/2024	138205	1	190.00	0.00	190.00	0.00
					<u>0.00</u>	<u>190.00</u>	
					0.00	190.00	
Above paid on 29/05/2024 by Online Payment Ref D33							
F26 Farol Ltd							
Chainsaw 16" chain - JH	08/05/2024	322301	1	760.00	0.00	760.00	0.00
					<u>0.00</u>	<u>760.00</u>	
					0.00	760.00	
Above paid on 29/05/2024 by Online Payment Ref F26							

Continued over page

Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
F5 Foxes Tree Services & Son Ltd Tree Works - Fifth Road	14/05/2024	5103	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 29/05/2024 by Online Payment Ref F5							
G8 Graffiti Removal Ltd Griffiti Wipes	16/05/2024	SI-12355	1	167.40	0.00	167.40	0.00
					0.00	167.40	
Above paid on 29/05/2024 by Online Payment Ref G8							
H11 Healthmatic Ltd WHarf Toilet Clean - 2nd Qtr	13/05/2024	13754	1	3,630.00	0.00	3,630.00	0.00
					0.00	3,630.00	
Above paid on 29/05/2024 by Online Payment Ref INV7984							
H46 Bruce Hogg Music Music- Bandstand - Family Day	19/05/2024	1	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 29/05/2024 by Online Payment Ref H46							
K8 Kennet Community Radio VP Family Day 19.05.24	20/05/2024	KR1000614	1	714.00	0.00	714.00	0.00
					0.00	714.00	
Above paid on 29/05/2024 by Online Payment Ref K8							
L13 Link Up Local Mencap Bus stop posters - April 24	01/05/2024	1990-23	1	51.00	0.00	51.00	0.00
					0.00	51.00	
Above paid on 29/05/2024 by Online Payment Ref L13							
M61 Microshade Business Consultants Ltd Host Citrix - May 24	16/05/2024	19354	1	328.84	0.00	328.84	0.00
					0.00	328.84	
Above paid on 29/05/2024 by Online Payment Ref M61							

Continued over page

Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M63 Medic Paul							
Medical Care-Funday 19.05.24	19/05/2024	314	1	160.00	0.00	160.00	0.00
					0.00	160.00	
Above paid on 29/05/2024 by Online Payment Ref M63							
P42 PAD Electrics Limited							
Call out-Splash Park electrics	01/05/2024	INV-0899	1	78.00	0.00	78.00	0.00
					0.00	78.00	
Above paid on 29/05/2024 by Online Payment Ref P42							
R40 R Allen House and Garden Maintenance							
Repairs T-Hall Heating&keylock	24/04/2024	2277	1	240.00	0.00	240.00	0.00
NTC Cellar Sump Pump	24/04/2024	2281	1	85.00	0.00	85.00	0.00
VP Fix board to slide	24/04/2024	2282	1	20.00	0.00	20.00	0.00
T-Hall, Toilet repairs	24/04/2024	2283	1	245.00	0.00	245.00	0.00
VP remove fence around Gym	24/04/2024	2284	1	45.00	0.00	45.00	0.00
Shaw Cem - Toilet Door repair	24/04/2024	2285	1	75.00	0.00	75.00	0.00
					0.00	710.00	
Above paid on 29/05/2024 by Online Payment Ref R40							
S103 Splash Pads Enterprises Limited							
Splashpark-Deep clean &Patched	01/04/2024	INV-0312	1	1,284.00	0.00	1,284.00	0.00
					0.00	1,284.00	
Above paid on 29/05/2024 by Online Payment Ref S103							
S16 SparkX Limited							
VP Lime Tree Av - Lights	10/05/2024	5453	1	8,106.95	0.00	8,106.95	0.00
					0.00	8,106.95	
Above paid on 29/05/2024 by Online Payment Ref S16							
S2 Eneveo Limited							
Light repairs x 3 sites	07/05/2024	900035506	1	4,039.45	0.00	4,039.45	0.00
Transfer S-Lights x 3 sites	07/05/2024	900035507	1	2,148.86	0.00	2,148.86	0.00
					0.00	6,188.31	
Above paid on 29/05/2024 by Online Payment Ref S2							

Continued over page

Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S41 Sundog Grounds Maintenance Ltd							
Repairs to NTR Cemetery	03/05/2024	4159	1	720.00	0.00	720.00	0.00
					<u>0.00</u>	<u>720.00</u>	
Above paid on 29/05/2024 by Online Payment Ref S41							
S57 Kevin Sheldrake							
Mayor Making Photos	13/05/2024	71	1	350.00	0.00	350.00	0.00
					<u>0.00</u>	<u>350.00</u>	
Above paid on 29/05/2024 by Online Payment Ref S57							
T30 Cybit South Limited							
Monthly support - May 24	01/05/2024	9512	1	192.00	0.00	192.00	0.00
					<u>0.00</u>	<u>192.00</u>	
Above paid on 29/05/2024 by Online Payment Ref T30							
W50 Wessex Woodland Management Ltd							
Tree Felling Training JH	14/05/2024	60835	1	348.00	0.00	348.00	0.00
					<u>0.00</u>	<u>348.00</u>	
Above paid on 29/05/2024 by Online Payment Ref W50							
Total Purchase Ledger Payments					<u>0.00</u>	<u>27,253.51</u>	

## Newbury Town Council Current Year

## Bank - Cash and Investment Reconciliation as at 1 June 2024

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/05/2024 Current Account	21,360.81
4	31/05/2024 Instant Access Account	377,665.72
		399,026.53
<u>Other Cash &amp; Bank Balances</u>		
	CCLA Account	532,671.19
	Fixed Term Interest Accounts	1,000,000.00
		1,532,671.19
		<u>1,931,697.72</u>
<u>Receipts not on Bank Statement</u>		
0	01/06/2024 All Receipts Cleared	0.00
		0.00
		<u>1,931,697.72</u>
<u>Closing Balance</u>		
		<u>1,931,697.72</u>
<u>All Cash &amp; Bank Accounts</u>		
1	Current Account	21,360.81
4	Instant Access Account	377,665.72
	Other Cash & Bank Balances	1,532,671.19
	Total Cash & Bank Balances	<u>1,931,697.72</u>

Bank Reconciliation Statement as at 30/04/2024  
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/04/2024		821,200.97
			<u>821,200.97</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			821,200.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			821,200.97
		Balance per Cash Book is :-	821,200.97
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/05/2024  
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/05/2024		21,360.81
			<u>21,360.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			21,360.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			21,360.81
		Balance per Cash Book is :-	21,360.81
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....



Bank Reconciliation Statement as at 30/04/2024  
for Cashbook 4 - Instant Access Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access Account	30/04/2024		474,812.76
			<u>474,812.76</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			474,812.76
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			474,812.76
		Balance per Cash Book is :-	474,812.76
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/05/2024  
for Cashbook 4 - Instant Access Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access Account	31/05/2024		377,665.72
			<u>377,665.72</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			377,665.72
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			377,665.72
		Balance per Cash Book is :-	377,665.72
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

04/06/2024

Newbury Town Council Current Year

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Detailed Income &amp; Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>								
1077 Precept Reallocation	0	11,000	22,000	11,000			50.0%	
Staff :- Income	0	11,000	22,000	11,000			50.0%	0
4000 Salaries/NI/PAYE	46,560	91,005	591,744	500,739		500,739	15.4%	
4005 Agency / Locum Cover	0	(7,500)	15,000	22,500		22,500	(50.0%)	
4010 Misc Staff Expenses	276	521	7,000	6,479		6,479	7.4%	
4045 Salary Reallocation	(46,560)	(91,005)	(591,744)	(500,739)		(500,739)	15.4%	
Staff :- Indirect Expenditure	276	(6,979)	22,000	28,979	0	28,979	(31.7%)	0
Net Income over Expenditure	(276)	17,979	0	(17,979)				
<u>110 Central Services</u>								
1076 Precept Received	0	763,476	1,526,951	763,476			50.0%	
1077 Precept Reallocation	0	(698,408)	(1,396,815)	(698,408)			50.0%	
1090 CCLA Interest	0	2,356	23,000	20,644			10.2%	
1091 Shares/Dividend Income	3	3	0	(3)			0.0%	
1092 Instant Access Ac Interest	1,633	2,669	4,000	1,331			66.7%	
1093 Fixed Term Accounts Interest	0	1,817	10,000	8,183			18.2%	
1094 Current Account Interest	96	141	0	(141)			0.0%	
1905 CIL income received	0	39,766	0	(39,766)			0.0%	
Central Services :- Income	1,732	111,821	167,136	55,315			66.9%	0
4045 Salary Reallocation	12,944	25,299	164,636	139,337		139,337	15.4%	
4050 Bank & Card Reader Charges	148	292	2,500	2,208		2,208	11.7%	
Central Services :- Indirect Expenditure	13,091	25,592	167,136	141,544	0	141,544	15.3%	0
Net Income over Expenditure	(11,359)	86,229	0	(86,229)				
<u>200 P&amp;R General</u>								
1077 Precept Reallocation	0	23,739	47,478	23,739			50.0%	
P&R General :- Income	0	23,739	47,478	23,739			50.0%	0
4045 Salary Reallocation	2,328	4,550	29,358	24,808		24,808	15.5%	
4105 Members' travel & subsistence	57	57	800	743		743	7.1%	
4120 Precept Leaflet	0	0	1,000	1,000		1,000	0.0%	
4125 P&R Projects Fund	0	0	2,000	2,000		2,000	0.0%	
4126 P&R Contingencies / Priorities	0	0	14,320	14,320		14,320	0.0%	
P&R General :- Indirect Expenditure	2,385	4,607	47,478	42,871	0	42,871	9.7%	0
Net Income over Expenditure	(2,385)	19,132	0	(19,132)				

