

**13 July 2021.**

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

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

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

Dear Councillor

You are summoned to attend a meeting of the **Policy & Resources Committee** to be held on **Monday 19 July 2020 at 7.30 pm** in the Council Chamber, Town Hall, Newbury.

The meeting is open to the press and the public.

Hugh Peacocke  
Chief Executive Officer

### **AGENDA**

**1. Apologies for absence**

*Chief Executive Officer*

**2. Declarations of interest and dispensations**

*Chairperson*

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

**3. Minutes (Appendix 1)**

*Chairperson*

**To approve** the minutes of a meeting of the Policy & Resources Committee held on Monday 19 January 2021.

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

*Chairperson*

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**5. Members' questions and petitions**

*Chairperson*

Please note that questions from Councillors and Members of the public must be submitted in writing by 2.00 pm on Friday 16 July.

**6. Newbury Business Improvement District (BID) Future Business Plans ( to follow)**

*Chairperson*

**To receive** a presentation from Melissa Hughes, CEO, Newbury BID, regarding the BID's future business plans.

**7. Health and Safety Report (Appendix 2)**

*Chairperson*

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

**8. List of Payments (Appendix 3)**

*Chairperson*

**To note** the payments made during Quarter 1 2021-22

**9. Income and Expenditure Account 2021/22 (Appendices 4 and 4a)**

*Chairperson*

- a. **To receive** the Income and Expenditure Account for the period ended 30 June 2021 (Appendix 4)
- b. **To resolve** to approve expenditure against any cost centres that are over the annual budget, in accordance with this Council's financial regulations.

**10. Internal Audit Report (Appendix 5)**

*Chairperson*

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

**11. Grants Sub-Committee (Appendix 6)**

*Cllr Gary Norman, Chairman of the Grants Sub Committee*

**To receive** a report on the Grants Sub-Committee meeting held on 23 June 2021.

**12. Membership of Working Groups**

*Chairperson*

**To resolve** the membership and Terms of reference of

- A) The Audit Working Group (Appendix 7.1)
- B) The Strategy Working Group (Appendix 7.2) and
- C) The Climate Change Working Group (Appendix 7.3) for the 2021/22 Municipal Year.

**13. Mayor's Benevolent Fund Accounts (Appendix 8)**

*Chairperson*

**To note** the summary financial report for the Mayor's Benevolent Fund 2020/21

**14. Newbury Town Council- Planning Ahead (Appendix 9)**

*Chairperson*

**To authorise** the Council's Strategy Review Working Group to consider proposals for the longer-term Strategy, which may include all existing service provision and any additional services that the Council might wish to deliver.

**15. Forward Work Programme for Policy and Resources Committee meetings 2021/22 (Appendix 10)**

*Chairperson*

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

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

*Chairperson*

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

**17. Debts over £500 and more than three months old- loss of income due to Coronavirus**

*Chairperson*

**To receive** an update on these matters

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

*Chairperson*

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

**19. An additional bench by the Canal at West Mills**

*Chairperson*

**To resolve** to approve the installation of a 3rd bench on the land indicated off West Mills and allocate a sum from reserves, not to exceed £2,500 for this purpose.

**Minutes of a meeting of the Policy & Resources Committee held on  
Monday 26 April 2021 at 7.30 pm. (Zoom meeting)**

**Present**

Councillors: Martin Colston (Chairperson); Sarah Slack; Jeff Beck; Jo Day; Jon Gage; Gary Norman, Elizabeth O’Keeffe, Roger Hunneman (Substitute for Cllr. Sue Farrant), Steve Masters and Erik Pattenden.

**In attendance**

Hugh Peacocke, Chief Executive Officer.

**63. Apologies for absence**

Councillor Sue Farrant

**64. Absent**

None

**65. Declarations of interest and dispensations**

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

**66. Minutes**

**Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Erik Pattenden

**Resolved:** That the minutes of the meeting of the Policy & Resources Committee held on Monday 1 February be approved as a correct record and signed by the Chairperson.

