

9th October 2024

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

Substitutes: All remaining Members of the Council.

Dear Councillor

You are summoned to attend a meeting of the **Policy & Resources Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 14th October 2024 at 7.30pm**. The meeting is open to the press and public and will be streamed via Zoom:

<https://us02web.zoom.us/j/83520890903?pwd=4waAJFChF1kywGRGIJD9wMHObk3wd9.1>

Meeting ID: 835 2089 0903

Passcode: 221570

Yours sincerely,

Liz Manship

Liz Manship
Finance & Corporate Services Manager

AGENDA

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

All questions for this meeting must be submitted to the RFO by 2.00 pm on Friday 11th October 2024.

6. List of Payments (Appendix 2 & 3)

Chairperson

6.1 To approve the payments made during the period 1st July to 30th September 2024 (appendix 2).

6.2 To approve the reconciliation statements for the period 1st July to 30th September 2024, previously verified by a member of the Audit Working Group (appendix 3).

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

7. Budget Monitoring Month 3 (Appendix 4 & 5)

Chairperson

7.1. To receive the Income and Expenditure Account for the period 1st to 30th September 2024 (appendix 4)

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

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

Chairperson

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

9. Grant Sub-Committee Meeting – 18th July 2024 (Appendix 6)

Chairperson

To receive the minutes from the Grant Sub-Committee meeting of 18th July 2024

10. Bank Fixed-Term Interest Accounts (Appendix 7)

Chairperson

To receive a report on the performance of the Fixed Term Interest Accounts over the past year (29th July 2024 minutes).

11. Grant Payments (Appendix 9)

Chairperson

To resolve a grant payment to the Flood Forum.

12. Climate Working Group – Terms of Reference and Status (Appendix 10)

Chairperson

12.1. To review the forum status of the Climate Working Group E.g. Working Group, Sub-Committee, Committee.

12.2. To consider the drafted revision to the Terms of Reference.

13. Financial Regulations (Appendix 11)

Chair of the Audit Working Group

To note one recommended amendment to the reviewed Financial Regulations in respect to Faster Payments, prior to their recommendation to Full Council.

14. External Audit (Appendix 12)

Chairperson

14.1. To note the outcome and comments of the External Audit, and to make recommendation to full Council.

14.2. To note the Notice of Conclusion of Audit, year ended 31st March 2024

15. Internal Audit (Appendix 13)

Chairperson

To receive the 1st report from the Internal Auditor for 2024/25 and to make recommendation to full Council

16. Audit Working Group – Terms of Reference (Appendix 14)

Chairperson to the Audit Working Group

To consider the drafted revision to the Terms of Reference for the Audit Working Group.

17. Standing Orders (Appendix 15)

Chairperson to the Audit Working Group

To consider and recommend the updated Standing Orders to full Council for agreement, previously considered by the Audit Working Group.

18. Strategic Risk Register 2024/25 (Appendix 16)

Chairperson to the Audit Working Group

To consider and approve the Strategic Risk Register 2024/25, previously considered by the Audit Working Group

19. Strategy Working Group – Terms of Reference and Membership (Appendix 17)

Chairperson

To consider the drafted revision to the Terms of Reference and confirm the membership

20. Budget and Strategy Review Process 2025/26 (Appendix 18)

Chairperson

To note the Budget and Strategy Review Process 2025/26

21. Health and Safety (Appendix 19)

Chairperson

To receive the quarterly health and safety report.

22. Forward Work Programme for Policy and Resources Committee meetings 2024/25 (Appendix 20)

Chairperson

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

23. Next meeting:

Chairperson

To note that the next meeting of the Policy & Resources Committee is to be held on Monday 27th January 2025, should no meeting be called earlier.

24. Exclusion of the Press and Public

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

25. Banking Arrangements – 2024/25 Review (Appendix 21)

Chairperson

25.1. To review the signatories on the main banking mandate

25.2. To approve and sign the recommended amendments to the bank mandates.

25.3. To approve & sign the list of officers holding a bank card and spending limits.

26. Staffing Matters (Appendix 22 & 23)

Chairperson

26.1. To receive the minutes from the Staff Sub-Committee meeting of 28/09/2024

26.2. To note the update to the staff structure and agree next steps

26.3. To note the appointment of the Committees Clerk

27. Energy Supplies Budgets (Appendix 24)

Chairperson

To consider the estimated costs against the energy supplies budgets and the blended contract offered by the Council's electricity supplier.

**MINUTES OF AN EXTRAORDINARY MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE
COUNCIL CHAMBER, NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON
MONDAY 29th JULY 2024 AT 7.30PM.**

PRESENT

Cllrs: Phil Barnett, Jo Day, David Harman, Ian Jee, Steve Masters, Vaughan Miller, Gary Norman (chairperson), Elizabeth O’Keefe and Meg Thomas.

IN ATTENDANCE

Liz Manship, Finance & Corporate Services Officer

1. CHAIRPERSON

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Meg Thomas

RESOLVED: Cllr Gary Norman was unanimously approved as Chairperson to the Policy & Resources Committee for 2024-25

2. VICE-CHAIRPERSON

PROPOSED: Cllr Gary Norman

SECONDED: Cllr David Harman

RESOLVED: Cllr Jo Day was unanimously approved as Vice-Chairperson to the Policy & Resources Committee for 2024-25

3. APOLOGIES

Cllrs: Nigel Foot (sub: Phil Barnett), Pam Lusby-Taylor (sub: Ian Jee) and Andy Moore.

4. DECLARATIONS OF INTEREST

Cllr Phil Barnett, as a Member of West Berkshire Council, has a general dispensation to discuss any matters relating to the business of that Council.

5. MINUTES

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Elizabeth O’Keefe

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Monday 10th June 2024, be approved, and signed by the Chairperson.

6. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

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

7. MEMBERS' QUESTIONS AND PETITIONS

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

8. LIST OF PAYMENTS & RECONCILIATION STATEMENTS

8.1 List of Payments

Cllr Masters, Chair of the Audit Working Group, advised he had reviewed the payments made during the period 1st June 2024 to 30th June 2024 and recommended to the Committee that they be approved.

PROPOSED: Cllr Steve Masters

SECONDED: Cllr Vaughan Miller

RESOLVED: To approve the payments made during the period 1st June 2024 to 30th June 2024 as at appendix 2 of the agenda.

8.2 Reconciliation Statements

Cllr Masters, Chair of the Audit Working Group, advised that he had checked the Reconciliation Statements against the Bank Statements for both the Council's bank accounts, period 1st June 2024 to 30th June 2024, and had signed each to confirm no obvious anomalies. He recommended to the Committee the approval of the Reconciliation Statements.

PROPOSED: Cllr Steve Masters

SECONDED: Cllr David Harman

RESOLVED: To approve the Reconciliation Statements for the period 1st June 2024 to 30th June 2024, as at appendix 3 of the agenda.

9. BUDGET MONITORING MONTH 3, 2024/25

9.1 Income and Expenditure Account

Members of this committee **received** the Income and Expenditure Account for the period 1st to 30th June 2024, as at Appendix 4 of the agenda.

9.2 Expenditure against Cost Centres that are over the Annual Budget:

9.2.1. Electricity: The RFO updated members on the work being undertaken to predict the likely electricity budget overspend in the current financial year; and the ways forward being explored to mitigate impact.

9.2.2. Water: The RFO advised members that the higher-than-expected water invoice is likely due to estimated readings. The Council is again able to submit meter readings, and this will be monitored moving forward.

PROPOSED: Cllr Jo Day

SECONDED: Cllr Meg Thomas

RESOLVED:

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

10. DEBTS OVER £500 AND MORE THAN THREE MONTHS OLD

Members noted there are no debts over £500 outstanding.

11. FINANCIAL REGULATIONS

Cllr Masters advised the Committee that the Audit Working Group had thoroughly reviewed the draft Financial Regulations, and that suggested amendments had been implemented. Cllr Masters thanked the RFO for her work drafting the document. The Committee discussed the Regulations and the RFO took questions from members.

The RFO confirmed that the draft Financial Regulations are based on the new NALC model, published earlier this year, with amendments to reflect the needs and practices of Newbury Town Council. Sections based on legislation that cannot be amended will be emboldened in the final draft. This will be forwarded to all.

PROPOSED: Cllr Steve Masters

SECONDED: Cllr Vaughan Miller

RESOLVED: That the draft Financial Regulations, to include the minor amendments discussed (a typo in 15.3 and an amendment to the budget monitoring suggested by the RFO) be taken to the October 2024 meeting of Full Council, with the recommendation of the Committee for formal adoption. That the RFO, in discussion with the CEO, has delegated authority to make minor amendments between now and then, if deemed helpful, but that the Committee must be advised of any such amendments at its next meeting.

The Chairman thanked the RFO for her work.

12. HEALTH AND SAFETY

The Committee thanked the author of the report for their work, which has resulted in this comprehensive policy. The Committee noted that the policy gives a general framework and asked after the detail, specifically as to how the Council is seeking to protect the public when on premises or sites managed by the Council. The RFO advised that the associated risk assessments and similar are currently being updated, led by the CEO and Services Delivery Manager.

PROPOSED: Cllr Elizabeth O'Keefe

SECONDED: Cllr Jo Day

RESOLVED: The Committee asked that "The Health and Safety at Work Act 1974" be replaced with "The Health and Safety at Work etc. Act 1974". With this amendment the Committee resolved to adopt the Health and Safety Policy.

13. DECLARATION OF PERSONAL INTERESTS

Cllr Gary Norman declared a personal interest in the next agenda item, 'Grant for Community United', as he had been asked, as a volunteer, separate from the Council, to open the "One Community Cricket and Family Day".

14. GRANT FOR COMMUNITY UNITED

Further to the meeting of 10th June 2024, when the Committee resolved that £3000 grant funding be forwarded to Community United, the question had been raised as to whether this funding could be directed towards Community United's "One Community Cricket and Family Day", a project listed with The Good Exchange, number 20333. This would enable match funding from The Greenham Trust. The RFO advised that this decision would need to be made by the Committee.

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Steve Masters

RESOLVED: That grant funding of half the outstanding balance sought for Community United's project "One Community Cricket and Family Day", project number 20333, be forwarded to The Good Exchange, to enable match funding. And the remainder of the £3,000 be forwarded direct to Community United.

15. EXTERNAL AUDIT – INTERMEDIATE REVIEW PROCEDURES

Smaller authorities with gross income or expenditure over £200,000 (but less than £6.5m per annum) are subject to intermediate review procedures. A random sample of 5% of authorities who would otherwise be subject to basic procedures are selected for intermediate procedures.

The Committee **noted** that Newbury Town Council had been selected for intermediate review procedures and all required documentation had been forwarded to the External Auditor. The Committee thanked the RFO for her work.

16. FORWARD WORK PROGRAMME FOR POLICY & RESOURCES COMMITTEE MEETINGS 2024/25

PROPOSED: Cllr Gary Norman

SECONDED: Cllr Elizabeth O'Keefe

RESOLVED: The Committee resolved to add the following items, taken from the reviewed Financial Regulations, to the Committee's Forward Work Programme:

- i. **Internal Auditor:** The Policy & Resources committee to evaluate the effectiveness, consider the impartiality and appoint / re-appoint the Internal Auditor annually. (Financial Regulations 3.7 & 3.8)
- ii. **Bank Mandate:** The Policy & Resources committee to determine and review the Bank Mandate regularly (Financial Regulations 1.7.1)
- iii. **Payment Methods:** The Policy & Resources committee to authorise and review the payment methods annually (Financial Regulations 8.1 & 8.3, 10.5, 11.1, 12.2, 16.3)

- iv. **Fixed Term Interest Accounts:** The RFO to brief the Policy & Resources committee at their next ordinary meeting, further to the opening, closing and transfer of funds to fixed term interest accounts (Financial Regulations 15.6)
- v. **Grants:** The Policy & Resources committee to authorise all grants under £25,000, other than those delegated to the Grants Sub-Committee. (Financial Regulations 1.7.2, 6.1.2.1 and 6.2)

17. DATE OF NEXT MEETING

The next meeting of the Policy & Resources committee is to be held on Monday 14th October 2024, should no meeting be called earlier.

18. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Cllr Steve Masters
SECONDED: Cllr Vaughan Miller

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

19. INTERNAL AUDITOR

The Committee considered the work of the Internal Auditor over 2023-24 and the reports received. It assured itself of the Internal Auditor's independence, confirming with the RFO that they are independent of the financial operations of the Council.

PROPOSED: Cllr Gary Norman
SECONDED: Cllr David Harman

RESOLVED: That having reviewed the work of Auditing Solutions, the Council's Internal Auditor for 2023-24, and having satisfied itself of their Independence, the Policy & Resources committee delegated authority to the RFO for the reappointment of Auditing Solutions, as the Council's Internal Auditor for 2024-25, subject to their quotation for 2024-25 being within the budget set aside, and their commitment that a report for the first part of 2024-25 would be available for Committee consideration at its meeting of 14th October 2024. If either cannot be satisfied, the RFO to call an Extraordinary meeting and provide an alternative proposal.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20:30 HRS

CHAIRPERSON

Signature: _____ Date: _____

25/07/2024

Newbury Town Council Current Year

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List of Purchase Ledger Payments

User: MGG

Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A43 Apple Print Ltd							
<i>Welcome to Newbury leaflets</i>	09/07/2024	IN-16824	1	328.00	0.00	328.00	0.00
					0.00	328.00	
Above paid on 25/07/2024 by Online Payment Ref A43							
B1 Biffa Waste Services Ltd							
<i>Standard recycling Bags</i>	28/06/2024	571C73854	1	420.00	0.00	420.00	0.00
<i>General Waste Colloection Bags</i>	28/06/2024	571C73857	1	658.80	0.00	658.80	0.00
					0.00	1,078.80	
Above paid on 25/07/2024 by Online Payment Ref N15485*1*5							
B41 Berkshire Pressure Cleaning							
<i>Sanatize Town Hall Cellar</i>	16/07/2024	P6516	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 25/07/2024 by Online Payment Ref B41							
B60 Bluestone Planning							
<i>Support NDPlan</i>	07/07/2024	INV-1549	1	1,684.80	0.00	1,684.80	0.00
					0.00	1,684.80	
Above paid on 25/07/2024 by Online Payment Ref B60							
C10 Crescent Signs Ltd							
<i>Green Marker Sign-City Rec</i>	19/07/2024	INV-21625	1	156.00	0.00	156.00	0.00
					0.00	156.00	
Above paid on 25/07/2024 by Online Payment Ref 17108/1710							
E14 Environmental Solutions Ltd							
<i>Secure Shredding - July 24</i>	05/07/2024	26269	1	67.84	0.00	67.84	0.00
					0.00	67.84	
Above paid on 25/07/2024 by Online Payment Ref E14							
G11 Greenham Control Tower Ltd							
<i>NTC D-Day Commemorations</i>	09/07/2024	CONTRIBUTION D-DAY	1	775.00	0.00	775.00	0.00
					0.00	775.00	
Above paid on 25/07/2024 by Online Payment Ref G11							

Continued over page

Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G22	The Good Exchange Ltd						
Contribution - Project 20442	09/07/2024	CONTRIBUTION D-DAY	1	45.00	0.00	45.00	0.00
Grants agreed - GS 18.07.2024	18/07/2024	GS - 18072024	1	12,185.70	0.00	12,185.70	0.00
					0.00	12,230.70	
Above paid on 25/07/2024 by Online Payment Ref Ref:19787-							
H47	M Hutchings						
Suite7 - Water Leak repairs	24/07/2024	010823	1	210.00	0.00	210.00	0.00
					0.00	210.00	
Above paid on 25/07/2024 by Online Payment Ref H47							
L13	Link Up Local Mencap						
Bus Stop posters June 24	30/06/2024	2423-23	1	51.00	0.00	51.00	0.00
					0.00	51.00	
Above paid on 25/07/2024 by Online Payment Ref L13							
L25	Local Toilet Hire Ltd						
VP Portaloo Hire - August 24	23/07/2024	168974	1	336.00	0.00	336.00	0.00
					0.00	336.00	
Above paid on 25/07/2024 by Online Payment Ref L25							
M24	McCarthy Marland (Recycling) Ltd						
Skip - Shaw Cemetery	04/07/2024	IN116679	1	384.22	0.00	384.22	0.00
					0.00	384.22	
Above paid on 25/07/2024 by Online Payment Ref M24							
M28	Minster Cleaning Services						
Office Cleaning - July 2024	01/07/2024	15290	1	1,937.77	0.00	1,937.77	0.00
					0.00	1,937.77	
Above paid on 25/07/2024 by Online Payment Ref INV29354							
N24	Newbury & District Ltd						
Twin Deck DDA Bus D-Day Event	12/06/2024	61501	1	675.00	0.00	675.00	0.00
					0.00	675.00	
Above paid on 25/07/2024 by Online Payment Ref N24							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P10	Phoenix Brass						
<i>VP Bandstand - 14.07.2024</i>	23/07/2024	VP040724	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 25/07/2024 by Online Payment Ref P10							
S11	South West Hygiene						
<i>Renewal - SCem San bins etc</i>	14/07/2024	315364	1	221.85	0.00	221.85	0.00
					0.00	221.85	
Above paid on 25/07/2024 by Online Payment Ref NEWB001							
S62	Star Rubber Environmental Ltd						
<i>Installed TigerMulch</i>	12/07/2024	3959	1	2,053.08	0.00	2,053.08	0.00
					0.00	2,053.08	
Above paid on 25/07/2024 by Online Payment Ref S62							
T30	Cybit Limited						
<i>Monthly Support - July 2024</i>	12/07/2024	10762	1	192.00	0.00	192.00	0.00
<i>Renewal Microsoft 365 - all NTC</i>	22/07/2024	11006	1	728.09	0.00	728.09	0.00
					0.00	920.09	
Above paid on 25/07/2024 by Online Payment Ref T30							
W1	West Berkshire District Council						
<i>B-Rates (4th Install) - NTRCem</i>	01/07/2024	15112301-(4)	1	57.00	0.00	57.00	0.00
<i>B-Rates (4th intsal)-Shaw Cem</i>	01/07/2024	15112318-(4)	1	404.00	0.00	404.00	0.00
					0.00	461.00	
Above paid on 25/07/2024 by Online Payment Ref W1							
W3	Royal Wootton Bassett Brass						
<i>VP Bandstand 07.07.24</i>	09/07/2024	VP070724	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 25/07/2024 by Online Payment Ref W3							
Total Purchase Ledger Payments						0.00	24,171.15

Customer: NEWBURY TOWN COUNCIL
Debit account: 34761954
Account name: CURRENT ACCOUNT
Currency: GBP

Payment date: 07 Aug 2024
Payment currency: GBP British Pounds
Pre booked FX deal: No
Debit amount: 1301.60
Debit reference: Screens PF-0514
Restricted: No

Beneficiary
Beneficiary name: Continental Ltd
Address:
Account number/IBAN: 92202697

Beneficiary's bank
Payment type: Faster payment
Sort code: 401710
Bank details: HSBC UK BANK PLC, CHELTENHAM PROMENADE

Bank charges: Shared Our charges paid by you, beneficiary charges paid by beneficiary
Charge details: GBP 1.00 CHGS RE: SCREENS PF-0514
Message to the beneficiary: Quote NO: PF-0514

Created: 07 Aug 2024 15:43 MARGARET GORE
Authorised: 07 Aug 2024 15:45 MARGARET GORE (A)
Authorised: 07 Aug 2024 15:54 ELIZABETH MANSHIP (A)

Status: Executed

Manage Payment

Customer: NEWBURY TOWN COUNCIL
Debit account: 34761954
Account name: CURRENT ACCOUNT
Currency: GBP

Payment date: 13 Aug 2024
Payment currency: GBP British Pounds
Pre booked FX deal: No
Debit amount: 70.00
Debit reference: Invoice 600916
Restricted: No

Beneficiary
Beneficiary name: West Berkshire Council Income Acc
Address:
Account number/IBAN: 65453441

Beneficiary's bank
Payment type: Faster payment
Sort code: 601507
Bank details: NAT WEST BANK PLC, NEWBURY, MARKET PLACE

Bank charges: Shared (Our charges paid by you, beneficiary charges paid by beneficiary)
Reference: Customer 208787 - Invoice 600916

Created: 13 Aug 2024 10:19 MARGARET GORE
Authorised: 13 Aug 2024 10:20 MARGARET GORE (A)

Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
A13	Acclaim Fabrications						
Shaw Cem - Steel Templates	01/08/2024	PMM114	1	260.00	0.00	260.00	0.00
					<u>0.00</u>	<u>260.00</u>	
	Above paid on 13/08/2024 by Online Payment Ref A13						
<hr/>							
A20	A & S Meats						
Market Management - Aug 24	01/08/2024	112	1	1,560.00	0.00	1,560.00	0.00
					<u>0.00</u>	<u>1,560.00</u>	
	Above paid on 13/08/2024 by Online Payment Ref A20						
<hr/>							
A29	Appcentric						
Support & Retainer - Aug 24	03/08/2024	1778	1	522.50	0.00	522.50	0.00
					<u>0.00</u>	<u>522.50</u>	
	Above paid on 13/08/2024 by Online Payment Ref A29						
<hr/>							
A33	Mrs E G Allward						
Allot rent & Key refund- WM055	01/08/2024	RENT-KEY-WM55	1	77.24	0.00	77.24	0.00
					<u>0.00</u>	<u>77.24</u>	
	Above paid on 13/08/2024 by Online Payment Ref A33						
<hr/>							
B56	Berkshire Youth						
Nby Youth - 2024-25 payment	02/08/2024	3621	1	12,500.00	0.00	12,500.00	0.00
					<u>0.00</u>	<u>12,500.00</u>	
	Above paid on 13/08/2024 by Online Payment Ref B56						
<hr/>							
C26	C & D Security						
W-Mills Keys x 10	04/08/2024	1861	1	120.00	0.00	120.00	0.00
Allot keysAL2 x 20 & AL3 x 10	04/08/2024	1862	1	360.00	0.00	360.00	0.00
					<u>0.00</u>	<u>480.00</u>	
	Above paid on 13/08/2024 by Online Payment Ref C26						
<hr/>							
C73	Community United West Berkshire						
Grant app'd Ex P&R 29.04.24	01/08/2024	EXP&R GRANT 29.07.24	1	973.00	0.00	973.00	0.00
					<u>0.00</u>	<u>973.00</u>	
	Above paid on 13/08/2024 by Online Payment Ref C73						

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Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
D12 DCK Payroll Solutions							
June 24 - Salaries	26/07/2024	24453	1	191.52	0.00	191.52	0.00
Salaries - July 2024	26/07/2024	24454	1	170.52	0.00	170.52	0.00
					<u>0.00</u>	<u>362.04</u>	
Above paid on 13/08/2024 by Online Payment Ref P1104							
E14 Environmental Solutions Ltd							
Recycling - old IT Equipment	05/07/2024	26310	1	125.28	0.00	125.28	0.00
					<u>0.00</u>	<u>125.28</u>	
Above paid on 13/08/2024 by Online Payment Ref E14							
G14 Greenham Trust Ltd (Grant Account)							
Grant - Project 20333	01/08/2024	GRANT EXP&R 29.07.24	1	2,027.00	0.00	2,027.00	0.00
					<u>0.00</u>	<u>2,027.00</u>	
Above paid on 13/08/2024 by Online Payment Ref NTCFunder							
H1 Hags/SMP							
Rooster for pole etc	17/07/2024	097122	1	113.85	0.00	113.85	0.00
					<u>0.00</u>	<u>113.85</u>	
Above paid on 13/08/2024 by Online Payment Ref H1							
I17 IOSH Services Ltd							
Training - M Kavanagh	27/06/2024	ISL418436	1	354.00	0.00	354.00	0.00
					<u>0.00</u>	<u>354.00</u>	
Above paid on 13/08/2024 by Online Payment Ref I17							
J21 John O'Conner GM Ltd							
GM Contract - July 24	18/07/2024	110765	1	42,714.48	0.00	42,714.48	0.00
					<u>0.00</u>	<u>42,714.48</u>	
Above paid on 13/08/2024 by Online Payment Ref J21							
N7 Newbury News Ltd							
Market Advert 25.07.24	28/07/2024	56528	1	240.00	0.00	240.00	0.00
					<u>0.00</u>	<u>240.00</u>	
Above paid on 13/08/2024 by Online Payment Ref NW502447							

Continued over page

Linked to Cashbook 1

Entered Month 5
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S24 Sundog Hire Ltd							
VP Heras Fencing x 18 weeks	02/08/2024	4623	1	1,185.60	0.00	1,185.60	0.00
Christie Heights fencing	02/08/2024	4630	1	336.00	0.00	336.00	0.00
Dickens Walk - Fencing	02/08/2024	4631	1	384.00	0.00	384.00	0.00
VP Roundabout - Fencing	02/08/2024	4632	1	69.00	0.00	69.00	0.00
					<u>0.00</u>	<u>1,974.60</u>	
Above paid on 13/08/2024 by Online Payment Ref S24							
S41 Sundog Grounds Maintenance Ltd							
VP Install 7x dbl bins	31/07/2024	4208	1	1,080.00	0.00	1,080.00	0.00
Three Acre Rd Tree Works	02/08/2024	4210	1	384.00	0.00	384.00	0.00
Fifth Rd-Remove old bin	02/08/2024	4211	1	120.00	0.00	120.00	0.00
D-Farm, investigate leak	02/08/2024	4212	1	583.20	0.00	583.20	0.00
Pyle Hill, Remove bench	02/08/2024	4213	1	120.00	0.00	120.00	0.00
Parsons Allot, erect fencing	02/08/2024	4214	1	1,032.00	0.00	1,032.00	0.00
					<u>0.00</u>	<u>3,319.20</u>	
Above paid on 13/08/2024 by Online Payment Ref S41							
S65 Samantha Schrijver							
Refund Key Deposit - OTP026a	01/08/2024	KEY-OTP26A	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
Above paid on 13/08/2024 by Online Payment Ref S65							
T40 The Tadley Band							
VP Bandstand 21.07.24	29/07/2024	TB01027	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
Above paid on 13/08/2024 by Online Payment Ref T40							
W1 West Berkshire District Council							
Premises Licence V Park 24-25	22/07/2024	600916	4	70.00	0.00	70.00	0.00
Rates NTR Cem 5th Installment	01/08/2024	15112301 (5)	1	57.00	0.00	57.00	0.00
Rates ShawCem- 5th Installment	01/08/2024	15112318 (5)	1	404.00	0.00	404.00	0.00
					<u>0.00</u>	<u>461.00</u>	
Above paid on 13/08/2024 by Online Payment Ref W1							
Total Purchase Ledger Payments						<u>0.00</u>	<u>68,224.19</u>

Note: W1 - Invoice 600916 for Premises License V Park - £70.00 was paid by Direct payment Tuesday 13.08.2024 due to it having to be paid into a different bank account to the other payment for WBC Business Rate. the BACs file was adjusted to match.