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Grants &amp; Contributions</u>								
1077 Precept Reallocation	0	49,250	98,500	49,250			50.0%	
1122 Donations (Misc.)	230	580	0	(580)			0.0%	
Grants & Contributions :- Income	<u>230</u>	<u>49,830</u>	<u>98,500</u>	<u>48,670</u>			<u>50.6%</u>	<u>0</u>
4150 Grants for Climate Change Proj	0	0	10,000	10,000		10,000	0.0%	
4155 Berkshire Youth; Youth Worker	0	0	25,000	25,000		25,000	0.0%	
4160 Contribution to BID Xmas light	0	0	12,000	12,000		12,000	0.0%	
4165 Greenham Community Youth	0	0	2,500	2,500		2,500	0.0%	
4170 Volunteer Centre	0	0	500	500		500	0.0%	
4180 Grant Sub Committee	0	0	24,500	24,500		24,500	0.0%	
4182 Donations (Misc)	0	350	0	(350)		(350)	0.0%	
4185 CAB Grant	0	0	20,000	20,000		20,000	0.0%	
4213 Diversity & Inclusivity	0	0	3,000	3,000		3,000	0.0%	
4216 Newbury Flood Forum	0	0	1,000	1,000		1,000	0.0%	
Grants & Contributions :- Indirect Expenditure	<u>0</u>	<u>350</u>	<u>98,500</u>	<u>98,150</u>	<u>0</u>	<u>98,150</u>	<u>0.4%</u>	<u>0</u>
Net Income over Expenditure	<u>230</u>	<u>49,480</u>	<u>0</u>	<u>(49,480)</u>				
<u>220 Corporate Services</u>								
1077 Precept Reallocation	0	62,575	125,150	62,575			50.0%	
Corporate Services :- Income	<u>0</u>	<u>62,575</u>	<u>125,150</u>	<u>62,575</u>			<u>50.0%</u>	<u>0</u>
4200 Visitor Information Centre	0	0	500	500		500	0.0%	
4220 Training and Development	665	869	8,000	7,131		7,131	10.9%	
4225 Advertising Recruitment	0	0	3,000	3,000		3,000	0.0%	
4230 Telephone	908	1,825	10,250	8,425		8,425	17.8%	
4235 Postage	185	725	2,500	1,775		1,775	29.0%	
4240 Printing/Stationery	215	265	2,000	1,735		1,735	13.2%	
4245 Office Equipment	0	0	2,000	2,000		2,000	0.0%	
4250 IT	869	4,587	35,000	30,413		30,413	13.1%	
4255 Professional Fees	333	3,723	24,000	20,277		20,277	15.5%	
4260 Audit	500	(2,520)	5,000	7,520		7,520	(50.4%)	
4265 Subscriptions	0	3,825	5,900	2,075		2,075	64.8%	
4270 Photocopier Charges	225	384	2,100	1,716		1,716	18.3%	
4275 Advertising General	51	102	1,500	1,398		1,398	6.8%	
4280 Recycling Costs	57	113	1,400	1,287		1,287	8.1%	
4290 Capital exp computers etc	26	26	5,500	5,474		5,474	0.5%	
4420 Insurance	0	7,365	16,500	9,135		9,135	44.6%	
Corporate Services :- Indirect Expenditure	<u>4,033</u>	<u>21,288</u>	<u>125,150</u>	<u>103,862</u>	<u>0</u>	<u>103,862</u>	<u>17.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,033)</u>	<u>41,287</u>	<u>0</u>	<u>(41,287)</u>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>290 Town Hall</u>								
1077 Precept Reallocation	0	53,297	106,594	53,297			50.0%	
1270 Suite Lease Income	4,460	5,110	38,600	33,490			13.2%	
1280 Chamber Hire	1,045	1,045	11,000	9,955			9.5%	
Town Hall :- Income	<u>5,505</u>	<u>59,452</u>	<u>156,194</u>	<u>96,742</u>			<u>38.1%</u>	<u>0</u>
4045 Salary Reallocation	3,213	6,279	40,720	34,441		34,441	15.4%	
4255 Professional Fees	0	0	3,000	3,000		3,000	0.0%	
4315 Topographical Survey	0	0	200	200		200	0.0%	
4316 2023/24 Purchase Orders	0	100	0	(100)		(100)	0.0%	100
4320 Town Hall Refurb	0	0	22,000	22,000		22,000	0.0%	
4402 Letting Agent	372	426	4,000	3,574		3,574	10.7%	
4405 Rates	107	10,714	11,008	294		294	97.3%	
4410 Water	341	341	550	209		209	62.0%	
4415 Energy Supplies	8,167	9,597	12,000	2,403		2,403	80.0%	
4416 Energy Conservation Projects	0	0	4,000	4,000		4,000	0.0%	
4425 Repairs and Maintenance	330	3,253	20,000	16,747	1,500	15,247	23.8%	
4428 Health & Safety Compliance	639	682	17,350	16,668		16,668	3.9%	
4431 Town Hall cleaning contract	1,615	3,230	18,166	14,936		14,936	17.8%	
4432 Housekeeping	4	17	1,000	983		983	1.7%	
4440 Fire Extinguishers	0	508	1,000	492		492	50.8%	
4445 Security	0	370	1,200	830		830	30.9%	
Town Hall :- Indirect Expenditure	<u>14,786</u>	<u>35,516</u>	<u>156,194</u>	<u>120,678</u>	<u>1,500</u>	<u>119,178</u>	<u>23.7%</u>	<u>100</u>
Net Income over Expenditure	<u>(9,282)</u>	<u>23,936</u>	<u>0</u>	<u>(23,936)</u>				
6000 plus Transfer from EMR	0	100						
Movement to/(from) Gen Reserve	<u>(9,282)</u>	<u>24,036</u>						
<u>295 Weddings</u>								
1077 Precept Reallocation	0	1,777	3,553	1,777			50.0%	
1280 Chamber Hire	0	1,258	3,696	2,438			34.0%	
Weddings :- Income	<u>0</u>	<u>3,034</u>	<u>7,249</u>	<u>4,215</u>			<u>41.9%</u>	<u>0</u>
4045 Salary Reallocation	372	728	4,549	3,821		3,821	16.0%	
4275 Advertising General	0	295	1,000	705		705	29.5%	
4340 Weddings expenditure	0	0	400	400		400	0.0%	
4341 Wedding Licence EMR	0	0	1,300	1,300		1,300	0.0%	
Weddings :- Indirect Expenditure	<u>372</u>	<u>1,023</u>	<u>7,249</u>	<u>6,226</u>	<u>0</u>	<u>6,226</u>	<u>14.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(372)</u>	<u>2,011</u>	<u>0</u>	<u>(2,011)</u>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>300 Newtown Road Cemetery</b>								
1077 Precept Reallocation	0	15,929	52,992	37,064			30.1%	
Newtown Road Cemetery :- Income	0	15,929	52,992	37,064			30.1%	0
4045 Salary Reallocation	698	1,365	8,993	7,628		7,628	15.2%	
4405 Rates	0	522	1,000	478		478	52.2%	
4415 Energy Supplies	0	0	500	500		500	0.0%	
4425 Repairs and Maintenance	600	600	7,000	6,400		6,400	8.6%	
4430 Maint. Contracts	5,767	5,767	30,549	24,782		24,782	18.9%	
4435 Maint. Contracts Unscheduled	0	0	1,200	1,200		1,200	0.0%	
4436 Headstone Survey	0	0	500	500		500	0.0%	
4440 Fire Extinguishers	0	63	250	187		187	25.2%	
4515 Tree Works	0	0	2,100	2,100		2,100	0.0%	
4540 NRC Composting Toilet (25%)	0	0	400	400		400	0.0%	
4545 Redecoration of Chapel	0	0	500	500		500	0.0%	
Newtown Road Cemetery :- Indirect Expenditure	7,065	8,316	52,992	44,676	0	44,676	15.7%	0
Net Income over Expenditure	(7,065)	7,612	0	(7,612)				
<b>305 Shaw Cemetery</b>								
1077 Precept Reallocation	0	28,662	65,485	36,823			43.8%	
1300 Cemetery Income	5,134	10,089	68,000	57,911			14.8%	
Shaw Cemetery :- Income	5,134	38,751	133,485	94,734			29.0%	0
4045 Salary Reallocation	1,909	3,731	24,151	20,420		20,420	15.4%	
4250 IT	0	1,280	1,923	643		643	66.6%	
4265 Subscriptions	0	265	480	215		215	55.2%	
4316 2023/24 Purchase Orders	0	106	0	(106)		(106)	0.0%	106
4400 Rent Payable	0	667	1,000	333		333	66.7%	
4405 Rates	0	406	5,000	4,594		4,594	8.1%	
4410 Water	201	201	4,500	4,299		4,299	4.5%	
4415 Energy Supplies	194	944	1,000	56		56	94.4%	
4425 Repairs and Maintenance	75	75	6,700	6,625	260	6,365	5.0%	
4428 Health & Safety Compliance	0	0	800	800		800	0.0%	
4430 Maint. Contracts	15,362	15,362	81,381	66,019		66,019	18.9%	
4435 Maint. Contracts Unscheduled	0	0	3,000	3,000		3,000	0.0%	
4440 Fire Extinguishers	0	126	400	274		274	31.5%	
4515 Tree Works	0	0	3,150	3,150		3,150	0.0%	
Shaw Cemetery :- Indirect Expenditure	17,741	23,163	133,485	110,322	260	110,062	17.5%	106
Net Income over Expenditure	(12,607)	15,588	0	(15,588)				
6000 plus Transfer from EMR	0	106						
Movement to/(from) Gen Reserve	(12,607)	15,695						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 Markets</u>								
1077 Precept Reallocation	0	887	1,774	887			50.0%	
1320 Market Income	3,828	6,345	45,000	38,655			14.1%	
Markets :- Income	<u>3,828</u>	<u>7,232</u>	<u>46,774</u>	<u>39,542</u>			15.5%	0
4045 Salary Reallocation	1,071	2,093	13,824	11,731		11,731	15.1%	
4265 Subscriptions	0	434	500	66		66	86.8%	
4275 Advertising General	0	119	1,600	1,481	85	1,396	12.8%	
4360 Market Management	1,300	2,600	17,500	14,900		14,900	14.9%	
4361 Market bank costs	20	41	350	309		309	11.6%	
4405 Rates	101	3,444	3,500	56		56	98.4%	
4415 Energy Supplies	90	212	1,000	788		788	21.2%	
4425 Repairs and Maintenance	0	0	8,500	8,500		8,500	0.0%	
Markets :- Indirect Expenditure	<u>2,582</u>	<u>8,942</u>	<u>46,774</u>	<u>37,832</u>	85	37,747	19.3%	0
Net Income over Expenditure	<u>1,246</u>	<u>(1,710)</u>	<u>0</u>	<u>1,710</u>				
<u>315 War Memorial</u>								
1077 Precept Reallocation	0	3,058	6,115	3,058			50.0%	
War Memorial :- Income	<u>0</u>	<u>3,058</u>	<u>6,115</u>	<u>3,058</u>			50.0%	0
4045 Salary Reallocation	140	273	1,815	1,542		1,542	15.0%	
4316 2023/24 Purchase Orders	0	255	0	(255)		(255)	0.0%	255
4425 Repairs and Maintenance	0	0	2,300	2,300		2,300	0.0%	
4850 Sinking Fund	0	0	2,000	2,000		2,000	0.0%	
War Memorial :- Indirect Expenditure	<u>140</u>	<u>528</u>	<u>6,115</u>	<u>5,587</u>	0	5,587	8.6%	255
Net Income over Expenditure	<u>(140)</u>	<u>2,529</u>	<u>0</u>	<u>(2,529)</u>				
6000 plus Transfer from EMR	0	255						
Movement to/(from) Gen Reserve	<u>(140)</u>	<u>2,784</u>						
<u>320 Footway Lighting</u>								
1077 Precept Reallocation	0	18,463	36,926	18,463			50.0%	
Footway Lighting :- Income	<u>0</u>	<u>18,463</u>	<u>36,926</u>	<u>18,463</u>			50.0%	0
4045 Salary Reallocation	372	728	4,426	3,698		3,698	16.4%	
4316 2023/24 Purchase Orders	5,157	5,157	0	(5,157)		(5,157)	0.0%	5,157
4415 Energy Supplies	15	(2,253)	7,500	9,753		9,753	(30.0%)	
4425 Repairs and Maintenance	0	0	18,000	18,000	798	17,202	4.4%	
4855 Street Lighting Upgrade	0	0	7,000	7,000		7,000	0.0%	
Footway Lighting :- Indirect Expenditure	<u>5,545</u>	<u>3,632</u>	<u>36,926</u>	<u>33,294</u>	798	32,497	12.0%	5,157
Net Income over Expenditure	<u>(5,545)</u>	<u>14,831</u>	<u>0</u>	<u>(14,831)</u>				
6000 plus Transfer from EMR	5,157	5,157						
Movement to/(from) Gen Reserve	<u>(388)</u>	<u>19,988</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>325 Clock House</u>								
1077 Precept Reallocation	0	1,596	3,576	1,980			44.6%	
Clock House :- Income	0	1,596	3,576	1,980			44.6%	0
4045 Salary Reallocation	93	182	1,442	1,260		1,260	12.6%	
4316 2023/24 Purchase Orders	0	250	0	(250)		(250)	0.0%	250
4415 Energy Supplies	149	264	850	586		586	31.0%	
4425 Repairs and Maintenance	0	0	900	900		900	0.0%	
4430 Maint. Contracts	73	73	384	311		311	18.9%	
Clock House :- Indirect Expenditure	315	768	3,576	2,808	0	2,808	21.5%	250
Net Income over Expenditure	(315)	828	0	(828)				
6000 plus Transfer from EMR	0	250						
Movement to/(from) Gen Reserve	(315)	1,078						
<u>330 Street Furniture</u>								
1077 Precept Reallocation	0	8,800	17,600	8,800			50.0%	
1605 Clear Channel (INC)	0	0	63,000	63,000			0.0%	
Street Furniture :- Income	0	8,800	80,600	71,800			10.9%	0
4045 Salary Reallocation	372	728	5,000	4,272		4,272	14.6%	
4111 Bus Shelter Provision & Maint	0	0	63,000	63,000		63,000	0.0%	
4316 2023/24 Purchase Orders	0	4,001	0	(4,001)		(4,001)	0.0%	4,001
4415 Energy Supplies	0	0	600	600		600	0.0%	
4425 Repairs and Maintenance	0	0	8,000	8,000		8,000	0.0%	
4460 Grit Bins	0	0	4,000	4,000		4,000	0.0%	
Street Furniture :- Indirect Expenditure	372	4,729	80,600	75,871	0	75,871	5.9%	4,001
Net Income over Expenditure	(372)	4,071	0	(4,071)				
6000 plus Transfer from EMR	0	4,001						
Movement to/(from) Gen Reserve	(372)	8,072						
<u>335 Recreation Grounds</u>								
1077 Precept Reallocation	0	47,046	95,561	48,516			49.2%	
1355 Income - Pitches	77	77	3,000	2,924			2.5%	
Recreation Grounds :- Income	77	47,122	98,561	51,439			47.8%	0
4591 Green Flag submission	0	0	700	700		700	0.0%	
4861 football pitch management	0	0	2,000	2,000		2,000	0.0%	
Recreation Grounds :- Direct Expenditure	0	0	2,700	2,700	0	2,700	0.0%	0