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

There were 3 questions received from Mrs. Paula Saunderson:

1. *“Please will Newbury Town Council investigate increasing the number of Communication channels it operates to include the ability, via the Web Site, to sign up to receive ENEWS VIA EMAIL on a regular basis, thank you?”*

The Council was investigating options to increase the number of its communication channels, including a subscriber option to the Council website. The Council would advise Mrs. Saunderson when this was available.

2. *“Please will Newbury Town Council investigate using more updated Software for Public Consultations which allow us to ‘Save as we enter’ , or ‘Save and Go back later’, and enable us to ‘Receive a Copy’ at the end of completion, thank you?”*

The Council will investigate the technology required and the cost of installing and using it.

3. *“Further to NTC Strategy version 2 - Page18 – 3.A.4, please will Newbury Town Council put in place a more detailed Biodiversity Policy to ensure all Open Spaces and Buildings are enhanced for the benefit of other species which we need to live alongside, and to help restore the terrible State of Nature, thank you?”*

This question to be referred to the Green Spaces Working Group for consideration.

The meeting noted that the Council intended to carry out biodiversity surveys at Wash Common, Victoria Park and Newtown Road Cemetery and asked that these proposals be publicised.

**68. Members’ questions and petitions**

There were none.

**69. Berkshire Youth**

The meeting received a report from Berkshire Youth on the operation of the Council’s Service Level Agreement for the provision of youth outreach services in Newbury, over the first 3 months of 2021. The report also addressed questions submitted by Members.

Members thanked Berkshire Youth for the comprehensive Report and the services delivered despite the challenges of Lockdown. The Council is looking forward to the opening of the Waterside Centre and the facilities that it will provide for the youth of the area. Members also thanked Berkshire Youth for the training provided to the Friends of Speen Moor and their support for the Council’s Youth event planned in June.

**70. Health and Safety Report**

The meeting received the quarterly Health and Safety report and noted the status of the matters listed.

The CEO told the meeting that the ROSPA playgrounds inspection report had now been received (HS9) and that there were a number of urgent matters requiring attention. The Community services manager will bring these matters to the attention of the Community services Committee meeting in June.

Re HS 12, the annual lift inspection, the Committee asked that if possible this should be completed before 21 June, when Lockdown restrictions are scheduled to be lifted.

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

The Committee noted the debts over £500 and more than three months old, which relate to the Town hall tenants. The CEO is progressing these matters with one of the tenants and awaiting proposals from the other.

**72. List of Payments**

The Committee noted the payments made during the period 1 January 2021 to 31 March 2021. The Chairman pointed out that all of these payments had been approved by 2 members authorised to sign payments and members asked that officers

look at ways to avoid duplication of work for Members in this matter- the CEO will take this up with the Accounts team.

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

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

**74. Budget Monitoring 2020/21**

The Committee received the Income and Expenditure Account to 31 March 2020. The CEO reported that the financial outcome for the year was in line with the Council's forecast, despite the pandemic. A fall in receipts in some areas had been matched by reduced expenditure for events cancelled and other projects which had been deferred due to the restrictions.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Steve Masters

**Resolved:** To **approve** the expenditure against cost centres that are over the approved budget levels, as presented in Appendix 5 (Attached)

**75. Town Council Reserves and Expenditure of S.106 and CIL monies in 2021/22**

The Committee noted the balance in reserves at 31 March 2021 and the anticipated levels (subject to full audit) of general reserves at 31 March 2020.

**Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Roger Hunneman

**Resolved:** To **approve** the use and allocation of earmarked funds not already allocated in budget 2021-22 ( as per appendix 6 attached)

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

The Committee considered the report from the CEO setting out the position regarding Coronavirus Regulations and Zoom meetings, which are due to expire on 6 May and the issues arising from face-to-face meetings in the Council Chamber while restrictions are in place. It was noted that Working Groups may continue to meet virtually.

