

22 June 2022

To: All Members of Newbury Town Council

Dear Councillor,

You are summoned to attend a meeting of **Newbury Town Council** to be held in **The Council Chamber, Town Hall, Newbury** on **Monday 27 June 2022 at 7.30 pm**.

The meeting is open to the press and public.

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

- 1. Apologies for absence**
Chief Executive Officer
- 2. Declarations of Interest**
Town Mayor/ Chief Executive Officer
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Investiture of Deputy Mayor**
Town Mayor
To formally invest Councillor Nigel Foot as Deputy Mayor of Newbury and to receive his Declaration of Office for the post.
- 4. Minutes (Appendix 1)**
Town Mayor
To approve the minutes of the Full Council meeting held on 31 January 2022 (Appendix 1.1) and the Annual Meeting of Newbury Town Council held on Sunday 15 May 2022 (Appendix 1.2).
- 5. Questions and Petitions from Members of the Public**
Town Mayor/ Chief Executive Officer
(Questions, in writing, must be with the CEO by 2.00 pm on Friday 24 June 2022)
- 6. Members' Questions and Petitions**
Town Mayor/ Chief Executive Officer
(Questions, in writing, must be with the CEO by 2.00 pm on Friday 24 June 2022)

7. Town Mayor's Report (Appendix 2)

Town Mayor

To receive a report from the Town Mayor, Councillor Gary Norman.

8. Leader's Report (Appendix 3) (To follow)

Leader of the Council

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

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

Chief Executive Officer

To receive a report from the Chief Executive Officer

10. Internal Audit Report (Appendix 6) (To follow)

Chairperson

9.1 To receive the final internal audit report for the financial year 2022/23 from Auditing Solutions Ltd and,

9.2 To Approve the recommendations arising from the Report

11. End of Year Statutory Accounts 2021/22 (Appendix 7)

Chief Executive Officer

10.1 To receive the report and recommendations of the Policy and Resources Committee regarding the Annual Return and Statement of Accounts for the financial year ended 31 March 2022 (Appendix 7.1)

10.2 To receive the Annual Governance and Accountability Return (subject to external audit) for the financial year 2021/22 (Appendix 7.2) (To follow)

10.3 To approve each individual paragraph (1-9) of the Annual Governance Statement 2021/22 as defined at Section 1 of the Annual Return

10.4 To resolve to approve the Accounting Statements 2021/22 as presented by the Responsible Financial Officer and **to authorise** their signing by The Town Mayor.

To note that the external audit is planned to be undertaken by PKF Littlejohn and that the date for the exercise of electors' rights has been set as 29 June 2022. Following approval of the Annual return the appropriate legal notice regarding public inspection will be displayed on the Town Hall notice board and published on the Council's website. The external audit may generate further amendments. The final Annual Return, including the Auditor's Certificate, is due for publication by 30 September 2022.

12. Reports from Outside Bodies (Appendix 8)

Town Mayor

To Receive any reports submitted from Council representatives on outside bodies and/or Link Councillors.

13. The Climate Emergency Working Group (Appendix 9)

Town Mayor

To resolve the membership and Terms of reference of the Climate Emergency Working Group

14. Committees

Town Mayor / Committee Chairpersons

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

- Planning and Highways Committees: 8 Feb., 1 & 22 March, 12 April, 3 & 24 May and 14 June 2022 (draft)- already circulated
- Civic Pride, Arts and Culture Committee (draft) - 28 February- already circulated
- Community Services Committee (draft) - 14 March - already circulated
- Policy and Resources Committee: 25 April and 13 June (draft)- already circulated

15. Forward Work Programme for Full Council meetings 2022/23 (Appendix 10)

Town Mayor

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

**Minutes of The Meeting of Newbury Town Council
Held in the Council Chamber, Town Hall, Newbury,
at 7.30 pm on Monday 31 January 2022.**

Present

Councillors Phil Barnett, Martin Colston, Billy Drummond (Town Mayor), Nigel Foot, Sue Farrant, Chris Foster, Jon Gage, Stuart Gourley, Roger Hunneman, David Marsh, Steve Masters, Vaughan Miller, Andy Moore, Gary Norman, Pam Lusby-Taylor, Sarah Slack, Martha Vickers and Tony Vickers.

Officer in Attendance

Hugh Peacocke – Chief Executive Officer

46. Apologies for absence

Apologies received from Councillors Jeff Beck, Jo Day, Olivia Lewis, Elizabeth O’Keeffe and Erik Pattenden.

47. Declarations of interest and dispensations

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

There is a dispensation for all those Town Councillors who live in the parish of Newbury to discuss matters relating to the Town Council budget and setting the precept.

Councillor martin Colston declared that he was on the BID board and would not vote on the item regarding the BID ballot.

Councillor Billy Drummond declared that he was trustee of Greenham Trust.

48. Minutes of the meeting of Newbury Town Council held on Monday 18 October 2021

Proposed: Councillor Martin Colston

Seconded: Councillor Steve Masters

Resolved: To approve the minutes of the meeting of Newbury Town Council held on Monday 18 October 2021 as a true record of the meeting.

49. Questions and Petitions from Members of the Public

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

50. Members’ Questions and Petitions

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

51. Greenham Common Trust at 25 Years (App 2)

The Mayor welcomed Chris Boulton, CEO of Greenham Trust, to the meeting and invited him to give a presentation on the work of the Trust over the past 25 years.

Members thanked Mr. Boulton and the trust for the immense support given to so many charitable works and organisations by the Trust.

52. Community United, West Berkshire

Town Mayor

The Mayor welcomed Alice Kunjappy-Clifton to the meeting and she gave a presentation on the work of Community United West Berkshire, with emphasis on increased partnership working with the Town Council in the future.

The meeting suggested that CUWB might encourage members of the ethnic communities in Newbury to stand as candidates in the Town Council elections in 2023.

The Deputy Mayor, Councillor Gary Norman, said that he would be inviting CUWB to take part in the Mayor-making event in May 2022.

53. BID Ballot

The Mayor welcomed Melissa Hughes, CEO, Newbury BID and Alison Drummond, Operations Manager, to the meeting and invited members to ask them any questions they might have regarding the BID's Business Plan for the next 5 years.

The meeting noted the work that the BID does in promoting Newbury, organising events and generating footfall in the Town Centre. Members also congratulated the BID on the Christmas fayre, the Christmas Lights event and the recent upgrading of the Town Centre CCTV. The CEO also spoke of the good working relations between the BID team and the officers of the Council.

Members noted that the council as a BID levy-payer had received ballot papers to vote on the proposed renewal of the BID for Newbury town centre.

Proposed: Councillor Sarah Slack

Seconded: Councillor Steve Masters

Resolved: That the Council votes in favour of retaining the BID for another 5-year term.

(Councillor Martin Colston abstained from the vote, as he is a member of the BID board)

54. Mayor's Report

The meeting received the Town Mayor's report

55. Leader's Report

The meeting received the Leader's report

56. Chief Executive Officer's Report

The meeting received the Chief Executive Officer's report. The CEO pointed out that the Annual Town meeting had been moved from 21st March to 4th April and would include a presentation on the first 25 years of the Town Council.

57. Notice of Motions

Submitted by Councillor Vaughan Miller

That this Council:

- 1) Supports, in principle, the parts of the upcoming Employment Bill which would make it a legal requirement for employers to pass on all tips and service charge payments to workers without any deductions, a compulsory Statutory Code of Practice ensuring tip fairness and transparency, and a right for workers to make a request for information relating to an employer's tipping record.
- 2) Writes to the Secretary of State for Business, Energy and Industrial Strategy, The Rt Hon Kwasi Kwarteng MP, to express our support for these parts of the Bill and request that this legislation be brought forward as soon as possible.
- 3) Writes to West Berkshire Council to request they likewise express their support for these parts of the Bill and request that this legislation be brought forward as soon as possible.

Proposed: Councillor Vaughan Miller

Seconded: Councillor Andy Moore

Resolved: That the Council supports the motion as presented.

58. Council Strategy 2019 to 2024

Councillor Martin Colston, Chairman of the Policy and Resources Committee, gave a presentation on the Strategy review, as recommended by the Policy and Resources Committee meeting on 18 January. It was noted item 1.G.8. a) (the football ground) should be amended as per the resolution of full council on 18 October 2022.

Proposed: Councillor Martin Colston

Seconded: Councillor Sarah Slack

Resolved: To Approve the review of the Council's Strategy 2019 to 2024.

59. 2022/2023 Budget and Precept

The Council noted that the Policy & Resources Committee resolved on 18 January to adopt a budget for 2022/23, as shown at Appendix 9 and recommends that the Council sets an overall budget expenditure of £2,326,418.

Councillor Martin Colston, Chairman of the Committee, highlighted the main items, which include the community café at Victoria Park, the proposed upgrade of the public toilets at The Wharf, upgrades/ improvements to playgrounds at Fifth Road and the Nightingales and the council's continuing work on climate Change and carbon reduction.

Proposed: Councillor Sarah Slack

Seconded: Councillor Martin Colston

Resolved: To adopt the budget for Financial Year 2022/2023 and raise a precept of £1,180,623 for the year.

Proposed: Councillor Martin Colston

Seconded: Councillor Tony Vickers

Resolved: That a leaflet explaining to the public how the precept is to be used during 2022/23 is produced, with that leaflet to be distributed to each household in Newbury and published on the Council's website.

60. Schedule of Meetings for the Municipal Year 2022-23

The Council noted the schedule of meetings for the Municipal Year 2022-23.

61. The proposed Victoria Park Community Café

Proposed: Councillor Roger Hunneman

Seconded: Councillor Steve Masters

Resolved: That the council seeks the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a Public Works Loan Board loan of up to £300,000 towards the construction of the new Community café in Victoria Park. The loan term would be 25 years and the annual loan repayments would come to around £15,688.42.

(it is not intended to increase the Council Tax precept for the purpose of the loan repayments) (Appendices 11.1 and 11.2)

(The resolution should be announced on the Council's website).