Customer: NEWBURY TOWN COUNCIL
Debit account: 34761954
Account name: CURRENT ACCOUNT
Currency: GBP

Payment date: 21 Aug 2024
Payment currency: GBP British Pounds
Pre booked FX deal: No
Debit amount: 576.00
Debit reference: Invoice 14613
Restricted: No

Beneficiary
Beneficiary name: Oxford Energy Academy
Address:
Account number/IBAN: 59582060

Beneficiary's bank
Payment type: Faster payment
Sort code: 309978
Bank details: LLOYDS BANK PLC, WITNEY (309978)

Bank charges: Shared Our charges paid by you, beneficiary charges paid by beneficiary
Charge details: GBP 1.00 CHGS RE: INVOICE 14613
Message to the beneficiary: Invoice 14613

Created: 21 Aug 2024 11:58 MARGARET GORE
Authorised: 21 Aug 2024 12:00 MARGARET GORE (A)
Authorised: 21 Aug 2024 12:10 ELIZABETH MANSHIP (A)

Status: Executed

Customer: NEWBURY TOWN COUNCIL
Debit account: 34761954
Account name: CURRENT ACCOUNT
Currency: GBP

Payment date: 21 Aug 2024
Payment currency: GBP British Pounds
Pre booked FX deal: No
Debit amount: 285.00
Debit reference: 15112301-NTR Cem
Restricted: No

Beneficiary
Beneficiary name: West Berkshire Council
Address:
Account number/IBAN: 00000000

Beneficiary's bank
Payment type: Faster payment
Sort code: 571028
Bank details: NAT WEST BANK PLC, COLLECTION ACCOUNT

Bank charges: Shared Our charges paid by you, beneficiary charges paid by beneficiary
Charge details: GBP 1.00 CHGS RE: 15112301-NTR CE
Message to the beneficiary: 15112301 (Final Payment)

Created: 21 Aug 2024 10:43 MARGARET GORE
Authorised: 21 Aug 2024 10:44 MARGARET GORE (A)
Authorised: 21 Aug 2024 11:38 ELIZABETH MANSHIP (A)

Status: Executed

Customer: NEWBURY TOWN COUNCIL
Debit account: 34761954
Account name: CURRENT ACCOUNT
Currency: GBP

Payment date: 21 Aug 2024
Payment currency: GBP British Pounds
Pre booked FX deal: No
Debit amount: 2020.00
Debit reference: 15112318 -Shaw C
Restricted: No

Beneficiary
Beneficiary name: West Berkshire Council
Address:
Account number/IBAN: 00000000

Beneficiary's bank
Payment type: Faster payment
Sort code: 571028
Bank details: NAT WEST BANK PLC, COLLECTION ACCOUNT

Bank charges: Shared Our charges paid by you, beneficiary charges paid by beneficiary
Charge details: GBP 1.00 CHGS RE: 15112318 -SHAW
Message to the beneficiary: 15112318 (Final Payment)

Created: 21 Aug 2024 10:40 MARGARET GORE
Authorised: 21 Aug 2024 10:41 MARGARET GORE (A)
Authorised: 21 Aug 2024 11:38 ELIZABETH MANSHIP (A)

Status: Executed

Customer: NEWBURY TOWN COUNCIL
Debit account: 34761954
Account name: CURRENT ACCOUNT
Currency: GBP

Payment date: 22 Aug 2024
Payment currency: GBP British Pounds
Pre booked FX deal: No
Debit amount: 14688.26
Debit reference: Invoice 536473
Restricted: No

Beneficiary
Beneficiary name: ZURICH-TOWN&PARISH INSURER TRUST AC
Address:
Account number/IBAN: 23110249

Beneficiary's bank
Payment type: Faster payment
Sort code: 206582
Bank details: BARCLAYS BANK PLC, PALL MALL 2

Bank charges: Shared Our charges paid by you, beneficiary charges paid by beneficiary
Charge details: GBP 1.00 CHGS RE: INVOICE 536473
Message to the beneficiary: Inv 536473902-Policy YLL-2720855073

Created: 22 Aug 2024 15:47 MARGARET GORE
Authorised: 22 Aug 2024 15:48 MARGARET GORE (A)
Authorised: 22 Aug 2024 16:28 ELIZABETH MANSHIP (A)

Status: Executed

Customer: NEWBURY TOWN COUNCIL
Debit account: 34761954
Account name: CURRENT ACCOUNT
Currency: GBP

Payment date: 30 Aug 2024
Payment currency: GBP British Pounds
Pre booked FX deal: No
Debit amount: 3345.60
Debit reference: Doc No SUP904
Restricted: No

Beneficiary
Beneficiary name: Supportis Ltd
Address:
Account number/IBAN: 70512877

Beneficiary's bank
Payment type: Faster payment
Sort code: 205558
Bank details: BARCLAYS BANK PLC, MANCHESTER CITY 8

Bank charges: Shared Our charges paid by you, beneficiary charges paid by beneficiary
Charge details: GBP 1.00 CHGS RE: DOC NO SUP904
Message to the beneficiary: Acct NE04R - Doc No SUP904

Created: 30 Aug 2024 08:49 MARGARET GORE
Authorised: 30 Aug 2024 08:49 MARGARET GORE (A)
Authorised: 30 Aug 2024 09:14 ELIZABETH MANSHIP (A)

Status: Executed

06/09/2024

Newbury Town Council Current Year

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Proposed List of Payments Entered

User: MGG

Linked to Cashbook 1

Entered Month 6
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
Fit door City Rec	08/08/2024	PMM 126	1	861.00	0.00	861.00	0.00
Authorised:							
Second Steel Door - City Rec	15/08/2024	PMM 127	1	861.00	0.00	861.00	0.00
Fit Steel Electric Box Cover	15/08/2024	PMM128	1	200.00	0.00	200.00	0.00
WC-Make & Fit 2 steel guards	20/08/2024	PMM129	1	100.00	0.00	100.00	0.00
Repair parking post	22/08/2024	PMM130	1	75.00	0.00	75.00	0.00
						<u>0.00</u>	<u>2,097.00</u>
A15 HawkEye Pest Control Ltd							
Pest Control WMills Allot	01/09/2024	14017SM10	1	125.40	0.00	125.40	0.00
Pest Control Southbys Allot	01/09/2024	14017SM16	1	138.60	0.00	138.60	0.00
Pest Control Parsons Allot	01/09/2024	14017SM17	1	92.40	0.00	92.40	0.00
Pest Control OTP Allot	01/09/2024	14017SM18	1	105.60	0.00	105.60	0.00
Pest Control D-Farm Allot	01/09/2024	14017SM20	1	118.80	0.00	118.80	0.00
Pest Control WC Allot	01/09/2024	14017SM27	1	92.40	0.00	92.40	0.00
Wasp Nest Treatment - WC Allot	03/09/2024	14034SM8	1	72.00	0.00	72.00	0.00
						<u>0.00</u>	<u>745.20</u>
A20 A & S Meats							
Market Management - Sept 24	01/09/2024	113	1	1,560.00	0.00	1,560.00	0.00
						<u>0.00</u>	<u>1,560.00</u>
A29 Appcentric							
Monthly support & Reatainer	03/09/2024	1798	1	522.50	0.00	522.50	0.00
						<u>0.00</u>	<u>522.50</u>
B41 Berkshire Pressure Cleaning							
Clean City & WC Chang Rooms)	11/08/2024	P6526	1	720.00	0.00	720.00	0.00
Clean T-Hall Entrance Steps	28/08/2024	P6537	1	420.00	0.00	420.00	0.00
War Memorial-Wet & Forget App	05/09/2024	P6545	1	90.00	0.00	90.00	0.00
Clean Clock Tower - Aug 24	05/09/2024	P6546	1	300.00	0.00	300.00	0.00
Clean Ebb&Flow - Aug 24	05/09/2024	P6547	1	240.00	0.00	240.00	0.00
						<u>0.00</u>	<u>1,770.00</u>

Continued over page

Linked to Cashbook 1

Entered Month 6
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
C30 Steve Carter Haulage							
Remove 1 load from Shaw Cem	20/08/2024	2632	1	336.00	0.00	336.00	0.00
					<u>0.00</u>	<u>336.00</u>	
<hr/>							
C59 Canal & River Trust							
WM T-Path 29.09.24-28.09.25	14/08/2024	208485	1	124.46	0.00	124.46	0.00
Lock Island 29.09 to 24.12.24	14/08/2024	208567	1	300.00	0.00	300.00	0.00
					<u>0.00</u>	<u>424.46</u>	
<hr/>							
C74 Alan Crame							
A Crame Civic Payment -Aug24	01/09/2024	C-PAY AUG24	1	139.58	0.00	139.58	0.00
					<u>0.00</u>	<u>139.58</u>	
<hr/>							
D2 Mr B Digby							
B Digby Civic payment to Aug 2	01/09/2024	C-PAY AUG24	1	325.00	0.00	325.00	0.00
					<u>0.00</u>	<u>325.00</u>	
<hr/>							
D12 DCK Payroll Solutions							
Salaries - August 2024	29/08/2024	24570	1	276.60	0.00	276.60	0.00
					<u>0.00</u>	<u>276.60</u>	
<hr/>							
E5 East Woodhay Silver Band							
VP Bandstand 28.07.2024	05/09/2024	240001	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
<hr/>							
E14 Environmental Solutions Ltd							
Secure shredding - Aug 24	02/08/2024	26538	1	67.84	0.00	67.84	0.00
Secure Shredding - August 24	30/08/2024	26615	1	67.84	0.00	67.84	0.00
					<u>0.00</u>	<u>135.68</u>	
<hr/>							
F35 Fresh Media (Midlands) Ltd							
Wedding Advert 2024	19/08/2024	COM744	1	120.00	0.00	120.00	0.00
					<u>0.00</u>	<u>120.00</u>	

Linked to Cashbook 1

Entered Month 6
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
F36 First Response (First Aid) Ltd							
First Aid Training 22.08.24	12/08/2024	SI-45162	1	540.00	0.00	540.00	0.00
					<u>0.00</u>	<u>540.00</u>	
G15 Good Vibes Music Academy							
Refund - VP hire deposit	05/09/2024	REFUNDHIRE	1	500.00	0.00	500.00	0.00
					<u>0.00</u>	<u>500.00</u>	
H11 Healthmatic Ltd							
Clean W-Toilet 01.07-30.09.24	28/08/2024	14026	1	3,630.00	0.00	3,630.00	0.00
					<u>0.00</u>	<u>3,630.00</u>	
H27 Mr Anthony Hewitt							
A Hewitt Civic Payment Aug24	01/09/2024	C-PAY AUG24	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
H41 Hoskins Electrical Services							
Temp repair meter box WC Rec	06/08/2024	0346	1	179.99	0.00	179.99	0.00
					<u>0.00</u>	<u>179.99</u>	
H48 Colette Hammond							
Refund - Allot key deposit - W	05/09/2024	REFUNDWC8B-KEY	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
J21 John O'Conner GM Ltd							
Parsons Allot - Remove waste	08/08/2024	111318	1	216.00	0.00	216.00	0.00
Strim Allotment as agreed	08/08/2024	111319	1	144.00	0.00	144.00	0.00
Culver Rd - Remove rubbish	08/08/2024	111320	1	120.00	0.00	120.00	0.00
VP fence rail, overgrown shrub	31/08/2024	112042	1	1,020.00	0.00	1,020.00	0.00
					<u>0.00</u>	<u>1,500.00</u>	
K7 K-Five Sales Limited							
Evac Chair Inspection	28/08/2024	INV-KF2189	1	120.00	0.00	120.00	0.00
Evac Training 15.08.24	29/08/2024	INV_KF2190	1	600.00	0.00	600.00	0.00
					<u>0.00</u>	<u>720.00</u>	

Continued over page

Linked to Cashbook 1

Entered Month 6
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
L2 Mrs J Lewis							
J Lewis Civic Payment Aug 24	01/09/2024	C-PAY AUG24	1	175.00	0.00	175.00	0.00
					<u>0.00</u>	<u>175.00</u>	
<hr/>							
L13 Link Up Local Mencap							
Bus stop posters - July 24	31/07/2024	0168-24	1	51.00	0.00	51.00	0.00
					<u>0.00</u>	<u>51.00</u>	
<hr/>							
L25 Local Toilet Hire Ltd							
VP Portaloo 29.08 to 25.09.24	26/08/2024	170486	1	336.00	0.00	336.00	0.00
					<u>0.00</u>	<u>336.00</u>	
<hr/>							
M25 Innes J Mason							
I Mason Civic Payment Aug24	01/09/2024	C-PAY AUG24	1	139.25	0.00	139.25	0.00
					<u>0.00</u>	<u>139.25</u>	
<hr/>							
M28 Minster Cleaning Services							
Office Cleaning - Aug 24	01/08/2024	15460	1	1,937.77	0.00	1,937.77	0.00
Office clean -- September 24	02/09/2024	15611	1	1,937.77	0.00	1,937.77	0.00
					<u>0.00</u>	<u>3,875.54</u>	
<hr/>							
M61 Microshade Business Consultants Ltd							
Host Citrix - August 24	14/08/2024	19733	1	328.84	0.00	328.84	0.00
Host & Support Citrix	05/09/2024	19851	1	397.50	0.00	397.50	0.00
					<u>0.00</u>	<u>726.34</u>	
<hr/>							
N7 Newbury News Ltd							
1/4 page advert - Market	01/09/2024	63028	1	90.00	0.00	90.00	0.00
					<u>0.00</u>	<u>90.00</u>	
<hr/>							
P9 Poppy Appeal							
5 x Poppy Wreaths	28/08/2024	SAB26/61/2023	1	125.00	0.00	125.00	0.00
					<u>0.00</u>	<u>125.00</u>	

Linked to Cashbook 1

Entered Month 6
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R43 Mr CD Reeve							
Allot refund - S093c	09/08/2024	REFUND-S93C	1	30.62	0.00	30.62	0.00
					0.00	30.62	
R44 David Risley							
D Risley Civic Payment Aug24	01/09/2024	C-PAY AUG24	1	214.25	0.00	214.25	0.00
					0.00	214.25	
R45 M A Roos							
Refund Allot keys x 2 - S034b	05/09/2024	REFUND S34B KEYS	1	20.00	0.00	20.00	0.00
					0.00	20.00	
S27 SLCC Enterprises							
Job Advert May 23 -Outstanding	09/08/2024	SD787-1	1	370.80	0.00	370.80	0.00
J Aylott - ILCA Training	05/09/2024	QL205864-1	1	144.00	0.00	144.00	0.00
					0.00	514.80	
S51 South Berks Concert Band							
VP Bandstand - 18.08.2024	18/08/2024	202404	1	150.00	0.00	150.00	0.00
					0.00	150.00	
S103 Splash Pads Enterprises Limited							
Splash Park - wet pour patch	01/08/2024	INV-0431	1	3,360.00	0.00	3,360.00	0.00
					0.00	3,360.00	
T30 Cybit Limited							
Rebuild CE - Laptop	06/08/2024	11316	1	120.00	0.00	120.00	0.00
Monthly Support - August 24	07/08/2024	11387	1	192.00	0.00	192.00	0.00
Renewal Microsoft Office	12/08/2024	11542	1	728.09	0.00	728.09	0.00
Monthly Support - Sept 24	03/09/2024	11883	1	192.00	0.00	192.00	0.00
					0.00	1,232.09	
W1 West Berkshire District Council							
Nby Market-Premises Licence	12/08/2024	603169	1	180.00	0.00	180.00	0.00
					0.00	180.00	

Continued over page

Linked to Cashbook 1

Entered Month 6
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
W11 Wicksteed Leisure Ltd							
Fixings - Pedulum Basket Swing	27/08/2024	826170	1	1,882.69	0.00	1,882.69	0.00
					<u>0.00</u>	<u>1,882.69</u>	
W52 Woodley Concert Band							
Music B-Stand 25.08.2024	29/08/2024	250824	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
				Proposed Payment Total	<u>0.00</u>	<u>29,084.59</u>	

Customer: NEWBURY TOWN COUNCIL
Debit account: 34761954
Account name: CURRENT ACCOUNT
Currency: GBP

Payment date: 10 Sep 2024
Payment currency: GBP British Pounds
Pre booked FX deal: No
Debit amount: 52.22
Debit reference: Annual Bowls
Restricted: No

Beneficiary
Beneficiary name: Newbury Bowling Club
Address:
Account number/IBAN: 03200820

Beneficiary's bank
Payment type: Faster payment
Sort code: 309589
Bank details: LLOYDS BANK PLC, NEWBURY (309589)

Bank charges: Shared Our charges paid by you, beneficiary charges paid by beneficiary
Charge details: GBP 1.00 CHGS RE: ANNUAL BOWLS
Message to the beneficiary: Annual Bowls Match Food Cost

Created: 10 Sep 2024 11:27 MARGARET GORE
Authorised: 10 Sep 2024 11:28 MARGARET GORE (A)
Authorised: 10 Sep 2024 16:10 ELIZABETH MANSHIP (A)

Status: Executed

Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
B29 Broxap Ltd							
7 x Dog Waste Bins	12/09/2024	323653	1	2,007.18	0.00	2,007.18	0.00
					<u>0.00</u>	<u>2,007.18</u>	
					0.00	2,007.18	
Above paid on 25/09/2024 by Online Payment Ref B29							
<hr/>							
C75 Matthew Chivers							
Allot key refund WM59	12/09/2024	KEYREFUNDWM59	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
					0.00	10.00	
Above paid on 25/09/2024 by Online Payment Ref C75							
<hr/>							
C76 Current Connection Ltd							
Emergency call out - Cellar	23/09/2024	INV-06299	1	102.00	0.00	102.00	0.00
					<u>0.00</u>	<u>102.00</u>	
					0.00	102.00	
Above paid on 25/09/2024 by Online Payment Ref C76							
<hr/>							
F5 Foxes Tree Services & Son Ltd							
Tree works Fifth Rd & Parsons	11/09/2024	5243	1	192.00	0.00	192.00	0.00
					<u>0.00</u>	<u>192.00</u>	
					0.00	192.00	
Above paid on 25/09/2024 by Online Payment Ref F5							
<hr/>							
H41 Hoskins Electrical Services							
Repairs to Lights- meter box	23/09/2024	0349	1	172.99	0.00	172.99	0.00
					<u>0.00</u>	<u>172.99</u>	
					0.00	172.99	
Above paid on 25/09/2024 by Online Payment Ref H41							
<hr/>							
J21 John O'Conner GM Ltd							
Strim Allotments	18/09/2024	112280	1	144.00	0.00	144.00	0.00
Fill & Maintain Grit Bins	20/09/2024	112592	1	508.18	0.00	508.18	0.00
Empty additional 7 dog bins	20/09/2024	112593	1	137.59	0.00	137.59	0.00
VP Remove-Replace damaged bin	23/09/2024	112684	1	60.00	0.00	60.00	0.00
ClearShrubs-Busstop A4LondonRd	23/09/2024	112685	1	120.00	0.00	120.00	0.00
					<u>0.00</u>	<u>969.77</u>	
					0.00	969.77	
Above paid on 25/09/2024 by Online Payment Ref J21							

Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
L20 Naomi Lunn (Pyromaniart)							
Artwork 7 x Spades NIB prizes	18/09/2024	012024	1	350.00	0.00	350.00	0.00
					<u>0.00</u>	<u>350.00</u>	
Above paid on 25/09/2024 by Online Payment Ref L20							
L25 Local Toilet Hire Ltd							
Credit VP Portaloo removal	06/09/2024	171561CR	1	-168.00	0.00	-168.00	0.00
Removal of VP Portaloo	06/09/2024	171562	1	180.00	0.00	180.00	0.00
					<u>0.00</u>	<u>12.00</u>	
Above paid on 25/09/2024 by Online Payment Ref L25							
L35 The Local Government Association							
Copy Green Book	18/09/2024	64019208	1	100.00	0.00	100.00	0.00
					<u>0.00</u>	<u>100.00</u>	
Above paid on 25/09/2024 by Online Payment Ref L35							
M26 Mr Douglas GC Marsh							
Winner - Lower Raymond Almshou	19/09/2024	NIB24-PRIZE	1	100.00	0.00	100.00	0.00
					<u>0.00</u>	<u>100.00</u>	
Above paid on 25/09/2024 by Online Payment Ref M26							
N7 Newbury News Ltd							
1/2 page Market Advert	08/09/2024	64013	1	180.00	0.00	180.00	0.00
					<u>0.00</u>	<u>180.00</u>	
Above paid on 25/09/2024 by Online Payment Ref NW502447							
P6 Pangbourne and District Silver Band							
VP Bandstand 15.09.2024	16/09/2024	15/09/24/PSB	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
Above paid on 25/09/2024 by Online Payment Ref P6							
R45 M A Roos							
Allot key refund x 2	19/09/2024	2ND-REFUND	1	20.00	0.00	20.00	0.00
					<u>0.00</u>	<u>20.00</u>	
Above paid on 25/09/2024 by Online Payment Ref R45							

Linked to Cashbook 1

Entered Month 6
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S18 St Nicolas PCC							
Hall Hire for Civic Awards	01/09/2024	202441	1	267.00	0.00	267.00	0.00
					<u>0.00</u>	<u>267.00</u>	
Above paid on 25/09/2024 by Online Payment Ref Booking01.							
S27 SLCC Enterprises							
New Clerk Event - Toby	02/06/2024	BK216244-1	1	24.00	0.00	24.00	0.00
					<u>0.00</u>	<u>24.00</u>	
Above paid on 25/09/2024 by Online Payment Ref S27							
S71 Smart Integrated Solutions							
Annual Renewal Maint CCTV	13/09/2024	AM 9842	1	744.00	0.00	744.00	0.00
					<u>0.00</u>	<u>744.00</u>	
Above paid on 25/09/2024 by Online Payment Ref S71							
T30 Cybit Limited							
Microsift Office - Sept 24	11/09/2024	12093	1	728.09	0.00	728.09	0.00
Renew Adobe Teams 2024-25	11/09/2024	12192	1	2,309.28	0.00	2,309.28	0.00
					<u>0.00</u>	<u>3,037.37</u>	
Above paid on 25/09/2024 by Online Payment Ref T30							
W53 Stephen Wallis							
Honorarium 21.05.24 -1.03.25	02/09/2024	CIVI PAY AUG24	1	388.31	0.00	388.31	0.00
					<u>0.00</u>	<u>388.31</u>	
Above paid on 25/09/2024 by Online Payment Ref W53							
Total Purchase Ledger Payments					<u>0.00</u>	<u>8,826.62</u>	

Customer: NEWBURY TOWN COUNCIL
Debit account: 34761954
Account name: CURRENT ACCOUNT
Currency: GBP

Payment date: 24 Sep 2024
Payment currency: GBP British Pounds
Pre booked FX deal: No
Debit amount: 42714.48
Debit reference: Invoice 111565
Restricted: No

Beneficiary
Beneficiary name: JOHN O CONNER GROUNDS MNT LTD
Address:
Account number/IBAN: 63460890

Beneficiary's bank
Payment type: Faster payment
Sort code: 602026
Bank details: NAT WEST BANK PLC, STEVENAGE, QUEENSWAY (A)

Bank charges: Shared Our charges paid by you, beneficiary charges paid by beneficiary
Charge details: GBP 1.00 CHGS RE: INVOICE 111565
Message to the beneficiary: Invoice 111565

Created: 20 Sep 2024 16:31 MARGARET GORE
Authorised: 20 Sep 2024 16:32 MARGARET GORE (A)
Authorised: 23 Sep 2024 13:42 ELIZABETH MANSHIP (A)

Status: Executed

Customer: NEWBURY TOWN COUNCIL
Debit account: 34761954
Account name: CURRENT ACCOUNT
Currency: GBP

Payment date: 26 Sep 2024
Payment currency: GBP British Pounds
Pre booked FX deal: No
Debit amount: 2520.00
Debit reference: BE0057
Restricted: No

Beneficiary
Beneficiary name: PKF Littlejohn LLP
Address:
Account number/IBAN: 11070797

Beneficiary's bank
Payment type: Faster payment
Sort code: 400231
Bank details: HSBC UK BANK PLC, Bishopsgate

Bank charges: Shared Our charges paid by you, beneficiary charges paid by beneficiary
Charge details: GBP 1.00 CHGS RE: BE0057
Message to the beneficiary: BE0057 - Inv SB20241903

Created: 25 Sep 2024 11:59 MARGARET GORE
Authorised: 25 Sep 2024 12:00 MARGARET GORE (A)
Authorised: 26 Sep 2024 09:09 ELIZABETH MANSHIP (A)

Status: Executed

Customer: NEWBURY TOWN COUNCIL
Debit account: 34761954
Account name: CURRENT ACCOUNT
Currency: GBP

Payment date: 27 Sep 2024
Payment currency: GBP British Pounds
Pre booked FX deal: No
Debit amount: 2881.55
Debit reference: Ref V2700023196
Restricted: No

Beneficiary
Beneficiary name: MOBILIZE LEASE & CO UK LIMITED
Address:
Account number/IBAN: 14909014

Beneficiary's bank
Payment type: Faster payment
Sort code: 601732
Bank details: NAT WEST BANK PLC, WATFORD TOWN CENTRE (B)

Bank charges: Shared Our charges paid by you, beneficiary charges paid by beneficiary
Charge details: GBP 1.00 CHGS RE: REF V2700023196
Message to the beneficiary: V2700023196 - Renault Kangoo

Created: 27 Sep 2024 16:28 MARGARET GORE
Authorised: 27 Sep 2024 16:30 MARGARET GORE (A)
Authorised: 27 Sep 2024 16:38 ELIZABETH MANSHIP (A)

Status: Executed

Date: 01/08/2024

Newbury Town Council Current Year

Page 1

Time: 12:06

Bank Reconciliation Statement as at 31/07/2024
for Cashbook 1 - Current Account

User: MGG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/07/2024		64,944.21
			<u>64,944.21</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			64,944.21
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			64,944.21
		Balance per Cash Book is :-	64,944.21
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/08/2024
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/08/2024		18,446.28
			<u>18,446.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			18,446.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			18,446.28
		Balance per Cash Book is :-	18,446.28
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 30/09/2024
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	30/09/2024		16,735.61
			<u>16,735.61</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			16,735.61
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			16,735.61
		Balance per Cash Book is :-	16,735.61
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/07/2024
for Cashbook 4 - Instant Access Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Instant Access Account	31/07/2024		375,586.63
			<u>375,586.63</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			375,586.63
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			375,586.63
		Balance per Cash Book is :-	375,586.63
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/08/2024
for Cashbook 4 - Instant Access Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Instant Access Account	31/08/2024		295,410.31
			<u>295,410.31</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			295,410.31
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			295,410.31
		Balance per Cash Book is :-	295,410.31
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 30/09/2024
for Cashbook 4 - Instant Access Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Instant Access Account	30/09/2024		417,222.66
			<u>417,222.66</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			417,222.66
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			417,222.66
		Balance per Cash Book is :-	417,222.66
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

02/10/2024

Newbury Town Council Current Year

Page 1

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Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Staff								
1077 Precept Reallocation	0	11,000	22,000	11,000			50.0%	
Staff :- Income	0	11,000	22,000	11,000			50.0%	0
4000 Salaries/NI/PAYE	47,407	282,413	591,744	309,331		309,331	47.7%	
4005 Agency / Locum Cover	0	(7,500)	15,000	22,500		22,500	(50.0%)	
4010 Misc Staff Expenses	375	2,535	7,000	4,465		4,465	36.2%	
4045 Salary Reallocation	(47,407)	(282,413)	(591,744)	(309,331)		(309,331)	47.7%	
Staff :- Indirect Expenditure	375	(4,965)	22,000	26,965	0	26,965	(22.6%)	0
Net Income over Expenditure	(375)	15,965	0	(15,965)				
110 Central Services								
1076 Precept Received	0	763,476	1,526,951	763,476			50.0%	
1077 Precept Reallocation	0	(698,408)	(1,396,815)	(698,408)			50.0%	
1090 CCLA Interest	4,692	13,996	23,000	9,004			60.9%	
1091 Shares/Dividend Income	2	5	0	(5)			0.0%	
1092 Instant Access Ac Interest	713	5,673	4,000	(1,673)			141.8%	
1093 Fixed Term Accounts Interest	2,741	15,023	10,000	(5,023)			150.2%	
1094 Current Account Interest	12	231	0	(231)			0.0%	
1905 CIL income received	0	39,766	0	(39,766)			0.0%	
Central Services :- Income	8,160	139,762	167,136	27,374			83.6%	0
4045 Salary Reallocation	13,179	78,511	164,636	86,125		86,125	47.7%	
4050 Bank & Card Reader Charges	126	856	2,500	1,644		1,644	34.3%	
Central Services :- Indirect Expenditure	13,305	79,367	167,136	87,769	0	87,769	47.5%	0
Net Income over Expenditure	(5,146)	60,395	0	(60,395)				
200 P&R General								
1077 Precept Reallocation	0	23,739	47,478	23,739			50.0%	
P&R General :- Income	0	23,739	47,478	23,739			50.0%	0
4045 Salary Reallocation	2,370	14,121	29,358	15,237		15,237	48.1%	
4105 Members' travel & subsistence	0	57	800	743		743	7.1%	
4120 Precept Leaflet	0	0	1,000	1,000		1,000	0.0%	
4125 P&R Projects Fund	0	0	2,000	2,000		2,000	0.0%	
4126 P&R Contingencies / Priorities	0	0	14,320	14,320		14,320	0.0%	
P&R General :- Indirect Expenditure	2,370	14,177	47,478	33,301	0	33,301	29.9%	0
Net Income over Expenditure	(2,370)	9,562	0	(9,562)				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Grants & Contributions</u>								
1077 Precept Reallocation	0	49,250	98,500	49,250			50.0%	
1122 Donations (Misc.)	0	1,400	0	(1,400)			0.0%	
Grants & Contributions :- Income	0	50,650	98,500	47,850			51.4%	0
4150 Grants for Climate Change Proj	0	0	10,000	10,000		10,000	0.0%	
4155 Berkshire Youth; Youth Worker	0	12,500	25,000	12,500		12,500	50.0%	
4160 Contribution to BID Xmas light	0	0	12,000	12,000		12,000	0.0%	
4165 Greenham Community Youth	0	0	2,500	2,500		2,500	0.0%	
4170 Volunteer Centre	0	0	500	500		500	0.0%	
4180 Grant Sub Committee	0	12,186	24,500	12,314		12,314	49.7%	
4182 Donations (Misc)	0	1,400	0	(1,400)		(1,400)	0.0%	
4185 CAB Grant	0	0	20,000	20,000		20,000	0.0%	
4213 Diversity & Inclusivity	0	3,000	3,000	0		0	100.0%	
4216 Newbury Flood Forum	0	0	1,000	1,000		1,000	0.0%	
Grants & Contributions :- Indirect Expenditure	0	29,086	98,500	69,414	0	69,414	29.5%	0
Net Income over Expenditure	0	21,564	0	(21,564)				
<u>220 Corporate Services</u>								
1077 Precept Reallocation	0	62,575	125,150	62,575			50.0%	
Corporate Services :- Income	0	62,575	125,150	62,575			50.0%	0
4200 Visitor Information Centre	0	0	500	500		500	0.0%	
4220 Training and Development	623	2,862	8,000	5,138	875	4,263	46.7%	
4225 Advertising Recruitment	0	1,749	3,000	1,251		1,251	58.3%	
4230 Telephone	908	5,458	10,250	4,792		4,792	53.3%	
4235 Postage	237	1,192	2,500	1,308		1,308	47.7%	
4240 Printing/Stationery	42	658	2,000	1,342		1,342	32.9%	
4245 Office Equipment	264	264	2,000	1,736		1,736	13.2%	
4250 IT	2,496	11,611	35,000	23,389		23,389	33.2%	
4255 Professional Fees	155	9,043	24,000	14,957	3,450	11,507	52.1%	
4260 Audit	2,100	(420)	5,000	5,420		5,420	(8.4%)	
4265 Subscriptions	83	4,093	5,900	1,807		1,807	69.4%	
4270 Photocopier Charges	451	1,479	2,100	621		621	70.4%	
4275 Advertising General	51	306	1,500	1,194		1,194	20.4%	
4280 Recycling Costs	0	794	1,400	606		606	56.7%	
4290 Capital exp computers etc	3,058	4,301	5,500	1,199		1,199	78.2%	
4420 Insurance	(6,120)	15,933	16,500	567		567	96.6%	
Corporate Services :- Indirect Expenditure	4,348	59,323	125,150	65,827	4,325	61,502	50.9%	0
Net Income over Expenditure	(4,348)	3,252	0	(3,252)				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>290 Town Hall</u>								
1077 Precept Reallocation	0	53,297	106,594	53,297			50.0%	
1270 Suite Lease Income	1,905	15,543	38,600	23,058			40.3%	
1280 Chamber Hire	925	5,341	11,000	5,659			48.6%	
Town Hall :- Income	<u>2,830</u>	<u>74,180</u>	<u>156,194</u>	<u>82,014</u>			<u>47.5%</u>	<u>0</u>
4045 Salary Reallocation	3,271	19,486	40,720	21,234		21,234	47.9%	
4255 Professional Fees	0	0	3,000	3,000		3,000	0.0%	
4315 Topographical Survey	0	0	200	200		200	0.0%	
4316 2023/24 Purchase Orders	0	100	0	(100)		(100)	0.0%	100
4320 Town Hall Refurb	0	0	22,000	22,000		22,000	0.0%	
4402 Letting Agent	159	1,296	4,000	2,704		2,704	32.4%	
4405 Rates	(85)	10,568	11,008	440		440	96.0%	
4410 Water	(8)	(2,958)	550	3,508		3,508	(537.8%)	
4415 Energy Supplies	329	13,491	12,000	(1,491)		(1,491)	112.4%	
4416 Energy Conservation Projects	0	0	4,000	4,000		4,000	0.0%	
4425 Repairs and Maintenance	184	5,936	19,893	13,957		13,957	29.8%	
4428 Health & Safety Compliance	88	901	17,350	16,449		16,449	5.2%	
4431 Town Hall cleaning contract	1,615	9,689	18,166	8,477		8,477	53.3%	
4432 Housekeeping	1	642	1,000	358		358	64.2%	
4440 Fire Extinguishers	0	508	1,000	492		492	50.8%	
4445 Security	0	370	1,200	830		830	30.9%	
Town Hall :- Indirect Expenditure	<u>5,554</u>	<u>60,029</u>	<u>156,087</u>	<u>96,058</u>	<u>0</u>	<u>96,058</u>	<u>38.5%</u>	<u>100</u>
Net Income over Expenditure	<u>(2,724)</u>	<u>14,151</u>	<u>107</u>	<u>(14,044)</u>				
6000 plus Transfer from EMR	0	100						
Movement to/(from) Gen Reserve	<u>(2,724)</u>	<u>14,251</u>						
<u>295 Weddings</u>								
1077 Precept Reallocation	0	1,777	3,553	1,777			50.0%	
1280 Chamber Hire	633	3,357	3,696	339			90.8%	
Weddings :- Income	<u>633</u>	<u>5,133</u>	<u>7,249</u>	<u>2,116</u>			<u>70.8%</u>	<u>0</u>
4045 Salary Reallocation	379	2,259	4,549	2,290		2,290	49.7%	
4275 Advertising General	0	655	1,000	345		345	65.5%	
4340 Weddings expenditure	0	0	400	400		400	0.0%	
4341 Wedding Licence EMR	0	0	1,300	1,300		1,300	0.0%	
Weddings :- Indirect Expenditure	<u>379</u>	<u>2,914</u>	<u>7,249</u>	<u>4,335</u>	<u>0</u>	<u>4,335</u>	<u>40.2%</u>	<u>0</u>
Net Income over Expenditure	<u>253</u>	<u>2,219</u>	<u>0</u>	<u>(2,219)</u>				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Newtown Road Cemetery</u>								
1077 Precept Reallocation	0	15,929	52,992	37,064			30.1%	
1300 Cemetery Income	0	331	0	(331)			0.0%	
Newtown Road Cemetery :- Income	<u>0</u>	<u>16,260</u>	<u>52,992</u>	<u>36,732</u>			<u>30.7%</u>	<u>0</u>
4045 Salary Reallocation	711	4,236	8,993	4,757		4,757	47.1%	
4405 Rates	0	574	1,000	426		426	57.4%	
4415 Energy Supplies	32	171	500	329		329	34.2%	
4425 Repairs and Maintenance	250	850	7,000	6,150		6,150	12.1%	
4430 Maint. Contracts	2,883	17,300	30,549	13,249		13,249	56.6%	
4435 Maint. Contracts Unscheduled	0	0	1,200	1,200		1,200	0.0%	
4436 Headstone Survey	0	0	500	500		500	0.0%	
4440 Fire Extinguishers	0	63	250	187		187	25.2%	
4515 Tree Works	0	0	2,100	2,100		2,100	0.0%	
4540 NRC Composting Toilet (25%)	0	0	400	400		400	0.0%	
4545 Redecoration of Chapel	0	0	500	500		500	0.0%	
Newtown Road Cemetery :- Indirect Expenditure	<u>3,876</u>	<u>23,193</u>	<u>52,992</u>	<u>29,799</u>	<u>0</u>	<u>29,799</u>	<u>43.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,876)</u>	<u>(6,934)</u>	<u>0</u>	<u>6,934</u>				
<u>305 Shaw Cemetery</u>								
1077 Precept Reallocation	0	28,662	65,485	36,823			43.8%	
1300 Cemetery Income	8,960	26,872	68,000	41,128			39.5%	
Shaw Cemetery :- Income	<u>8,960</u>	<u>55,534</u>	<u>133,485</u>	<u>77,951</u>			<u>41.6%</u>	<u>0</u>
4045 Salary Reallocation	1,944	11,579	24,151	12,572		12,572	47.9%	
4250 IT	0	1,280	1,923	643		643	66.6%	
4265 Subscriptions	0	265	480	215		215	55.2%	
4316 2023/24 Purchase Orders	0	106	0	(106)		(106)	0.0%	106
4400 Rent Payable	0	667	1,000	333		333	66.7%	
4405 Rates	0	4,042	5,000	958		958	80.8%	
4410 Water	64	385	4,500	4,115		4,115	8.6%	
4415 Energy Supplies	55	1,357	1,000	(357)		(357)	135.7%	
4425 Repairs and Maintenance	0	944	6,700	5,756	280	5,476	18.3%	
4428 Health & Safety Compliance	0	200	800	600		600	25.0%	
4430 Maint. Contracts	7,681	46,085	81,381	35,296		35,296	56.6%	
4435 Maint. Contracts Unscheduled	0	0	3,000	3,000		3,000	0.0%	
4440 Fire Extinguishers	0	126	400	274		274	31.5%	
4515 Tree Works	0	0	3,150	3,150		3,150	0.0%	
Shaw Cemetery :- Indirect Expenditure	<u>9,744</u>	<u>67,036</u>	<u>133,485</u>	<u>66,449</u>	<u>280</u>	<u>66,169</u>	<u>50.4%</u>	<u>106</u>
Net Income over Expenditure	<u>(783)</u>	<u>(11,502)</u>	<u>0</u>	<u>11,502</u>				
6000 plus Transfer from EMR	0	106						
Movement to/(from) Gen Reserve	<u>(783)</u>	<u>(11,395)</u>						

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 Markets</u>								
1077 Precept Reallocation	0	887	1,774	887			50.0%	
1320 Market Income	3,159	21,665	45,000	23,335			48.1%	
Markets :- Income	<u>3,159</u>	<u>22,552</u>	<u>46,774</u>	<u>24,222</u>			48.2%	0
4045 Salary Reallocation	1,090	6,496	13,824	7,329		7,329	47.0%	
4265 Subscriptions	(75)	539	500	(39)		(39)	107.8%	
4275 Advertising General	225	629	1,780	1,151		1,151	35.3%	
4360 Market Management	1,300	7,800	17,500	9,700		9,700	44.6%	
4361 Market bank costs	20	123	350	227		227	35.0%	
4405 Rates	0	3,444	3,500	56		56	98.4%	
4415 Energy Supplies	63	500	1,000	500		500	50.0%	
4425 Repairs and Maintenance	0	0	8,320	8,320		8,320	0.0%	
Markets :- Indirect Expenditure	<u>2,624</u>	<u>19,530</u>	<u>46,774</u>	<u>27,244</u>	0	27,244	41.8%	0
Net Income over Expenditure	<u>535</u>	<u>3,021</u>	<u>0</u>	<u>(3,021)</u>				
<u>315 War Memorial</u>								
1077 Precept Reallocation	0	3,058	6,115	3,058			50.0%	
War Memorial :- Income	<u>0</u>	<u>3,058</u>	<u>6,115</u>	<u>3,058</u>			50.0%	0
4045 Salary Reallocation	142	847	1,815	968		968	46.7%	
4316 2023/24 Purchase Orders	0	255	0	(255)		(255)	0.0%	255
4425 Repairs and Maintenance	75	355	2,217	1,862		1,862	16.0%	
4850 Sinking Fund	0	0	2,000	2,000		2,000	0.0%	
War Memorial :- Indirect Expenditure	<u>217</u>	<u>1,457</u>	<u>6,032</u>	<u>4,575</u>	0	4,575	24.2%	255
Net Income over Expenditure	<u>(217)</u>	<u>1,600</u>	<u>83</u>	<u>(1,517)</u>				
6000 plus Transfer from EMR	0	255						
Movement to/(from) Gen Reserve	<u>(217)</u>	<u>1,855</u>						
<u>320 Footway Lighting</u>								
1077 Precept Reallocation	0	18,463	36,926	18,463			50.0%	
Footway Lighting :- Income	<u>0</u>	<u>18,463</u>	<u>36,926</u>	<u>18,463</u>			50.0%	0
4045 Salary Reallocation	379	2,259	4,426	2,167		2,167	51.0%	
4316 2023/24 Purchase Orders	0	5,157	0	(5,157)		(5,157)	0.0%	5,157
4415 Energy Supplies	16	(2,191)	7,500	9,691		9,691	(29.2%)	
4425 Repairs and Maintenance	1,665	3,709	18,000	14,291		14,291	20.6%	
4855 Street Lighting Upgrade	0	0	7,000	7,000		7,000	0.0%	
Footway Lighting :- Indirect Expenditure	<u>2,060</u>	<u>8,934</u>	<u>36,926</u>	<u>27,992</u>	0	27,992	24.2%	5,157
Net Income over Expenditure	<u>(2,060)</u>	<u>9,529</u>	<u>0</u>	<u>(9,529)</u>				
6000 plus Transfer from EMR	0	5,157						
Movement to/(from) Gen Reserve	<u>(2,060)</u>	<u>14,686</u>						