**Proposed:** Councillor Elizabeth O'Keeffe

**Seconded:** Councillor Gary Norman

**Resolved:** To **approve** the following arrangements:

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

The amended schedule of meetings for 2021-22 is attached for information (including Planning and Highways Committee meeting moved from 3 August to 2 August.)

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

The Committee received the final interim internal audit report for the financial year 2020/21 from Auditing Solutions Ltd and considered the recommendations arising from the Report, namely:

- R1: *to align the Council's Standing Orders more closely to the NALC model document including appropriate and detailed reference to the Council's formal contracting arrangements*  
(See Minute No. 79 and 80 below)
- R2: *Expenditure incurred should only be reallocated from one budget heading to another where a genuine miscoding has occurred in processing the original entry-*  
the RFO will ensure that the accounts comply with this
- R3: *The Council should determine an appropriate approach to the recovery of all long-standing debts, including pursuing recovery through the courts if deemed appropriate-*  
All debts over 3 months old and in excess of £500 are reported quarterly to this Committee. Where practicable, the Council will pursue recovery through the courts.
- R4: *The Council should determine whether the percentage contribution for the one highlighted employee should be amended in future months with, potentially, reimbursement made for over-deducted contributions in earlier months of the year-*  
This matter has been referred to our payroll consultants, DCK, and has been resolved.

**Proposed:** Councillor Steve Masters

**Seconded:** Councillor Erik Pattenden

**Resolved:** To **approve** the recommendations arising from the Report and the actions taken above.

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

The Committee noted the position at 31 March 2021 and thanked officers for the progress made on so many items in the Strategy.

**79. Review of the Council's Financial Regulations**

The CEO told the Committee that the items for review covered:

- The CEO now carrying out RFO duties
- Some minor changes to reflect the Council's change to internet banking arrangement, and
- Transferring provisions around contracts to Standing orders, as recommended by the Council's internal auditor ( See minute 77 above)

**Proposed:** Councillor Jo Day

**Seconded:** Councillor Jeff Beck

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

**80. Review of the Council's Standing Orders**

The Committee considered the proposed amendments, which including moving the provisions on Contracts from the Council's Financial regulations to Standing Orders, as recommended by the Council's internal auditor ( see minutes No. 77 and 79 above). Regarding the proposed name change to the Civic Pride, Arts and Leisure Committee (to be renamed Civic Pride, Arts and Culture Committee), the Chair of CPA & L, Councillor Jo Day, asked that the names and terms of reference of the Committee be reviewed at the earliest opportunity.

**Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Roger Hunneman

**Resolved:** To recommend to full Council that they approve the proposed changes to the Council's Standing Orders.

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

The Committee noted the Forward Work Programme for Policy and Resources Committee meetings 2021/22. Agreed to add the reports from Berkshire Youth to the Work programme.

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

**Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Gary Norman

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

**83. Staff Sub Committee**

The Committee noted the business transacted at the Staff Subcommittee meeting on 8 March 2021.

The Chairman declared the meeting closed at 8.35 pm.