The meeting received an update from the Chair of the Victoria Park Subcommittee, Councillor Roger Hunneman on proposals and arrangements for the Council's proposed Community Café in Victoria Park.

To resolve to affix the Council's seal to the licence for alterations to the Council's lease of Victoria Park, to allow the construction of the proposed Community Café.

Proposed: Councillor Roger Hunneman

Seconded: Councillor Martin Colston

Resolved: To affix the Council's seal to the licence for alterations to the Council's lease of Victoria Park, to allow the construction of the proposed Community Café.

62. Committees

The Council received the minutes from the following meetings:

- Community Services Committee 13 December 2021
- Planning & Highways 25 October, 15 November, 30 November, 6 December, 2021, 5 and 24 January 2022
- Civic Pride, Arts & Culture 29 November 2021
- Policy & Resources 17 January 2022.

63. Climate Emergency Working Group Report & Recommendations

The Council received the report of the Climate Emergency Working Group from Councillor Chris Foster, Chairman of the Working Group

64. Forward Work Programme for Full Council meetings 2021/22

The Council noted and agreed the Forward Work Programme.

There being no further business, the Town Mayor declared the meeting closed at 9.02 pm.

Town Mayor: _____

Date: _____

**Minutes of The Annual Meeting of Newbury Town Council
Held in The Corn Exchange at 10.00 am on Sunday 15 May 2022**

Present

Councillors Phil Barnett; Jeff Beck; Martin Colston; Billy Drummond (Town Mayor); Sue Farrant; Chris Foster; Jon Gage; Stuart Gourley; Roger Hunneman; Olivia Lewis; David Marsh; Vaughan Miller; Andy Moore; Gary Norman; Elizabeth O’Keeffe; Erik Pattenden; Pam Lusby-Taylor; Martha Vickers and Tony Vickers.

Officer in Attendance

Hugh Peacocke – Chief Executive Officer

Apologies for absence

Councillors Jo Day; Nigel Foot; Steve Masters, and Sarah Slack.

1. Election of Mayor for the Municipal Year 2022/2023

The Mayor invited nominations for the office of Town Mayor for the Municipal Year 2022/2023.

Councillor Gary Norman was proposed by Councillor Martin Colston and seconded by Councillor Vaughan Miller. There were no other nominations.

Resolved: That Councillor Gary Norman be elected Town Mayor for the Municipal Year 2022/2023.

2. Mayor’s Declaration of acceptance of office and announcements

Councillor Norman made the following declaration:

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

I undertake to observe the Code of conduct which is expected of members of Newbury Town Council.

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

- His consort would be the Lady Mayoress, his wife, Sabrina
- His Chaplain would be Revd. Gary Collins, St. John’s Church, Newbury
- The Mayor’s cadets would be Tomoya Burton and Rose Clark

The Mayor announced that his charities for the year would be Speakability and Eight Bells for Mental Health

3. Election of Deputy Mayor for the Municipal Year 2022/2023

The Mayor invited nominations for the office of Deputy Mayor for the Municipal Year 2022/2023.

Councillor Nigel Foot was proposed by Councillor Erik Pattenden, seconded by Councillor Pam Lusby-Taylor. There were no other nominations.

Proposed: Councillor Erik Pattenden

Seconded: Councillor Pam Lusby-Taylor

Resolved: That Councillor Nigel Foot be elected Deputy Mayor for the Municipal Year 2022/2023.

4. Council Committees and sub-committees for Municipal Year 2022/2023.

Resolved: To approve the Committee and Sub-Committee structure and membership for the Municipal Year 2022/2023, as circulated (See attached).

There being no further business, the Town Mayor declared the meeting closed at 11.45 pm.

Town Mayor: _____

Date: _____

DRAFT

Mayor's Report for Newbury Town Council Full Council Meeting 27/06/2020

18th May – Youth in Mind Conference, Reading

The conference, discussing mental health in young people, was jointly presented by MIND (Berkshire and Oxfordshire) and by Berkshire Youth, with our friend Dave Seward taking a prominent part. I attended several sessions, mostly in the company of Garry Poulson, and managed to network with many local support organisations including Time to talk, No. 5, Samaritans, Kooth and Get Berkshire Active. Some or all of these may be able to contribute to any youth initiatives we come up with in the future. Literature on all of these is now held at the town hall for anyone interested.

22nd May – Memorial Tree Dedication, St. Mary's, Shaw

Three cherry trees were planted and dedicated to (a) the 75th anniversary of VE Day, (b) the memory of those who suffered because of Covid-19 and (c) the celebration of the Platinum Jubilee. I was asked to plant the plaque for the latter. This was followed by Evensong and then tea and cake in the church hall. Spoke to everyone there and was given warm wishes for my mayoral year.

25th May – Tour of the Corn Exchange

I was given a private tour of the Corn Exchange along with the Lady Mayoress and the Civic Manager. I was particularly impressed by the technical space behind the stage and by the tiny cinema up in the rafters behind the skylight in the top of the façade. I was invited to attend the memory café for a few minutes. The café is designed to stimulate the minds of people who are experiencing various forms of dementia. I took part in some music therapy where I was asked to perform a solo on some chime bars whilst sitting at a table with the cafe guests. Smiles and laughter followed, I can't think why.

26th May – Change of Command, RAF Welford

I was invited, with other local civic functionaries, to attend the change-of-command of the base for the US 420th Munitions Squadron, to Major Preston G Smith. It was a fascinating ceremony with speeches and prayers and quite a lot of shouting. Apparently, they look after in excess of 8,000 "pineapples" at the base. None were featured in the refreshments, however, which consisted entirely of cake, which is becoming a theme.

2nd June – Jubilee Party, Fairclose Day Centre

I attended the Fairclose Day Centre for over three hours with the Lady Mayoress and the Mayor's Attendant (or "Chain Attendant" as it said on his placename, which he thought sounded slightly lavatorial). We had a fantastic time where we were entertained by a steel band as well as by Winston Churchill and Lady Churchill lookalikes. The refreshments were excellent (especially the cakes). I managed to speak to everyone there, all of which were wonderfully impressed with Fairclose and what they do. I was also asked to judge the best hat. A bit of a thankless task this, as after I made my decision, at least two people wanted me to explain why they didn't win. Resolved to delegate judging decisions to the Deputy Mayor in future.

2nd June – Jubilee Beacon Lighting Ceremony, Victoria Park

A wonderful event and much credit should go to the entire civic team, but especially to Elisa, and to Brendon who braved the pond in order to light the beacon. I spent much of my time posing for photographs and handing out pin badges. Indeed, it took me more than an hour to walk half-way round the pond. My speech seems to have gone down well as I received an email from a member of the public saying they liked the tone and balance of it, which is encouraging. I felt uncomfortable being so much in the spotlight whilst my fellow councillors were mostly picking up litter. However, I will be there on litter duty

next year for civic events. Also, the local sea cadets managed to collect a lot of money for the mayor's charities.

3rd June – Jubilee Party, Winchcombe Place Care Home

I attended this with the Lady Mayoress. Spent the time sitting (and dancing) with the residents and joining in with the entertainer singing wartime songs. Cake was particularly good.

6th June – Jubilee Party, Newbury Speakability

I attended the Speakability Monday morning meeting in full robes and chain with the attendant and the Lady Mayoress. My thanks to Barry for stepping in as attendant for the day so this could happen, and for going around the room speaking to all of the members. Got some delightful feedback from the members who were made to feel very special by the event.

6th June – Castle School Photographic Exhibition, WBCH

Unveiled a photographic exhibition at WBCH, the work of Dover Class at the Castle School for Students with a variety of learning difficulties. This was the culmination of some fantastic work organised by the Thatcham Photographic Society, particularly Ray Buckland, working with the kids. I handed out certificates to each of the kids individually and discussed each of their photos with them. After group photos with the class, we all went home happy.

7th June – Armed Forces Briefing, Sandhurst Military Academy

The briefing was for local civic leaders in Berkshire and Surrey. The Mayor of Thatcham and of Hungerford were also in attendance. We were briefed on the roles of the Army locally with special emphasis on the reserves and on cadets. Everyone in the room was either in uniform or wearing a pendant or chain. Made several useful contacts which the Town Council may find helpful in the future.

9th June – Primary Schools' Production "What Makes a Town?", Trinity School

I was invited to attend a performance about Newbury arranged by the Watermill Theatre Outreach department. Four individual plays were performed by Whitelands Park, Speenhamland, Robert Sandilands and Firtree. They were all a genuine delight and included a scene in the last play where the Mayor of Newbury flanked by his Deputy and Deputy's deputy came out with such catchphrases as "Don't you know how important I am?" and "I'm the mayor of the best town in Berkshire". I don't intend to adopt these phrases, but I did enjoy meeting the three kids for a photograph afterwards.

11th June – SEWA Indian Charity Coffee Morning, Town Hall

I have never seen such a large crowd for a coffee morning in the town hall, nor such a variety of ages from children to elderly. A large percentage were from the Indian Community but there were a significant amount of people there from other backgrounds. The home-made Indian food was fantastic and it was a delight to see such an inclusive event. The money raised went to the Castle school.

11th June – Interview with Kennet radio

I was interviewed for about 20 minutes on who I was and what the mayor does, as well as being asked to select a track to play (which has always been an ambition of mine). I think I got across what we are trying to achieve and have had some good feedback since. The interview is still available on the Kennet Radio website.

12th June – Family Fun Day in Victoria Park

Thanks to the officers, especially Caroline and David, for all the work they put in to organise this event and to all the Councillors who volunteered to help out. I think it was a roaring success and we got great

coverage in the NWN afterwards. I spent most of the day posing for photographs and making unprepared speeches, as well as presenting the prizes for the tennis competition and taking part in the Kennet Radio Yes/No game. The most common question I was asked was "Aren't you hot?" and "Is that chain heavy?" Answer yes to both. The Deputy Mayor managed to get a photo of me queueing for ice-cream, which I'm sure will be used in the future. A small amount of money was raised for the Mayor's Benevolent Fund.