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>325 Clock House</u>								
1077 Precept Reallocation	0	1,596	3,576	1,980			44.6%	
Clock House :- Income	0	1,596	3,576	1,980			44.6%	0
4045 Salary Reallocation	95	565	1,442	877		877	39.2%	
4316 2023/24 Purchase Orders	0	250	0	(250)		(250)	0.0%	250
4415 Energy Supplies	155	877	850	(27)		(27)	103.2%	
4425 Repairs and Maintenance	250	250	900	650		650	27.8%	
4430 Maint. Contracts	36	218	384	166		166	56.7%	
Clock House :- Indirect Expenditure	536	2,160	3,576	1,416	0	1,416	60.4%	250
Net Income over Expenditure	(536)	(564)	0	564				
6000 plus Transfer from EMR	0	250						
Movement to/(from) Gen Reserve	(536)	(314)						
<u>330 Street Furniture</u>								
1077 Precept Reallocation	0	8,800	17,600	8,800			50.0%	
1330 For New Dog Bins	0	2,100	0	(2,100)			0.0%	2,100
1605 Clear Channel (INC)	0	0	63,000	63,000			0.0%	
Street Furniture :- Income	0	10,900	80,600	69,700			13.5%	2,100
4045 Salary Reallocation	379	2,259	5,000	2,741		2,741	45.2%	
4111 Bus Shelter Provision & Maint	0	0	63,000	63,000		63,000	0.0%	
4316 2023/24 Purchase Orders	0	4,001	0	(4,001)		(4,001)	0.0%	4,001
4415 Energy Supplies	0	0	600	600		600	0.0%	
4425 Repairs and Maintenance	1,673	1,873	8,000	6,127		6,127	23.4%	1,673
4460 Grit Bins	423	423	4,000	3,577	2,541	1,036	74.1%	
Street Furniture :- Indirect Expenditure	2,475	8,557	80,600	72,043	2,541	69,502	13.8%	5,674
Net Income over Expenditure	(2,475)	2,343	0	(2,343)				
6000 plus Transfer from EMR	1,673	5,674						
6001 less Transfer to EMR	0	2,100						
Movement to/(from) Gen Reserve	(803)	5,917						
<u>335 Recreation Grounds</u>								
1077 Precept Reallocation	0	47,046	95,561	48,516			49.2%	
1355 Income - Pitches	225	302	3,000	2,699			10.1%	
Recreation Grounds :- Income	225	47,347	98,561	51,214			48.0%	0
4591 Green Flag submission	0	0	700	700		700	0.0%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4861 football pitch management	0	0	2,000	2,000		2,000	0.0%	
Recreation Grounds :- Direct Expenditure	0	0	2,700	2,700	0	2,700	0.0%	0
4045 Salary Reallocation	1,707	10,167	21,195	11,028		11,028	48.0%	
4316 2023/24 Purchase Orders	0	620	0	(620)		(620)	0.0%	620
4410 Water	52	225	682	457		457	32.9%	
4415 Energy Supplies	213	1,224	3,150	1,926		1,926	38.8%	
4425 Repairs and Maintenance	4,673	11,863	10,350	(1,513)		(1,513)	114.6%	2,600
4428 Health & Safety Compliance	0	0	650	650		650	0.0%	
4430 Maint. Contracts	5,021	30,127	56,034	25,907		25,907	53.8%	
4435 Maint. Contracts Unscheduled	0	200	2,600	2,400		2,400	7.7%	
4515 Tree Works	80	80	4,200	4,120		4,120	1.9%	
Recreation Grounds :- Indirect Expenditure	11,747	54,505	98,861	44,356	0	44,356	55.1%	3,220
Net Income over Expenditure	(11,522)	(7,158)	(3,000)	4,158				
6000 plus Transfer from EMR	0	3,220						
Movement to/(from) Gen Reserve	(11,522)	(3,938)						
<u>340 Play Areas</u>								
1077 Precept Reallocation	0	49,435	107,018	57,584			46.2%	
Play Areas :- Income	0	49,435	107,018	57,584			46.2%	0
4045 Salary Reallocation	3,271	19,486	40,673	21,187		21,187	47.9%	
4316 2023/24 Purchase Orders	0	27,292	0	(27,292)		(27,292)	0.0%	27,292
4425 Repairs and Maintenance	112	8,447	29,663	21,216	1,299	19,918	32.9%	
4430 Maint. Contracts	3,337	20,024	35,360	15,336		15,336	56.6%	
4435 Maint. Contracts Unscheduled	0	0	1,000	1,000		1,000	0.0%	
4515 Tree Works	0	250	0	(250)		(250)	0.0%	
Play Areas :- Indirect Expenditure	6,721	75,499	106,696	31,197	1,299	29,898	72.0%	27,292
Net Income over Expenditure	(6,721)	(26,065)	322	26,387				
6000 plus Transfer from EMR	0	27,292						
Movement to/(from) Gen Reserve	(6,721)	1,227						
<u>345 Victoria Park</u>								
1077 Precept Reallocation	0	113,254	219,528	106,274			51.6%	
1360 Income - Tennis Courts	0	1,650	6,000	4,350			27.5%	
1380 Income - Bowling Club	0	450	900	450			50.0%	
1385 Income - Kiosk/Cafe	0	0	4,000	4,000			0.0%	
1390 Income - Victoria Park Hire	45	4,655	3,000	(1,655)			155.2%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1391 Income - Mini Golf	0	5,000	5,000	0			100.0%	
Victoria Park :- Income	45	125,009	238,428	113,419			52.4%	0
4517 Lime Trees - Pollard	0	0	25,000	25,000		25,000	0.0%	
4518 Lime Tree Avenue Lighting Upgr	0	6,756	1,430	(5,326)		(5,326)	472.4%	5,326
4541 Repairs to Victoria and Lions	0	0	500	500		500	0.0%	
4543 Splashpark	0	3,270	4,000	730	181	549	86.3%	
4591 Green Flag submission	0	0	850	850		850	0.0%	
Victoria Park :- Direct Expenditure	0	10,026	31,780	21,754	181	21,573	32.1%	5,326
4045 Salary Reallocation	4,077	24,287	50,678	26,391		26,391	47.9%	
4316 2023/24 Purchase Orders	0	2,800	0	(2,800)		(2,800)	0.0%	2,800
4355 Toilet Hire	10	1,690	5,000	3,310		3,310	33.8%	
4410 Water	2,443	7,883	10,000	2,117		2,117	78.8%	
4415 Energy Supplies	575	2,358	4,000	1,642		1,642	58.9%	
4425 Repairs and Maintenance	0	2,919	29,000	26,081		26,081	10.1%	
4428 Health & Safety Compliance	0	0	1,000	1,000		1,000	0.0%	
4430 Maint. Contracts	8,059	48,352	87,770	39,418		39,418	55.1%	
4435 Maint. Contracts Unscheduled	50	900	6,000	5,100		5,100	15.0%	
4440 Fire Extinguishers	0	125	500	375		375	25.0%	
4445 Security	310	437	500	63		63	87.4%	
4465 Tennis Courts Maintenance Fund	0	0	3,600	3,600	4,896	(1,296)	136.0%	
4480 Music at the Bandstand	800	2,150	3,000	850		850	71.7%	
4490 VP Fun Day	0	3,271	3,500	229		229	93.5%	
4515 Tree Works	0	0	2,100	2,100		2,100	0.0%	
4530 Community Cafe	500	500	0	(500)		(500)	0.0%	500
Victoria Park :- Indirect Expenditure	16,824	97,672	206,648	108,976	4,896	104,080	49.6%	3,300
Net Income over Expenditure	(16,779)	17,311	0	(17,311)				
6000 plus Transfer from EMR	500	8,626						
Movement to/(from) Gen Reserve	(16,279)	25,937						
<u>350 Open Spaces</u>								
1077 Precept Reallocation	0	60,180	118,310	58,131			50.9%	
Open Spaces :- Income	0	60,180	118,310	58,131			50.9%	0
4774 Additional Dog Bin Collections	115	115	1,750	1,635	688	947	45.9%	
4775 Additional Land Maintenance	0	0	8,000	8,000		8,000	0.0%	
Open Spaces :- Direct Expenditure	115	115	9,750	9,635	688	8,947	8.2%	0
4045 Salary Reallocation	1,327	7,908	16,699	8,791		8,791	47.4%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Rent Payable	0	854	1,300	446		446	65.7%	
4410 Water	15	74	110	36		36	67.0%	
4425 Repairs and Maintenance	300	828	4,000	3,172		3,172	20.7%	
4430 Maint. Contracts	7,606	45,637	80,589	34,952		34,952	56.6%	
4435 Maint. Contracts Unscheduled	0	100	2,100	2,000		2,000	4.8%	
4515 Tree Works	0	320	2,262	1,942		1,942	14.1%	
4760 Litter Picking Equipment	0	0	500	500		500	0.0%	
4770 Biodiversity Survey	0	0	1,000	1,000		1,000	0.0%	
Open Spaces :- Indirect Expenditure	9,248	55,720	108,560	52,840	0	52,840	51.3%	0
Net Income over Expenditure	(9,363)	4,345	0	(4,345)				
<u>355 Floral Displays and Trees</u>								
1077 Precept Reallocation	0	40,624	53,947	13,324			75.3%	
1990 Miscellaneous Income	0	1,575	1,500	(75)			105.0%	
Floral Displays and Trees :- Income	0	42,199	55,447	13,249			76.1%	0
4045 Salary Reallocation	759	4,519	9,347	4,828		4,828	48.3%	
4435 Maint. Contracts Unscheduled	0	0	1,500	1,500		1,500	0.0%	
4471 Tree Surveys	0	0	17,000	17,000	6,500	10,500	38.2%	
4500 Tree planting	0	0	3,150	3,150		3,150	0.0%	
4505 Edible Crops	0	0	450	450		450	0.0%	
4510 Additional Floral Displays NIB	0	18,550	21,000	2,450		2,450	88.3%	
4512 Floral Baskets - Businesses	0	1,575	0	(1,575)		(1,575)	0.0%	
Floral Displays and Trees :- Indirect Expenditure	759	24,643	52,447	27,804	6,500	21,304	59.4%	0
Net Income over Expenditure	(759)	17,555	3,000	(14,555)				
<u>360 Britain & Newbury In Bloom</u>								
1077 Precept Reallocation	0	6,826	13,652	6,826			50.0%	
1600 Sponsorship	400	400	500	100			80.0%	
Britain & Newbury In Bloom :- Income	400	7,226	14,152	6,926			51.1%	0
4045 Salary Reallocation	759	4,519	9,652	5,133		5,133	46.8%	
4710 Newbury In Bloom	550	594	4,500	3,906	663	3,243	27.9%	
Britain & Newbury In Bloom :- Indirect Expenditure	1,309	5,113	14,152	9,039	663	8,376	40.8%	0
Net Income over Expenditure	(909)	2,113	0	(2,113)				
<u>420 Wash Common Allotment</u>								
1077 Precept Reallocation	0	4,539	7,240	2,701			62.7%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1400 Allotment Income	11	4,675	4,274	(401)			109.4%	
Wash Common Allotment :- Income	11	9,214	11,514	2,300			80.0%	0
4045 Salary Reallocation	427	2,542	5,256	2,714		2,714	48.4%	
4410 Water	178	1,010	1,600	590		590	63.1%	
4425 Repairs and Maintenance	257	511	1,500	989	100	889	40.8%	
4430 Maint. Contracts	109	656	1,158	502		502	56.7%	
4435 Maint. Contracts Unscheduled	0	0	1,000	1,000		1,000	0.0%	
4515 Tree Works	550	550	1,000	450		450	55.0%	
Wash Common Allotment :- Indirect Expenditure	1,521	5,269	11,514	6,245	100	6,145	46.6%	0
Net Income over Expenditure	(1,510)	3,945	0	(3,945)				
<u>421 Allotments (except Wash Common</u>								
1077 Precept Reallocation	0	16,101	30,184	14,083			53.3%	
1400 Allotment Income	22	25,209	23,000	(2,209)			109.6%	
Allotments (except Wash Common :- Income	22	41,310	53,184	11,874			77.7%	0
4045 Salary Reallocation	2,086	12,426	26,283	13,857		13,857	47.3%	
4250 IT	0	192	249	57		57	77.1%	
4316 2023/24 Purchase Orders	0	400	0	(400)		(400)	0.0%	400
4400 Rent Payable	213	638	945	308		308	67.5%	
4410 Water	975	4,289	4,200	(89)		(89)	102.1%	
4425 Repairs and Maintenance	484	2,305	4,329	2,024	280	1,744	59.7%	
4430 Maint. Contracts	863	5,176	9,140	3,964		3,964	56.6%	
4435 Maint. Contracts Unscheduled	0	1,446	5,000	3,554		3,554	28.9%	
4515 Tree Works	80	80	3,000	2,920		2,920	2.7%	
Allotments (except Wash Common :- Indirect Expenditure	4,700	26,951	53,146	26,195	280	25,915	51.2%	400
Net Income over Expenditure	(4,678)	14,359	38	(14,321)				
6000 plus Transfer from EMR	0	400						
Movement to/(from) Gen Reserve	(4,678)	14,759						
<u>430 Wharf Toilets</u>								
1077 Precept Reallocation	0	11,579	23,157	11,579			50.0%	
Wharf Toilets :- Income	0	11,579	23,157	11,579			50.0%	0
4045 Salary Reallocation	427	2,542	5,157	2,615		2,615	49.3%	
4195 Wharf Toilets Contract	0	6,050	15,750	9,700		9,700	38.4%	
4405 Rates	0	191	250	59		59	76.5%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4425 Repairs and Maintenance	16	133	2,000	1,867		1,867	6.7%	
Wharf Toilets :- Indirect Expenditure	443	8,916	23,157	14,241	0	14,241	38.5%	0
Net Income over Expenditure	(443)	2,662	0	(2,662)				
<u>435 Community Services - General</u>								
1077 Precept Reallocation	0	4,887	10,660	5,773			45.8%	
Community Services - General :- Income	0	4,887	10,660	5,773			45.8%	0
4550 Grounds Maintenance Vehicle	2,401	2,401	9,774	7,373		7,373	24.6%	
4555 Equipment	296	1,417	1,436	19		19	98.6%	
Community Services - General :- Indirect Expenditure	2,697	3,818	11,210	7,392	0	7,392	34.1%	0
Net Income over Expenditure	(2,697)	1,069	(550)	(1,619)				
<u>500 CP,A&L General</u>								
1077 Precept Reallocation	0	17,884	35,768	17,884			50.0%	
CP,A&L General :- Income	0	17,884	35,768	17,884			50.0%	0
4045 Salary Reallocation	2,607	15,533	32,743	17,210		17,210	47.4%	
4600 CPA&L Committee Fund	0	1,165	1,500	335		335	77.7%	
4625 Art Trail	0	328	750	422		422	43.7%	
4637 Local Democracy WG	0	0	250	250		250	0.0%	
4639 Art on the Park	0	500	525	25		25	95.2%	
CP,A&L General :- Indirect Expenditure	2,607	17,526	35,768	18,242	0	18,242	49.0%	0
Net Income over Expenditure	(2,607)	358	0	(358)				
<u>505 Civic Responsibility</u>								
1077 Precept Reallocation	0	33,805	67,609	33,805			50.0%	
Civic Responsibility :- Income	0	33,805	67,609	33,805			50.0%	0
4045 Salary Reallocation	4,219	25,135	52,709	27,574		27,574	47.7%	
4650 Mayors Allowance	27	242	1,000	758		758	24.2%	
4655 Honorarium	1,531	1,871	3,500	1,629		1,629	53.5%	
4660 Mayor Making	4	2,408	2,500	92		92	96.3%	
4665 Remembrance	0	175	2,500	2,325		2,325	7.0%	
4670 Regalia and Robes	4,298	4,728	2,000	(2,728)		(2,728)	236.4%	2,898
4680 Civic Hospitality & Events	229	409	1,500	1,091		1,091	27.3%	
4690 Twin Towns	0	42	250	208		208	16.9%	
4700 Civic Award Scheme	267	283	1,000	717		717	28.3%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4705 Watership Brass	0	650	650	0		0	100.0%	
Civic Responsibility :- Indirect Expenditure	10,575	35,944	67,609	31,665	0	31,665	53.2%	2,898
Net Income over Expenditure	<u>(10,575)</u>	<u>(2,139)</u>	<u>0</u>	<u>2,139</u>				
6000 plus Transfer from EMR	2,898	2,898						
Movement to/(from) Gen Reserve	<u>(7,677)</u>	<u>759</u>						
<u>600 Planning & Highways</u>								
1077 Precept Reallocation	0	13,219	26,438	13,219			50.0%	
1120 Grants Received (NDP)	0	0	15,000	15,000			0.0%	
1121 Grants & Dons Rec. (Heritage)	100	200	0	(200)			0.0%	
Planning & Highways :- Income	100	13,419	41,438	28,019			32.4%	0
4045 Salary Reallocation	1,801	10,732	22,438	11,706		11,706	47.8%	
4800 P & H Committee Fund	0	0	1,000	1,000		1,000	0.0%	
4805 Heritage Working Group	0	0	1,000	1,000	374	626	37.4%	
4810 Neighbourhood Development Plan	0	1,404	15,000	13,596		13,596	9.4%	
4815 Signage	0	0	2,000	2,000		2,000	0.0%	
Planning & Highways :- Indirect Expenditure	1,801	12,136	41,438	29,302	374	28,928	30.2%	0
Net Income over Expenditure	<u>(1,701)</u>	<u>1,283</u>	<u>0</u>	<u>(1,283)</u>				
Grand Totals:- Income	24,545	958,893	1,859,421	900,528			51.6%	
Expenditure	118,930	804,652	1,859,421	1,054,769	22,127	1,032,642	44.5%	
Net Income over Expenditure	<u>(94,385)</u>	<u>154,241</u>	<u>0</u>	<u>(154,241)</u>				
plus Transfer from EMR	5,071	53,978						
less Transfer to EMR	0	2,100						
Movement to/(from) Gen Reserve	<u>(89,315)</u>	<u>206,120</u>						

Newbury Town Council

Policy and Resources Committee

5th June 2024

Item: Budget Monitoring Months 2024/2025

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

Months 1 & 2

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

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

Month 3 (End of Quarter 1) – Any significant changes since Months 1 & 2

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

Cost Centre	Code	Description	Spent	Amount of overspend	% of Budget	Reason
100 – Staff	4000	Salaries	Budget: £591,744 Spent: £143,093	0	24.2%	On target, however, percentage of budget spend increased from 92.2% (15.4 of 16.7) to 96.8% (24.2 or 25). Due to a backdated pension.
210 – Grants & Contributions	4182	Donations	Budget: £0 Spent: £580	0		Donations transferred to Greenham Common Trust for the D-Day Celebrations, who have match funded.
220 – Corporate Services	4225	Advertising Recruitment	Budget: 3,000 Spent: £1,440		48%	Recruitment costs for 3 vacancies. No immediate concern.
290 – Town Hall	4410	Water	Budget: £550 Spent: £1,220	£670	222%	Monitor/investigate. Invoice based on estimated meter readings due to staff sickness.
290 – Town Hall	4415	Energy Supplies	Budget: £12,000 Spent: £10,815		90%	As advised in April 24, electricity costs higher than anticipated with new contract. Accounts analysed, liaised with broker & a plan of action in place.
290 – Town Hall	4425	Repairs & Maintenance	Budget: £20,000 Spent: £4,941		27.4%	Only marginally over. To note: includes 3 late invoices related to the flooding of the cellar in January 2024.
305 – Shaw Cemetery	4415	Energy Supplies	Budget £1000 Spent: £1,191	£191	119.1%	As 290/4415, associated with the change in contract. As above, accounts analysed, liaised with broker & a plan of action in place.
325 – Clock House	4415	Energy Supplies	Budget £850 Spent: £418		49.2%	As 290/4415, associated with the change in contract. As above, accounts analysed, liaised with broker & a plan of action in place.
295 – Weddings	4275	Advertising	Budget: £1,000 Spent: £555		55.5%	On target, seasonal
505	4705	Watership Brass	Budget: £650 Spent: £650		100%	On target, annual cost.

Month 6 (End of Quarter 2)

Expenditure Budget Lines that vary more than £500 or 15% of the budget (more than 65% of budget spend)

Cost Centre	Code	Description	Spent	Amount of overspend	% of Budget	Reason
220 – Corporate Services	4275	Photocopier Charges	Budget: £2,100 Spent: £1,479		70.4%	Up and down throughout the year, logically in respect to work requirements. Additional staff will impact moving forward. Budget accordingly in 2025/26.
220 – Corporate Services	4290	Capital Exp. Computers	Budget: 5,500 Spent: 4,301		78.2%	3 laptops have just been purchased as part of the planned update. But as a large expenditure, affects the % spend.
220 – Corporate Services	4420	Insurance	Budget: £16,500 Spent: £15,933		96.6%	Anticipated around £1,000 over budget. New 3-year agreement started in 2024 for main insurance. Cyber insurance due October. Est. £1,500 to 04/25.
290 – Town Hall	4415	Energy	Budget: £12,000 Spent: £13,491	£1,491	112.4%	As previously discussed, costs are considerably over budget with the electricity contract. The Council is being offered a blended tariff, but not to start until 01/04/25 and to be extended to 31/03/28. Our current tariff concludes 31/03/26. I am expecting guide figures, but I am advised they change daily. To discuss further in the exempt session of the meeting.
305 – Shaw Cemetery	4415	Energy	Budget: £1,000 Spent: £1,357	£357	135.7%	
325 – Clock House	4415	Energy	Budget: £850 Spent: 877	£27	103.2%	
330 – Street Furniture	4460	Grit Bins	Budget: £4000 Spent: £2,964		74.1%	Current anticipation is that the budget for grit bins will be sufficient.
345 – Victoria Park	4475	Tennis Courts Maint. Fund	Budget: 3,600 Spent: £4,896	No overspend		£3,600 is the amount we put into the EMR each year towards repairs. £4,896 is the amount we have spent this year – to be taken from the EMR.
345 – Victoria Park	4480	Music at the Bandstand	Budget: 3,000 Spent: £2,150		71.7%	Highest expenditure over the summer months.
421 – Allotments (except WC)	4410	Water	Budget: £4,200 Spent: £4,289	£89	102.1%	Heaviest period through the summer.
500 – CPA&L	4600	CPA&L Com. Fund	Budget: £1,500 Spent: £1,165		77.7%	Current anticipation is that the budget for CPA&L will be sufficient.

505 – Civic	4670	Regalia & Robes	Budget: 2,000 Spent: £4,728	No overspend		New Livery required for Town Crier. £2,898 from EMR, £1,830 from budget.
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I am meeting between 16th & 25th October with all Officers who look after a budget line, to look at the spend for October 24 – March 25 – and thereby increase understanding of where there are concerns and where we may make savings.

Minutes of a meeting of the Grants Sub-Committee of Newbury Town Council held at 12:00 noon on Wednesday 18th July 2024 in The Council Offices, Town Hall, Newbury.

Present: Councillors: Billy Drummond, David Marsh (chairperson) & Sarah Slack

In Attendance: Liz Manship, Responsible Financial Officer

1. Apologies for absence

Councillors: Alistair Bounds, Phil Barnett, Sam Dibas

2. Declarations of interest and dispensations

- a) Councillors Billy Drummond & David Marsh as Members of West Berkshire Council have a general dispensation to discuss any matters relating to the business of that Council.
- b) Councillor David Marsh – Trustee to Wash Common Library, Trustee to Wash Common Community Association, Chair of Governors at John Rankin School, Parent of a pupil at St Bartholomew’s School and Husband to a Governor at St Bartholomew’s School.
- c) Councillor Sarah Slack – Trustee of the CAB, West Berkshire.

3. Minutes

Proposed: Councillor Sarah Slack

Seconded: Councillor David Marsh

Resolved: That the minutes of the meeting of the Grants Sub-Committee held on 27th March 2024 be approved as a correct record and signed by the Chairperson.