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Salary Reallocation	1,676	3,276	21,195	17,919		17,919	15.5%	
4410 Water	115	115	682	567		567	16.9%	
4415 Energy Supplies	313	492	3,150	2,658		2,658	15.6%	
4425 Repairs and Maintenance	4,140	4,260	7,350	3,091		3,091	58.0%	2,600
4428 Health & Safety Compliance	0	0	650	650		650	0.0%	
4430 Maint. Contracts	6,991	6,991	56,034	49,043		49,043	12.5%	
4435 Maint. Contracts Unscheduled	200	200	2,600	2,400		2,400	7.7%	
4515 Tree Works	0	0	4,200	4,200		4,200	0.0%	
Recreation Grounds :- Indirect Expenditure	13,435	15,334	95,861	80,527	0	80,527	16.0%	2,600
Net Income over Expenditure	(13,358)	31,788	0	(31,788)				
6000 plus Transfer from EMR	2,600	2,600						
Movement to/(from) Gen Reserve	(10,758)	34,388						
<u>340 Play Areas</u>								
1077 Precept Reallocation	0	49,435	107,018	57,584			46.2%	
Play Areas :- Income	0	49,435	107,018	57,584			46.2%	0
4045 Salary Reallocation	3,213	6,279	40,673	34,394		34,394	15.4%	
4316 2023/24 Purchase Orders	0	20,091	0	(20,091)		(20,091)	0.0%	20,091
4425 Repairs and Maintenance	6	86	29,985	29,899	2,268	27,631	7.8%	
4430 Maint. Contracts	6,675	6,675	35,360	28,685		28,685	18.9%	
4435 Maint. Contracts Unscheduled	0	0	1,000	1,000		1,000	0.0%	
4515 Tree Works	250	250	0	(250)		(250)	0.0%	
Play Areas :- Indirect Expenditure	10,143	33,380	107,018	73,638	2,268	71,370	33.3%	20,091
Net Income over Expenditure	(10,143)	16,054	0	(16,054)				
6000 plus Transfer from EMR	0	20,091						
Movement to/(from) Gen Reserve	(10,143)	36,145						
<u>345 Victoria Park</u>								
1077 Precept Reallocation	0	113,254	219,528	106,274			51.6%	
1360 Income - Tennis Courts	0	0	6,000	6,000			0.0%	
1380 Income - Bowling Club	0	0	900	900			0.0%	
1385 Income - Kiosk/Cafe	0	0	4,000	4,000			0.0%	
1390 Income - Victoria Park Hire	700	800	3,000	2,200			26.7%	
1391 Income - Mini Golf	0	0	5,000	5,000			0.0%	
Victoria Park :- Income	700	114,054	238,428	124,374			47.8%	0
4517 Lime Trees - Pollard	0	0	25,000	25,000		25,000	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4518 Lime Tree Avenue Lighting Upgr	6,756	6,756	1,430	(5,326)		(5,326)	472.4%	5,326
4541 Repairs to Victoria and Lions	0	0	500	500		500	0.0%	
4543 Splashpark	1,070	3,270	4,000	730		730	81.8%	
4591 Green Flag submission	0	0	850	850		850	0.0%	
Victoria Park :- Direct Expenditure	<u>7,826</u>	<u>10,026</u>	<u>31,780</u>	<u>21,754</u>	<u>0</u>	<u>21,754</u>	<u>31.5%</u>	<u>5,326</u>
4045 Salary Reallocation	4,004	7,826	50,678	42,852		42,852	15.4%	
4355 Toilet Hire	280	560	5,000	4,440		4,440	11.2%	
4410 Water	147	147	10,000	9,853		9,853	1.5%	
4415 Energy Supplies	331	400	4,000	3,600		3,600	10.0%	
4425 Repairs and Maintenance	788	1,009	29,000	27,991		27,991	3.5%	
4428 Health & Safety Compliance	0	0	1,000	1,000		1,000	0.0%	
4430 Maint. Contracts	13,547	13,547	87,770	74,223		74,223	15.4%	
4435 Maint. Contracts Unscheduled	0	0	6,000	6,000		6,000	0.0%	
4440 Fire Extinguishers	0	125	500	375		375	25.0%	
4445 Security	0	127	500	373		373	25.4%	
4465 Tennis Courts Maintenance Fund	0	0	3,600	3,600	4,896	(1,296)	136.0%	
4480 Music at the Bandstand	300	300	3,000	2,700		2,700	10.0%	
4490 VP Fun Day	1,205	3,151	3,500	349		349	90.0%	
4515 Tree Works	0	0	2,100	2,100		2,100	0.0%	
Victoria Park :- Indirect Expenditure	<u>20,603</u>	<u>27,193</u>	<u>206,648</u>	<u>179,455</u>	<u>4,896</u>	<u>174,559</u>	<u>15.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(27,729)</u>	<u>76,835</u>	<u>0</u>	<u>(76,835)</u>				
6000 plus Transfer from EMR	5,326	5,326						
Movement to/(from) Gen Reserve	<u>(22,403)</u>	<u>82,161</u>						
<u>350 Open Spaces</u>								
1077 Precept Reallocation	0	60,180	118,310	58,131			50.9%	
Open Spaces :- Income	<u>0</u>	<u>60,180</u>	<u>118,310</u>	<u>58,131</u>			<u>50.9%</u>	<u>0</u>
4774 Additional Dog Bin Collections	0	0	1,750	1,750		1,750	0.0%	
4775 Additional Land Maintenance	0	0	8,000	8,000		8,000	0.0%	
Open Spaces :- Direct Expenditure	<u>0</u>	<u>0</u>	<u>9,750</u>	<u>9,750</u>	<u>0</u>	<u>9,750</u>	<u>0.0%</u>	<u>0</u>
4045 Salary Reallocation	1,304	2,548	16,699	14,151		14,151	15.3%	
4400 Rent Payable	250	500	1,300	800		800	38.5%	
4410 Water	14	14	110	96		96	13.1%	
4425 Repairs and Maintenance	0	200	4,000	3,800		3,800	5.0%	
4430 Maint. Contracts	15,212	15,212	80,589	65,377		65,377	18.9%	
4435 Maint. Contracts Unscheduled	0	0	2,100	2,100		2,100	0.0%	
4515 Tree Works	0	0	2,262	2,262	633	1,629	28.0%	
4760 Litter Picking Equipment	0	0	500	500		500	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4770 Biodiversity Survey	0	0	1,000	1,000		1,000	0.0%	
Open Spaces :- Indirect Expenditure	16,780	18,475	108,560	90,085	633	89,452	17.6%	0
Net Income over Expenditure	(16,780)	41,705	0	(41,705)				
<u>355 Floral Displays and Trees</u>								
1077 Precept Reallocation	0	40,624	53,947	13,324			75.3%	
1990 Miscellaneous Income	0	0	1,500	1,500			0.0%	
Floral Displays and Trees :- Income	0	40,624	55,447	14,824			73.3%	0
4045 Salary Reallocation	745	1,456	9,347	7,891		7,891	15.6%	
4435 Maint. Contracts Unscheduled	0	0	1,500	1,500		1,500	0.0%	
4471 Tree Surveys	0	0	20,000	20,000		20,000	0.0%	
4500 Tree planting	0	0	3,150	3,150		3,150	0.0%	
4505 Edible Crops	0	0	450	450		450	0.0%	
4510 Additional Floral Displays NIB	0	0	21,000	21,000	18,550	2,450	88.3%	
4512 Floral Baskets - Businesses	0	0	0	0	1,575	(1,575)	0.0%	
Floral Displays and Trees :- Indirect Expenditure	745	1,456	55,447	53,991	20,125	33,866	38.9%	0
Net Income over Expenditure	(745)	39,167	0	(39,167)				
<u>360 Britain &amp; Newbury In Bloom</u>								
1077 Precept Reallocation	0	6,826	13,652	6,826			50.0%	
1600 Sponsorship	0	0	500	500			0.0%	
Britain & Newbury In Bloom :- Income	0	6,826	14,152	7,326			48.2%	0
4045 Salary Reallocation	745	1,456	9,652	8,196		8,196	15.1%	
4710 Newbury In Bloom	36	36	4,500	4,464		4,464	0.8%	
Britain & Newbury In Bloom :- Indirect Expenditure	781	1,492	14,152	12,660	0	12,660	10.5%	0
Net Income over Expenditure	(781)	5,334	0	(5,334)				
<u>420 Wash Common Allotment</u>								
1077 Precept Reallocation	0	4,539	7,240	2,701			62.7%	
1400 Allotment Income	40	4,616	4,274	(342)			108.0%	
Wash Common Allotment :- Income	40	9,155	11,514	2,359			79.5%	0
4045 Salary Reallocation	419	819	5,256	4,437		4,437	15.6%	
4410 Water	22	22	1,600	1,578		1,578	1.4%	
4425 Repairs and Maintenance	0	149	1,500	1,351	100	1,251	16.6%	
4430 Maint. Contracts	219	219	1,158	939		939	18.9%	
4435 Maint. Contracts Unscheduled	0	0	1,000	1,000		1,000	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4515 Tree Works	0	0	1,000	1,000		1,000	0.0%	
Wash Common Allotment :- Indirect Expenditure	660	1,208	11,514	10,306	100	10,206	11.4%	0
Net Income over Expenditure	(620)	7,947	0	(7,947)				
<u>421 Allotments (except Wash Common</u>								
1077 Precept Reallocation	0	16,101	30,184	14,083			53.3%	
1400 Allotment Income	358	25,146	23,000	(2,146)			109.3%	
Allotments (except Wash Common :- Income	358	41,247	53,184	11,937			77.6%	0
4045 Salary Reallocation	2,049	4,004	26,283	22,279		22,279	15.2%	
4250 IT	0	192	249	57		57	77.1%	
4400 Rent Payable	0	213	945	733		733	22.5%	
4410 Water	97	97	4,200	4,103		4,103	2.3%	
4425 Repairs and Maintenance	264	292	4,367	4,075	280	3,795	13.1%	
4430 Maint. Contracts	1,725	1,725	9,140	7,415		7,415	18.9%	
4435 Maint. Contracts Unscheduled	0	0	5,000	5,000	660	4,340	13.2%	
4515 Tree Works	0	0	3,000	3,000		3,000	0.0%	
Allotments (except Wash Common :- Indirect Expenditure	4,135	6,524	53,184	46,660	940	45,720	14.0%	0
Net Income over Expenditure	(3,777)	34,723	0	(34,723)				
<u>430 Wharf Toilets</u>								
1077 Precept Reallocation	0	11,579	23,157	11,579			50.0%	
Wharf Toilets :- Income	0	11,579	23,157	11,579			50.0%	0
4045 Salary Reallocation	419	819	5,157	4,338		4,338	15.9%	
4195 Wharf Toilets Contract	3,025	3,025	15,750	12,725		12,725	19.2%	
4405 Rates	191	191	250	59		59	76.5%	
4425 Repairs and Maintenance	0	0	2,000	2,000		2,000	0.0%	
Wharf Toilets :- Indirect Expenditure	3,635	4,035	23,157	19,122	0	19,122	17.4%	0
Net Income over Expenditure	(3,635)	7,543	0	(7,543)				
<u>435 Community Services - General</u>								
1077 Precept Reallocation	0	4,887	10,660	5,773			45.8%	
Community Services - General :- Income	0	4,887	10,660	5,773			45.8%	0
4550 Grounds Maintenance Vehicle	0	0	9,774	9,774		9,774	0.0%	
4555 Equipment	877	877	886	9		9	99.0%	
Community Services - General :- Indirect Expenditure	877	877	10,660	9,783	0	9,783	8.2%	0
Net Income over Expenditure	(877)	4,010	0	(4,010)				