13th June – Talk on "Long Covid" Organised by West Berkshire Fibromyalgia Support Group, Shaw House

I attended a talk on Long Covid where I learnt a lot of things in an hour that I had no idea about. I was asked to make a speech of thanks at the end for the main speaker Dr Dipak who presented a difficult and technical subject in an entertaining way without dumbing-down in any way. Main lesson: there is no correlation between the severity of symptoms suffered when contracting Covid and the severity of symptoms of Long Covid.

15th June – Visit to Ukrainian Support Group, Newbury Baptists' Church

I visited the Ukrainian Refugee support group that meets every week at the Baptist Church, at the invitation of Gillian Durrant of Newbury Twin Towns. I spoke to a variety of Ukrainian people with various stories to tell. Without exception, they were all overwhelmed by the support they are receiving from their host families and by the warm welcome they have received from the town. One particular little boy was very impressed with the custard creams on offer. I gave them all the best wishes of NTC and intend to go back in the future.

15 events in four weeks, it's going to be a busy year.

Gary Norman

Leader's Report for Full Council Meeting on 27th June 2022

Below are some of the highlights since my last report in January:

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

- a. The tenders are in for the construction of our new Community Café in Victoria Park and we will be reviewing them in time for the Community Services meeting on 18th July. We are aiming for the build to be complete and for the café to be open by the end of March 2023.
- b. The tenders are also in for our Grounds Maintenance contract, and these too will be reviewed at CS on 18th July
- c. Work is well under way on our Neighbourhood Development Plan: the questionnaire for our initial consultation is ready to go at the end of the summer holiday season.
- d. We opened a new Crazy Golf facility in Victoria Park in April, and it is proving very popular with residents and visitors.

2. Foster a real sense of community

- a. Congratulations to our new Mayor and Deputy Mayor – Gary Norman and Nigel Foot, who were elected in May. Nigel unfortunately missed Mayor Making due to Covid, and I'm delighted we are formally investing him at today's Full Council meeting.
- b. We celebrated the 25th anniversary of the founding of NTC on 1st April. It was very well attended with several former mayors present and, due to Covid, 3 more observing via Zoom.
- c. We held 2 very successful events in Victoria Park: the Platinum Jubilee celebration and beacon lighting on 2nd June and the Family Fun Day on 12th June

3. Take actions to address the climate emergency

- a. The new Victoria Park Community Café designs are targeting BREEAM Excellent and also carbon neutral operation.
- b. Draft figures for our Carbon Footprint for 2021-22 suggest we continue to be on track with our target reduction of 7 tonnes per year, and by the end of 2022-23 we will have completed all the infrastructure projects to reduce our footprint.
- c. We are now planning our next Climate Workshop which will take place on 1st October
- d. The new grounds maintenance contract will consider carbon footprint and biodiversity.

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

- a. We continue to support youth work through our partnership with Berkshire Youth and grants to both the Community Youth Project in Greenham and the Riverside Centre in Clay Hill.
- b. We have provided funds in the 2022-23 budget to develop a partnership to support inclusivity in our community, and follow-up projects from our Youth Voice event.

Once again, a big thank you to our hardworking officers for their hard work.

Martin Colston

Leader of the Council, 27th June 2022

Meeting of Newbury Town Council, Monday 27 June 2022.

Agenda Item 8: Chief Executive Officer's Report.

A) Staff Matters

Maternity Leave

Mrs Kym Heasman went on maternity leave from 17 June and we all wish Kym and James every happiness with their first child. Mrs Suzie McGann will be providing maternity cover, 3 days per week, starting from 29 June.



Other Leave

Summer leave and sick leave impacting on staff availability at the moment.

Town Hall opening hours

I am pleased to report that the Town Hall opening hours for the public are now back to pre-pandemic hours, that is from 9.00 am to 5.00 pm, Monday to Thursday and from 9.00 am to 4.45 pm on Fridays.

B) Town Council Events



The Council has run a number of very successful events since the last meeting, including the Civic Awards in the Council Chamber (17th March), our 25th Anniversary event in St. Nic's Hall (1st April), Mayor-making in the Corn Exchange (15th May), and 2 events in Victoria Park, the Jubilee Beacon (2nd June) and the Family Day.



All of these events showcased the Council and the services we deliver and the staff involved did us all proud.

C) The new Grounds Maintenance Contract

The closing date for bids closed on Monday 20 June and were received. A report with recommendations for the new contract will go to Community Services Committee on 18 July.

D) Training and Development

Some members and staff completed a very useful and enjoyable training day on Media Relations on 11 February. The training focussed on preparing for media interviews and included trial interviews and reviews by colleagues, as well as trainers.

Several of the Town Hall staff updated their First Aid training- a very useful life skill but hopefully we won't have to put this into practice!

Hugh Peacocke
Chief Executive Officer

20 June 2022

Newbury Town Council

Internal Audit Report 2021-22 (Final update)

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken this year both at our offices and during the course of the two onsite visits, which took place on 23rd February and 22nd June 2022. We thank the CEO and his staff for assisting the process, providing all necessary documentation in either hard copy or electronic format to facilitate completion of our review for the year.

Internal Audit Approach

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

Overall Conclusions

We are pleased to advise that, based on the work undertaken this year, officers continue to maintain generally adequate and effective internal control arrangements although we have identified a few areas where action should ideally be taken to strengthen the controls in place. Detail of those issues is set out in the following report with any resultant recommendations further summarised in the appended Action Plan: we thank the Senior Accounts Officer (SAO) for responding to our earlier recommendations and include detail of the updated position in both the body of the report and in the appended action Plan. We have identified one or two further areas during this final review where we consider that controls could and should usefully be strengthened.

Based on the overall satisfactory conclusions drawn from our review programme for the year, we have signed off the IA Certificate in the year's AGAR assigning positive assertions in each relevant area, excepting that relating to petty cash, which we have been unable to review due to the lack of access to the physical cash holding on the day of our final review visit.

We also take this opportunity to remind the Chief Executive Officer (CEO) of the requirements of the guidance notes in the preface to the year's AGAR in relation to the documentation that should be displayed on the Council's website.

Detailed report

Review of Accounting Arrangements & Bank Reconciliations

The Council maintains its accounting systems using the RBS Rialtas Omega software with two bank accounts in place (“Current” and “Officers”), the latter primarily for electronic card usage purposes. Separate cashbooks are in place for these two accounts in the Omega accounts. Surplus funds are also on deposit with CCLA in the Public Sector Deposit Fund (PSDF).

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

- Verified the accurate carry forward of the 2020-21 closing balances in Omega to the current year opening Trial Balance;
- Ensured that an appropriate Cost and Nominal Account coding structure remains in place;
- Reviewed five sample months transactions (April, September & December 2021 plus January & March 2022) on both the Current and Officers’ accounts cashbooks agreeing detail to supporting bank statements as far as possible (see below);
- Verified the PSDF transactions by reference to the underlying monthly advice notices of interest earned in the financial year;
- Checked and agreed the software-based bank reconciliations as at 30th April and September 2021, plus 31st January and March 2022 to ensure that there are no long-standing, uncleared items or other anomalous entries arising; and
- Ensured the accurate disclosure of the combined cash and bank balances at 31st March 2022 to the AGAR Section 2, Box 8.

Conclusions and recommendation

We are pleased to note that bank reconciliations are generally printed off at each month-end with copies provided to the CEO and Council Leader for review and sign-off. Whilst the reconciliation statements are provided, the reviewing CEO and Leader were not being provided with copies of the cashbooks or bank statements and were, consequently, not in a position to effectively validate the reconciliation statement’s detail: we understand that appropriate supporting documentation is now being provided: we remind the CEO and Leader that that supporting documentation should also be signed-off.

We have drawn the SAO’s attention to the existence in Omega of the facility to prepare routinely a combined account bank reconciliation and suggest that this be produced to provide a single record for review: we also suggest that the first page of the Trial Balance be printed off and provided to the CEO and Leader, which will provide detail of the month-end cashbook balances and remove the need to provide copies of individual cashbook detail in support of the reconciliation entries.

In checking the December 2021, January and March 2022 Current account transaction entries it became apparent that the officer entering data in the absence of the SAO was amalgamating bank statement entries when recording them in the cashbook. Consequently, no clear audit trail is available to facilitate validation of the cashbook entries: whilst we have agreed in total the December and January total receipts in the cashbook and bank statement, we have not managed

to verify all individual combined cashbook entries to the bank statements due to the way the values have been amalgamated. Unfortunately, we have not been able to validate the March 2022 data, although it should be okay, as the reconciliation at 31st March 2022 balances. We have again drawn this to the attention of the SAO who has agreed to clarify the position with her assistant and provide appropriate supporting links between the cashbook and bank statements. Consequently, we and urge that the manner in which data is entered in future is simplified to provide a clear audit trail between the bank statements and cashbook.

R1. Entry of income data in the Omega cashbooks should be undertaken in such a way as to provide a clear audit trail between the bank statements and cashbook. This has, hopefully, now been addressed as the main cause of difficulty was around the multiple small receipts for tennis payments: new arrangements are now in place, whereby these receipts go directly to the national Tennis Association with a block payment made to the Council.

Review of Corporate Governance

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

We have examined the minutes of Full Council and its extant Committee meetings (with the exception of Planning & Highways) for the year and to date in 2022-23 as posted on the website or provided electronically by the CEO with no issues identified.

We are pleased to note that, following our previous recommendation, the Council's SOs and Financial Regulations (FRs) have been reviewed and updated being adopted by the Council in June 2021: these are now in line with the NALC model documents making appropriate reference to the Public Contracts Regulations with a tender limit of £25,000 in place.

Finally in this area, we note that the 2020-21 AGAR was signed off by the external auditors with no formal comments or issues recorded.