4. Collections towards the D-Day Commemorations

The Sub-committee noted that since the last meeting, further donations of £1,400 have been received towards the D-Day commemorations. The Council thanks residents for their exceptional generosity.

5. Grant Aid Criteria

The meeting noted the Grant Aid Criteria.

6. Award of Grant Aid

Having regard to the Council’s criteria for awarding grants and the Council’s Strategic objectives to support youth, the elderly, the vulnerable and the diverse in communities.

Proposed: Councillor Sarah Slack

Seconded: Councillor Billy Drummond

Resolved: That the Council makes the following grant awards, payable through The Good Exchange:

TGE Ref	Organisation	Project title	Balance Required (£)	NTC Award	Matched Funding (The Good Exchange)	Total Value
20240	West Berkshire Therapy Centre	Machine Maintenance 2024 -25	1,857.60	928.80	928.80	1,857.60
20323	Newbury Choral Society	Newbury Choral Society - Piano	1,420.00	710.00	710.00	1,420.00
20356	Home-Start West Berkshire	Hello! Early Year's Communication Project 2024-2025	38,047.00	500.00	500.00	1,000.00
20371	Home-Start West Berkshire	Home-Start West Berkshire Baby Bank 2024-25	11,799.15	1,000.00	1,000.00	2,000.00
20372	Home-Start West Berkshire	Maternal Mental Health Service 2024- 2025	10,464.00	750.00	750.00	1,500.00
20376	Newbury Soup Kitchen	Day to Day Running Costs, Homelessness, Homeless Prevention and Support 2024-2025	23,936.00	500.00	500.00	1,000.00
20380	2nd Newbury Guides	Girl Guide Summer Camp 2024	3,803.00	500.00	500.00	1,000.00
20389	All Yours Period Box C.I.C	2024 West Berkshire Period Boxes (Cost of Living Application)	2,513.00	500.00	500.00	1,000.00
20416	Newbury and District Beekeepers Association	West Berkshire - Asian Hornet Monitoring 2024	1,986.75	993.38	993.38	1,986.76
20480	Newbury Photography Club	A Commemorative Photobook recording the events of D Day 80 in Newbury on June 6th 2024.	233.00	116.50	116.50	233.00
20486	Greener Greenham Group	Greenham - Nurturing Nature	1,311.00	655.50	655.50	1,311.00
20505	Fair Close Centre (Age Concern, Newbury & District)	New Dementia Service Digital Activity Table	2,563.03	1,281.52	1,281.51	2,563.03
20522	Friends of Wash Common Library	Wash Common Library Running Costs 24/25	5,587.70	750.00	750.00	1,500.00
20541	Newbury Pride	Newbury Pride 2024	2,069.00	500.00	500.00	1,000.00
20566	Newbury Riding for the Disabled Ltd.	Quad Bike for Mowing & Harrowing	6,395.00	500.00	500.00	1,000.00
20568	Newbury Friends of the Earth	Newbury Nature Corridor	4,425.49	1,000.00	1,000.00	2,000.00
20283	St Bartholomew's School	Nature Reserve Restoration Project	24,707.00	1,000.00	1,000.00	2,000.00
	Total NTC Funding Agreed			£12,185.70	12,185.69	24,271.39

There being no further business the Chairperson declared the meeting closed at 12:50 pm.

Chairperson:

Date:

Fixed Term Interest Accounts

Appendix 7

May 2024 - 6 mth Plan

	Statement	Income	Expenses	
16/05/2024	Current Account - 0.5%	£ 25,843		£ 25,843
	Instant Access Account - 3%	£ 1,193,732		£ 1,193,732
16/05/2024	Total			£ 1,219,575
16/05/2024	Invest 1 - 6 mth - 4.53%		£ 250,000	£ 969,575
16/05/2024	Invest 2 - 3 mth - 4.34%		£ 250,000	£ 719,575
16/05/2024	Invest 3 - 2 mth - 4.34%		£ 250,000	£ 469,575
28/05/2024	May BACS		£ 35,000	£ 434,575
30/05/2024	May Salaries		£ 50,000	£ 384,575
June	June BACS		£ 105,000	£ 279,575
June	Fixed Term Maturity 2023	£ 250,000		£ 529,575
June	Invest 4 - 3 mth - 4.35%		£ 250,000	£ 279,575
June	June Salaries		£ 50,000	£ 229,575
July	July BACS		£ 105,000	£ 124,575
July	Invest 3 - matures	£ 250,000		£ 374,575
July	July Salaries		£ 50,000	£ 324,575
August	August BACS		£ 105,000	£ 219,575
August	Invest 2 - 3 mth - Matures	£ 250,000		£ 469,575
August	August Salaries		£ 50,000	£ 419,575
Sept	September BACS		£ 105,000	£ 314,575
Sept	Invest 4 - 3 mth - matures	£ 250,000		£ 564,575
Sept	September Salaries		£ 50,000	£ 514,575
October	October BACS		£ 105,000	£ 409,575
October	October Salaries		£ 50,000	£ 359,575
November	November BACS		£ 105,000	£ 254,575
November	Invest 1 - 6 mth - matures	£ 250,000		£ 504,575
November	November Salaries		£ 50,000	£ 454,575
November	October Precept (prob oct)	Rec: 07/10	£ 763,476	£ 1,218,051

Oct-24 Interest Received - Actual

May 2024 6 mth plan	Date Opened	Interest Amount	Interest Rate	Period	Date Matured	Interest Received
	06/11/2023	250,000	4.75%	3 mths	06/02/2024	£2,993.15
	20/12/2023	250,000	4.45%	3 mths	20/03/2024	£2,773.63
	Interest Received in financial year 2023/24					£5,766.78
	20/12/2023	250,000	4.72%	6 mths	20/06/2024	£5,916.16
	07/02/2024	250,000	4.35%	2 mths	08/04/2024	£1,817.47
Invest 3	16/05/2024	250,000	4.34%	2 mths	16/07/2024	£1,813.29
Invest 2	16/05/2024	250,000	4.34%	3 mths	16/08/2024	£2,734.79
Invest 4	20/06/2024	250,000	4.35%	3 mths	20/09/2024	£2,741.10
	Interest Received in financial year 2024/25					£15,022.81
Invest 1	16/05/2024	250,000	4.53%	6 mths	18/11/2024	£5,771.10
Additional	16/08/2024	250,000	4.15%	3 mths	18/11/2024	£2,671.92
	Interest Due in financial year 2024/25					£8,443.02

Next Step - October 24 to March 2025 Plan.

Newbury Flood and Drainage Action Group

Mission: to work collaboratively with residential and business communities in Newbury to reduce flood risk.

Terms of Reference

1. **Aim.** We exist to promote understanding of the causes of flooding in the Newbury settlement area and to work with the statutory Flood Risk Management Authorities (FRMAs)¹ [the Emergency Services] and representatives of communities in that area to reduce flood risk and harm to people, properties and the environment (natural and built) caused by flood events in the area.
2. **Scope.**
 - a. The geographic area we cover is the Newbury Settlement Area², comprising the town of Newbury and parts of the surrounding parishes: Cold Ash, Greenham, Enborne, Speen and Shaw-cum-Donnington.
 - b. We aim to deal with all types of flooding from rivers (Kennet, Lambourn and Enborne), the Kennet & Avon Canal, surface, foul and combined sewers and culverts, ordinary watercourses flowing into and through the area and ground water emerging from it.
3. **Activities.** We set our priorities for action independently of the statutory FRMAs but in consultation with them³. These may include:
 - a. **Identifying** flood risk, in particular from new development within the area⁴.
 - b. **Mapping** aspects of the water cycle and plans to deal with flood risk and projects to alleviate flooding
 - c. **Disseminating** to our communities information on flood risk, flood events and measures to alleviate harm caused by flooding, using all channels of communication.
 - d. **Assisting** the FRMAs and Emergency Services in preparing for and managing flood events in our area, through voluntary action and fundraising as appropriate.
 - e. **Reviewing relevant policies** of FRMAs and LPA as requested
 - f. **Responding to major planning applications** where flood risk or SUDS appears to be an issue.
4. **Membership.** We are open to all residents in the area and to anyone owning or occupying property. We especially welcome members representing areas known to be at high risk of flooding and/or who have professional expertise or experience of flood alleviation and management. Membership is free.

¹ West Berkshire Council as Lead Local Flood Authority (LLFA), Thames Water (TW) and the Environment Agency (EA).

² as defined by the Local Planning Authority (LPA)

³ Using the Local Flood Risk Management Strategy (LFRMS) as a guide.

⁴ Including major development (as defined by the LPA) upstream of the settlement area.

5. Meetings.

- a. We hold an Annual General Meeting in [the last quarter of every year] and at least three other meetings annually.
 - b. At the AGM we elect⁵ a Chair, Vice Chair, Secretary and Treasurer, with the rest of the Committee made up of Flood Wardens and one representative of each of the Newbury town wards and each surrounding parish.
 - c. Meetings shall be convened by the Chair or Vice Chair or any four members of the Committee and shall be advertised [at the discretion of the relevant town / parish council clerks] by [request of] the Secretary
6. **Conduct of Affairs.** We act within the law, in particular on Data Protection. Meetings other than the AGM will can be held 'virtually' unless the Chair obtains agreement for an in-person or 'hybrid' meeting from a local venue provider.
7. *Assets. The Forum shall hold moneys or assets and shall have an account, at a local Bank. This will enable the Forum to pay incidental expenses associated with hire of meeting venues etc.*

This bank account can be used to hold monies and assets from the successful applications for grants etc. Monies could help pay for activities deemed appropriate to aid the Forum to achieve some of its scope and activities. This could involve the purchase of flood mitigation tools eg. Flood Sacs, air brick covers etc.

⁵ NFF advice is that Flood Forums / Action Groups need not hold money and therefore do not need to have a Treasurer.

Changed 19th August 2024. At meeting convened to discuss the Section 19 Report of the 2024 Flooding, David Willetts elected as the Treasurer to the Newbury Flood and Drainage Forum.

Newbury Flood & Drainage Action Group

Suggested Agenda for Steering Group

Thu. 24th October 2024 19 30pm. Venue St Mary's Church Hall

By Steering group I believe that individuals, small teams should be willing to go away from this meeting with specific tasks to achieve.

They need to be able to update further Steering group meetings and/or the main public group meetings.

1) Apologies

2) Flood mitigation tools.

Fixtures and fittings which may help prevent a house from flooding.

Storage of these FMT materials etc. Provision costs

3) Applications for grants – SSEN¹ resilience fund'

Members Bids (capital bids only) requires a co-sponsor.

4) Communication with the; Householders, Local flood Authorities, (WBC, TW, EA), people with influence,

Leaflets, on line, Facebook etc

5) Expectations!! Thatcham was able to achieve a successful outcome to alleviate the towns problems with major (big) engineering help and the help of a man with influence!!!

The Section 19 report? what are we going to get from this??

6) The river Lambourn banks? The Environment Agency.

7) 14th November 2024 public meeting; 3 local Flood Authorities.

There should be actions coming from these items to enable the Forum to record progress.

1. Scottish & Southern Electriciy

Appendix 10

Newbury Town Council

(yellow - see notes below)

Climate Emergency Working Group

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Membership:

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

Quorum is 3 Councilors and 1 Officer.

Terms of Reference:

- Outcomes:
 - i) 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 Emergency Strategy & actions needed together with outline budget implications.
 - ii) To provide a platform for environmental sustainability, and bio-diversity related initiatives, within the remit and responsibility of Newbury Town Council, and subject to funding. Initiatives to be instructed by the parent committee or Full Council.
 - iii) To recommend next phases for implementation of the action plan, subject to funding.
 - ~~ii)~~
iv) To update Policy & Resources Committee on progress both annually by independently verified body and interim Report in Climate Change actions taken and Carbon reduction achieved.
 - v) To update Policy & Resources on Plans for, and outcome of, the Climate Emergency Workshops and action events approved.
 - vi) Liaise with Newbury Town Council's committees to encourage environmentally sustainable goals for all Newbury Town Council policies.
 - vii) Engage with local community groups to support climate action and promote grants.
 - ~~iv)~~viii) Review climate action grant applications and provide recommendations to grants sub-committee.

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v)ix) To update Policy & Resources on Grants awarded [and](#) 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 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, [resources permitting](#).
 - 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 authorisation by the parent Committee.

Signed: [David W Ingram, Community Services Manager](#)

Date: [10th June 2021](#)

Notes from Cllr David Harman

- Title/Status of Group: Discussion of CEWG as a WG, Sub-Comm, or Comm has been recommended as an agenda item for next P & R.
- Outcomes 1 - Parent body to be considered within the next P & R.
- Outcomes 2 – To provide a platform.....This is the main change.

1. Financial Regulations

In the Financial Regulations brought to the Policy & Resources Committee in July 2024, we included inherited practice, that Direct Payments or Faster Payments as they are referred to within the Financial Regulations, could be utilised without councillor authorisation, in consideration of the speed of turnover required. But that they would be brought to the following Policy & Resources meeting alongside the Supplier Payments.

Further to the observation of the Internal Auditor (recommendation on page 5 of the October 2024 report) we are recommending that sections 10.7 and 10.8 of the Financial Regulations be amended as follows:

- 10.7 Any payment necessary to comply with contractual terms, to enable late invoices to be paid prior to year-end, or to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998, shall, provided there is no dispute or other reason to delay payment, be paid by faster payments. The invoices and purchase orders are to be forwarded by the Senior Accounts Officer to the agreed signatories for the 'Supplier Payments' in the usual way, requesting the authorisation in writing by two members for the release of the online payments. A list of faster payments shall be submitted to the next appropriate meeting of the Policy & Resources committee.
- 10.8 By exception, if member agreement is not feasible due to the timescale, an invoice may be paid by faster payments at the RFO's discretion, or in the RFO's absence, the CEO. The RFO and/or CEO must satisfy themselves as to the reasons for the exception, and that there are sufficient funds within the budget.

AGAR – Section 3 – External Auditor’s Report and Certificate – 2023/24

The following should be read with sight of:

- The ‘Notice of Conclusion of Audit, year ended 31st March 2024’ and
- ‘Section 3 – External Auditor’s Report and Certificate – 2023/24’

Both have been published on the Newbury Town Council website and on the noticeboard immediately outside the Town Hall.

You will note the External Auditor’s Report includes the following statements:

“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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”

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

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 9, and it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This response is consistent with the internal auditor’s response to internal control objection ‘O’”

For your assurance, Internal Control ‘O’ for the Internal Auditor and Assertion ‘9’ for the Council are about the financial reporting of the Trust fund account for which the Council is Sole Trustee. There are two key responsibilities:

- 1) **To ensure that when the Council’s accounts are reported to the External Auditor, via the AGAR, that they do not include the Trust fund accounts.**

This was completed correctly.

- 2) **To report the Trust’s End of Year figures to the Charity Commission by 31st January of the following year.**

Regrettably, due to an administrative hitch between the previous CEO and myself on the transfer of this work, the 2022/23 figures were submitted late, again my apologies to Council for this. You may remember my raising this when I submitted the 2023/24 AGAR papers to Council and the External Auditor for consideration, though by this time all had been confirmed by the Charity Commission as up to date.

In respect to the 2023/24 Trust fund accounts, the End of Year figures are already submitted to the Charity Commission, with confirmed receipt, ahead of their Jan 31st 2025 deadline.

Newbury Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Newbury Town Council for the year ended 31 March 2024 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Newbury Town Council on application to:</p>	
<p>(a) <u>MRS. E. MANSHIP, RFO</u> <u>NEWBURY TOWN COUNCIL</u> <u>THE TOWN HALL, MARKET PLACE</u> <u>NEWBURY, BERKSHIRE RG14 5AA</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p>
<p>(b) <u>THURSDAY 26th SEPTEMBER TO</u> <u>WEDNESDAY 16th OCTOBER 2024</u> <u>BY APPOINTMENT TEL 01635-35486</u></p>	<p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any local government elector of the area on payment of £ <u>5</u> (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>MRS. E. MANSHIP.</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>25/09/24</u></p>	<p>(e) Insert the date of placing of the notice</p>

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

EN Newbury Town Council

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 2024, 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.	
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.	
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.	
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	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
		✓		

*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:

08/05/2024

and recorded as minute reference:

MINUTE REFERENCE 93

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.newbury.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

EN Newbury Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,241,380	1,152,402	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	1,180,623	1,272,879	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	Restated 324,757	587,800	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	488,756	571,090	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	Restated 1,105,602	1,135,251	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,152,402	1,306,740	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	1,149,392	1,345,902	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	6,096,089	6,134,571	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).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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]

Date

03/05/2024

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

03/05/2024

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

[Signature]

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Newbury Town Council – BE0057**

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 2024; 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 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 9, and it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This response is consistent with the internal auditor’s response to internal control objection ‘O’.

3 External auditor certificate 2023/24

We 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 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

10/09/2024



Newbury Town Council

Internal Audit Report 2024-25 (First interim)

Susan Cook

*For and on behalf of
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 in relation to the 2024-25 financial year, during our interim review of the Council's records for the year, which was undertaken on site on 25th September 2024. We wish to thank the CEO and his staff for assisting the process, providing all necessary documentation in either hard copy or electronic format to facilitate commencement of our review for the year.

Internal Audit Approach

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

This report will be updated following our next review on 19th December 2024.

Overall Conclusions

We are pleased to advise that, based on the work undertaken to date, officers continue to maintain adequate and effective internal control arrangements with only one issue identified requiring attention. Details are set out in the following detailed report with any resultant recommendations further summarised in the appended Action Plan.

During our remaining visits we will review precept determination and budget control, Income control systems, Asset register information and continue our reviews of expenditure controls, bank reconciliations, management of risk and corporate governance. We ask that the report be presented to members and a formal response be provided in advance of our next visit / review to those recommendations indicating the actions taken and / or in hand at that time.

Review of Accounting Arrangements & Bank Reconciliations

The Council maintains its accounting systems using the RBS Rialtas Omega software, there are two bank accounts in place, the current account and instant access account for which cashbooks are maintained in the Omega accounts. Surplus funds are also on deposit with CCLA in the Public Sector Deposit Fund (PSDF) and various short term deposit accounts.

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 to date: -

- Verified the accurate carry forward of the 2023-24 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 a sample months transactions (August 2024) on the Current account cashbook and Instant Access account cashbook agreeing detail to supporting bank statements;
- Verified the year to date PSDF transactions and Term Deposit Interest receipts by reference to the underlying advice notices of interest earned; and
- Checked and agreed the software based bank reconciliations as at 31st August 2024 to ensure that there are no long-standing, uncleared items or other anomalous entries arising.

Conclusions

We are pleased to note that bank reconciliations continue to be signed off by a checking Councillor.

Interest received monthly on the PSDF account is not entered in the accounting month received but is included in the following month accounts as the statement is not received until after the close of the monthly accounts.

We will undertake further work at future reviews checking a further two months' transactions on the accounts for both the current account and instant access account. We will also continue to check that the interest received on the PSDF account is entered to the ledger, along with the interest received on the short-term deposits and that the balance recorded on the trial balance agrees to the supporting statements of deposit. At our final review we will also ensure the accurate disclosure of the combined year-end cash and bank balances in the AGAR at Section 2, Box 8.

Review of Corporate Governance

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

We have commenced our examination of the minutes of Full Council and its extant Committee meetings (with the exception of Planning & Highways) for the year to date.

We have noted previously that the Council's extant SOs and Financial Regulations (FRs) are subject to periodic review and re-adoption, we will look to see these are reviewed and re-adopted during the course as part of our ongoing examination of the councils' minutes.

We note that the 2023-24 AGAR has just been signed off by the external auditors with the following comment.

'The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 9, and it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This response is consistent with the internal auditor's response to internal control objection 'O'.

Conclusions

Whilst we have commenced our review of the minutes of the Council and its' committees, we note that there are some minutes missing from the website, we will check at our next visit that these are included. We will also check that the relevant documentation has been prepared for submission to the Charity Commission.

We are pleased to note the Council has provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.

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 commenced our review of procedures and physical payments in this area noting that, invoices are no longer physically signed by staff, but instead an email trail of approval is in place for all invoices, along with a register of invoice queries.

We have selected a sample of payments processed in the year to August 2024 to ensure compliance with the above criteria including all those 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 30 payments totalling £272,000 and equating to 51% by value of all non-pay expenditure for the year to date.

We note that VAT returns continue to be submitted electronically on a regular quarterly basis and have verified that the final 2023-24 quarter's reclaim has been repaid by HMRC and the first quarterly reclaim for 2024-25 submitted, with the totals agreeing to the relevant Omega nominal control account.

Conclusions and recommendation

Whilst the Council has good controls in place for the payment of invoices, there is one area where the full process is not complied with, which is the procedure for direct payments. Approval is provided by senior leadership members but is not always advised to Councillors for approval and two instances of this was found as part of our review.

R1. The payment procedure for direct payments should be tightened up to ensure councillor approval is given in all cases.

Assessment and Management of Risk

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

We have noted previously that the Council has a formal Risk Management Strategy in place supplemented by a detailed Strategic Risk Register which is reviewed and re-adopted by the Policy and Resources Committee we will check that the annual review is undertaken as part of our ongoing programme of work.

The Council's insurance cover is provided by Zurich: we have examined the insurance schedule running from 1st September 2024 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 £396,795 all of which we consider appropriate for the Council's present requirements.

Conclusion

No issues arise in this area currently to warrant formal comment or recommendation. We will undertake further work at our future visits.

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.

This review took place in advance of the Council's formal deliberation and determination of the budgetary and precept requirements for 2025-26: consequently, we shall revisit this area as part of our third review visit.

We are pleased to record that members continue to be provided with sound, periodic and comprehensive management accounting information to provide an appropriate means for monitoring budgetary performance during the current year.

We have reviewed the latest available Omega budget report (to 31st August 2024) and have seen no areas of significant variance from the anticipated levels at this stage of the financial year.

Conclusion

We shall undertake further work in this area at future visits, including ensuring the 2025-26 budget and precept are formally approved and adopted, examining the year-end budget outturn and considering the ongoing appropriateness of retained reserves to meet the Council's ongoing revenue spending plans and development aspirations.

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. The national pay award effective from 1st April 2024 has not yet been agreed.

We have, consequently, acquired detail of salaries paid to staff in post in August 2024; their salary points on the national spinal scale and their basic weekly hours where not employed full time: we have also examined the months' payslips, undertaking the following specific work: -

- We have agreed the salary rate paid to each employee in August for each employee to the approved salary scales;
- We have verified the accuracy of tax and NI deductions in that month based on the gross salaries payable to each employee by reference to the relevant HMRC tables; and
- Finally, we have checked to ensure that the correct LG Pension Scheme percentage deductions rates have been applied.

Conclusion

We are pleased to report that no issues have arisen in this review area warranting comment or 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 invested £250,000 in the CCLA PSDF which we have previously verified to their third-party advice note and we note that an additional £250,000 was deposited in August 2023: we note from subsequent statements that dividends are duly received monthly and added to the capital investment sum in the Omega control account. We have duly, as indicated in the first section of this report, checked the accurate recording of the year-to-date dividends received and will complete further checks at our future visits.

The Council also currently has £750,000 in three short term deposit accounts, which we have confirmed as part of our review of accounting arrangements and bank reconciliations.

Conclusions

No issues arise in this area currently to warrant formal comment or recommendation. We shall undertake further work at our year-end review, including ensuring accurate disclosure of the year-end balances in the AGAR Section 2, Boxes 8 & 10 respectively.

Rec. No.	Recommendation	Response
Review of Accounting Arrangements & Bank Reconciliations		
R1	The payment procedure for direct payments should be tightened up to ensure councillor approval is given in all cases.	