	Actual Current Mth	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>								
1077 Precept Reallocation	0	17,884	35,768	17,884			50.0%	
CP,A&L General :- Income	0	17,884	35,768	17,884			50.0%	0
4045 Salary Reallocation	2,561	5,005	32,743	27,738		27,738	15.3%	
4600 CPA&L Committee Fund	0	43	1,500	1,457		1,457	2.8%	
4625 Art Trail	0	0	750	750		750	0.0%	
4637 Local Democracy WG	0	0	250	250		250	0.0%	
4639 Art on the Park	0	500	525	25		25	95.2%	
CP,A&L General :- Indirect Expenditure	2,561	5,548	35,768	30,220	0	30,220	15.5%	0
Net Income over Expenditure	(2,561)	12,336	0	(12,336)				
<u>505 Civic Responsibility</u>								
1077 Precept Reallocation	0	33,805	67,609	33,805			50.0%	
Civic Responsibility :- Income	0	33,805	67,609	33,805			50.0%	0
4045 Salary Reallocation	4,144	8,099	52,709	44,610		44,610	15.4%	
4650 Mayors Allowance	0	105	1,000	895		895	10.5%	
4655 Honorarium	0	340	3,500	3,160		3,160	9.7%	
4660 Mayor Making	859	2,071	2,500	429		429	82.8%	
4665 Remembrance	0	50	2,500	2,450		2,450	2.0%	
4670 Regalia and Robes	0	211	2,000	1,789		1,789	10.5%	
4680 Civic Hospitality & Events	18	138	1,500	1,362		1,362	9.2%	
4690 Twin Towns	0	30	250	220		220	12.1%	
4700 Civic Award Scheme	0	16	1,000	984		984	1.6%	
4705 Watership Brass	0	0	650	650		650	0.0%	
Civic Responsibility :- Indirect Expenditure	5,020	11,060	67,609	56,549	0	56,549	16.4%	0
Net Income over Expenditure	(5,020)	22,744	0	(22,744)				
<u>600 Planning &amp; Highways</u>								
1077 Precept Reallocation	0	13,219	26,438	13,219			50.0%	
1120 Grants Received (NDP)	0	0	15,000	15,000			0.0%	
Planning & Highways :- Income	0	13,219	41,438	28,219			31.9%	0
4045 Salary Reallocation	1,769	3,458	22,438	18,980		18,980	15.4%	
4800 P & H Committee Fund	0	0	1,000	1,000		1,000	0.0%	
4805 Heritage Working Group	0	0	1,000	1,000		1,000	0.0%	
4810 Neighbourhood Development Plan	0	0	15,000	15,000		15,000	0.0%	
4815 Signage	0	0	2,000	2,000		2,000	0.0%	
Planning & Highways :- Indirect Expenditure	1,769	3,458	41,438	37,980	0	37,980	8.3%	0
Net Income over Expenditure	(1,769)	9,761	0	(9,761)				

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2024

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	17,604	865,294	1,859,421	994,127			46.5%	
Expenditure	157,674	271,543	1,859,421	1,587,878	31,604	1,556,274	16.3%	
Net Income over Expenditure	<u>(140,070)</u>	<u>593,751</u>	<u>0</u>	<u>(593,751)</u>				
plus Transfer from EMR	13,083	37,886						
Movement to/(from) Gen Reserve	<u>(126,988)</u>	<u>631,637</u>						

**Newbury Town Council**

**Policy and Resources Committee**

**5<sup>th</sup> June 2024**

**Item: Budget Monitoring Months 1 & 2 - 2024/2025**

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

**Months 1 & 2**

<b>Cost Centre</b>	<b>Code</b>	<b>Description</b>	<b>Spent</b>	<b>Amount of overspend</b>	<b>% of Budget</b>	<b>Reason</b>
220 – Corporate Services	4265	Subscriptions	Budget: £5,900 Spent: £3,825		64.8%	On target, always heavier spend at the beginning of the financial year.
220 – Corporate Services	4420	Insurance	Budget: 16,500 Spent: £7,365		44.6%	On target, brought forward from 2023/24.
290 – Town Hall	4405	Rates	Budget: 11,008 Spent: 10,714		97.3%	On target, rates paid in full for all areas other than the cemeteries, which are being reviewed.
290 – Town Hall	4410	Water	Budget: £550 Spent: £341		62%	Monitor/investigate. Invoice based on estimated meter readings due to staff sickness.
290 – Town Hall	4415	Energy Supplies	Budget: £12,000 Spent: 9,597		80%	As advised in April 24, electricity costs higher than anticipated with new contract. Working with SDM/CEO to review and agree next steps.
290 – Town Hall	4440	Fire Extinguishers	Budget: £1000 Spent: £508		50.8%	On target, twice a year checks.
300 – Newtown Road Cemetery	4405	Rates	Budget: £1000 Spent: £522		52.2%	On target, month 2 rates for the Shaw Cemetery (£404) input against Newtown Road Cemetery in error. To journal.
305 – Shaw Cemetery	4250	IT	Budget: £1,923 Spent: £1,280		66%	On target, cemetery software payments.
305 – Shaw Cemetery	4265	Subscriptions	Budget: £480 Spent: £265		55.2%	On target, heaviest at beginning of financial year.
305 – Shaw Cemetery	4400	Rent Payable	Budget: £1000 Spent: £667		66.7%	On target, beginning of financial year.
305 – Shaw Cemetery	4415	Energy Supplies	Budget £1000 Spent: £944		94.4%	As 290/4415, associated with the change in contract. Working with SDM/CEO to review and agree next steps.