Conclusions

We are pleased to record that no issues arise in his area warranting formal comment or recommendation: we shall continue to monitor the Council's approach to governance at future reviews.

Review of Expenditure and VAT

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate records, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and / or an acknowledgement of receipt, where no other form of invoice is available;
- An official order has been raised for the acquisition of goods or service delivery, where one would be anticipated;

- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have reviewed the procedures for processing payments noting that, due to the Covid situation for part of 2021-22, revised processing arrangements were of necessity implemented: we consider those procedures appropriate given the ongoing situation.

We have selected an extended sample of payments processed in the financial year to ensure compliance with the above criteria including all payments individually in excess of £3,500, together with a more random selection of every 40th cashbook transaction (irrespective of value). Our test sample includes 55 individual payments including the 3 Non Domestic Rates annual bills totalling £549,980 and equating to 56% by value of all non-pay expenditure for the year and are pleased to report that no issues have been identified in this respect with all payments meeting the above criteria.

We note that VAT returns continue to be submitted electronically on a regular quarterly basis and have verified that the final 2020-21 quarterly reclaim plus the first two quarterly reclaims for 2021-22 have been submitted and repaid by HMRC with the totals agreeing to the relevant Omega nominal control account. With regard to the December 2021 quarterly reclaim, we note that the reclaimed value was actually less than the control account balance at the quarter-end (£24,937.64 against £26,333.80): we have now also noted a discrepancy between the 31st March 2022 control account balance (£37,299.58) and the submitted reclaim (£31,26.57), which we believe arises from year-end creditors recorded in the Purchase Ledger. We shall ensure repayment of the reclaimed amount at our first interim review visit for 2022-23.

Conclusions

We are pleased to record that no issues arise in this area warranting formal comment or recommendation.

Assessment and Management of Risk

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

We are pleased to note that the Council has reviewed and re-adopted its Strategic Risk Register at the Policy and Resources Committee meeting in October 2021. We have reviewed the document and consider it appropriate for the Council's ongoing requirements, but remind the CEO of the need for the document to be reviewed and re-adopted at least once in each financial year.

The Council's insurance cover is provided by Zurich: we have examined the insurance schedule running to August 2022 noting that the Council's premises, street furniture and other equipment are appropriately insured together with Public and Employer's Liability set at £12 million and £10 million respectively, Fidelity Guarantee cover at £2 million and "Business Interruption - Loss of Revenue" cover in place at almost £400,000 all of which we consider appropriate for the Council's present requirements.

Conclusions

No issues arise in this area currently to warrant formal comment or recommendation. We will continue to monitor the Council's approach to the management of risk at future reviews.

Precept Determination and Budgetary Control

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

We note that, after due deliberation on its budgetary and precept requirements for 2022-23, the Council formally approved both the budget and precept at the January 2022 full Council meeting, the latter being adopted at £1,180,623.

We also note that members continue to be provided with periodic and comprehensive management accounting information based on the Omega accounts detail to provide an appropriate means for monitoring budgetary performance during the current year.

We have reviewed the year-end Omega budget report noting a few areas of fairly significant overspend, for which we have examined the Omega detailed transaction reports for the year obtaining appropriate explanations with none existing giving cause for concern or warranting further enquiry.

We note that Total Reserves as at 31st March 2022 have increased marginally to £1,241,380 (£1,136,100 at 31st March 2021) comprising specific Earmarked Reserves (EMRs) totalling £457,240 (£544,500 at the prior year-end) with an increased residual General Fund balance of £784,140 (£591,600 at 1st April 2021): the latter represents approximately six and a half months' revenue spending at currently and sits comfortably within the generally recognised range of three to twelve months revenue spending.

Conclusions

We are pleased to record that no issues arise warranting formal comment or further enquiry in this review area.

Review of Income

The Council receives income from a variety of sources in addition to the annual precept: we have previously agreed a five-year strategic plan of cover of these areas with the Council and will continue to review income streams in accordance with that plan, although, not surprisingly due to the impact of Covid certain income streams have generated reduced income to that which would normally arise.

We noted last year that members had examined and approved the scales of fees and charges for 2021-22.

Cemetery: We have reviewed detail of burials as recorded in the formal Burial register maintained by the Community Services Officer (CSO) selecting a sample of 12 interments occurring in the year to 30th September 2021 as recorded in the bespoke burial's software in use at the Council. We have with the CSO's assistance, ensured that each of the selected sample is supported by a relevant interment application, together with the supporting legally required Burial / Cremation certificates. We have also ensured, by reference to the fee invoices raised or other supporting documentation, that the appropriate fees have been charged and recovered in a timely manner with no issues arising.

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

Whilst the rental year runs from 1st April, invoices are generally issued in advance of that date with significant income also generally received well in advance of 1st April. Consequently, all such income for 2022-23 received in advance of 31st March 2022 should be coded to a control account (Code 562) as "Receipts in Advance" which is then effectively "reversed" in the new financial year to show the allotment income appropriately in the relevant financial year's accounts. Examination of the Allotment Rental Income and Receipts in Advance Codes (Codes 1400 & 562 respectively) reveals that some £1,400 received prior to 31st January 2022 has been coded as income rather than receipts in advance. We have discussed this with the SAO who advised that she was aware of the situation and will, on her full return to work following her incapacitation, ensure that an appropriate correcting journal is raised to ensure that the 2022-23 income is correctly allocated to that income code in the Omega accounts. This has only been actioned appropriately in 2022-23 (Journal 893 refers), detail of which we will examine as part of our first interim review for 2022-23.

Town Hall Hire

In addition to leasing rooms at the Town Hall to local businesses, various rooms are available for casual hire. Bookings are recorded on an "Outlook" style monthly calendar with invoices raised covering each month's hires at the end of the month. We have examined the diary for December 2021 and checked to ensure that appropriately priced invoices have been raised in accordance with the approved scale of fees and charges.

In doing so, we noted that no invoice appeared to have been raised in respect of the Citizens Advice Bureau Christmas Party hire on Thursday 9th December. We have drawn this to the attention of the SAO and Corporate Support Officer with invoice number who have agreed that an invoice should have been raised to cover the hire. Invoice number 8088 covering this charge was raised on 1st March 2022 and has just recently been settled.

Sales Ledger – "Unpaid debts by date"

We have examined the titled report as at 31st March 2022 noting that a significant number of unpaid debts exist relating to the commercial rents due monthly from two tenants in respect of leased rooms at the Town Hall: these date back to February 2020 and have arisen partially due to the impact of Covid and the requirement to "work at home". We note that each has agreed to settle the debts and is paying them off monthly, together with current (2022-23) year rents. We also note the existence of three unpaid invoices for a football club raised between August and October 2020 and urge that these be actively pursued together, with several for one undertaker dating from November 2021.

We note that the Council has agreed to the appointment of a Letting Agency to manage the Town Hall's leased offices with new leases either having been negotiated or in the hands of solicitors

currently and will continue to monitor and ensure the debt position in relation to these continues to improve.

Conclusions and recommendations

No significant procedural concerns arise in relation to recovery of allotment or burial fee income, although, as indicated previously, the position with regard to the recording of allotment rents received in advance of the financial year-end should have been amended prior to closedown of the accounts, but does not appear to have been actioned until the new financial year: consequently, we shall re-examine the position at our 2022-23 interim review.

- R2. ***Continued efforts should be made to ensure recovery of the long-standing office rents, also ensuring that appropriate arrangements are put in place for the routine pursuance of other outstanding invoiced fees and charges. Payment of arrears for office rents has now been agreed and the tenant in question has kept to the agreement: Therefore, from 1 April 2022 to 1 July 2022 the payments due will be £1,174.50 per month, From 1 August 2022 to 1 March 2023 the payments due will be £1,367.50 per month and from 1 April 2023 the rent on suite 5 at £650.00 per month.***
- R3. ***An appropriate journal should be raised to ensure that allotment rents received in advance of 1st April 2022 in respect of the 2022-23 rental year are appropriately recorded as “Receipts in advance”. Journal no. 893 has been raised accordingly in 2022-23.***
- R4. ***An appropriate invoice covering the Citizen’s Advice Bureau hire on 9th December 2021. Unfortunately, the accounts assistant thought it was a “Gift of Mayor” booking. This has since been explained that this type of booking would be stated clearly on the booking form and in the booking details.***

Petty Cash Account

We are required, as part of the annual IA reporting process, to consider the controls in place over operation of any petty cash accounts in use at the Council. Whilst the amounts involved in this respect are relatively small, they are potentially higher risk with cash handling involved.

We intended to undertake work in this area at our final visit: unfortunately, the cash is kept securely in the office safe / strong room and the lock is currently broken and the safe cannot be accessed: consequently, we shall have to record a tick in the “Not covered” box on the AGAR’s IA Certificate and will review the position as part of our 2022-23 interim review.

We also understand the intention to dispense with the account with staff members now issued with a Council credit card with appropriate financial spending limits for each agreed by the Council.

Review of Staff Salaries

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

We have again examined the operative payroll procedures and consider them sound with payroll production outsourced to DCK Accounting using bespoke IRIS payroll software. At the time of preparing this report, negotiations on the 2021-22 national pay award continue with the result that staff continue to be paid in accordance with the 2020-21 settlement applying from 1st April 2021.

We have, consequently, acquired detail of salaries paid to staff in post in December 2021 and January 2022 based on their salary points on the national spinal scale and their basic weekly hours where not employed full time: we have examined those two months' payslips: -

- Agreeing the gross salary rate paid to each employee to their approved salary point for both months noting that certain staff received merit awards in December and increments from 1st January 2022;
- Verifying the accuracy of tax and NI deductions based on the gross salaries payable to each employee by reference to the relevant HMRC tables for both months; and
- Ensuring that, where staff contribute to the scheme, the correct LG Pension Scheme percentage deductions rates have been applied in both months.

Conclusions

We are pleased to report that no issues have arisen in this review area this year warranting comment or recommendation.