Audit Working Group – Terms of Reference – Draft Update 02/10/24

Name: Audit Working Group

Parent Committee: Policy & Resources Committee

Members:

- Five Councillors to be appointed by the Policy & Resources Committee, with proportional representation from each political party.
- Cllr Substitutes: One from each political party.
- The Responsible Financial Officer.
- The Chief Executive Officer is Ex-Officio.
- Up to two non-voting members with relevant expertise may be appointed from outside the Council.
- The membership to be reviewed by the Policy & Resources Committee at the first meeting following the Annual Meeting of the Council.

Quorum: 3 members and 1 officer.

Chairperson: The Working Group to appoint a chairperson at the first meeting following the parent committee's annual review of the group's membership, from one of the serving councillors.

Goals:

1. To support the RFO in maintaining an adequate and effective system of financial management and internal audit in accordance with the Financial Regulations. To include:
 1. A member of the Audit Working Group other than the Chair of Council, the Chair of the Policy & Resources Committee, or a bank signatory shall, on a rotational basis, verify bank reconciliations (for all accounts) produced by the RFO.
 2. A member of the Audit Working Group shall confirm the direct debit and standing order payments against the bank statement as part of the reconciliation process.
 3. To discuss at the request of the RFO, if helpful prior to recommendations being taken to the Policy & Resources Committee, any matters raised by the Internal or External Auditor.
2. To annually review the Financial Regulations and make any relevant recommendations to the parent committee.
3. To annually review the Council's Risk Management Strategy and make any relevant recommendations to the Policy & Resources Committee.
4. To annually review the Council's Reserves and Investments Policy and make any relevant recommendations to the Policy & Resources Committee.

5. To annually review the Standing Orders and make any relevant recommendations to the Policy & Resources Committee.

Guidance from the Council / Policy & Resources Committee

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

Resources and Budget

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

Governance

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

Additional Notes

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

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

Standing Orders

The Standing Orders have been reviewed using the NALC Model Standing Orders, as recommended by the Internal Auditor.

Resolutions within the Council's current Standing Orders that are specific to Newbury Town Council have been transferred across into the reviewed Standing Orders, that follow.

These Standing Orders are recommended to Council by the Audit Working Group.

One matter that has arisen since the Audit Working Group meeting, is the matter of whether the public and members can speak on any matter in a meeting, or only on items on the agenda. The NALC Model Standing Orders recommend that members of the public may only speak within the public session at a meeting, on matters that are on the agenda. Whereas the current Standing Orders state that members of the public may speak on any matter. The same applies to Members.

The reason NALC suggest the public session within a meeting is restricted to agenda items, is specifically to enable the Council to hear public questions and comments on agenda items prior to its own discussion and vote. Arguably, if a member of the public has a question or comment on a general matter, they may write to the Council and/or speak with a Councillor at a Saturday Morning Surgery.

Discussing this with the CEO, we felt it would be helpful to bring this to the attention of the P&R Committee, for its consideration.

Within the Standing Orders that follow, you will find the NALC recommendation within 3.10 and the NTC current practice within 7.2.5 and 7.2.6. We will amend this to the Committee's recommendation prior to the Standing Orders being forwarded to Full Council.

3.10 Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

7.2.5. Members of the public who live or work in Newbury shall have the right to ask questions on any matter concerning the business of the Council or the Committee for 20 minutes of any meeting at the discretion of the Chair of that meeting. Questions relating to personal business are not appropriate and should be dealt with by the Council's officers. Questions not answered within that period will receive a written reply. In such cases, the Chair of the meeting will invite the member of the public, if present at the meeting, to ask the question, as submitted.

7.2.6 Members may ask the Chair or the Chief Executive or the Committee Clerk any questions concerning the business of the Council or the Committee.

Standing Orders

Date Issued: July 2024	Date Reviewed: July 2024
Effective date: <i>October 2024</i>	Review Date: October 2025

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- 20. Financial Controls and Procurement**
- 21. Handling Staff Matters**
- 22. Responsibilities to Provide Information**
- 23. Responsibilities under Data Protection Legislation**
- 24. Relations with the Press/Media**
- 25. Execution and Sealing of Legal Deeds**
- 26. Communicating with Unitary Councillors**
- 27. Restrictions on Councillor Activities**
- 28. Standing Orders Generally**

1. RULES OF DEBATE AT MEETINGS

- 1.1 Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- 1.2 Motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- 1.3 A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- 1.4 If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- 1.5 An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- 1.6 If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- 1.7 An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- 1.8 A Councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- 1.9 If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting. Subject to Standing Order 1
- 1.10 Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- 1.11 One or more amendments may be discussed together if the Chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- 1.12 A Councillor may not move more than one amendment to an original or substantive motion.
- 1.13 The mover of an amendment has no right of reply at the end of debate on it.
- 1.14 Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- 1.15 Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except:
 - 1.15.1 to speak on an amendment moved by another Councillor;

- 1.15.2 to move or speak on another amendment if the motion has been amended since they last spoke;
 - 1.15.3 to make a point of order;
 - 1.15.4 to give a personal explanation; or
 - 1.15.5 to exercise a right of reply
- 1.16 During the debate on a motion, a Councillor may interrupt only on a point of order or a personal explanation and the who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- 1.17 A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- 1.18 When a motion is under debate, no other motion shall be moved except:
- 1.18.1 to amend the motion;
 - 1.18.2 to proceed to the next business;
 - 1.18.3 to adjourn the debate;
 - 1.18.4 to put the motion to a vote;
 - 1.18.5 to ask a person to be no longer heard or to leave the meeting;
 - 1.18.6 to refer a motion to a Committee or Sub-Committee for consideration;
 - 1.18.7 to exclude the public and press;
 - 1.18.8 to adjourn the meeting; or
 - 1.18.9 to suspend Standing Order(s) excepting those which reflect mandatory statutory or legal requirements.
- 1.19 Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- 1.20 No speech by a mover of a resolution shall exceed five minutes, and no other speech shall exceed three minutes, except at the discretion of the Chair.

2. DISORDERLY CONDUCT AT MEETINGS

- 2.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- 2.2 If person(s) disregard(s) the request of the Chair of the meeting to moderate or improve their conduct, any Councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from

the meeting. The motion, if seconded, shall be put to the vote without discussion. If a resolution made under Standing Order 2.2 is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include suspending temporarily or closing the meeting.

3. MEETINGS GENERALLY

Full Council	*	Committee	+	Sub-Committee	#
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- 3.1. Meetings of the Council are meetings of the Full Council, its Committees, Sub-Committees or Working Groups. The Full Council is a meeting of all members of the Council.
- 3.2. Meetings of the Council shall be held at the Town Hall, Market Place, Newbury at 7.30pm unless otherwise decided at a previous meeting or by the Chair and stated in the summons.
- 3.3. Smoking, including electronic cigarettes, is not permitted at any meetings of the Council or in any of its buildings or facilities.
- 3.4. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost. ***
- 3.5. **The minimum three clear days for notice of a meeting does not include the day on which notice the was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning. ***
- 3.6. **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice. +**
- 3.7. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. ****
- 3.8. No member of the Council shall disclose to any person not a member of the Council/Committee/Sub-Committee where the matter was discussed/resolved.

- 3.9. The following subjects shall be considered confidential and require the exclusion of the press and public:
 - 3.9.1. Engagement, terms of service, conduct and dismissal of employees
 - 3.9.2. Terms of tenders, proposals and counterproposals in negotiations for contracts
 - 3.9.3. Preparation of cases in legal proceedings; and
 - 3.9.4. The early stages of any dispute
- 3.10. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Members of the public must provide questions in writing in advance of the meeting by the time noted on the agenda.
- 3.11. The period designated for public participation at a meeting in accordance with Standing Order 3.10 shall not exceed 15 minutes unless directed by the Chair of the meeting.
- 3.12. Subject to standing order 3.11, a member of the public shall not speak for more than 5 minutes.
- 3.13. In accordance with Standing Order 3.10, a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- 3.14. In Full Council a person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort) The Chair of the meeting may at any time permit persons to remain seated when speaking.
- 3.15. A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- 3.16. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- 3.17. **Subject to Standing Order 3.11, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- 3.18. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission. *+**

- 3.19. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.** **+
- 3.20. **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor of the Council may in their absence be done by, to or before the Deputy Mayor of the Council.** *
- 3.21. **The Mayor of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Deputy Mayor of the Council (if there is one) if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- 3.22. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.** **+#
- 3.23. **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.** **+#
See Standing Orders 6(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.
- 3.24. **Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda. *
- 3.25. The minutes of a meeting shall include an accurate record of the following:
- 3.25.1.the time and place of the meeting;
 - 3.25.2.the names of Councillors who are present and the names of Councillors who are absent;
 - 3.25.3.interests that have been declared by Councillors and non-Councillors with voting rights;
 - 3.25.4.the grant of dispensations (if any) to Councillors and non-Councillors with voting rights;
 - 3.25.5.whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered; vi. if there was a public participation session; and
 - 3.25.6.the resolutions made.
 - 3.25.7.the names of the members that propose and second a motion are to be formally recorded in the minutes of Council meetings

- 3.25.8. If one member so requires, the senior officer present shall record the names of the members who voted on any question so as to show whether they voted, for, against or abstained. Any individual member can ask to show how they voted to be recorded. *+ #
- 3.26. **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter. ***
- 3.27. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three. See Standing Order 4d(viii) for the quorum of a Committee or Sub-Committee meeting.**
- 3.28. Newbury Town Council quorum of a Committee or Sub-Committee is one half of the membership.
- 3.29. **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. *+ #**
- 3.30. Meetings should not normally continue past 2.5 hours or 10pm, if however, the Chair believes that the business could be concluded within 3 hours or by 10.30pm a motion must be moved and supported by the majority of members present. All meetings will conclude by 10.30pm at the latest.

4. Functions reserved to Full Council

- 4.1. The Full Council reserves to itself the following functions:
- 4.1.1. It sets the precept.
 - 4.1.2. It approves the borrowing of monies.
 - 4.1.3. It delegates powers to Committees to carry out certain functions on behalf of the Full Council and sets and amends the Terms of References for those Committees, including the number of members and the appointment of Members to each Committee as well as the quorum required for each Committee meeting.
 - 4.1.4. It receives the timetable of meetings for Committees and the Council.
 - 4.1.5. It reviews, at least annually, the delegated powers of its Committees, Sub-Committees, Officers and other Local Authorities;
 - 4.1.6. It deals with all matters relating to elections.
 - 4.1.7. It adopts, and reviews annually, the Council's Standing Orders and Financial Regulations.
 - 4.1.8. It reviews and adopts the Council's Strategy.

- 4.1.9. It approves the end of year Accounts and Annual Return.
- 4.1.10. It elects the Leader of the Council and the Deputy Leader.
- 4.1.11. It fills Member vacancies occurring on any Committee or Council, where required.
- 4.1.12. It appoints or nominates persons to outside bodies.
- 4.1.13. At the Annual Meeting of the Council, it elects the Town Mayor and the Deputy Mayor.

5. COMMITTEES SUB-COMMITTEES AND WORKING GROUPS

- 5.1. Newbury Town Council has the following Committees:
 - 5.1.1. Planning and Highways
 - 5.1.2. Policy and Resources
 - 5.1.3. Community Services
 - 5.1.4. Civic Pride, Arts and Culture
- 5.2. **Unless the Council determines otherwise, a Committee may appoint a Sub-Committee whose terms of reference and members shall be determined by the Committee.**
- 5.3. **The members of a Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council.**
- 5.4. **Unless the Council determines otherwise, all the members of an Advisory Committee (Working Group) and a Sub-Committee of the Advisory Committee (Working Group) may be non-Councillors.**
- 5.5. The Council may appoint Standing Committees, other Committees as may be necessary, and:
 - 5.5.1. shall determine their terms of reference;
 - 5.5.2. shall determine the number and time of the ordinary meetings of a Standing Committee up until the date of the next annual meeting of the Council;
 - 5.5.3. shall permit a Committee, other than in respect of the ordinary meetings of a Committee, to determine the number and time of its meetings;
 - 5.5.4. shall, subject to Standing Orders 5.2 and 5.3, appoint and determine the terms of office of members of such a Committee;
 - 5.5.5. may, subject to Standing Orders 5.2 and 5.3, appoint and determine the terms of office of the substitute members to a Committee whose role is to replace the ordinary members at a meeting of a Committee if the ordinary members of the Committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - 5.5.6. shall, after it has appointed the members of a Standing Committee, appoint the Chair of the Standing Committee;

- 5.5.7. shall permit a Committee other than a Standing Committee, to appoint its own Chair at the first meeting of the Committee;
- 5.5.8. shall determine the place, notice requirements and quorum for a meeting of a Committee and a Sub-Committee which, in both cases, shall be no less than three;
- 5.5.9. shall determine if the public may participate at a meeting of a Committee;
- 5.5.10. shall determine if the public and press are permitted to attend the meetings of a Sub-Committee and also the advance public notice requirements, if any, required for the meetings of a Sub-Committee;
- 5.5.11. shall determine if the public may participate at a meeting of a Sub-Committee that they are permitted to attend; and
- 5.5.12. dissolve a Committee or a Sub-Committee.
- 5.5.13. shall not appoint any member of a Committee or Sub-Committee to hold office than later than the next annual meeting.
- 5.5.14. The Chair of all the Council's Committees shall be members of the Policy and Resources Committee.
- 5.5.15. Membership of Committees, Sub-Committees and Working Groups shall be allocated to proportionally reflect the political composition of the Council.
- 5.6. The Leader of the Council and Deputy Leader of the Council are ex-officio members of the Community Services Committee and Civic Pride, Arts and Culture.
- 5.7. At the first meeting after the annual meeting, each Committee shall appoint Sub-Committees, review membership of the Sub-Committees reporting to the Committee and appoint the Chair.
- 5.8. At the first meeting after the annual meeting, each Committee shall review the membership and terms of all Working Groups reporting to the Committee.
- 5.9. The Policy and Resources Committee will conduct, under delegated authority, the following within its forward work programme:
 - 5.9.1. review arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses.
 - 5.9.2. review of inventory of land and other assets including buildings and office equipment;
 - 5.9.3. review of the Council's subscriptions to other bodies;
 - 5.9.4. review of the Council's financial standing orders and direct debits
 - 5.9.5. review arrangements for insurance cover in respect of all insurable risks;

- 5.9.6. review the Council's policies, procedures and practices including its obligations under freedom of information and data protection legislation (see also Standing Orders 11, 20 and 21);
- 5.9.7. review the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the General Power of Competence at each quarterly Policy and Resources Committee.

6. ORDINARY COUNCIL MEETINGS

- 6.1. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.**
- 6.2. **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- 6.3. **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- 6.4. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- 6.5. **The first business conducted at the annual meeting of the Council shall be the election of the Chair (Mayor) and Vice-Chair (Deputy Mayor) of the Council.** It is the convention of Newbury Town Council that the Deputy Mayor becomes the Mayor in the following year.,.
- 6.6. **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- 6.7. **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- 6.8. **In an election year, if the current Chair of the Council has not been elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- 6.9. **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of**

the Council and shall give a casting vote in the case of an equality of votes.

- 6.10. Following the election of the Mayor of the Council and Deputy Mayor of the Council at the annual meeting, the business shall include:
- 6.10.1 **In an election year, delivery by the Mayor and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
- 6.10.2 The election of the Leader and Deputy Leader of Newbury Town Council. The Leader and Deputy Leader of Newbury Town Council, shall serve as the Chair and Vice-Chair of the Policy & Resources Committee and Chair and Vice-Chair of the Staff Sub-Committee;
- 6.10.3 Confirmation of the accuracy of the minutes of the last meeting of the Council;
- 6.10.4 Receipt of the minutes of the last meeting of a Committee;
- 6.10.5 Consideration of the recommendations made by a Committee;
- 6.10.6 Appointment of Members and the Chair of the Council's Standing Committees: Planning and Highways, Civic Pride, Arts and Culture; and Community Services;
- 6.10.7 Alongside the appointment of Committee members, substitute members may also be appointed;
- 6.10.8 Appointment of any new Committees in accordance with Standing Order 5;
- 6.10.9 In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- 6.10.10 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

7. Order of Business

- 7.1. With the exception of the Policy & Resources Committee and the Staff Sub-Committee, every Committee and Sub-Committee shall at its first meeting after the Annual Meeting, before proceeding to any other business, elect a Vice-Chair who shall hold office until the next Annual Meeting of the Council.

- 7.2. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:
 - 7.2.1. To receive apologies for absence;
 - 7.2.2. To receive any declarations of interest;
 - 7.2.3. To note any relevant dispensations
 - 7.2.4. To read and consider the minutes; provided a copy has been circulated to each Member no later than the day of issue of the summons to attend the meeting, the minutes may be taken as read;
 - 7.2.4.1. After consideration, to approve the signing of the minutes as a correct record by the person presiding;
 - 7.2.5. Members of the public *who live or work in Newbury* shall have the right to ask questions on any matter concerning the business of the Council or the Committee for 20 minutes of any meeting at the discretion of the Chair of that meeting. Questions relating to personal business are not appropriate and should be dealt with by the Council's officers.

Questions not answered within that period will receive a written reply. In such cases, the Chair of the meeting will invite the member of the public, if present at the meeting, to ask the question, as submitted.
 - 7.2.6. Members may ask the Chair or the Chief Executive or the Committee Clerk any questions concerning the business of the Council or the Committee, provided notice of the question has been given to the person to whom it is addressed before the meeting begins in accordance to the following provisions:
 - 7.2.6.1. the time allotted for Members' questions shall not exceed 20 minutes;
 - 7.2.6.2. Questions not answered within that period will receive a written reply.
 - 7.2.7. To deal with business expressly required by statute to be done;
 - 7.2.8. To receive such communications as the person presiding may wish to lay before the Council, e.g. a petition;
 - 7.4.9. To receive and consider reports, and minutes of Committees;
 - 7.4.10. To receive and consider reports from Officers of the Council;
 - 7.4.11. Any other business specified in the summons (except as provided in Standing Order 17).

- 7.3. A motion to vary the order of business on the ground of urgency may be proposed by the Chair or by any Member and if seconded shall be put to the vote.

8. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- 8.1. **The Mayor of the Council may convene an extraordinary meeting of the Council at any time.**
- 8.2. **If the Mayor of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two Councillors.**
- 8.3. The Chair of a Committee or a Sub-Committee may convene an extraordinary meeting at any time.

9. PREVIOUS RESOLUTIONS

- 9.1. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 60% of Councillors, of the Council/Committee/Sub-Committee (to the nearest whole number) where the resolution was agreed; to be given to the Proper Officer in accordance with Standing Order 11, or by a motion moved in pursuance of the recommendation of a Committee or a Sub-Committee.
- 9.2. When a motion moved pursuant to Standing Order 9.1. has been disposed of, no similar motion may be moved for a further six months.

10. VOTING ON APPOINTMENTS

- 10.1. If a candidate for any appointment¹ under the Council is to their knowledge related to any member or officer, they shall disclose this relationship in writing to the CEO of the Council. A candidate who fails to do so shall be disqualified for such an appointment and if appointed may be dismissed without notice. The CEO shall report to Council or any appropriate Committee any such disclosure.
- 10.2. Canvassing a member of the Council directly or indirectly for any appointment under the Council shall disqualify the candidate for such

¹“Any appointment” refers to any Council appointment, either salaried or voluntary. It includes but is not restricted to a) Council representatives to external organisations; b) Working Group members undertaking research with an individual outside the Council; c) volunteers for council managed positions or volunteer groups; d) contractors and e) officers.

appointment. The CEO shall make known the purport of this Standing Order to every candidate.

- 10.3. A member of the Council or any Committee shall not solicit for any appointment under the Council or recommend any person for such appointment or promotion but nevertheless any such member may give written testimonial of a candidate's ability experience or character for submission to the Council with an application for appointment.
- 10.4. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

11. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- 11.1. A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- 11.2. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the date the agenda is due to be published, as per the Council's 'Schedule of Meetings'. Clear days do not include the day of the notice or the day of the meeting.
- 11.3. The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 11.2., correct obvious grammatical or typographical errors in the wording of the motion.
- 11.4. If the Proper Officer considers the wording of a motion received in accordance with Standing Order 11.2. is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 3 clear days before the date the agenda is due to be published, as per the Council's 'Schedule of Meetings'.
- 11.5. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- 11.6. The decision of the Proper Officer as to whether to include the motion on the agenda shall be final.
- 11.7. Motions received shall be recorded and numbered in the order that they are received.
- 11.8. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

12. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- 12.1. The following motions may be moved at a meeting without written notice to the Proper Officer:
 - 12.1.1. to correct an inaccuracy in the draft minutes of a meeting;
 - 12.1.2. to move to a vote;
 - 12.1.3. to defer consideration of a motion;
 - 12.1.4. to refer a motion to a particular Committee or Sub-Committee;
 - 12.1.5. to appoint a person to preside at a meeting;
 - 12.1.6. to change the order of business on the agenda;
 - 12.1.7. to proceed to the next business on the agenda;
 - 12.1.8. to require a written report;
 - 12.1.9. to appoint a Committee or Sub-Committee and their members;
 - 12.1.10. to extend the time limits for speaking;
 - 12.1.11. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - 12.1.12. to not hear further from a Councillor or a member of the public;
 - 12.1.13. to exclude a Councillor or member of the public for disorderly conduct;
 - 12.1.14. to temporarily suspend the meeting;
 - 12.1.15. to suspend a particular Standing Order (unless it reflects mandatory statutory or legal requirements);
 - 12.1.16. to adjourn the meeting; or
 - 12.1.17. to close the meeting.

13. MANAGEMENT OF INFORMATION

See also Standing Order 22.

- 13.1. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

- 13.2. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council’s retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- 13.3. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- 13.4. **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

14. DRAFT MINUTES

Full Council	*	Committee	+	Sub-Committee	#
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- 14.1. If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- 14.2. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 12.1.1.
- 14.3. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution, and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 14.4. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect: “The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.” *+#
- 14.5. **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.** *+#
- 14.6. Subject to the publication of draft minutes in accordance with Standing Order 14.5. and Standing Order 22.1. and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or

recordings of the meeting for which approved minutes exist shall be destroyed.

15. CODE OF CONDUCT AND DISPENSATIONS

See also Standing Order 3.21.

- 15.1. All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- 15.2. Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- 15.3. Any Councillor with an interest considered prejudicial may remain for the information gathering section of the discussion; but must physically move to the public gallery for the debate and the vote, taking no part in the discussion, unless a dispensation has been granted under the Council's dispensation process.
- 15.4. Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's Code of Conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- 15.5. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 15.6. A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or Committee or Sub-Committee for which the dispensation is required and that decision is final.
- 15.7. A dispensation request shall confirm:
 - 15.7.1. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - 15.7.2. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - 15.7.3. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - 15.7.4. an explanation as to why the dispensation is sought.
- 15.8. Subject to Standing Orders 15.4. and 15.6., a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required,

who shall advise the Council, Committee, or Sub-Committee on the matter prior to the decision being made.