310 – Markets	4265	Subscriptions	Budget: £500 Spent: £434		86.8%	On target, heaviest at beginning of financial year
310 – Markets	4405	Rates	Budget: £3,500 Spent: £3,444		98.4%	On target, rates paid in full.
335 – Recreation Grounds	4425	Repairs & Maintenance	Budget: £7,350 Spent: £4,260		58%	On target, £2,600 taken from EMR to pay for tarmacking path in Wash Common Rec. Actual spend from budget: £1,160 or 15.8% of budget.
345 – Victoria Park	4543	Splashpark	Budget: £4000 Spent: £3,270		81.8%	On target, front of season heavy. Will monitor with CS Officer.
345 – Victoria Park	4465	Tennis Courts Maintenance	Budget: £3,600 Com. Exp: £4,896		136%	On target, £3,600 is annual commitment to the EMR. The £4,896, maintenance expenditure, will be taken from the EMR.
345 – Victoria Park	4490	VP Fun Day	Budget: £3,500 Spent: £3,151		90%	On target, annual costs.
350 – Open Spaces	4400	Rent Payable	Budget: £1,300 Spent: £500		38.5%	On target, beginning of financial year.
355 – Floral Displays	4510	Floral Displays NIB	Budget: 21,000 Com. Exp: £18,550		88.3%	On target, annual costs.
421 – Allotments	4250	IT	Budget: £249 Spent: £192		57%	On target, allotment software programmes
430 – Wharf Toilets	4405	Rates	Budget: £250 Spent: £191		76.5%	On target, paid in full
435 – Community Services General	4555	Equipment	Budget: £886 Spent: £877		99%	On target, a new nominal centre to log equipment purchased, with vired funds from original cost centre, as needed.
500 – CPA&L	4639	Art in the Park	Budget: £525 Spent: £500		95.2%	On target, annual grant.
505 – Civic	4660	Mayor Making	Budget: £2,500 Spent: £2,071		82.8%	On target, annual costs.



Policy & Resources Meeting – 10<sup>th</sup> June 2024

Agenda Item 9 – Audit Working Group – Agenda Meeting Notes

To review and confirm members of the Audit Working Group.

As at the beginning of the 2024/25 financial year, the P&R Committee to review and confirm membership of the Audit Working Group.

The Working Group includes 5 members. Current members include Cllrs Steve Masters, Alistair Bounds, Sarah Slack, Nigel Foot and Andy Moore.

The Terms of Reference are attached.

**Audit Working Group Terms of Reference****Name: Audit Working Group****Parent Committee: Policy and Resources****Members:**

- Five Councillors, to be appointed by the Policy and Resources Committee
- Cllr Substitutes: one from each political party
- May appoint 2 members from outside the Council with relevant expertise

**Quorum: 3** members**Support:** RFO or any member of the Council's management team as a substitute**Goals:**

1. To support the RFO in maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance
2. To receive annual reports from internal and external auditors and make recommendations to the parent committee
3. To annually review the Council's Risk Management Strategy and make any relevant recommendations to the parent committee
4. To annually review the Council's investment strategy and make any relevant recommendations to the parent committee

**Guidance from the Council / Parent Committee**

The Group will report as required, and at least annually to the Policy and Resources Committee (normally the October meeting of the Committee)

**Resources and Budget**

A budget proposal will be submitted to the Policy and Resources Committee as part of the annual budgeting process.

**Governance**

The Working Party will discuss proposals proposed by members and decide through consensus, or a majority vote with the Chair having a casting vote in the event of an equality of votes, to decide what should be taken forward for action or for consideration by the Policy and Resources Committee.

**Additional Notes**

- The Group will communicate through email, phone and meetings, both formally and informally.
- Shared information/documentation will be held in the Council's Admin Office.
- The Meetings shall take place when required.

These Terms of Reference may be reviewed, and amendments recommended to Policy and Resources Committee as necessary by the Working Group in light of additional information.

**Policy & Resources Meeting – 10<sup>th</sup> June 2024**

**Agenda Item 10 - Bank Reconciliation Statements – Agenda Notes**

**10.1 To resolve that the bank reconciliation statements are reviewed monthly against the bank statements, by three members of the Audit Working Group, on a one month in three, basis.**

Financial Regulations – 2.2:

*“On a regular basis, at least once in each quarter, and at each financial year end, the Chairperson of the Policy and Resources Committee (or Deputy Chairperson) shall verify bank reconciliations (for all accounts) produced by the RFO. They shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Policy and Resources Committee”.*

Further to discussion with the Council’s Internal Auditor and the Chair of P&R, I suggest to Council that for best practice:

- More than one member holds responsibility for verifying the bank reconciliation statements against the bank statements.
- Members that hold responsibility for verifying the bank reconciliation statements are not signatories of the accounts.
- The bank reconciliation statements are verified monthly, with the Policy and Resources Committee resolving their accuracy at the quarterly meeting.

**Proposal:** That it is resolved that:

- The bank reconciliation statements are reviewed monthly against the bank statements, by three members of the Audit Working Group (to be named), on a one month in three, basis, from June 2024 (early July). Other members of the Audit Working Group to act as substitutes if needed.
- That members of the Audit Working Group are not Bank Signatories. (Current member signatories include Cllrs Norman and O’Keefe).
- The Policy & Resources Committee resolves the accuracy of the Bank Reconciliation Statements at its quarterly meetings.

For the purposes of April and May 2024, the Bank Reconciliation Statements will have been verified against the Bank Statements by Cllr Norman, as is current practice. The Bank Reconciliation Statements and Supplier Payments have been placed in the public domain and the bank statements and cash book made available to councillors for the purpose of resolving accuracy at the meeting.

**10.2 To consider any additional reports the Committee would like to receive, to support the bank reconciliation.**

- Council members to raise any additional papers that would be helpful for the purpose. For consideration by the RFO and Audit Working Group when updating the Financial Regulations.

## Policy & Resources Committee – 10<sup>th</sup> June 2024

### Agenda Meeting Notes – Item 10 – Grant Payments

#### 10.1 To review the grants payment process.

As a grant maker entrusted with public funds, the Council has a responsibility to manage and allocate these resources responsibly and ethically. Implementing robust financial controls provides reassurance to stakeholders and the public.

The Council makes several grant awards annually in addition to those awarded by the Grant Sub Committee. This agenda item is to review and update the governance arrangements Council believes appropriate and proportionate for its grantees. Considering, in particular, sums set aside for **grants in the 2024/25 budget**.

The following table identifies these sums (far right column) together with the actual grants awarded to these organisations/areas over the preceding three years.

210	Grants & Contributions	21-22 Budget	21-22 Actual	22-23 Budget	22-23 Actual	23-24 Budget	23-24 Actual	24/25 Budget
4150	Grants for Climate Change Project	10,000	4,495	10,000	10,000	10,000	0	10,000
4155	Berkshire Youth; Youth Worker	25,000	25,000	25,000	25,000	25,000	25,000	25,000
4160	Contribution to BID Xmas light	12,000	12,000	12,000	12,000	12,000	12,000	12,000
4165	Greenham Community Youth	2,500	2,500	2,500	2,500	2,500	2,500	2,500
4170	Volunteer Centre	500	500	500	500	500	500	500
4180	Grant Sub Committee	24,500	29,306	24,500	25,000	24,500	24,500	24,500
4185	Citizens Advice	20,000	20,000	20,000	20,000	20,000	20,000	20,000
4213	Diversity & Inclusivity	0	0	3,000	2,500	3,000	0	3,000
4216	Newbury Flood Forum	0	0	0	0	0	0	1,000
	<b>Total</b>							98,500

Council may wish to employ a range of methods for allocation. E.g.:

- Criteria for grants between £0 - £3,000.
  - Information provided by link councillors.
  - Grants to be resolved by P&R or the Grants Sub-Committee
- Criteria for grants between £3,001 - £10,000.
  - A formal application to include accounts coordinated by the RFO.
  - Grants to be resolved by P&R
- Criteria for grants £10,001 – 25,000:
  - An SLA or equivalent to be in place monitored by the CEO.
  - Report to include use, benefit and accounts coordinated by the CEO for P&R consideration prior to any further grant allocation.
  - Grants to be resolved by P&R

- Criteria for grants £25,001 plus:
  - To include tighter acceptance criteria e.g. value for money, to meet council strategic aims etc.
  - An SLA or equivalent to be in place, monitored by the CEO.
  - A quarterly report to be received
  - Report to include use, benefit and accounts coordinated by the CEO for P&R consideration prior to any further grant allocation.
  - Grants to be resolved by Full Council

Council to also consider:

- When grants will be awarded direct to an organisation, or whether via The Good Exchange against an approved project, to enable matched funding.
  - All grants awarded from within the £24,500 Grant Sub-Committee budget are currently awarded via The Good Exchange, with matched funding. Potentially helpful to have an exception criteria.
  - Matched funding can also apply to other Council grants if the wish of Council.
- The time of year the 2024/25 grants will be considered / released, for the appropriate meeting agenda.

NTC's Grant Criteria followed by the Grant Sub Committee and NTC's criteria for Climate Emergency grants are attached. With a steer from the P&R Committee on 10<sup>th</sup> June, NTC's Grant Policy will be updated.

**10.2 To resolve a grant payment to Community United.**

- Brought to P&R at the request of the Chair.

**10.3. To resolve a grant payment to the Flood Forum.**

- Brought to P&R at the request of the Chair.

# How to apply for a grant from Newbury Town Council

If you are fundraising for an organisation, and you fulfil the criteria below, you need to register with the Good Exchange (<https://thegoodexchange.com/>) in order for your project to be considered by Newbury Town Council's [Grants Sub-Committee](#). The committee meets every June, and again in November if the grant funding is not fully distributed in the June meeting.

## Criteria for Grant Aid

Priority will be given to organisations which:

- Are based within the boundary of Newbury Town Council or which serve wholly or mainly the residents of Newbury.
- Would give benefit to the greatest number and range of Newbury town residents.
- Provide a benefit for the wider community beyond progressing the interest of its members.
- Have made an effort to raise funds themselves and are not reliant on donations to fund the total project
- Show a commitment to sustainability.
- Show a commitment to equality and diversity.

### In addition

Grants will not be awarded to bodies for activities which are statutorily funded.  
Priority will be given to those organisations whose objectives meet the priorities and targets laid down in the Council's Strategy.  
Preference will be given to organisations that **have not** received a grant from Newbury Town Council in recent years.

## Criteria for Short Listing

Application to the Good Exchange is complete and all required documentation received by the deadline  
Application assessed against the above criteria  
Short-listed applicants **MAY BE** invited to attend the scheduled Grant Sub-Committee meeting to make a short presentation and answer questions from Members of the Grant Sub-Committee

# Climate Emergency – Grant Aid Criteria

Priority shall be given to organisations which:

Are based within the boundary of Newbury Town Council or which serve wholly or mainly the residents of Newbury.

Would give benefit to the greatest number and range of Newbury town residents.

Provide a benefit for the wider community beyond progressing the interest of its members.

Have made an effort to raise funds themselves and are not reliant on donations to fund the total project

Show a commitment to long term sustainability. Show a commitment to equality and diversity

In addition:

Preference will be given to organisations that have not already had a grant from Newbury Town Council in recent years.

Grants will not be awarded to bodies that unitary or national government has a legal obligation to fund.

Priority will be given to those organisations whose objectives meet the priorities and targets laid down in the Council's Strategy.

The Applicant will need to demonstrate the Carbon reduction / benefit to be achieved in their project in their application

The Applicant will be required to feedback on the project and be willing to demonstrate the outcomes as a Climate Change Workshop organised by the Council.