Fixed Asset Registers

Our objective in this area is to ensure that the Council is complying with the Accounts and Audit Regulations (as amended periodically) and maintaining a complete and accurate register of the assets owned and is also observing best practice in managing its stock of assets.

An appropriate formal fixed asset register continues to be in place: we have reviewed its content and consider that it generally meets the needs of a Council the size of Newbury. However, we suggest that for assets with registration or serial numbers, that detail should ideally also be recorded in the register.

Several of our clients have also developed photographic records of their stock of assets, which may be liable to theft or wilful / accidental damage: such a record has been of assistance in pursuing insurance reclaims or assisting the police in the vent of a theft of Council equipment. We understand that a significant element of the overspent budget on play equipment has been the result of malicious damage and consider that the development of the suggested register may well assist in pursuing recovery of some of the costs involved in repairs and / or maintenance of the equipment.

Conclusions and recommendation

Whilst no significant concerns arise in this area, as indicated above and in line with best practice, we suggest that the Council considers the development of a photographic register of its stock of "outside" furniture and equipment.

R5. The Council should, in line with best practice, consider the development of a photographic register of its stock of outside furniture and equipment. The Council can see the benefit of this practice and will consider this recommendation, having regard to the number of assets involved and the resources available to carry out the recommendation.

Investments and Loans

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

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

The Council has “invested” £250,000 in the CCLA PSDF which earns interest monthly, which is added to the account balance: as indicated in the first section of this report, we have verified detail of the monthly interest earned to the CCLA advice notes ensuring the accurate recording of the year’s interest received in the relevant Omega cashbook.

The Council has no residual PWLB loans in place, having paid the final instalment of an earlier loan a few years ago. We note the submission and approval of a new loan of £300,000 for development of a new café in Victoria Park which has yet to be drawn down. We will, consequently, check progress on this development and the status of the loan when drawn down at future reviews.

Conclusions

No issues arise in this area currently to warrant formal comment or recommendation. As above, we shall monitor progress on the Victoria Park café development and receipt of the approved UK Debt Agency loan at future visits.

Statement of Accounts and AGAR

Our objective here is to ensure that the financial data to be reported in the AGAR Section 2 is consistent with the year-end detail in the Omega accounting software and complies with current legislation on local government accounting as it applies to a Council of this size.

Conclusions

No matters arise from our work in this area and, based on the satisfactory conclusions drawn from our work programme during the year, we have duly signed off the IA Certificate in the Council’s AGAR assigning positive assurances in all relevant areas, excluding that relating to petty cash where, as set out earlier in this report, we have been unable to undertake and review due to officers not having access to the safe / strongroom on the day of our final review visit: consequently, we have ticked the “not covered” box in the IA Certificate.

Rec. No.	Recommendation	Response
Review of Accounting Arrangements and Bank Reconciliations		
R1	Entry of income data in the Omega cashbooks should be undertaken in such a way as to provide a clear audit trail between the bank statements and cashbook.	<i>This has been addressed during the year. The main issue was around the multiple small receipts for tennis payments but with the new arrangements, whereby these receipts go directly to the national Tennis Association, this no longer arises.</i>
Review of Income		
R2	Continued efforts should be made to ensure recovery of the long-standing office rents, also ensuring that appropriate arrangements are put in place for the routine pursuance of other outstanding invoiced fees and charges.	<i>Payment of arrears for office rents has now been agreed and the tenant in question has kept to the agreement: Therefore, from 1 April 2022 to 1 July 2022 the payments due will be £1,174.50 per month, From 1 August 2022 to 1 March 2023 the payments due will be £1,367.50 per month and From 1 April 2023 the rent on suite 5 at £650.00 per month.</i>
R3	An appropriate journal should be raised to ensure that allotment rents received in advance of 1 st April 2022 in respect of the 2022-23 rental year are appropriately recorded as “Receipts in advance”.	<i>Journal 893 has been raised accordingly in 2022-23.</i>
R4	An appropriate invoice covering the Citizen’s Advice Bureau hire on 9 th December 2021.	<i>Invoice 8088 raised 01.03.2022 (since paid 16.06.2022) Unfortunately, the accounts assistant thought it was a “Gift of Mayor” booking. This has since been explained that this type of booking would be stated clearly on the booking form and in the booking details.</i>
Fixed Asset Registers		
R5	The Council should, in line with best practice, consider the development of a photographic register of its stock of outside furniture and equipment.	<i>The Council can see the benefit of this practice and will consider this recommendation, having regard to the number of assets involved and the resources available to carry out the recommendation.</i>

Newbury Town Council

Public Report

To: Full Council

Date of meeting: 27 June 2022.

Agenda item No. The Annual Governance Statement and the Accounting Statements 2021-22

Decisions Required:

To consider the Annual Governance Statement and Accounting Statements 2021-22 and

To make any recommendations regarding the Statements to Full Council on 27 June 2022.

Legal Provisions and Requirements

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

Local Councils with a gross income or expenditure not exceeding £6.5 million (whichever is the higher) are classed as "smaller authorities".

Where the income or expenditure exceeds £200,000 but not exceeding £6.5 million for the year they must produce an income and expenditure account and a statement of balances in relation to that financial year.

As soon as possible after the 31st of March the accounts must be made up. The record of receipts and payments or the balance sheet must be signed by the Responsible Financial Officer and it must be approved by a Council resolution by 30th June. (See attached Accounting statements 2021-22, bank reconciliation at 31 March 2022 and explanation of variances from last year, as required).

All of these documents were considered by the policy and Resources Committee on 13 June and the committee recommends that Full Council approves them and that the Mayor signs the Accounting statements, as presented.

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

PKF Littlejohn have been appointed to audit smaller Councils and have issued detailed advice and guidance regarding the returns and forms which should be submitted. This advice also includes deadlines for submission. The deadline for submission to our auditors this year is Friday 1 July 2022.

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

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

The RFO must ensure that:

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

are published including publication on the Council's website.

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

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

Date: 6 June 2022.

Newbury Town Council

Work programme for AGAR 2021-22 (year ending 31 March 2022)

Item	Action required	Date
Draft AGAR to P & R (13/06) for consideration	List on agenda and publish for meeting	08/06
Outcome of P & R Committee	Make Full Council aware	21 June (22 at the latest)
Agenda and papers for full Council	<p>Include the Annual Governance Statement and the Accounting Statements (The responsible financial officer (RFO) must sign and date the Accounting statements before it is presented to the smaller authority for approval.)</p> <p>Publish on website and THNB</p>	
Internal Audit	Complete year end (The smaller authority must carry out a review of the effectiveness of the system of internal control and prepare the AGS)	22 June
Internal Audit report and part 1 of AGAR	Send to members	By 24 June
	Add to council papers on website	
Full Council 27 June	<p>Annual Governance Statement At the approval meeting, following the (Internal Audit) review, the smaller authority must:</p> <p>a. consider the findings of the review by the members meeting as a whole; and</p> <p>b. approve the AGS by resolution in advance of approving the Accounting Statements. (The AGS must be approved prior to the Accounting Statements, either at separate meetings or in the same meeting but with the correct order of business on the agenda and this must be evidenced by the meeting minute references and/or dates.)</p>	27 June
	<p>Accounting Statements – Section 2 The responsible financial officer (RFO) must sign and date the Accounting statements before it is presented to the smaller authority for approval. At the approval meeting, the smaller authority must, in the following order:</p> <p>a. consider the Accounting Statements by the members meeting as a whole;</p> <p>b. approve the Accounting Statements by resolution; and</p> <p>c. ensure the Accounting Statements are signed and by the person presiding at the meeting at which that approval is given.</p>	
Period for the exercise of public rights	The period will be 29 June to 9 August	27 June
	Publish notice- website and THNB, dated 27 June.	
Completed & approved AGAR and all applicable supporting documents must be submitted.	<p>Submit:</p> <p>Please ensure that all documents are labelled with the smaller authority's name and, for local councils and parish meetings, the county area as well:</p> <ul style="list-style-type: none"> • a fully completed and approved AGAR Form 3 with Section 1 approved before Section 2;(Appendix 7.2) • A full narrative and numerical explanation of any 'significant' variances between the current and prior Accounting Statements and a full explanation, with figures for any 'high' levels of reserves held (example and proforma provided). Explanations for variances of £100,000 or more are required regardless of the percentage variance between years. (Appendix 7.3) 	29 June

	<ul style="list-style-type: none"> • the completed form confirming the dates planned for the provision for the exercise of public rights; (Appendix 7.4) • a bank reconciliation; (Appendix 7.5) • the AIAR – this is the single page form included within the AGAR Form 3; (to follow) and • where the internal auditor has answered ‘No’/’N/A’/’Not covered’ to any objectives on the AIAR, an explanation for those answers • where the internal auditor has referred to a separate report on the annual internal audit report, a copy of that report; and • where the authority has answered ‘No’ to any assertions on Section 1, a detailed explanation of the reasons (NB: these must also be published with the AGAR); (appendix 5.6, to follow) • Where the smaller authority has chosen to prepare section 2 on an income and expenditure basis rather than a cash basis only: a reconciliation between Section 2, Boxes 7 and 8 (pro forma) (Appendix 7.6);and • The minute from the meeting, approving the above (to be provided after the meeting on 27 June 2022) <p>Please submit all documentation to us <u>via email wherever possible</u> to sba@pkf-l.com.</p>	29 June
the AGAR Form 3 & signed external auditor report	To be published (For 3 weeks)	Friday 30 September

Annual Governance and Accountability Return 2021/22 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

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

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

Publication Requirements

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

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

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

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

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

Annual Internal Audit Report 2021/22

NEWBURY TOWN COUNCIL

<https://www.newbury.gov.uk/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

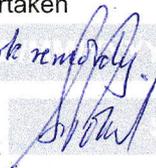
The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure); agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

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

Date(s) internal audit undertaken

23/02/2022

Work completed


22/06/2022

Name of person who carried out the internal audit

S J Pollard for Auditing Solutions Ltd OR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