- 15.9. **A dispensation may be granted in accordance with Standing Order 15.5. if having regard to all relevant circumstances any of the following apply:**

15.9.1. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**

15.9.2. **granting the dispensation is in the interests of persons living in the Council's area; or**

15.9.3. **it is otherwise appropriate to grant a dispensation.**

- 15.10. **If a member of Council fails throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the Council, they shall, unless the failure was due to some reason approved by the Council before the expiry of that period, cease to be a member of the Council. Attendance as a Councillor at a meeting of any Committee or Sub-Committee of the Council, or at a meeting of any Joint Committee, joint board or other body by whom for the time being any of the functions of the Council are being discharged, or who were appointed to advise the authority on any matter relating to the discharge of their functions, and attendance as representative of the Council at a meeting of any body of persons, shall be deemed for the purposes above to be attendance at a meeting of the Council.**

- 15.11. The responsibility for ensuring that a Councillor does not vacate their office through continuous failure to attend meetings rests entirely with that Councillor.

- 15.12. Non-attendance will be recorded either as an apology (if received) or as being absent.

- 15.13. Councillors may attend meetings 'virtually' but this will not be recorded as attendance at the meeting.

16. CODE OF CONDUCT COMPLAINTS

- 16.1. Upon notification by the District or Unitary Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to Standing Order 13, report this to the Council.

- 16.2. Where the notification in Standing Order 16.1. relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume

the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 16.4.

16.3. The Council may:

16.3.1. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

16.3.2. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

16.4. **Upon notification by the Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

17. PROPER OFFICER

17.1. The Proper Officer shall be either

17.1.1. the Clerk or

17.1.2. other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

17.2. The Proper Officer shall:

17.2.1. **at least three clear days before a meeting of the Council, a Committee or a Sub-Committee, serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda and Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them). See Standing Order 3.5. for the meaning of clear days for a meeting of a Full Council and Standing Order 3.6. for the meaning of clear days for a meeting of a Committee;**

17.2.2. subject to Standing Order 11, include on the agenda all motions in the order received unless a Councillor has given written notice at least 10 days before the meeting confirming their withdrawal of it;

17.2.3. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**

17.2.4. **facilitate inspection of the minute book by local government electors;**

- 17.2.5. **receive and retain copies of byelaws made by other local authorities;**
- 17.2.6. hold acceptance of office forms from Councillors;
- 17.2.7. hold a copy of every Councillor's Register of Interests;
- 17.2.8. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- 17.2.9. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- 17.2.10. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- 17.2.11. arrange for legal deeds to be executed; (see also Standing Order 25);
- 17.2.12. in conjunction with the RFO, arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its Financial Regulations;
- 17.2.13. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- 17.2.14. refer a planning application received by the Council to the Chair of the Planning and Highways Committee or, in their absence, the Vice-Chair, within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning and Highways Committee;
- 17.2.15. manage access to information about the Council via the publication scheme; and
- 17.2.16. retain custody of the seal of the Council which shall not be used without a resolution to that effect. (see also Standing Order 25).

18. RESPONSIBLE FINANCIAL OFFICER

- 18.1. The Council shall appoint appropriate member(s) of staff to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

19. ACCOUNTS AND ACCOUNTING STATEMENTS

- 19.1. “Proper practices” in Standing Orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- 19.2. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s Financial Regulations.
- 19.3. The Responsible Financial Officer shall supply to each member of the Policy and Resources Committee as soon as practicable after 30 June, 30 September, 31 December and 31st March in each financial year a statement to summarise:
 - 19.3.1. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - 19.3.2. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - 19.3.3. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- 19.4. As soon as possible after the financial year end, 31 March, the Responsible Financial Officer shall provide:
 - 19.4.1. each Councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the year to date for information; and
 - 19.4.2. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- 19.5. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all Councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

20. FINANCIAL CONTROLS AND PROCUREMENT

- 20.1. The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- 20.1.1.the keeping of accounting records and systems of internal controls;
 - 20.1.2.the assessment and management of financial risks faced by the Council;
 - 20.1.3.the work of the independent Internal Auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - 20.1.4.the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
 - 20.1.5.whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- 20.2. Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.
- 20.3. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value more than £25,000 but less than the relevant thresholds referred to in Standing Order 20.6. is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- 20.4. Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- 20.4.1.a specification for the goods, materials, services or the execution of works shall be drawn up;
 - 20.4.2.an invitation to tender shall be drawn up to confirm
 - 20.4.2.1. the Council's specification
 - 20.4.2.2. the time, date and address for the submission of tenders
 - 20.4.2.3. the date of the Council's written response to the tender and
 - 20.4.2.4. the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
 - 20.4.3.the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - 20.4.4.tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer: and forwarded to an email specifically set up for the purpose; and opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;

- 20.4.5.tenders are to be reported to and considered by the appropriate meeting of the Council or a Committee or Sub-Committee with delegated responsibility.
- 20.5. Neither the Council, nor a Committee or a Sub-Committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- 20.6. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

21. HANDLING STAFF MATTERS

- 21.1. A matter personal to a member of staff that is being considered by a meeting of Newbury Town Council OR the Policy and Resources Committee OR the Staff Sub-Committee is subject to Standing Order 13.
- 21.2. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of Newbury Town Council, or the Policy and Resources Committee or the Staff Sub-Committee, or if they are not available, the Vice-Chair of the relevant meeting of absence occasioned by illness or other reason and that person shall report such absence to Staff Sub-Committee at its next meeting.
- 21.3. The appraisals of the CEO should be by a minimum of 3 members of the Staff Sub-Committee. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staff Sub-Committee.
- 21.4. Every year, not later than the meeting at which the budget is set, the Council, delegated to the Staff Sub-Committee, shall review the Pay and Conditions of Service of existing employees.
- 21.5. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair of the Staff Sub-Committee or in their absence, the Vice-Chair of relevant Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staff Sub-Committee.
- 21.6. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a Council Officer relates to the Chair or Vice-Chair of the Policy and Resources Committee or the

Staff Sub-Committee, this shall be communicated to another member of Policy and Resources Committee or the Staff Sub-Committee, which shall be reported back and progressed by resolution of the Policy and Resources Committee or the Staff Sub-Committee.

- 21.7. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
- 21.8. In accordance with Standing Order 13.1., persons with line management responsibilities shall have access to staff records referred to in Standing Order 21.6.

22. RESPONSIBILITIES TO PROVIDE INFORMATION

See also Standing Order 23.

- 22.1. **In accordance with freedom of information legislation, the Newbury Town Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- 22.2. **Newbury Town Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

23. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

See also Standing Order 13 and Newbury Town Council Data Protection Policy.

- 23.1. The Council may appoint a Data Protection Officer.
- 23.2. **Newbury Town Council has a Data Protection Policy and Freedom of Information Policy to respond to an individual exercising statutory rights concerning their personal data.**
- 23.3. **Newbury Town Council has a written policy in place for responding to and managing a personal data breach.**
- 23.4. **Newbury Town Council keeps records of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- 23.5. **Newbury Town Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- 23.6. **Newbury Town Council maintains a written record of its processing activities.**

24. RELATIONS WITH THE PRESS/MEDIA

- 24.1. Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

25. EXECUTION AND SEALING OF LEGAL DEEDS

See also Standing Orders 17.2.12. and 17.2.17.

- 25.1. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- 25.2. **Subject to Standing Order 25.1., any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

26. COMMUNICATING WITH UNITARY COUNCILLORS

- 26.1. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the Unitary Council representing the area of the Council.
- 26.2. Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward Councillor(s) representing the area of the Council.

27. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- 27.1. Unless duly authorised no Councillor shall:
- 27.1.1. inspect any land and/or premises which the Council has a right or duty to inspect; or
- 27.1.2. issue orders, instructions, or directions.
- 27.1.3. Inspect any document not related to their agreed responsibilities.

28. STANDING ORDERS GENERALLY

- 28.1. All or part of a Standing Order, except one that incorporates **(in Bold)** mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- 28.2. A motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 12 Councillors to be given to the Proper Officer in accordance with Standing order 11.

- 28.3. The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible.
- 28.4. The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.

Newbury Town Council Strategic Risk Register 2024/2025 – Draft for Policy & Resources – 14th October 2024.

	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
R.01a	Grounds Maintenance contractor not performing	9	3	27	Terms of contract Supervision by the council Regular meetings with the contractor	Subcontract <u>should the current contractor fail.</u> New interim contract	7	2	14
R.01b	Contractors not supplying agreed services	4	5	20	All tasks are controlled by defined contracts and/or service level agreements. All contracts/agreements are monitored with corrective action taken and reported as required. Written procurement procedures are used, and credit checks made on all potential suppliers. The Council has employed a Facilities Officer who is doing much of the work previously carried out by small contractors	Review, and extend, if possible, the list of preferred suppliers. To be used to find alternatives quickly.	2	2	4
R.16	Community Café in Victoria Park not progressing	7	9	63	Design <u>in place.</u> Consultants <u>to project manage.</u> Community Services Manager <u>Services Delivery Manager providing coordination & cost control.</u> VP Subcommittee <u>to provide governance.</u>	To realise the full potential of the existing kiosk for the users of the Park <u>Meetings with W. Berks Planning & Building Control.</u> <u>Regular site visits.</u> <u>Project updates to Community Services Committee.</u> <u>Financial contingencies built into plan.</u> <u>Project plan contingencies if failure of suppliers.</u>	23	96	18
R.16a	<u>Electricity Supply to Victoria Park insufficient</u>	<u>9</u>	<u>9</u>	<u>81</u>	<u>None</u>	<u>M&E Consultants stress testing existing distribution infrastructure and developing an action plan</u>	<u>9</u>	<u>7</u>	<u>63</u>
R.06	Sudden loss of key staff	8	6	48	Use of agencies, locums etc <u>Train up other members of staff to do part of role and identify possible alternatives.</u> <u>Purchase outside expertise/ agency workers</u>	Train up other members of staff to do part of role and identify possible alternatives. Purchase outside expertise/ agency workers <u>Restructure of Council</u>	5	54	2520

	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
					<u>Review Council's staff structure to explore succession/ progression opportunities.</u>	<u>Better use of HR Support.</u> Review Council's staff structure to explore succession/ progression opportunities. <u>Robust supervision processes.</u> <u>Expand staff base, manage workloads and increase staffing resilience.</u>			
R.04	Significant change in funding, sudden large unexpected expenditure, inflation, abnormal materials inflation <u>Reduction in income and/or increased unexpected overheads.</u>	8	<u>49</u>	3272	Reserves policy in place. Insurance to cover major identifiable risks. Reserves position frequently monitored. <u>Budget management & virements</u> <u>Monthly budget meetings</u> <u>Financial Regulations</u> Four-year budget planning in place. <u>Longer-term financial planning</u> <u>Use of short-term investments</u>	<u>Audit Reserves Policy</u> <u>Review Insurance cover</u> <u>4-year budget planning</u> Use of Public Works Loan Board and other sources to obtain funds. Use Reappointing EMR's reserves. Increase precept. Increase income from services. Longer-term financial planning	<u>65</u>	<u>43</u>	<u>2415</u>
R.03	Malicious misrepresentation and Media Misreporting	6	<u>57</u>	<u>3042</u>	Relevant senior Councillors made available to issue statements and meet journalists. Use of the procedure for dealing with persistent and abusive complainers. Press Releases issued whenever possible to announce projects/events. Relevant Councillors made available to issue statements, meet journalists. Better reports presented to decision-making meetings and available to the public and the media "Handling the press" training provided to relevant Councillors and staff.	Record instances of media misreporting in a log. Review and assess significance of this risk. <u>Enact Social Media Policy</u> <u>Enact Vexatious Policy</u>	4	<u>35</u>	<u>1620</u>
R.08	Sudden loss of staff	7	6	42	Flexible allocation of tasks to create ease of workload sharing. Annual review/ updating of job descriptions. Updating of succession plans. Staff development to increase resilience.	Continue preparing/ reviewing manuals for each service function. Cross training of staff. Ask the Council's HR service about the counselling services provided, and about an attitude/morale/health and wellbeing survey. Arrange more all staff events.	5	5	25

	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
R.11	Loss of I.T. facilities	9	3	27	Disaster recovery service in place. Daily data back-up in place. Hardware replacement service in place. All documents and emails in 'the Cloud' Accounts software hosted with a provider	Regular testing of disaster recovery service and data backup Warranty in place for onsite server with NBD Response Email Backup in place for testing 1 spare laptop available to provide to an affected user	3	1	3
R.05	Disaster impacting on the town	6	3	18	Emergency contact list and list of resources maintained by the Community Services Team. Key individuals will make themselves available. Active monitoring of information sources. Accept instructions from Category 1 responders, i.e. emergency services, West Berkshire Council.	Take part in consultations and exercises run by Category 1 responders. Initiate and/or take part in post-incident reviews. Undertake Counter-terrorism training.	5	3	15
R.09	One off activities - experiencing problematic delivery or unexpected consequences	6	5	30	One-off activities given individual risk assessment, risk management plans, discussed with WBC Safety Advisory Group. Expert/professional advice sought when appropriate.	Ensure post-event reviews are always undertaken and, where appropriate, measures introduced to prevent recurrence. Insurance to mitigate impacts <u>Martin's Law</u>	4	3	12
R.02	Council action(s) having unintended negative impact on other parties	7	3	21	Transparent procedures and processes in place to minimise risk in day-to-day service operations. Effective project management, action-planning and risk management procedures for all defined projects, events and services. Regular inspections of all assets and facilities to which the public have access. Insurance in place. Councillors available to discuss any issues at any time. Expert advice sought when appropriate.	Incidents discussed and analysed at Leader/Chief Exec. Meetings and at management team meetings. Risk assessments completed. Any recommendations tabled at appropriate Council Committee. Training and development for members and officers.	4	2	8
R.14	Loss of non-precept income	2	4	10	Accounting procedures	Budget adjustments CIL money to be ring-fenced to cover the PWLB loan repayments on the VP Cafe, to avoid affecting the precept. Use of reserves. Debt recovery.	2	4	10

	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
R.10	Confidential or sensitive information being disclosed	5 <u>7</u>	3 <u>5</u>	15 <u>35</u>	Councillor and staff induction and training in place. Security measures in place, e.g. use of safe(s), shredder. (Very little confidential information is held). <u>Data Protection Training for all staff and councillors</u> <u>Ensure procedures aligned with GDPR</u>	Regular review of training to ensure it is up to date with latest advice. Regular review of the impact on Audit Data Protection processes arising from changes in procedures, e.g. credit card payments, on-line banking. Councillor training needed for new Data Protection Regs and use of email <u>Review IT Policy</u>	5	2 <u>4</u>	10 <u>20</u>
R.07	Financial fraud, by staff member, misconduct, gross underperformance	6	3 <u>1</u>	18 <u>6</u>	Preventative measures in place, including payments authorisation, quarterly internal audits, spot checks. Audit reports reviewed. Insurance cover for identifiable risks. Performance management procedures in place, including monthly reviews and annual appraisals. List of payments and Income and Expenditure presented quarterly to P & R. Procurement Policy now in place	Review of recruitment process effectiveness. Consider obtaining news management service if an incident occurs. Additional management performance training. <u>Comms Strategy for emergencies.</u> Risks covered by insurance	4	1 <u>2</u>	8 <u>4</u>
R.15	Loss of telecommunications	8	2	16	Incoming call routing on main number is handled in the cloud, so has resilience built in. Additionally, routing can easily be deployed to a backup cloud instance if required.	Routing of main number via multiple IVR options terminates on mobiles, and can be rerouted to alternative mobile numbers as required	4	1	4
R.12b	Loss of access to Town Hall	3	4	12	Zoom/Virtual events	Zoom/Teams/remote working.	3	4	12
R.13	Loss of Town Hall contents including civic regalia	5	2	10	Most valuable regalia kept in alarmed Town Hall safe. Attendant with Mayor at all times when full chain is worn. All regalia and contents insured with up to date valuations . All important paperwork scanned and in cloud. CCTV installed in Town Hall	<u>Salvage list</u>	4	1	4
R.12a	Physical Loss of Town Hall due to fire, flood or similar major event	3 <u>7</u>	1 <u>4</u>	3 <u>28</u>	Management Team called together to agree priorities. <u>Flood Risk – new and standby pump</u> <u>PACT Testing</u>	<u>Business continuity plan.</u> Staff have technology to enable flexible and remote working. Some meetings can be virtual Other venues can be used	2 <u>5</u>	1 <u>4</u>	2 <u>0</u>

	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
					Establish medium/long term plan to return to Town Hall or other Town Centre offices Insurance in place to cover costs. 'the Cloud' in use so Staff can work remotely.	<u>Salvage list</u>			
R.16	Non-compliance with legislation/regulations	4	4	16	Standing Orders Financial Regulations Access to SLCC and HALCBALC Qualified Clerk-Staff and RFO <u>Policies & Risk Assessments</u>	Member and officer training <u>Cycle of Audit</u>	4	2	8

*The impact relates solely to the impact on Newbury Town Council as a corporate body.

** Inherent Risk is the product of Impact multiplied by Probability. Both Impact and Probability are assessed on a scale of 1 to 10, where 1 is a low score and 10 the highest. Therefore the higher the Inherent Risk Score, the more significant it is thought to be. Inherent Risk Score provides a means of prioritising management time and effort by highlighting areas of concern on a numerical scale. Subsequent experience and changes in circumstances over time can result in the need to re-value the scores for Impact and Probability.

***Residual Risk is the perceived risk remaining after planned actions have been taken. While good controls and mitigating plans are essential in managing strategic risks, some risks cannot be completely eliminated or may take some time to control following an incident.

Approved by the Policy and Resources Committee – 16th October 2023.

Suggested Amendments by the Management Team, brought to the Policy & Resources Committee for adoption, at the recommendation of the Audit Working Group.

Strategy Working Group – Terms of Reference – Draft Update 14/10/24

Name: Strategy Working Group

Parent Company: Policy & Resources Committee

Members:

- The Chair of the Council’s Committees and Sub-Committees:
 - Civic Pride, Art & Culture Committee
 - Community Services Committee
 - Planning & Highways Committee
 - Policy & Resources Committee
 - Grants Sub-Committee
 - Staff Sub-Committee
 - Victoria Park Sub-Committee
 - The Chief Executive Officer (Strategy Lead)
 - The Responsible Financial Officer (Finance Lead)
- Any Councillor who is Chair of more than one Committee/Sub-Committee, will represent both Committees/Sub-Committees at the meeting.

Substitute Members: The Vice-Chair from each Committee/Sub-Committee may be called upon to act as a substitute, if the Chair of the Committee/Sub-Committee is unavailable.

Quorum: 4 elected Members representing the 4 Committees above and 1 Officer.

Chair: The Chair of the Policy & Resources Committee will Chair the Working Group. If unable to attend a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

Goals:

1. To review the Council’s Strategy and the Strategy Action Plan and, through discussion with members and the Council’s Committees and Sub-Committees, to make recommendations to the Policy & Resources Committee on any amendments the Group feels are required to the Council’s Strategy and the Strategy Action Plan. Working Group Meetings to support this goal will be coordinated by the Chief Executive Officer, at least annually.
2. To review the Council’s Strategy in consideration of the Council’s 4-year budget plan and make recommendations to the Policy & Resources Committee to support the allocation of funding, with the purpose of the timely achievement of the Council’s objectives.
3. The workplan to support objective 2 is to include items (a), (b) & (c) below. Meetings in October, December and January to be coordinated by the RFO:
 - a. The Working Group, in **October**, discusses the first draft of the new budget in consideration of the Strategy.
 - i. The considerations of the Working Group in respect to budget priorities are reported back to the Committees/Sub-Committees and their Lead Officers, by the RFO and Chair of each Committee/Sub-Committee.
 - ii. Each Committee and Sub-Committee meets to discuss the budget and priorities in respect to their responsibilities. The Lead Officer for each Committee/Sub-

Committee reports agreed priorities to the RFO to support the second draft of the budget.

- b. The Working Group, in **December**, discusses the second draft of the budget in consideration of both the Strategy and the Committees/Sub-Committees priorities; and makes recommendations to support the third draft of the budget.
 - i. The RFO applies the recommendations and forwards the third draft to all Councillors for information.
 - ii. Members of the Working Group consult with non-Working Group Councillors.

- c. The Working Group, in **January**, discusses the third draft of the budget, in consideration of their consultations and makes recommendations for the final draft budget.
 - i. The RFO applies the recommendations and forwards the final draft budget to the Policy & Resources Committee for consideration at its January meeting.
 - ii. The Policy & Resources Committee considers the final draft budget and makes its recommendation to Full Council for its January meeting.

Guidance from the Council:

Input / recommendations may be provided through the Policy and Resources Committee.

Resources and Budget:

Use of Town Council meeting rooms, administration resources and NTC Officer time as approved by the Chief Executive Officer.

Governance:

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

Additional Notes:

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

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

Budget and Strategy Review Process, 2024 – 25

No.	Date	Budget and Strategy Review Process, 2024 – 25 (updated 23/09/24)	Who	By
1	03/10	RFO & Man Team – Review 6-mthly figures, noting 15% over/under budget.	RFO	07/10
2	03/10	RFO invites all Officers to write to CEO & RFO, re: project ideas to support 2024/28 Strategy – to be received by 14/10	RFO	05/10
3	03/10	RFO writes to all Officers re: salary allocation estimates per work area (salary reallocation) to be returned by 14/10	RFO	05/10
4	26/09	RFO invites Officers with a budget lead (nominal codes) to 1:1 meetings between 16th & 25th October , to: <ul style="list-style-type: none"> a) review 2024/25 budget – using 6-mth figures for next 6-mths. b) discuss required / requested budget – for 2025/26 + 3 years c) discuss budget requirements for projects beyond, in line with 2024/28 strategy d) clarify salary allocation estimates, as required. 	RFO	27/09
5	21/10	Full Council – To resolve the CEO writes to members requesting ideas for 2025/26 budget, related to 2024/28 Strategy – for Committee consideration. To be received by CEO (cc. RFO) by 01/11 – on 15/10 agenda.	CEO	23/10
6	28/10	RFO to start 1 st draft of 2025/26 budget (<i>required for 06/11</i>)	RFO / CEO	05/11
7	06/11	RFO meets with CEO re: 1 st draft of budget	RFO/CEO	06/11
8	07/11	RFO & Management Team - discuss 1 st draft of budget, including any issues arising from member/officer proposals. Managers note for committees.	RFO & Man Team	07/11
9	08/11	RFO makes any agreed amendments from Management Team	RFO	08/11
10	08/11	RFO sends first draft of budget to Leader - Chair P&R / Strategy WG	RFO	13/11
11	13/11	Leader’s Briefing, to include 1 st draft of budget	RFO / CEO	13/11
12	13/11	Strategy WG – Review 2024/28 Strategy (CEO) and 1st draft of budget (RFO) & make recommendations for committee considerations.	CEO / RFO	15/11
13	14/11	Forward recommendations from Strat WG to Lead Officers for Committees	RFO	18/11
14	25/11	CPA & C Committee – Discuss Budget/ Strategy items – on agenda 19/11	Civic Manager	25/11
15	27/11	RFO & Civic Manager meet for CPA&C Committee feedback.	RFO / CM	27/11
16	27/11	Staff Sub-Committee – Discuss Salaries Budget – on agenda 21/11	CEO	24/11
17	28/11	RFO & CEO meet for Staff Sub-Committee feedback	RFO / CEO	28/11
18	02/12	P&H Committee – Discuss Budget/ Strategy items at P & H meeting- on agenda 26/11	CEO / Com Clerk	02/12
19	04/12	RFO & CEO/Committee Clerk meet for P&H Committee feedback.	RFO / CEO/ Com Clerk	04/12
20	09/12	Community Services Committee – Discuss Budget/ Strategy items – on agenda 03/12	SDM	09/12
21	10/12	RFO & SDM meet for Community Services Committee feedback.	RFO / SDM	10/12

22	11/12	RFO finalises 2 nd draft of budget (<i>needed 12/12</i>)	RFO	11/12
23	12/12	RFO & CEO review 2 nd draft of budget & committee proposals for the Strategy Working Group	RFO/CEO	12/12
24	12/12	RFO forwards 2 nd draft of budget & committee proposals to Strategy WG	RFO	16/12
25	16/12	RFO writes to neil.cosham@westberks.gov.uk requesting update re: tax base 2025/26		18/12
26	16/12	Strategy Working Group – Consider 2 nd draft budget, inc. committee proposals in preparation for Member consultations	RFO / CEO	18/12
27	17/12	RFO applies recommendations from Strategy Working Group and sends 3 rd draft budget to all members for information	RFO	18/12
28	18/12-09/01	<i>Member Consultations: Group Meetings – Lib Dems – 19/12, 07/01, 09/01. Greens - TBC</i>	Members	09/01
29	10/01	Strategy Working Group – feedback from Members and make recommendations to P&R for final budget.	RFO / CEO	13/01
30	14/01	RFO finalise final draft of the 2025/26 budget to include recommendations from the Strategy Working Group.		
31	20/01	P & R Committee – Recommendations re Strategy Review 2024/28 (CEO) and budget 2025/26 (RFO) to Full Council – on 14th Jan agenda for 20th	RFO / CEO	20/01
32	27/01	Full Council – Approves review of Strategy 2024/28 and Budget 2025/26 – on agenda 21st Jan agenda for 27th	CEO / RFO	27/01
33	28/01	RFO notifies West Berks of 2024/25 Precept	RFO	28/01
34	31/01	RFO forwards final budget to members and officers	RFO	31/01

Health and Safety Policy The most significant H & S works under taken of late has been, a branch and root revision of our Health and Safety Policy as you may already know this is the foundation on which all our H & S activities are based. To ensure the Policy remains current it will be reviewed by the Service Delivery Manager and Chief Executive Officer on an annual basis going forward.