Policy & Resources Committee Meeting – 10<sup>th</sup> June 2024

## Agenda Item 12 – Saturday Surgeries, Coffee Mornings and Saturday Weddings

To consider proposals to support the Council’s programme of Saturday Surgeries, Coffee Mornings and Saturday Weddings

All three activities are valued services offered by the Council:

- Saturday Surgeries run weekly, apart from in August, and provide the opportunity for residents to speak with members on any council matter.
- Coffee mornings provide the opportunity for much needed fundraising for local charities, including the mayor’s charities, alongside the social benefits offered.
- Weddings provide an alternative venue for residents that complement places of worship, the registry office, and licenced hotels. Weddings are rising in popularity, 8 booked for 2024/25, are usually held in the afternoon, with the occasional AM booking.

Diarising the Above:

- Saturday Surgeries and Coffee Mornings are of mutual benefit and can run seamlessly alongside each other.
- A coffee morning cannot be held on the same Saturday as a wedding, and visa versa, as both require differing chamber set-ups, preparation for which needs to be undertaken on the Friday afternoon.
- Saturday Surgeries and Weddings can be held on the same day, though there have been issues when a Saturday AM wedding is booked, as both have traditionally utilised the same space in front of the Council steps. This item seeks to resolve these issues.

Proposals:

- Diarising Weddings and Coffee Mornings:
  - Research: Weddings are usually booked well in advance. To ensure that this is not to the detriment of the charity coffee mornings I discussed the matter with the Civic Manager. Her recommendation is that the ‘first in the diary’ approach continues. It would not be practicable for coffee mornings to be booked with the same notice as most weddings. The Civic Manager feels the current system works well and she would not advocate change.
  - Proposal: Weddings and Coffee Mornings follow the ‘first in the diary’ approach.
- Saturday AM Weddings and Saturday Surgeries:
  - Research:
 

The number of weddings booked, whilst affected by Covid, is gradually increasing, particularly since the lead officer returned from maternity leave in 2023.

2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
2	3	4	1	3	1	4	8

Saturday AM weddings are requested approximately 1 in 4. There is currently 1 in the diary, booked for August 2024.



To enable Saturday Surgeries and Saturday AM Weddings to run alongside each other, a satisfactory alternative location needs to be agreed for Saturday Surgeries.

Speaking with the lead officer for the Markets and the Market Manager, I am advised it is perfectly feasible to widen the space in front of the side door, to enable Councillors to have plenty of space for discussion with residents. This will also provide access to the reception area, if wet. The only request of the Market Manager is plenty of notice, to enable liaison with the market stalls in the adjacent pitches.

- Proposal: On the rare occasion when a Saturday AM wedding is requested, that the Saturday Surgery is held in front of the side entrance to the Town Hall.



- That the area between the two drainpipes is kept free by the Market Manager.
- That the Saturday Surgery is highlighted utilising the Council's flags and A-board (the flags & A-board to be placed in reception on the Friday).
- That if wet, or if a quiet space is required, the reception area can be used.
- If councillors wish, a gazebo may be possible, but this would require advance planning to ensure the availability of personnel to erect it.

### Agenda Item 13.1 - Council Policies - Agenda Meeting Notes - P&R - 10th June 2024

The CEO is leading an update of council policies, supported by the management team.

The following is for information and input.

Key
policy for sign off
policy in place to update
policy in early draft
no policy in place

Policy Number	Name	Status
1	Supervision Policy	For Sign off
2	Complaints Policy	2nd draft
3	Health and Safety Policy	Manager Review
4	Training Policy	Manager Review
5	Social Media Policy	2nd Edit - requires additional input to cover secondary groups
6	Staff Handbook	Worknest produced document - requires editing
7	Data Governance Policy	for review
8	Disciplinary Policy	taking from worknest
9	Grievance Policy	from worknest
10	Lone Working Policy	from worknest
11	Out Of Hours/ On Call	Not Started
12	Financial Regulations	With LM
13	Sickness/ Annual Leave	to include: Maternity/Paternity, compassionate leave / Bereavement
14	CCTV	Not Started - need to include impact statement linked to data governance policy
15	Equality and Diversity Policy	Not started
16	Safeguarding	not started
17	FOI Policy	Statement on Website
18	Code of Conduct	on website, to be transferred to current template
19	Dispensation Process	on website, to be transferred to current template
20	Grant Process	on website, to be reviewed and updated to tie into P&R Committee Governance
21	Standing Orders	2nd draft
22	Model Publication Scheme	to be written into FOI Policy
23	MPS - NTC compliance	To be merged with FOI Policy
24	Town Hall Noticeboard Guidance	on website, transfer to new template



## Employee Supervision

<b>Subject:</b> Employee Supervision	<b>Policy No:</b> 1
<b>Date Issued:</b> May 24	<b>Date Reviewed:</b> May 24
<b>Effective date:</b> May 24	<b>Review Date:</b> April 27

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## **1.0 Introduction**

- 1.1 Supervisions or 1-1's are formal meetings between an individual and their Line Manager that enables frequent discussions about performance, provides feedback, monitors objective completion and review reflective practice so that learning, change and improvements to practice and performance are known and agreed actions taken. It's also an essential element to recognise good work, offer recognition and share best practice.
- 1.2 As a minimum requirement all members of staff shall participate in supervision meetings every 6 weeks. However, some colleagues may desire or require more frequent support, and in such cases, arrangements of additional supervision will be made on an individual basis.
- 1.3 During the induction period, staff will undergo probation review meetings weekly initially before moving to fortnightly as per Newbury Town Council Staff Handbook. These meetings will serve as an opportunity for their line manager to provide information on the supervision process and its purpose.

## **2.0 Scope**

- 2.1 For the purposes of this policy, organisation can be taken to mean Newbury Town Council.

## **3.0 Supervision Responsibilities**

- 3.1 All Managers who have colleagues reporting to them are responsible for ensuring supervisions and 1-1 meetings are being held and recorded and notes stored centrally In NTC's HR System on a regular basis

## **4.0 Recording and Confidentiality**

- 4.1 All supervisions will be recorded on a Supervision form (Appendix 1) colleagues should prepopulate their section of the form prior to the meeting and the Line Manager will record discussion and actions from the meeting. This document will be signed by both the Line Manager and staff member Once completed the form should be uploaded to NTC's HR system.
- 4.2 The records of supervision meetings will be accessible to the member of staff, their line manager and senior manager/CEO. This ensures convenient access to supervision records for documentation and reference purposes.

- 4.3 All supervision and 1-1 Documentation are confidential and will remain property of the organisation.

## **5.0 Accountability**

- 5.1 Line Managers should agree meeting dates with each member of their team. In the event the meeting is cancelled either by the Line Manager or member of staff, a subsequent meeting should be rearranged to take place as soon as possible thereafter.

## **6.0 Monitoring and Quality Control**

- 6.1 The CEO will conduct random audits of supervision records to ensure compliance and effectiveness. In the event of any concerns, the CEO will discuss these with the respective manager and agree next steps.
- 6.2 Supervision completion, in accordance with this policy, will also be monitored as a key performance indicator for the organisation.

## **7.0 Training**

- 7.1 All staff with a responsibility for supervisions should read the guidance in Appendix 2 (appendix with best practice guide) if you require further training please contact your line manager

## **8.0 Concerns and Complaints**

- 8.1 If staff have concerns regarding their supervision, these should be raised with their Line Manager in the first instance.
- 8.2 If the problem remains unresolved the individual should contact the CEO
- 8.3 Where these matters are not resolved then an employee should contact the staff sub-committee, as outlined in NTC Grievance Policy

## **9.0 Endorsement**

- 9.1. The CEO and Senior Leadership Management team acknowledge and prioritise the significance of regular and effective staff supervision as a key element in fostering staff development and well-being, establishing benchmarks for quality

and best practices, and fulfilling the requirements set forth by external regulatory bodies

**References**

<b>POLICY</b>	<b>Section</b>
<i>Staff Handbook</i>	

**APPENDIX 1**

**Supervision record**

Team member name:

Manager name:

Date:

		<b>EMPLOYEE COMMENTS</b> To be completed prior to meeting	<b>MANAGER COMMENTS / ACTIONS</b>
<b>REVIEW &amp; OBJECTIVE SETTING</b>	Reflecting back since your last review – how are things going?		
	What has gone well/what have you achieved?		
Progress against agreed objectives			



	<p><b>What challenges have you faced or overcome?</b></p>		
	<p><b>What or who has supported you overcome these/what is needed to enable you to move forward?</b></p>		
	<p><b>Contribution to Team</b></p>		
	<p><b>What training have you attended or booked?</b></p>		
<p><b>What key objectives are you focused on? (Set SMART objectives)</b></p>	<p>Insert Objectives Based on Job description and Goals from previous meetings.</p> <p><b>EXAMPLES -</b></p> <p><b>(Specific)</b> Teach a customer how to cook a meal</p> <p><b>(Measurable)</b> The customer will be able to make a meal independently following a recipe</p> <p><b>(Achievable)</b> The Customer has all the equipment and some basic skills, and they are willing to learn</p> <p><b>(Relevant)</b> Learning to make a meal independently will be a good step towards the</p>		

		<p>customer being independent  <b>(Time)</b> The customer will be able to make the meal within one week</p> <p><b>Objective 1:</b></p> <p><b>Objective 2:</b></p> <p><b>Objective 3:</b></p> <p><b>Objective 4:</b></p>
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<p>Has NTC provided you with the correct equipment and tools to be able to do your role successfully? If not – what do you need?</p>		
<p><b>Has anything changed since the last meeting that may require new Risk assessments or reasonable adjustments?</b></p>		
<p><b>How is your overall wellbeing?</b></p>		

<b>Is there anything you think your manager or colleagues could do differently or improve?</b>		
<b>Is there anything else you would like to discuss?</b>		

<b>Colleague's general comments</b>
<b>Manager's general comments</b>

## **APPENDIX 2: SUPERVISIONS – BEST PRACTICE**

### **1. Schedule and Timing:**

- Plan a regular date/time for 1-1 time, and book them in your and the colleagues diary in advance
- Allocate an appropriate amount of time for each meeting, allowing for thorough discussion and reflection.
- Consider the availability and preferences of team members when scheduling the meetings.

### **2. Agenda Setting:**

- Prepare a structured agenda in advance, outlining the key topics and areas of focus for the meeting.
- Share the agenda with team members beforehand to provide them with an opportunity to contribute or request additional discussion points.
- Prioritize topics based on urgency, importance, and the individual needs of team members.

### **3. Gathering Information:**

- Review relevant documentation, such as performance records, project updates, and customer feedback, before the meeting.
- Ask the colleague to complete their part of the assessment first, this will help you gain understanding of what is important to them
- Collect input from other stakeholders, if necessary, to gain a comprehensive understanding of the team member's performance and progress.
- Consider any recent achievements, challenges, or concerns that may need to be addressed during the meeting.