22/06/2022

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

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

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Newbury Town Council
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

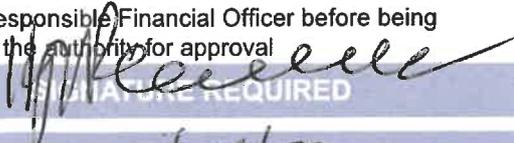
Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	1,302,365	1,136,049	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	1,107,171	1,135,249	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	227,944	276,096	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	399,758	457,377	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	1,101,673	848,637	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	1,136,049	1,241,380	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	1,102,134	1,232,830	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	5,999,557	6,087,667	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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


SIGNATURE REQUIRED

Date

21/06/22

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

Newbury Town Council
ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Explanation of variances – pro forma

Name of smaller authority: Newbury Town Council
 County area: West Berkshire

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

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

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

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	1,302,365	1,136,049					
2 Precept or Rates and Levies	1,107,171	1,135,249	28,078	2.54%	NO		
3 Total Other Receipts	227,944	276,096	48,152	21.12%	YES	Receipts from the Council's market up from £22,388 (2020-21) to £50,826, an increase of £28,438. Receipts from Shaw Cemetery up from £48,404 (2020-21) to £68,691, an increase of £20,287. A combined increase of £48,725, both matters related to the pandemic and lockdown.	
4 Staff Costs	399,758	457,377	57,619	14.41%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	1,101,673	848,637	-253,036	22.97%	YES	2020/21 was exceptionally high due to CIL expenditure undertaken that year. (CIL Expenditure in 2020/21 amounted to £276,831 - normally about £30,000 per annum)	
7 Balances Carried Forward	1,136,049	1,241,380			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	1,102,134	1,232,830				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	5,999,557	6,087,667	88,110	1.47%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

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

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

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

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

Commencing on 29 June 2022

and ending on 9 August 2022

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2022 (i.e. Friday 1 July – Thursday 14 July).

Signed: Hugh Peacocke

Role: Responsible Financial Officer

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

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

Newbury Town Council 2021/2022

Bank - Cash and Investment Reconciliation as at 31 March 2022

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/03/2022 Current account	975,850.49
2	22/02/2019 No 2 Account	0.00
3	31/03/2022 Officers Account	1,673.96
		977,524.45
<u>Other Cash & Bank Balances</u>		
	Allotment Float	0.00
	CCLA Account	255,105.08
	Cashbook Suspense	0.00
	Election Account	0.00
	Petty Cash	200.00
		255,305.08
		1,232,829.53
<u>Receipts not on Bank Statement</u>		
0	31/03/2022 All Receipts Cleared	0.00
		0.00
Closing Balance		1,232,829.53
<u>All Cash & Bank Accounts</u>		
1	Current Account	975,850.49
2	No 2 Account	0.00
3	Officers Account	1,673.96
	Other Cash & Bank Balances	255,305.08
	Total Cash & Bank Balances	1,232,829.53

Newbury Town Council**Public Report****To:** Council**Date of meeting:** 27 June 2022**Agenda item No. 13: Reports from Outside Bodies**

To Receive any reports submitted from Council representatives on outside bodies and/or Link Councillors.

The Council appoints representatives to a range of outside bodies. In some cases the Council is invited by the outside body to appoint a representative and in other cases, such as School Link Councillors, the Council appoints representatives to communicate with those bodies.

Council representatives are invited to report to the Council on the activities of the outside bodies to which they are appointed. In each and every case, the relationship between the Council and the Outside Body is different. It is up to each representative (working with other representatives if relevant) to decide the importance and relevance of a report to the Council and act accordingly.

The following reports have been received and are attached for the information of Members of the council and the public:

Name of Outside Body	Representative	Appointment	Appendix
Citizens Advice West Berkshire	Cllr. Sara Slack	Trustee	7.1
St. Joseph's School	Cllr. Elizabeth O'Keefe	Link Councillor	7.2
John Rankin Schools	Cllr. Sarah Slack	Link Councillor	7.3

Citizen's Advice West Berkshire - Trustee report 11/5/22

A successful Strategy Day Meeting was held at St Francis de Sales Hall, Wash Common, courtesy of Cllr. Elizabeth O' Keeffe, on 1st November 2021.

Citizen's Advice West Berkshire (CAWB) were subjected to an in depth audit this year. We congratulated the CEO and her team for receiving an excellent audit report, in which it was noted that CAWB 'go the extra mile' for our residents.

Trustees - CAWB are looking for more Trustees 'from all walks of life', to join our Trustee Board.

Car parking - Free car parking has been removed for all working at CAWB at Broadway House. A couple of free car parking spaces were kindly offered by The Bacon Arms and St John's Church, Newbury. These offers have not been taken up.

Sovereign Housing have not been funding CAWB during the last year as they are employing their own debt advisors. This new initiative is being monitored by CAWB.

During Covid 19 pandemic, advisors have been working from home offering mainly telephone support. Now, advisors and supervisors are once again, working in the main office in Broadway House, Newbury. However, telephone advice continues, since it was realised that some clients prefer this method of communication with CAWB. Some staff continue to work from home.

Please find attached, the latest Research and Campaigns update from CAWB, dated 22/3/22. With increasing inflation and price rises, there is a concern for the health and wellbeing of our advisors, who are doing their best to help people during these very challenging times.

Please do not hesitate to contact me if further information or clarity is required.

Cllr. Sarah Slack

Research and Campaigns Update For Trustee Board 22.3.22

Cost of Living

The cost of living crisis will continue to be the main focus of our campaign work, given soaring energy costs and inflation hitting at its highest level for over 30 years. Many of our clients tell us that they are having to choose between heating and eating. We have seen clients for the first time who, until now, have been just about managing but the spiralling cost of living means that they are getting into debt. Clients who are working tell us that their wages are insufficient to meet rising costs and they are worried about predictions of a further rise in energy costs when the cap is reviewed in October.

The Chancellor will make his Spring Statement on 23rd March and Citizens Advice is calling for immediate support for households to help mitigate the cost of living crisis. In particular, we are calling for all benefits (Universal Credit, Pension Credit and legacy benefits) to be uprated by the April rate of inflation (i.e. at least 7%) rather than September's rate of 3.1%. This policy call is supported by a coalition of over 50 organisations, including the Joseph Rowntree Foundation, The Trussell Trust, Child Poverty Action Group and Age UK. We are also calling for wider support to be provided for more households in October. Although the Chancellor announced in February that the Warm Home Discount would be extended in October, we do not yet have details of how this scheme will work, nor its eligibility criteria.

Whatever measures the Chancellor announces on Wednesday 23rd March, it will be important for us to continue to collect evidence and case studies on the impact of the cost of living crisis on our clients.

Contact with Laura Farris MP

Since the last Trustee Board meeting we have kept Laura Farris MP fully briefed on the latest research on the cost of living crisis from national Citizens Advice, including details of its impact on her constituents and local case studies. Laura wrote to us on 10 March to confirm that she had raised our concerns with colleagues in the Treasury and that she would update us on any response. She assured us that she continues to raise her constituents' concerns with parliamentary colleagues. Sue has invited Laura to a video meeting together with colleagues from the national Citizens Advice policy team, should she wish to have further information about our research findings on the cost of living crisis and proposed policy solutions.

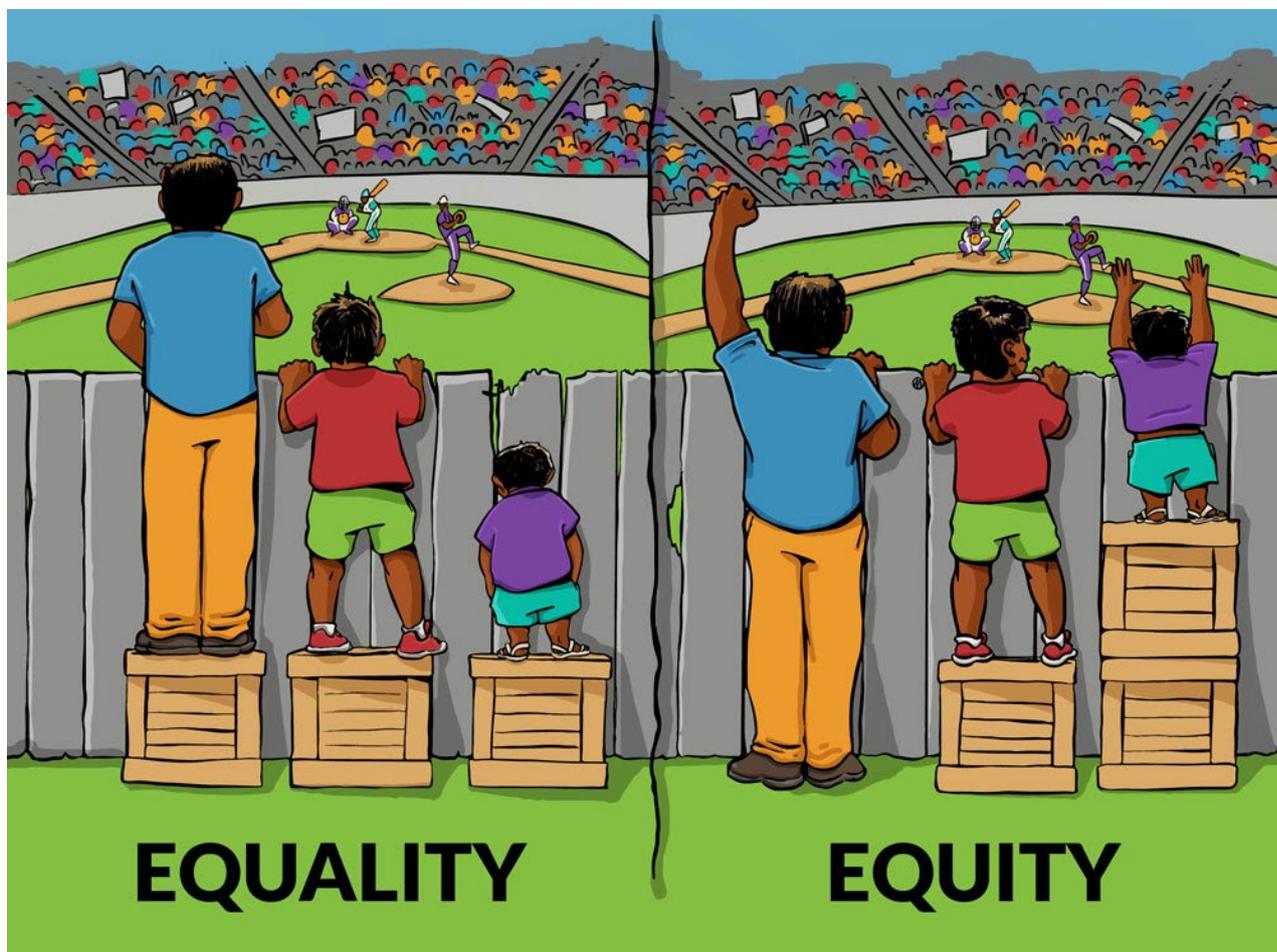
Scams Awareness

This year's Scams Awareness Campaign will take place on 13 - 26 June. The theme for this year's campaign has yet to be announced. We will contact West Berkshire Council's Public Protection Partnership Trading Standards Service to discuss how we might work together on this year's campaign.