Legislation and Regulation are constantly being introduced and updated by the external executive bodies. One real and recent change is “Martins Law” (following the recent Manchester bombing at a music concert), this impacts on us across a number of events we undertake and will be factored into our risk assessments.

Risk Assessments following our “root and branch review”, we are updating our risk assessment modelling to the IOSH standard. This progressive step will improve our assessments and lead to better outcomes for our risk managements.

Health and Safety Training

Managers

The SDM has completed the IOSH risk assessment training, and the other managers will follow suit shortly. This will improve consistency and resilience across all services. Once manager training is complete each department will review their service area risk assessment.

Officers

All qualifying officers have now completed the following training courses in the last quarter

- Fire Marshal
- Fire extinguishers practical
- First Aid – Including CPR & an introduction only to Defibrillators
- Fire evacuation chair operation
- On site inspection routine for Defibrillators (grounds team only) and reporting to National / Emergency Services database by CS Officers. **There have been two occasions during this financial year that this potentially lifesaving equipment has been used on members of the public**
- Newly appointed officers are currently completing mandatory training which includes elements of Health and Safety

Councillors

Should any of the Councillors wish to undertake any of these training sessions then please let me know.

Accident Reporting

We had two accidents reported to us during the last quarter:

- Young child (under three years old) bumped his head on the edge of a small wooden table causing a bruised forehead while in the Elsie Kimber Room. First Aid treatment given.
- Young child paddling in our section of the River Pangbourn- swept away by the current and recovered by a parent. This was very distressing for all concerned. On NTC being notified, immediate action taken and the point of entry to the river fenced off and a reminder notice to keep out of the river, until our investigation of the circumstances had been completed. Both NTC and WBC have water safety advice on their websites to guide

responsible adults and young people alerting them to the potential hazards of waterways.

Forward Programme

Investigations continue around rising water levels in the Town Hall cellars, the rainy season has started very early this season. A full Town Hall survey has been undertaken and we are awaiting the report to be published.

Safety works continue to the leased suites, and the evergreen replacement of both standard and emergency lighting lamps and fitting where we are retro fitting L.E.D. upgrades.

Internal review of our Evacuation Procedure (Courthouse section only)

In the event of an emergency evacuation of an infirmed occupier particularly at the highest floor level, we are going to review the option of “evacuate” or “stay put and review PEEP plans.

Fire doors (Chamber & Severy) require constant adjustment to ensure compliance due to building movement. We are now going to have to look are structural remedial works for the walls and frames.

Chamber curtains to be removed and treated with a fire-retardant treatment.

For a more detailed list of the routine works please refer to the following list titled Health & Safety Report for P&R Committee - Last Updated 04/10/2024.

Service Delivery Manager (SDM)
Martin Kavanagh

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Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS1	Football changing rooms Domestic Water Services hygiene regimes following LRA - Legionella testing completed and passed without a problem, and purging, temperature and descaling routines are under review	Contractor& GMO	Included in GM Contract	On Going	Adjusted Seasonally	N/A	Recreation Ground H & S budget	To minimise risk of legionella / compliance with legislation
HS2	Town Hall Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading,	Safety Officer	Officer staff cost	On Going	Delayed due to staff long term illness	N/A	Interim solution is to carry out , and report on the assests by Brendon until Safety Officer in place, cost is Officer Time.	To minimise risk of legionella / compliance with legislation
HS3	Shaw Cemetery Domestic Water Services hygiene regimes following LRA - weekly purging, monthly temp reading,	Subcontractor	Officer staff cost	On Going	Delayed due to staff long term illness	N/A	Ask JOC to carry out these simple routines	To minimise risk of legionella / compliance with legislation
HS4	Town Hall quarterly Officer Workplace Inspections incl offices and communal areas.	Safety Officer	Officer staff cost	On going / ad hoc	Delayed due to staff long term illness	N/A	Officer Time	Improved Town Hall Safety
HS5	Town Hall Fire Alarm Testing and recording.	C S Officers	Officer staff cost	On going	Weekly	N/A	Officer Time	Compliance with legislation
HS6	Town Hall Disabled Toilet Alarm Testing	C S Officers	Officer staff cost	On going	Delayed due to staff long term illness	N/A	Officer Time	Improved Town Hall Safety
HS7	Town Hall Lift Alarm Monthly Testing	Safety Officer	Officer staff cost	On Going	Monthly	On Going	Officer Time	Improved Town Hall Safety
HS8	Risk Management Strategy and Strategic Risk Register Review	CEO / SDM /AGW	Officer staff cost	Oct 24	Oct 24	On Going	Audit Working Group (AWG) to consider following Management Team input	Ensured risk strategy is up to date
HS9	Town Hall Safety Inspections (quarterly) Current position is that the quarterly inspections will be held pending appoitment of safety officer.	Safety Officer	Officer staff cost	21 October 2024	Delayed due to staff long term illness	November 24	Interim solution is to inspect, maintain on the assest by SDM, until Safety Officer in place, cost is Officer Time.	Improved Town Hall Safety
HS10	Annual Play Area Inspection by ROSPA accredited inspection company	Contractor / Safety Officer / Community Services Manager	Contractor and Officer staff cost	01 April 2024	April 24	End Feb 2025	Playground R&M budget / H & S budget??	Legislation requirement Safety for users
HS11	Boiler Servicing & Gas Safety Certificate for Servery	Safety Officer / Subcontractor	Contractor & Officer staff cost	End Jan 2024	Delayed due to Contractor illness	End Feb 2025	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS12	Boiler Servicing & Gas Safety Certificate for Old Court House (Suite 1)	Safety Officer / Subcontractor	Contractor & Officer staff cost	End Oct 2024	Brought forward	End July 2025	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS13	Town Hall Evacuation Chair Training - 2 yearly	Subcontractor / Safety Officer	Contractor & Officer staff cost	TBA	Completed 07/2024	July 2026	Legal requirement	Improved Town Hall safety / compliance with legislation
HS14	Quarterly Lift Inspection / service	Subcontractor / Safety Officer	Contractor & Officer staff cost	TBA	Completed 09/2024	December 2024	Legal requirement / H & S Budget?	Improved Town Hall safety / compliance with legislation
HS15	Lift Inspection (annually by Insurers) - these are independent of NTC Control, The Insurers carry these out at their own discretions	Subcontractor / Safety Officer	Contractor & Officer staff cost	01 June 2023	Completed 11/23	Outside of NTC Control but 11/24?	Legal requirement	Improved Town Hall safety / compliance with legislation
HS16	Fire Extinguishers Maintenance (annually) for All NTC Sites, requiring extinguishers (Shaw Cemetery, Victoria Park Changing Rooms & Kiosk, Bowling Club, Town Hall, Newtown Road Cemetery)	Safety Officer / Subcontractor	Contractor & Officer staff cost	02 2024	01 February 2024	Feb 2025	Various Contracts / R&M budgets	Improved safety / compliance with legislation
HS17	5 yearly Periodical Test & Inspections of the Town Hall Electrical System	Safety Officer / Subcontractor	Contractor & Officer staff cost	End April 2020	All Works Completed October 2020	Oct 2025	Town Hall H & S budget	Improved safety / compliance with legislation
HS18	Newtown Road Cemetery 5 yearly Electrical installation testing	Safety Officer / Subcontractor	Contractor & Officer staff cost	01 May 2022	TBA	May 2027	Newtown Road Cemetery R&M Budget	Improved safety / compliance with legislation
HS19	Independent Town Hall Annual Fire Risk Assessment Review (annually)	Safety Officer / Community Services Manager	Officer staff cost	End May 2022	Scheduled for 14/06/2022	End May 2023	Town Hall H & S budget	Improved Town Hall safety / compliance with legislation
HS20	Town Hall (PAT) Portable Electrical Appliance Testing (annually)	Safety Officer, Contractor	Contractor & Officer staff cost	June Annually	01 June 2024	June 2025	Town Hall H & S budget	Improved Town Hall safety / compliance with legislation
HS21	Lightning Conductor Maintenance / Inspection (annually) Test Strike UK Limited	Safety Officer / Contractor	Contractor & Officer staff cost	End Nov 2021	Completed 04 November 2021	End November 2024	Officer time, Town Hall H & S budget	Improved Town Hall safety / compliance with legislation
HS22	Independent Legionella Risk Assessment - All NTC Premises	Safety Officer / Contractor	Contractor & Officer staff cost	End Jan 2020	Completed 20/01/2020	As required by Legislation	Officer time, Town Hall H & S budget	Improved safety / compliance with legislation
HS23	Shaw Cemetery (PAT) Portable Electrical Appliance Testing (annually) Contractors to carry out 2021 test in November 2020 –	Safety Officer / Subcontractor	Contractor & Officer staff cost	Nov 2024	Contractor instructed Oct 2024	November 2025	Shaw Cemetery R&M budget	Improved Shaw Cemetery safety / compliance with legislation

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Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS24	Town Hall Annual Emergency Light Test	Safety Officer / Contractor	Officer staff cost	End June 2024	01 October 2024	End June 2025	Officer time, Town Hall H & S budget	Improved Town Hall safety / compliance with legislation
HS25	Bandstand Electrical Supply Testing (annually)	Safety Officer / Contractor	Contractor & Officer staff cost	End oct 2021	Week Comm 04/10/2021	End October 2022	Victoria Park R&M budget	Improved Bandstand safety / compliance with legislation
HS26	Town Hall Fire Alarm Maintenance (quarterly)	Safety Officer / Subcontractor	Contractor & Officer staff cost	TBA	Completed 06/2024	September 2024	Town Hall Contract	Information for Emergency Services and Town Hall occupants
HS27	Review & Update Town Hall Emergency Evacuation Plans Drills	SDM /CM/ RFO /CEO	Officer staff cost	Minimum of 2 per annum	Completed Not a Drill 04/2024	Oct 24	Completion before mid Oct 24	Improved Town Hall safety / compliance with legislation
HS28	Town Hall Emergency Evacuation Drills one in and one out of office hours, per event	SDM/ Safety Officer / Fire Marshals	Officer staff cost	Minimum of 2 per annum	Completed Not a Drill 04/2024	Oct 24	Will be followed up with wash up session 11/24 & 03/25 for drill No 2.	Improved Town Hall safety / compliance with legislation
HS29	Independent Commercial EPC Survey	Community Services Manager / Contractor	Contractor & Officer staff cost	End June 2020	Completed 19/06/2020	June 2030	Town Hall R&M budget	Compliance with legislation
HS30	Independent DEC Survey	Community Services Manager / Contractor	Contractor & Officer staff cost	End June 2020	Completed 19/06/2020	June 2030	Town Hall R&M budget	Compliance with legislation
HS31	Independent Asbestos management Survey	Community Services Manager / Contractor	Contractor & Officer staff cost	End June 2020	Completed 19/06/2020	June 2030	Town Hall R&M budget	Compliance with legislation
HS32	Independent Marketing style floor plan Survey	Community Services Manager / Contractor	Contractor & Officer staff cost	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS33	Independent 5 year Structural & Aerial Drone Surveys - All NTC Premises	Community Services Manager / Contractor	Contractor & Officer staff cost	End June 2019	Completed 30/06/2019	June 2024	Town Hall Survey undertaken awaiting report. Other assests to follow.	Compliance with legislation
HS34	Independent Tree Condition Survey & Mapping - All NTC Land	Community Services Manager / Contractor	Contractor & Officer staff cost	End Jan 2020	Completed End January 2020	Jan 2025	Town Hall R&M budget. Scheduled with contractor for Jan 2025	Compliance with legislation
HS35	Shaw & Newtown Road Cemeteries Memorial survey (Topple testing)	Community Services Manager / Contractor	Officer staff cost	TBA	Planned for q2 2025 budget	July 2025	Shaw Cemetery R&M budget	Compliance with legislation
HS40	Review of Town Hall Service Risk Assessment (annually)	SDM / CSOfficers / GMO	Officer staff cost	Delayed due to staff illness	Delayed due to staff illness	Oct 2024	Officer Time	Validation / Improved information on Risks for NTC owned / managed assets
HS41	Annual Review of Victoria Park Service Risk Assessments	CSM / CSOfficer / GMO	Officer staff cost	Delayed due to staff illness	Delayed due to staff illness	Delayed due to staff illness	Officer Time	Validation / Improved information on Risks for NTC owned / managed assets
HS42	Annual Review of Newtown Road Cemetery Service Risk Assessments	CSM / CServices Officer / GMO	Officer staff cost	Delayed due to staff illness	Delayed due to staff illness	Delayed due to staff illness	Officer Time	Validation / Improved information on Risks for NTC owned / managed assets
HS43	Annual Review of Shaw Cemetery Service Risk Assessments	CSM / CServices Officer / GMO	Officer staff cost	End October 2021	Delayed due to staff illness	Delayed due to staff illness	Officer Time	Validation / Improved information on Risks for NTC owned / managed assets
HS44	Review of Market Service Risk Assessments (annually)	CSM / CServices Officer	Officer staff cost	End October 2021	Delayed due to staff long term illness	Delayed due to staff illness	Officer Time	Validation / Improved information on Risks for NTC owned / managed assets
HS45	Annual Review of Recreation Grounds Service Risk Assessments	CSM / Open Spaces Supervisor	Officer staff cost	On Going	Delayed due to staff long term illness	Dec 2024	Officer Time	Validation / Improved information on Risks for NTC owned / managed assets
HS46	Annual Review of Playground Service Risk Assessments	Community Services Manager / Open Spaces Supervisor	Officer staff cost	On Going	Delayed due to staff long term illness	Dec 2024	Officer Time	Validation / Improved information on Risks for NTC owned / managed assets
HS47	Annual Review of Allotments Service Risk Assessments	Community Services Manager / Community Services Officers / GMO	Officer staff cost	On Going	Delayed due to staff long term illness	Oct 2022	Officer Time	Validation / Improved information on Risks for NTC owned / managed assets
HS48	Review of Bus Shelter Service Risk Assessments (annually)	CSM / Parks ,Open Spaces Supervisor	Officer staff cost	On Going	Delayed due to staff long term illness	Oct 2022	Officer Time	Validation / Improved information on Risks for NTC owned / managed assets
HS49	Review of Clocks Service Risk Assessments (annually)	Community Services Manager / Community Services Officers	Officer staff cost	End October 2021	Delayed due to staff long term illness	Dec 2024	Officer Time	Validation / Improved information on Risks for NTC owned / managed assets

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Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS50	Review of Public Seating (Benches) Service Risk Assessments (annually)	SDM/ Safety Officer/POSS	Officer staff cost	End October 2021	Delayed due to staff long term illness	Summer 25	Interim solution is to inspect, maintain and report on the assets by the GMO until Safety Officer in place, cost is Officer Time.	Validation / Improved information on Risks for NTC owned / managed assets
HS51	Review of Skatepark Service Risk Assessments (annually)	SDM / Safety Officer / POSS	Officer staff cost	End October 2021	Delayed due to staff long term illness	Feb 2025	Interim solution is to inspect, maintain and report on the assets by the GMO until Safety Officer in place, cost is Officer Time.	Validation / Improved information on Risks for NTC owned / managed assets
HS52	Review of Footway Lighting Service Risk Assessments (annually)	SDM / Safety Officer / POSS / Contractor	Officer staff cost	End October 2021	Delayed due to staff long term illness	Dec 2024	Officer Time	Validation / Improved information on Risks for NTC owned / managed assets
HS53	Review of War Memorial Service Risk Assessments (annually)	SDM / Safety Officer / POSS /	Officer staff cost	End October 2021	Delayed due to staff long term illness	End October 2024	Staff costs budget	Validation / Improved information on Risks for NTC owned / managed assets
HS54	Annual Health and Safety Policy Review	CEO / SDM	Officer staff cost	July 2024	July 2024	July 2025	Staff costs budget	Best practice to ensure validity of the Policy
HS55	Update internal fire risk assessment for Town Hall	SDM & Brendon	Officer staff cost	On Going	Delayed due to staff long term illness	Feb 2025	Staff costs budget	To ensure the safety of our people our assets and to comply with regulation & legislation
HS56	Update monthly fire extinguisher inspection and condition report	Safety Officer	Officer staff cost	On Going	Delayed due to staff long term illness	On Going	Staff costs budget	To ensure fit for purpose equipment
HS57	Town Hall 6 monthly Emergency Light 3 hr Drop Test	Safety Officer / Brendon	Officer staff cost	End June 2024	End June 2024	End June 2025	Officer time, Town Hall H & S budget	Improved Town Hall safety / compliance with legislation
HS58	Town Hall Quarterly Emergency Light 1 hr Drop Test	Safety Officer / Brendon	Officer staff cost	End July 2024	End July 2024	End Oct 2024	Officer time, Town Hall H & S budget	Improved Town Hall safety / compliance with legislation
HS59	Town Hall Monthly Emergency Light Flick Test	Safety Officer / Brendon	Officer staff cost	Oct 2024	TBA	Monthly	Officer time, Town Hall H & S budget	Improved Town Hall safety / compliance with legislation
HS60	Review Evacuation Policy for Courthouse Section / Consider Stay Put/ PEEPS plans Action following EVAC Chair training	SDM/SO/CEO	Officer staff cost	Dec 24	TBA	Dec 25	Officer time, Town Hall H & S budget	Improved Town Hall safety / compliance with legislation
HS61	Officer Fire Marshall Training (every two years)	SDM/SO	Officer staff cost	Sept 24	Sept 24	Sept 26	Officer time, Town Hall H & S budget	Improved Town Hall safety / compliance with legislation
HS62	Officer First Aid Training (every two years)	SDM/SO	Officer staff cost	Sept 24	Sept 24	Sept 26	Officer time, H & S budget	Improved Town Hall safety / compliance with legislation
HS63	Mandatory Officer Safety Training incl refresher courses	Officer Management Team	Officer staff cost	DATE TBA	DATE TBA	DATE TBA	H & S budget	Improved Town Hall safety / compliance with legislation
HS64	Civic department Annual (Events) Annual Risk Assessment Review	SDM+ Civic Manager	Officer staff cost	DATE TBA	DATE TBA	DATE TBA	H & S budget	Improved Town Hall safety / compliance with legislation
HS65	Corp Services Annual Annual Risk Assessment Review	SDM+ Corp Serv Manager	Officer staff cost	DATE TBA	DATE TBA	DATE TBA	H & S budget	Improved Town Hall safety / compliance with legislation
HS66	Defibrillator casual weekly check	GMO	Officer staff cost	at time of unscheduled site visit	at time of unscheduled site visit	at time of unscheduled site visit	H & S budget	Improved safety of parishoners and the wider public community.
HS67	Monthly formal Defibrillator check & report status on national database.	Safety Officer	Officer staff cost	monthly	monthly	monthly	H & S budget	Improved safety of parishoners and the wider public community.
HS68	Refill water points across the parish, Legionella assesment / testing	safety Officer + Civic Manager	Officer staff cost	DATE TBA	DATE TBA	DATE TBA	H & S budget	Improved Town Hall safety / compliance with legislation
HS69	Market square pop - ups EICR	Safety Officer + CSO	Officer staff cost	DATE TBA	DATE TBA	August 2028	H & S budget	Regulatory and /or Legislative compliance and Improved Public and Trader safety.
HS70	NTC assets security inspections and update risk assessments ensuring insurance requirements are also met.	Delayed due to staff long term illness	Officer staff cost	Jan 25	TBA	TBA	H & S budget	Improved Town Hall safety / compliance with legislation
HS72	Accident book review and report	SDM	Officer staff cost	DATE TBA	DATE TBA	DATE TBA	H & S budget	Improved cemetery safety and compliance with compliance with regulation and /or legislation
HS73	"Near miss" incident book review and report	SDM	Officer staff cost	DATE TBA	DATE TBA	DATE TBA	H & S budget	Improved safety and compliance with compliance with regulation and /or legislation

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Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS74	Activation of Lift emergency call function and monthly test	SDM	Officer staff cost	DATE TBA	DATE TBA	DATE TBA	H & S budget	Improved NTH safety and compliance with compliance with regulation and /or legislation

Newbury Town Council

Work Programme for Policy and Resources Committee Meetings 2024-2025

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensation
3. Approval of Minutes of previous meeting
4. Questions/ Petitions from members of the Public
5. Questions/ Petitions from Members of the Council
6. Health and Safety Report
7. List of Payments
8. Income and Expenditure/ Budget Monitoring Report
9. Debts over £500 and more than three months old
10. AWG report (if met)
11. Internal & external audit reports
12. Authorisation of grants under £25,000 (as applicable)
13. KPIs report
14. Report to P&R when the Unreasonable, Persistent or Abusive Complainants policy has been invoked.
15. Update on Strategy Action Plan

Meeting Date	Item
June/July	KPI's
	Review Working Groups and their membership (AWG)
	Mayor's Benevolent Fund Accounts
	Report from grants Sub-Committee (re June meeting)
	Internal Auditor – appoint / reappoint annually (FR's 3.7 & 3.8)
October	Prep for Budget/ Strategy
	Risk management strategy and Strategic risk register
	Investments / Fixed Term Interest Accounts (FR's 15.6)
	Receive report from Climate Emergency Working Group
	To receive a report from the Staff sub-Committee, if any
	Bank Mandate – review (FR's 1.7.1)
	Banking Arrangements/Payment Methods – review (FR's 8.1, 8.3, 10.5, 11.1. 12.2, 16.3)
	Financial Regulations Review
January	Budget
	Ear-Marked Reserves
	Recommendations to Full Council re Council Strategy Review
	Report from Grants subcommittee (if met)
April	Write off bad debts.