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

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



Health & Safety Report for P&R Committee - Last Updated 13/07/2021								Appendix 3
Note: Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.								
Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS1	Football changing rooms Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading, quarterly descaling of shower heads	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Recreation Ground R&M budget	To minimise risk of legionella / compliance with legislation
HS2	Town Hall Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading,	Safety Office	Included in staff cost	On Going	Weekly / Monthly / On going	N/A	Staff costs budget	To minimise risk of legionella / compliance with legislation
HS3	Shaw Cemetery Domestic Water Services hygiene regimes following LRA - weekly purging, monthly temp reading,	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Shaw Cemetery R&M budget	To minimise risk of legionella / compliance with legislation
HS4	Town Hall Inspections (offices and communal areas). Including Quarterly Workplace Inspections by Safety Officer	Officers	Included in staff cost	On going / ad hoc	Daily / Weekly / Monthly / Quarterly / On going	N/A	Officer Time	Improved Town Hall Safety
HS5	Town Hall Fire Alarm Testing	Officers	Included in staff cost	On going	Weekly	N/A	Officer Time	Compliance with legislation
HS6	Town Hall Disabled Toilet Alarm Testing	Officers	Included in staff cost	On going	Monthly	N/A	Officer Time	Improved Town Hall Safety
HS7	Risk Management Strategy and Strategic Risk Register Review	Council	Included in staff cost	12/10/2020	Agreed at P&R 12/10/2020	October 2021	Audit Working Group to consider following Management Team input	Ensured risk strategy is still correct
HS8	Town Hall Safety Inspections (quarterly)  CSM inspects the Town Hall by weekly walk round during lockdown period. Current position is that the quarterly inspection will be held pending return to office working.  Annual inspection will be carried out in June 2021	Safety Officer / Caretaker	Included in staff cost	20 December 2019	Weekly Checks on going	Weekly Checks on going	Officer Time	Improved Town Hall Safety
HS9	Annual Play Area Inspection by ROSPA accredited inspection company	Contractor / Safety Officer / Community Services Manager	Approx. £700	End March 2020	Completed 20-26 March 2020	End March 2021	Playground R&M budget	Legal requirement Safety for users
HS10	Boiler Servicing & Gas Safety Certificate for Servery	Safety Officer / Subcontractor	£200.00	End Jan 2020	Completed 19/01/2021	End Jan 2022	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS11	Boiler Servicing & Gas Safety Certificate for Old Court House (Suite 1)	Safety Officer / Subcontractor	£200.00	End July 202	Order Raised - awaiting Date from Contractor	End July 2022	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS12	Town Hall Evacuation Chair Training - 2 yearly	Subcontractor / Safety Officer	£900.00	End July 2021	Completed 08/07/2021	End July 2023	Legal requirement	Improved Town Hall safety / compliance with legislation
HS13	Lift Inspection (annually by Insurers)  Due to Covid 19 and the infrequent use of the Lift, Insurers inspection delayed – Inspection date awaited	Subcontractor / Safety Officer	Included in Insurance	End June 2019	Completed 20/06/2019	Delayed due to Lockdown	Legal requirement	Improved Town Hall safety / compliance with legislation
HS14	Fire Extinguishers Maintenance (annually) for All NTC Sites, requiring extinguishers (Shaw Cemetery, Victoria Park Changing Rooms & Kiosk, Bowling Club, Town Hall, Newtown Road Cemetery)	Safety Officer / Subcontractor	£1,043 Annually	End July 2021	Job Raised by Chubb - Awaiting Date from Engineer	End July 2022	Various Contracts / R&M budgets	Improved safety / compliance with legislation
HS15	5 yearly Periodical Test & Inspections of the Town Hall Electrical System	Safety Officer / Subcontractor	£4,750.00	End April 2015	All Works Completed October 2020	April 2025	Town Hall R&M budget	Improved safety / compliance with legislation
HS16	Newtown Road Cemetery 5 yearly Electrical installation testing	Safety Officer / Subcontractor	£300.00	End April 2017	Completed 17/05/2017	May 2022	Newtown Road Cemetery R&M Budget	Improved safety / compliance with legislation
HS17	Lift Service (6 monthly) Changing to quarterly March 2019	Safety Officer / Subcontractor	From March 2019 £320/annual	End Feb 2021	Waiting date from Engineer - Delayed due to lockdown 3.0	July 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS18	Independent Town Hall Annual Fire Risk Assessment Review (annually)	Safety Officer / Community Services Manager	£175.00	End May 2020	Completed 15/06/2020	End June 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation

Health & Safety Report for P&R Committee - Last Updated 13/07/2021							Appendix 3	
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Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS19	Town Hall (PAT) Portable Electrical Appliance Testing (annually)  Due to infrequent use of Offices, PAT Testing will be VISUAL only check for 2020/21 year wiring test completed, no current appliance issues . New MCB sockets being installed as added safety. Normal PAT testing will resume in June	Safety Officer / Caretaker	Included in staff cost	Weekly on Going	Weekly on Going	Visual only, PAT testing as of June 2021	Officer Time	Improved Town Hall safety / compliance with legislation
HS20	Lightning Conductor Maintenance / Inspection (annually) Test Strike UK Limited	Safety Officer / Subcontractor	£110.00	End Jan 2020	Completed 04 November 2020	End November 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS21	Independent Legionella Risk Assessment - All NTC Premises	Safety Officer / Subcontractor	£1,500.00	End Jan 2020	Completed 20/01/2020	As required by Legislation	Town Hall R&M budget	Improved safety / compliance with legislation
HS22	Shaw Cemetery (PAT) Portable Electrical Appliance Testing (annually) Contractors to carry out 2021 test in November 2020 –	Safety Officer / Subcontractor	£130.00	End July 2019	Completed 25/07/2019	Delayed due to Lockdown Completed 21/10/2020	Shaw Cemetery R&M budget	Improved Shaw Cemetery safety / compliance with legislation
HS23	Town Hall Emergency Light Test (6 monthly)	Safety Officer / Subcontractor	£165.00	End June 2020	Completed 26/03/2021	End September 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS24	Bandstand Electrical Supply Testing (annually)	Safety Officer / Subcontractor	£120.00	End June 2020	Completed 27/07/2020	End July 2021	Victoria Park R&M budget	Improved Bandstand safety / compliance with legislation
HS25	Town Hall Fire Alarm Maintenance (quarterly)	Safety Officer / Subcontractor	Included in contract	End Jan 2021	Completed 08/01/2021	End April 2021	Town Hall Contract	Information for Emergency Services and Town Hall occupants
HS26	Town Hall Emergency Evacuation Drills	Community Services Manager / Safety Officer / Fire Marshals	Included in staff cost	Minimum of 2 per annum	Completed Not a Drill 27/08/2019	Minimum of 2 per annum - delayed due to lockdown	N/A	Improved Town Hall safety / compliance with legislation
HS27	Independent Commercial EPC Survey	Community Services Manager / Contractor	£375.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS28	Independent DEC Survey	Community Services Manager / Contractor	£475.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS29	Independent Asbestos management Survey	Community Services Manager / Contractor	£595.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS30	Independent Marketing style floor plan Survey	Community Services Manager / Contractor	£445.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS31	Independent 5 year Structural & Aerial Drone Surveys - All NTC Premises	Community Services Manager / Contractor	£8,606.00	End June 2019	Completed 30/06/2019	End June 2024	Town Hall R&M budget	Compliance with legislation
HS32	Independent Tree Condition Survey & Mapping - All NTC Land	Community Services Manager / Contractor	£15,700.00	End Jan 2020	Completed End January 2020	End January 2025	Town Hall R&M budget	Compliance with legislation
HS33	Shaw Cemetery Memorial survey (subject to available funding)	Community Services Manager / Contractor	TBC	End March 2020	TBC	TBC	Shaw Cemetery R&M budget	Compliance with legislation
HS34	Town Hall Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Town Hall R&M budget	Compliance with legislation
HS35	Market Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 28/05/2020	As required by Legislation	Market R&M budget	Compliance with legislation
HS36	Play Area Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Play Area R&M budget	Compliance with legislation
HS37	Cemeteries Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Shaw & Newtown Road R&M budget	Compliance with legislation
HS38	Review of Town Hall Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets

Health & Safety Report for P&R Committee - Last Updated 13/07/2021							Appendix 3	
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Ref.:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS39	Review of Victoria Park Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS40	Review of Newtown Road Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS41	Review of Shaw Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS42	Review of Market Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS43	Review of Recreation Grounds Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS44	Review of Playground Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS45	Review of Allotments Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS46	Review of Bus Shelter Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS47	Review of Clocks Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS48	Review of Public Seating (Benches) Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS49	Review of Skatepark Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS50	Review of Footway Lighting Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets
HS51	Review of War Memorial Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2020	Delayed due to Software upgrade Completed 25/11/2020	End October 2021	Officer Time	Improved information on Risks for NTC own / managed assets