### **4. Reflective Questions:**

- Prepare a list of open-ended questions to encourage thoughtful reflection and meaningful discussion.
- Use the colleagues job Description and BCHA Code of conduct to inform your questions and expected standards of behaviour in their day-to-day working

### **5. Resource and Material Preparation:**

- Ensure access to any necessary reports, data, or tools that will aid in providing constructive feedback and guidance during the meeting.
- Consider any organizational updates, policy changes, or customer-related information that should be shared with the team member during the meeting.

### **6. Confidentiality and Privacy:**

- Create a private and uninterrupted setting for the 1-1 meeting, where sensitive or personal matters can be discussed with confidentiality.
- Respect the privacy of the team member and maintain the confidentiality of the information shared during the meeting.
- Reiterate the importance of confidentiality and assure team members that their concerns or issues will be handled with care.

**To: Climate Emergency Working Group**

**Date of meeting: 4th June 2024**

**Grounds Maintenance Impact**

The increased grass cutting frequencies as table below will be added to the contract. With the additional works starting w.e.f. April /May 24, clearly this will have a negative effect on our drive for net zero. I plan to report the carbon value cost at our next meeting.

Work Content	Current Specification	Variation
Sport Pitches at WC & CR	Once per month cut and drop	Bi - weekly cut and collect
VP Football Pitch	None	Bi - weekly cuts including cut and collect
VP Football Pitch	None	Bi - weekly aerate, harrow and roll sport pitch(s) unless stated otherwise by council officers
VP Football Pitch	None	Bi - weekly sport pitch marking
VP WC & CR Site	Once per month cut and drop	Bi - weekly cut and drop
Allotment Sites WC, Southby's, OTP, DF, Parsons & WM	Once per month cut and drop	Three weekly cut and drop

**Victoria Park**

**Kiosk/Café,** The Cafe project is progressing once again, the final approval to re-purpose (recycle) and update the facility could be made as soon as the next Full Council Meeting on 24.6.24.

**Football pitch,** following the successful re-introduction of football on Sunday 3<sup>rd</sup> December 2023 to mark the “Return of Football to Victoria Park” The weather has not been great through this winter period and some games were cancelled, however it is proving popular with the junior squads with 15 matches taken place to date. This in part is a driver of the the change to the maintenance programme to increase grass cutting to assist new growth following more intensive wear and tear.

**Flood Risk,** (changing weather patterns) we narrowly escaped a flooding event in the park in January 24 when the canal breached its bank, flooded across the towpath then continued across the footpath, but stopped around 150 cms from the grass verge of the park. The winter “static” moorings of a boat / boats did undoubtedly contribute to this event on this occasion.

### **Family Day – Sunday 19<sup>th</sup> May 2024 10am until 4pm**

I am pleased to advise we have for the first time engaged the services of a greener Ice Cream Van at this event. It was an hybrid engine and solar powered operation once static (about 4 hours).

### **Victoria Park Lime Avenue Street Lighting**

The updating of column lighting (lampposts) continues, with the renewal of the old lighting to LED. We have an ongoing policy to renew with LED wherever possible once a lamp has reached the end of its useful life cycle.

### **Greenham House Gardens**

Establishing the beds and planting has been completed. This is the 20% replanting schedule of perennials which, in addition to controlling our costs more effectively has environmental benefits particularly regarding our carbon footprint. This also includes a rose bed (previously the Samaritans memorial bed). This is a five year programme to continually reduce our carbon footprint.

### **Newbury Town Hall - Solar Project**

The project is currently on hold for a number of reasons, but primarily due to the condition of the section of roofing to mount the panels on. This is the subject to a survey of the, tiles, felt liners and rafters.

### **Newbury Town Hall ( and other sites) - Fire Extinguishers**

We are currently investigating an ECO friendly alternative to the traditional range of extinguishers

### **Potential New Solar Panel sites**

There are currently four sites being considered:

- Victoria Park Cafe Project - South Facing Roof 5-7kw output
- Shaw Cemetery Chapel Roof - Estimated 7-9kw output
- Walkway between Victoria Park Tennis Court and Bowls club - Estimated 15 -20 kw output
- \*Bowls Club South Facing Roof - Estimated 9 -12kw output

\*Please note we were advised the bowls club roof would be ideal for generation, however please treat this sensitively and confidentially as no engagement has yet taken place with the bowls club.

### **Vandalism - the hidden carbon cost!**

This is an area we are trying to address and generally speaking spend between two and four hours a week either reporting or reporting and repairing. Sadly we have no powers of enforcement and without Police intervention we are very restricted in what we can actually achieve. There is a financial cost and a carbon "avoidable" cost associated with this activity. On both counts this is not insignificant. I am not aware of any other authority calculating this cost.

**Martin Kavanagh**



## Newbury Town Council Health and Safety Forum

### Minutes of the Health and Safety Forum 22 May 2024.

#### Present:

Toby Miles-Mallowan, Liz Manship, Elisa Mullen, Martin Kavanagh

#### Apologies for absence

No apologies.

#### 1. Terms of Reference

TMM confirmed that he had not completed this as yet.

**Action: TMM to draw up and circulate Terms of Reference to managers.**

#### 2. Health and Safety Policy:

TMM stated that this is currently being reviewed, a draft version has been circulated to managers for comments.

MK will be completing the H&S Procedures once the policy has been completed.

**Action TMM to circulate H&S Policy**

**Action: MK to complete H&S Procedure once the policy has been submitted for sign off at council.**

#### 3. Risk Assessments:

MK stated that drafting new risk assessments is ongoing. MK has JH completing RA's for his particular area of work.

**Action: MK to update on Risk Assessments at next meeting**

#### 4. Health and Safety Training:

MK confirmed that he has not been able to book this as yet. Agreed that there would need to be 2 training dates for each training session to cover all staff.

**Action: MK to provide Training update 12 June 24 meeting**

#### 5. Family Fun Day:

Discussion was had around Family Fun Day, MK confirmed that there would be a wash up session to review the day. LM was not aware of the date of the meeting. TMM suggested that staff that were unable to attend should be given opportunity to provide written feedback.

**Action: MK to forward meeting to LM**

**Action: All staff unable to attend meeting to share their findings in writing**

#### 6. Items for next meeting:

- **Business Continuity Planning**



- **Fire Procedures**
- **Fire Extinguishers**
- **Risk Assessment Update**
- **Training Update**

7. **Next Meeting:** Wednesday 5<sup>th</sup> June at 10am



## Health and Safety Policy

Subject: H&S Policy	Policy No: 3
Date Issued: date.policy.first.issued	Date Reviewed: May 24
Effective date: date.current.policy.valid	Review Date: date.policy.due.for.review

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## 1. Introduction

- 1.1 Newbury Town Council (NTC) believes that it is essential that that we operate in safe and healthy working environments and work practices. All NTC employees have a legal obligation to cooperate in the day-to-day implementation of this policy and to take care for their own health and safety. NTC employees are responsible for the safety of other people who may be affected by their acts and/or omissions.
- 1.2 In accordance with the Health and Safety at Work Act 1974; the Management of Health & Safety at Work Regulations 1999 (as amended) and other relevant legislation and guidance, NTC will conduct its business so as to prevent risk of injury or ill health to its employees, contractors, suppliers, visitors and customers, within the limits of available resources.
- 1.3 NTC will aim to minimise damage to its property and equipment as a result of accidents, fires, dangerous occurrences or other unplanned or uncontrolled events. The management of health and safety is a process of continuous improvement and relies primarily on the systematic identification, assessment and control of hazards and risks, underpinned by awareness of the relevant legislative requirements. Accordingly, NTC will set objectives and targets and monitor performance through regular inspections, audits and the thorough enquiries of incidents or accidents.
- 1.4 NTC will make available adequate resources to fulfil its commitment to safety and will ensure that colleagues are involved on all safety matters. NTC requires that everybody in the organisation works in a way that will not pose a risk to themselves or others, through acts or omissions by following NTC policies and procedures without exception.
- 1.5 NTC will employ competent personnel and ensure they are provided with sufficient information, instruction and training to carry out their work activities and responsibilities.
- 1.6 NTC will:
  - 1.6.1 Identify hazards, assess risks and implement appropriate control measures
  - 1.6.2 Control risks via safe systems of work and maintenance of buildings and equipment
  - 1.6.3 Provide adequate and relevant information, instruction, training and supervision for its staff
  - 1.6.4 Maintain a safe and healthy working environment with adequate facilities for welfare
  - 1.6.5 Consult and liaise with staff representatives, contractors and other interested parties on health and safety matters.

- 1.6.6 Provide adequate resources, including competent people, to prevent accidents and work related ill health
- 1.6.7 Review policies and procedures at appropriate intervals and ensure there is continuous improvement in safety at work.
- 1.6.8 Regularly and openly report incidents and safety performance to the Policy and Resources Committee.

## 2. Scope

2.1 Staff, Councillors & Agents; “Staff” means anyone employed by Newbury Town Council (NTC) whether on a permanent contract or not, volunteers, placements and agency staff. “Councillors” means individuals who have been elected to represent constituents at the local government. “Agents” means any third party not employed by NTC but engaged through a procurement process to undertake work (usually on a job by job basis) for the Council. Agents can include consultants, contractors and suppliers. NTC value our staff and take their safety seriously. NTC expect staff to work safely and not disregard safety matters. NTC encourages staff and agents to work together safely and to report safety concerns, accidents, near misses and areas for improvement in a timely manner and provide opportunities for feedback on safety issues.

## 3.0 Health and Safety Culture

3.1. Newbury Town Council (NTC) aims to achieve an open, honest and constructive health and safety communication and culture to underpin mutual trust and respect between management and staff and between the organisation and its beneficiaries. We recognise that Health and Safety underpins all of NTC’s core values, particularly in recognising the importance of every individual. NTC’s commitments in delivering this policy are:

- To reduce hazards and risks in relation to health and safety
- To consult with and listen to staff, agents and customers and seek their active participation in delivering the objectives of this policy
- To foster continuous improvement in the operation of the Health & Safety Management System

## 4.0 Objectives

4.1 The objectives of this policy are:

- To promote an open and accountable culture of working safely
- To create workplaces which are safe and healthy and promote staff wellbeing

- To prevent workplace injury and illness
- To fulfil legal and other obligations with respect to health and safety

## 5. Organisation & Responsibilities

5.1 The organisational charts below illustrate the structure for managing health and safety within Newbury Town Council.

	Chief Executive Officer Town Clerk	
Responsible Financial Officer	Services Delivery Manager	Civic Manager

### 6.0 The Chief Executive Officers' responsibilities:

6.1 It will be the responsibility of the CEO to keep all employees and volunteers advised as to their responsibilities in respect of health and safety matters. In order to protect the safety and health of employees, volunteers and others affected by the Council's operations, the CEO will:

- Publish and maintain compliance with the health and safety policy and providing public support and endorsement of it
- Take reasonable steps to familiarise themselves with the hazards and risks associated with the Council's activities and with the precautions which need to be taken to eliminate or control those risks.
- Appoint a suitably trained and competent person to assist them in carrying out their health and safety duties (Health & Safety Lead).
- Ensure that employees and volunteers receive sufficient training and information so that they can carry out their duties safely and competently.
- Ensure adequate funds and facilities are available for this purpose.
- Ensuring that suitable Risk Assessments have been completed prior to any hazardous activities are undertaken.
- Initiate the timing and annual review of the Health and Safety Policy and ensure it is promoted to all employees, volunteers and others working on behalf of the Council.
- Ensure that all employees and volunteers carry out the health and safety responsibilities allocated to them.
- Ensure the safety performance of the Council is monitored and take action to remedy any identified deficiencies.

- Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.
- Ensure that all necessary PPE (Personal Protective Equipment) is provided to employees and volunteers and that instruction is given on its use.
- Inform the Health and Safety Executive of all notifiable accidents.
- Arrange appropriate training for all employees and volunteers.
- Create and maintain a Training Matrix for all staff.
- Ensure that all responsibilities for Health & Safety are properly assigned, accepted and fulfilled.
- Plan for adequate staff, funds and materials to meet the requirements of the Policy.

#### 7.0 Designated Health & Safety Lead's Responsibilities:

- 7.1 To ensure that all the Council Staff and Volunteers are aware of their individual Health and Safety responsibilities.
- 7.2 To initiate and/or recommend any changes, developments and amendments to the policy as and when necessary.
- 7.3 To investigate any accidents or dangerous occurrences and recommend means of preventing re-occurrence. Ensuring sufficient records are kept.
- 7.4 To ensure that Risk Assessments (including where appropriate, COSHH, Noise, Manual Handling etc) are carried out as needed.
- 7.5 To ensure follow up action is taken as needed.
- 7.6 To promote an interest and responsible attitude towards Health and Safety matters throughout the Council

#### 8.0 Delegated Responsibility within the Council:

- 8.1 The Managers, to whom the responsibility for making the arrangements for health and safety supervision have been delegated (i.e. Services Delivery Manager, Civic Manager and Responsible Financial Officer), shall be responsible to the CEO for the day-to-day supervision within their defined area of responsibility and, in particular, for:
  - Establishing arrangements for including safe systems of work and procedures for carrying out the Council's Health & Safety Policy incorporating regulations, approved codes of practice and other relevant legislation.

- Investigating accidents and reported incidents within their department and submitting a report to the CEO who may then allocate to the Health & Safety LEAD for further investigation. The CEO will issue instructions to prevent further accidents/incidents and, where appropriate, make recommendations to Council on accident prevention.
- Monitoring the maintenance of all equipment within their department and submitting reports to the CEO for consideration on replacing equipment that is becoming no longer fit for purpose.

8.2 All employees have a responsibility to co-operate with their Line Manager to achieve a healthy and safe workplace.

#### 9.0 Health and Safety Forum:

9.1 The Health and Safety Committee known as ‘the Health and Safety Forum’ will meet at least four times a year. The Forum will comprise of the CEO, managers staff and councillors that represent a cross section of the organisation. The purpose of the Forum is to assist Newbury Town Council in meeting its duties as Employer under the Health and Safety at Work Act 1974 and its relevant statutory provisions.

9.2 The Forum will seek to:

- Advise the organisational health and safety objectives and monitor progress against the same.
- Provide a forum for staff consultation and feedback on health and safety issues.
- Review and investigate accident and incident reports and to implement recommendations to prevent reoccurrences.
- Encourage continual improvement to meet or exceed legislative requirements and protect the health, safety and welfare of all staff, contractors and anyone else affected by NTC activities.
- Provide legislative updates and compliance monitoring reports to go to the Policy and Resources Committee.

#### 10. Fire safety

10.1 The Health and Safety Lead has responsibility for complying with the Regulatory Reform (Fire Safety) Order 2005 rests with the ‘Responsible Person’. In non-domestic properties that are workplaces, this is NTC as employer together with any other person who may have control of any part of the premises e.g. another occupier or the building owner (if not NTC). In non-domestic premises that are not workplaces, the Responsible Person



is the person or people in control of the premises, e.g. local managers. Details of how NTC allocates other responsibilities in respect of Fire Safety are set out within the Fire Safety Policy.

10.1 Fire Evacuation: Fire Marshalls are appointed as competent persons to oversee the evacuation of NTC premises where there is serious or imminent risk of danger. Fire Marshalls will be appointed for all NTC Premises

## 11.0 Legionella

The Health and Safety Lead has the following responsibilities:

- To acquire and maintain adequate technical knowledge to enable the duties of responsible person (Legionella Appointed Person) to be competently discharged
- To ensure a designated deputy is available in their absence
- To ensure that nominated persons involved in implementing precautions are adequately trained and competent e.g. employees and contractors and understand their own responsibilities with regard to legionella management by attending training/refresher training as appropriate
- To ensure the implementation of the Legionella Policy and associated procedures
- To ensure that the legionella register is maintained and updated regularly
- To investigate legionella related accidents and introduce controls to reduce the risk of such accidents recurring
- To respond to actual emergencies and conducting investigations following any incidents and ensure findings of investigations are communicated to appropriate people
- To ensure that an accurate database of all water systems is available, updated regularly and maintained
- To ensure that a written control scheme is in place for each site based on the findings of the Legionella risk assessment
- To ensure that legionella risk assessments are reviewed at appropriate intervals and that written schemes are fully implemented

- To ensure that all records produced as part of the legionella risk management process are communicated to relevant persons and stored where they can be easily accessed and retrieved
- To conduct audits to ensure that the provisions of the legionella policy are being enforced to the standard required
- To plan and run periodic emergency exercises testing the systems response to various legionella emergency scenarios

## 12.0 First Aid

Health Safety Lead is responsibility:

- To ensure that sufficient first aid resources are provided across NTC by carrying out a first aid risk assessment and keeping it under annual review
- To ensure that sufficient staff are formally appointed as First Aiders and trained to provide First Aid at Work
- To determine and keep under review the requirement for Emergency First Aid Training for other staff
- To coordinate checking of first aid kits and review their adequacy and completeness on a regular basis

First Aiders:

- To provide first aid as required, within their competence, capability and training.
- To be responsible for the contents of the first aid box, it's upkeep and replenishment.
- To maintain a record of First Aid Treatment provided and to supply a copy of the same to the Health & Safety Lead as part of NTC's accident and incident monitoring system
- To ensure that their First Aid at Work Certificate remains current.
- To report to their manager any potential risks which may impact the safe and effective delivery of first aid.

### 13.0 Employee consultation

Representatives of Employee Safety Section 2(4) of the Health and Safety at Work Act 1974 (HSWA) provides for representatives of recognised trade unions to represent employees in consultation with the safety matters. Regulations were introduced in 1977 setting out how this should be undertaken. In 1996 following decisions in the European Court, the rights of employees who were not members of recognised trade unions were also recognised in separate regulations. Newbury Town Council is required to consult with staff with a view to making and maintaining arrangements to enable employer and employees to co-operate effectively in promoting and developing measures to ensure effective health and safety performance.

Where staff are appointed to serve as Representatives of Employee Safety under the 1996 Regulations, each representative has the following responsibilities:

- Attend appropriate training in order to be properly equipped to discharge their representative responsibilities and to take all reasonable steps to ensure they keep themselves informed of the legal requirements relating to health and safety at work, hazards specific to the workplace, the health and safety policy
- Attend and contribute to safety committee meetings if a safety committee is established
- Represent employees in dealings with the Health and Safety Executive
- Make representations about:
  - potential hazards and dangerous occurrences;
  - general matters affecting the health and safety of the employees they represent;
- Specific matters on which the employer must consult, which include:
  - the introduction of any measure which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work.
  - arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has the necessary knowledge, skills and experience to help an employer meet the requirements of health and safety law);
  - the information to be given to employees on the risks and dangers arising from their work, measures to reduce or get

rid of these risks and what employees should do if they are exposed to a risk;

- the planning and organisation of health and safety training; and
- the health and safety consequences of introducing new technology

- Augmented by the additional duties of:

- Engaging with staff working in the champion's "department" to explain/train on H&S procedures or elicit views from staff
- Acting as a point of contact for staff to escalate H&S concerns which they believe have been not taken seriously by line management

#### 14.0 Staff who procure or purchase services, goods and/or equipment

All staff who specify, purchase or procure services, plant, equipment, or materials (including chemicals) on behalf of any member of the NTC are responsible for ensuring that all health, safety and environmental hazards and risks have been taken into consideration before the purchase becomes legally binding and that advice is sought from relevant technical specialists and/or the Health and Safety Adviser prior to purchase.

#### 15.0 Responsibilities of all Employees

In addition to any specific health and safety responsibilities which may have been delegated to them, all employees must;

- Act at all times in the course of their employment with reasonable care for the safety of themselves and others who they may harm by their acts and/or omissions.
- Be proactive by reading and following health and safety policies, procedures and instructions in relation to their specific work and by making suggestions on improvements to current practice or conditions in order to improve safety performance. Have an 'open' mind to proposed changes and improvements to health and safety policy, practice and procedures.
- On discovering a serious or immediate danger, hazard or any other shortcoming in workplace health and safety arrangements, take immediate remedial action (if possible), warn others and report their concerns immediately to their manager.

- Ensure all accidents, near misses or other health and safety failures e.g. damage to equipment or premises are reported to their managers immediately.
- Take an active role in and contributing to the development and improvement of risk assessments, safe systems of work and accident/near miss investigations.
- Ensure that all identifiable health and safety deficiencies, unsafe acts and unsafe equipment are reported to their manager immediately.
- Use machinery, equipment, substances, vehicles and safety devices as trained and instructed
- Never deliberately damage, interfere with or misuse machinery, equipment, substances, vehicles and safety devices. NTC will take disciplinary action against any employee who fails to observe their health and safety responsibilities to themselves, other colleagues, Councillors or others

#### 16.0 References

POLICY	Section
Fire.Safety..Policy	

**Newbury Town Council**

## Work Programme for Policy and Resources Committee Meetings 2024-2025

**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

<b>Meeting Date</b>	<b>Item</b>
<b>July</b>	KPI's
	Review Working Groups and their membership (AWG)
	Mayor's Benevolent Fund Accounts
	Report from grants Sub-Committee (re June meeting)
<b>October</b>	Prep for Budget/ Strategy
	Risk management strategy and Strategic risk register
	Investments
	Receive report from Climate Emergency Working Group
	To receive a report from the Staff sub-Committee, if any
	Financial Regulations Review
<b>January</b>	Budget
	Ear-Marked Reserves
	Recommendations to Full Council re Council Strategy Review
	Report from Grants subcommittee (if met)
<b>April</b>	Write off bad debts.