Spring Term *2022*

“Our children will shine in the light of Christ to be the best that they can be and to shine their light in the world when they leave us”



“to provide a rich and broad range of learning experiences to ensure all pupils enjoy and achieve their potential whilst further developing a relationship with God within their own journey in faith”

Catholic life of the School

RE Self Review

This term we have developed our understanding of the new Catholic Schools Inspection Framework and delivered training to staff and governors on this new framework, with a particular focus on the Catholic Life and Mission of the school. Next term we are hoping to receive the self review forms and plot in more detail areas of strength and development reading for our inspection next year.

Mass, Liturgies and Celebrations

We have been delighted to welcome Father Michael to school this term to say 4 masses for us, this has been a wonderful resumption of the main purpose of our school. A particular high point was the Ash Wednesday Mass where 7 year six children distributed the ashes to other children in the school. We have also been working hard on our stations of the cross liturgy which we are hoping to invite you to.

Standards in RE

Teachers have been working hard to continue to close the gaps left by COVID enforced closures over the last 2 years. It has been pleasing to see in their books children beginning to be able to apply their knowledge of scripture and everyone has been working hard to identify how the scripture reading impacts on their faith. Staff have received coaching sessions with myself to help develop their ability and understanding within the RE curriculum and they each have individualised action points from this.



EYFS :

Nursery:

This term we welcomed four new children and the Nursery sessions are now almost all full.

The Nursery children took part in a range of activities on Numbers Day such as counting how many bean bags they threw into a hoop and how many jumps they could do on the space hopper. Maths small groups twice weekly are split now so that the children who need some support with Maths can catch up in a small group. Most of these children are making good progress and the bulk of the class is confident with subitising to 3, showing finger numbers to 5 and creating simple patterns.

We have been able to restart joint liturgies this term and Nursery children have enjoyed Mrs Boshier lead liturgies on Monday mornings with Reception in the hall. Mrs Boshier always sets a follow up task for class and this helps the children to discuss and consolidate these concepts in class.

A highlight of our spring term has been the arrival of our Nursery pets, two rabbits. We had nominations and a democratic vote for names and the children settled on Candy and Oreo. They come out daily and the children have learned how to pet them gently and help care for them. We often go into the field to forage for some rabbit food and the children are learning to identify different plants that they can eat.

The Science week theme this year was growth and the children were keen to complete the height chart again and see how much they have grown since the beginning of the year. We also planted some seeds and this was a good start to our gardening topic seed to harvest, which will continue into the summer term. We were also fortunate enough to meet some of the tortoises that the reptile company had brought into school.

With the arrival of the Indian Holi festival, which many of our Nursery children celebrate, we have enjoyed learning about India and we will be continuing this with some help from some of our Indian parents over the next couple of weeks. The Bollywood workshop was a great addition to our learning and the children enjoyed this.

Some children are ready for phase 2 phonics and these children have started with the letter s in a small group. The other children are continuing to work on phase 1 skills of listening and distinguishing between a variety of sounds.

Nursery children enjoyed dressing up for world book day and taking part in the parade, creating their own books for the competition and enjoying lots of stories told in different ways.

As usual, most of the learning in Nursery takes part during independent learning where I and the LSAs challenge and enhance the children's learning specific to each child's needs and next steps. This is supported by the environment and resources in the Nursery classroom and garden, which are chosen and designed to support learning and development in all aspects of the curriculum as well as growth mindset.

Reception –

In Reception, the children have really enjoyed the spring term and we have seen a lot of progress as they grow in confidence. In maths, they have deepened their knowledge of numbers by exploring the parts that make up numbers through the part-part-whole model and by using 5 and 10 frames. As well as learning about 2D and 3D shapes and non-standard units of measurement.

In phonics we have completed phase 3 and are supporting the children in developing their literacy skills through reading and writing. The children are taking great enjoyment in being able to decode the text around them now and are beginning to apply these skills to their writing. They particularly enjoyed our learning around the story 'One Snowy Night' by Nick Butterworth, we performed the story to Nursery (via zoom) using a talk-for-writing style story map and actions before the children had a go at writing part of the story themselves.

We have been able to join in with a number of special events with the rest of the school, such as science week (where we grew rainbows!), world book day, number day and Bollywood dancing.

I have recently introduced 3 weekly challenges to the class (reading, writing and maths) which the children access independently during their independent learning time. They have responded really well to these challenges with many of the children attempting all 3, daily. Each time they complete a challenge they get a hand stamp plus a point, when they reach 15 points they can choose a small prize to take home - this has proven to be a good incentive and the children are often chasing me if I have forgotten to put a challenge out each day for them!

We have started to do an Early years worship with Nursery using our 'Jack in the box' scheme which we are hoping will help the children develop their relationship with God in a way which is appropriate for their age. We are also hoping to invite Nursery along to our 'Squiggle time' gross motor skills session each week as well, not only to develop a closer bond between our classes but to support the nursery children in developing their pre-writing skills.

We are looking forward to the warmer weather and the children being able to make more use of our outdoor space as we move in to the Summer term.





KS1

Spring Term started off brilliantly and all the children came back excited to learn. We have seen lots of children's learning suddenly improve as key concepts are mastered and can be applied to other areas of their learning in both Year 1 and Year 2.

Year 1 have been learning about Pirates. They were able to use their inference skills to work out which figures were pirates and learnt about some famous ones. They learnt about Captain Cook and used maps to find out where he went. Year 1 also did a local History story on William Plenty who made lifeboats in Newbury. They used maps of the UK to find out where the Lifeboat stations are. In Maths, the children have secured key concepts in addition and subtraction and are now using reasoning skills to demonstrate their deep understanding. In English, the children learnt about The Tiger Who Came To Tea. They have written wanted posters to find the tiger, invitations to invite him to a tea party and instructions to explain how to make sandwiches. The children made sandwiches for the tea party but unfortunately the tiger didn't show up.

Year 2 have been learning about Kenya and what it is like to live there. They have been looking at maps and comparing what it is like in England to a child's life in Kenya. In Maths, they have been learning about Multiplication and Division and I have been amazed at how well they can explain their thinking. They have created silhouette scenes in Art of animals on the savannah in Africa. Miss Bennett has been really impressed with how they are using all of their knowledge to apply this to different areas.

The children in Key Stage 1 really enjoyed World Book Day and all made lots of effort in dressing up. It was lovely that we could take part in the costume parade this year and show each other our costumes. The children took part in 'Drop Everything and Read', which they really enjoyed. The teachers also swapped classrooms and read with different year groups. It was nice to share different stories with the children.

At the end of the term, Key Stage 1 are going to go to Bucklebury Farm to learn about animals and their life cycles. It will be the first week of lambing so we are hoping to see some new born lambs. We are all very excited to be going on one of our first school trips!

We are very proud of the children this term and look forward to their understanding growing as we move into the summer term.



Key Stage 2 (Reported by Michael Robinson)

Standards

Teachers have worked hard this term on ensuring that children receive a varied and balanced curriculum which helps to enable all children to thrive. This has seen an increase in the focus on problem solving and reasoning in Mathematics and the use of a wider range of stimulus within English lessons. We have also been thinking carefully how we can support those children in our key stage who struggle to understand the phonetic code.

Trips and Visits

Year 4 had a very enjoyable trip to the Roman Baths to help to emphasise the learning from their History unit. Year 5 have also been taking part in various workshops at Trinity School. Year 5 and 6 were lucky enough to welcome the Fire Service for a morning of learning around fire safety. The entire key stage was delighted to welcome a Bollywood dancer to help celebrate Holi and we also all thoroughly enjoyed our Science Week in school, the highlight of which was undoubtedly the Berkshire Reptile Experience.

Clubs and Sports

This term we have started to increase the number of clubs we have been running with Church Outreach in Newbury Schools running 2 clubs at lunchtime due to demand. We have continued with our Year 5 and 6 football team and also offered the Year 4,5 and 6 children the opportunity to join the choir. Our PE team have also offered a Multi skills club which has also proved popular.

We are looking forward to celebrating Holy Week in school and watching our Year 3 and 4 children lead us in the stations of the cross. We thank you for all your help and support this term.



Inclusion - Reported by Tracey Privett

This term has seen a continued flurry of visitors at my door! Many children and parents use the 'open door' ethos that we pride ourselves on to drop in and chat about any worries or concerns they may have. This helps to support the therapeutic culture throughout the school.

Mental Health and Wellbeing

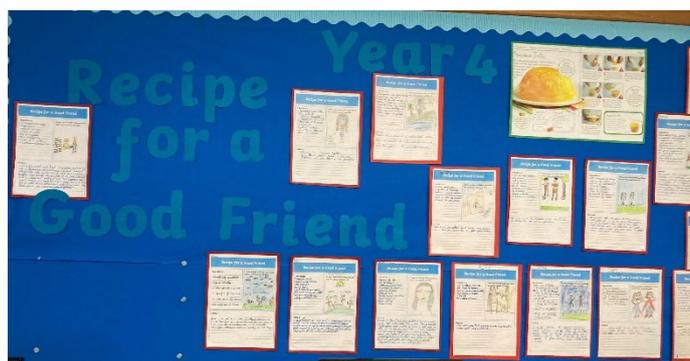
Our work with the Trainee Educational Mental Health Practitioner (TEMHP) is proving to be useful in supporting us to reflect on our practice using the eight principles to promoting a whole school approach to mental health and wellbeing. From this we have a clear audit of what we do well and areas for development within St. Joseph's. Our TEMHP is undertaking a full audit of our curriculum, teaching and learning. Alongside this we have two TEMHP's working with directly children and their families on a weekly basis in school, to support identified mental health needs. I am also undertaking continued Senior Mental Health Lead training, funded by DfE.

Pupil wellbeing questionnaire

This term the children in Key Stage 2 have completed a wellbeing questionnaire. The results have enabled us to identify children who may need early support and will be used as a baseline to measure the impact of the support that the school provides to children. A Key Stage 1 questionnaire is planned for Summer term.

Children's Mental Health Week

In February, all pupils took part in a range of activities to promote children's mental health week. The children learnt about how to stay mentally healthy by using differing strategies to support them such as writing positive affirmations to challenge negative thoughts, discussion about things that they can control and how to let go of the things that they can't, writing positive comments about each of their class friends and talking about the importance of making others feel good about themselves. The children engaged in discussions about how to manage different emotions and talked about personal growth. Early Years and Key Stage 1 children learned about how a healthy diet, good sleep, being outside and having calming techniques was positive to their mental health. To end the week the whole school embraced 'Dress To Express' day. It was wonderful to see everyone dressed in outfits and costumes that make them feel good. Some of the outfits have been linked with favourite hobbies or bright colours.



PTFA

This term the PTFA have raised funds by holding a non-uniform day for children and staff. There will be another non-uniform day for chocolate donations at the end of term and the usual Easter raffle!



For those who haven't seen the newsletters this term Tracey has been raising money for the PTFA by collecting donations for a skydive! Unfortunately, the planned jump date of 12 March was postponed due to covid, but she hopes to complete her skydive on 8 May. Fingers crossed!!

As ever the St. Joseph's School community have been super supportive and have raised £735 so far..... here's hoping we can make even more before May.

Continuous Professional Development

All teaching staff have benefitted from the following shared CPD. This has impacted on teaching and planning across school.

Subject Leader training – developing curriculum and preparation for Ofsted

Subject leader network meetings

Safeguarding

Challenge in the Curriculum

Maths Ofsted requirements

Teaching of Early Reading

Makaton

Computing – Teach Computing Curriculum

De-escalation Strategies training – all staff

Supporting Independence and scaffolding: Support staff

Child Protection Level 1 training – selected staff

Maths Lesson Drop ins

Maths Learning Walk with Kavash Bamfield, West Berkshire

Other initiatives and activities that have taken place this term

- Parents Evenings – Face to Face
- Preparation for Laudato Si Art Exhibition
- Y4 Trip to Roman Bath
- Y5 Trinity Workshops
- Y3 Flute Lessons
- Number Day
- Y3 and 4: Creative Writing Zoom Workshop: Michael
- Children’s Mental Health Week including Dress to Express Day
- Dance leaders St Barts with Y5/Y6
- World Book Day
- 500 words Writing competition
- St Joseph’s Day
- Holi celebration – Bollywood Dancing workshops



The Federation of John Rankin Infant and Nursery School's and John Rankin Junior School Link Councillor Report for 2021/2022.

John Rankin nursery, infant and junior school's continue to be held in high regard in Newbury, under the strong leadership of Felix Raynor. The schools are supported by an active PFTA.

The Ofsted report for 2019 was rated 'Good', "The school has gone above and beyond to ensure all the children continued to achieve their potential throughout lockdowns".

This determination was also demonstrated by the organising and the following through a residential trip to Rhos - Y - Gwalian, North Wales, in January 2022 for year 6 children.

The Covid -19 pandemic was not going to deter the school from embarking on this trip!

The parents showed their gratitude in colourful ways. Ribbons were tied to the school fence, which was a very effective, colourful appreciation from the parents. It was especially uplifting for the members of staff.

There is a 'Catch - Up' Strategy being delivered by a couple of teachers to ensure that the children are attaining the same standard as, or above, the level of 2018/2019.

In 2022, as part of a new Forest School Scheme, John Rankin school's have taken advantage of their piece of woodland and introduced outside learning. This scheme helps pupils reconnect with nature, in the wake of lockdown restrictions. I gather that the positive effect this has had on the children's mental health, has already been noted, following the introduction of this scheme.

<https://www.ltl.org.uk/forest-school/>

I met the pupils when they attended the Town Hall for Local Democracy Week during November 2021. They seemed to thoroughly enjoy all the activities. Great questions were asked and everyone really enjoyed looking for the name, 'John Rankin', which is written on the Mayor's board in the Town Hall Chamber!

The West Berkshire and North Hampshire Primary Cross Country Championships took place for the first time in two years in March 2022, with competitors from 44 schools. A new league system has been introduced by the organisers, and John Rankin School's currently sit in third place in division one, which is exciting!

From my perspective, The school's federation seems to be relatively self sufficient and they call upon West Berkshire Council colleagues for any assistance that is required. I have sent emails, applications for Climate Change Grants and I will also promote Newbury in Bloom 2022.

Local residents complain about parents "parking their cars on grass verges", allowing engines to idle and on occasions, become angry when challenged.

A banner warning parents against engine idling, designed by children, is clearly displayed on the school boundary. 'A' boards are displayed and a traffic Enforcement Officer patrols the area as often as possible.

Cll. Sarah Slack.

APPENDIX 9.

Newbury Town Council

Public Report

Council meeting 27 June 2022.

Agenda Item No 9: The Climate Emergency Working Group

Terms of reference:

Membership:

- Up to 6 Council elected members + 4 substitutes.
- Other community organisation representatives or individuals
- Consultants as required.
- Community Services Manager

Additional members are welcome, either on an individual basis, or as a representative of any relevant group.

If a member is unable to attend a meeting, they can nominate a substitute to represent their area of responsibility.

Administration support is provided, initially by the Community Services Manager

Quorum is 3 Councilors and 1 Officer

- The Working Group is tasked to: **Report back to the Policy & Resources Committee** to give a status update and likely timescales for the implementation of each 6-monthly phase of the Climate Change strategy & actions needed together with outline budget implications.
- To recommend next phases for implementation of the action plan subject to funding.
- To update Policy & Resources Committee on progress both annually by independently verified body and interim Report in Climate Change actions taken & Carbon reduction achieved.
- To update Policy & Resources on Plans for and outcome of the Climate Emergency Workshops and action events approved.
- To update Policy & Resources on Grants awarded & feedback from the recipients as to project progress.

Resources and Budget

Uses Town Council meeting rooms, administration resources and officer time as required.

Governance

Decisions agreed mostly by a majority vote of those present, with Chairperson's casting vote if necessary. The Chairperson must be an elected Councillor.

Additional information:

- Methods of work (e.g., consultations, press releases, surveys, progress reports etc.) are entirely up to the Working Group to decide
- Communications are generally informal and via e-mail.
- Relevant documentation is stored in a sub-folder under the Community Services folder on the Town Council IT data store.
- The group will meet at regular intervals to ensure progress as required.
- Sub-groups (with other nominated members) can be created as necessary to progress specific items.
- Reporting back to the Policy & Resources Committee or full Council on progress (via the Chairperson) and whenever it needs additional authority for action.
- The Working Group's work is complete when it has achieved all the deliverables to the satisfaction of the parent Committee.

These Terms of Reference may be reviewed and changed as necessary by the Council.

Membership at 1 June 2022:

Cllrs Chris Foster (Chairman), Martin Colston, Stephen Masters (Deputy Chair), Sarah Slack, Stuart Gourley, Jeff Beck, Nigel Foot, Jon Gage, Roger Hunneman and David Marsh.

Newbury Town Council

Work Programme for Full Council Meetings for the Municipal Year 2022/23.

Standing Items on each (ordinary meeting) agenda:

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

Other items of Business

Meeting Date	Item
27 June	End of Year Statutory Accounts To receive the Annual Return, Approve each section of the Annual Governance Statement and adopt the accounts and the Mayor to sign them, To note the date for the exercise of electors’ rights
	To receive any reports from School Link Councillors
	To receive any reports from the Council’s representation on outside bodies
	To review the Council’s Standing orders, if required
17 October	Citizens’ Advice bureau To receive a presentation from Citizens Advice West Berkshire on their work in Newbury and in particular the use of the Town Council’s ongoing funding.
	Local Democracy Working Group To receive a verbal update on LDW from the Chair of the Local Democracy Working Group
	Budget for 2022/23 Councillors are invited to make the Leader of the Council and the RFO aware of any particular projects that may need to be undertaken in 2022/23, so that they may be considered for inclusion in the draft budget and / or service plans and / or project list.
	Commence Review of Town Council Strategy
	Newbury BID Presentation
30 January	Review of Town Council Strategy
	2022/23 Precept
	Schedule of meetings for the municipal year 2022/23
	Update re VP Cafe
	Update re carbon reduction Plan
	Presentation from Community United
10 May	Nomination of Mayor Elect and Deputy Mayor
	Election of Leader and Deputy Leader of the Council
	To nominate the membership of each Committee / Sub-Committee for the 2023/2024 municipal year.