Date: 13/07/2021

## Newbury Town Council 2021-22

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## Current Account

## List of Payments made between 01/04/2021 and 30/06/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/04/2021	Vodafone	DD-V10-M4	82.24		23 February to 22 March 2021
07/04/2021	HMCourts	DD	20.00		VP CCTV Damage
07/04/2021	HMCourts	DD	-20.00		incorrect entry
14/04/2021	Framonline	DD	200.00		Postage download
15/04/2021	WBC Business Rates	DD	564.75		Nby Market - 1st installment
15/04/2021	WBC Business Rates	DD	94.53		T/Hall, S2-1st Installment
15/04/2021	WBC Business Rates	DD	283.40		T/Hall, S12-1st Installment
15/04/2021	WBC Business Rates	DD	106.38		T/Hall, S4 - 1st Installment
15/04/2021	WBC Business Rates	DD	100.05		T/Hall, S3-1st Installment
15/04/2021	WBC Business Rates	DD	327.50		T/H Chamber-1st Installment
15/04/2021	WBC Business Rates	DD	141.24		Shaw Cem-1st Installment
15/04/2021	WBC Business Rates	DD	55.92		NTR Cem- 1st Installment
15/04/2021	WBC Business Rates	DD	151.90		Mayor Parlour-1st Installment
16/04/2021	Handelsbanken	CHARGES	95.63		Bank Charges - April 21
19/04/2021	Crown Gas & Power	DD-C25-M4	297.36		28381 A read
19/04/2021	FramaOnline	DD	0.55		Postage download
20/04/2021	Unmetered 501532652	DD-S832004	716.72		2 Mar 2021 to 1 Apr 2021
20/04/2021	Streamline Merchant Services	DD-S592004	11.94		01 Mar 2021 to 31 Mar 2021
20/04/2021	Streamline Merchant Services	DD-S590420	37.79		Miscellaneous Charges
20/04/2021	Streamline Merchant Services	DD-S592004	55.24		Card transaction charges March
21/04/2021	BACS P/L Pymnt Page 1277	BACS Pymnt	17,564.50		BACS P/L Pymnt Page 1277
21/04/2021	Old Toilet Block, Victoria Par	DD-S782104	42.32		23 Dec 2020 to 1 Apr 2021
22/04/2021	Everflow Ltd	DD-E62204	763.52		may-june
26/04/2021	Sports Pavilion, Victoria Park	DD-S852604	680.52		3408E
26/04/2021	Together Technology Ltd	DD-T232604	333.00		Town hall phones/alarms
27/04/2021	Blackbox Solutions	DD-B252704	34.50		P/Copier 01 to 31 March 21
28/04/2021	Together Technology Ltd	DD-T23-1	160.55		TTC Business 15 (0163540096)
28/04/2021	Together Technology Ltd	DD-T23-2	124.68		STN Line Rental
30/04/2021	Handelsbanken	SALARIES	34,770.88		Salaries
04/05/2021	WBC Business Rates	DDR	561.00		Nby Market- 2nd installment
04/05/2021	WBC Business Rates	DD	99.00		Suite 2 - 2nd installment
04/05/2021	WBC Business Rates	DD	279.00		Suite 12 - 2nd installment
04/05/2021	WBC Business Rates	DD	106.00		Suite 4 - 2nd installment
04/05/2021	WBC Business Rates	DD	97.00		Suite 4 - 2nd installment
04/05/2021	WBC Business Rates	DD	324.00		TH Chamber-2nd installment
04/05/2021	WBC Business Rates	DD	141.00		Shaw Cem - 2nd installment
04/05/2021	WBC Business Rates	DD	54.00		NTR Cem - 2nd installment
04/05/2021	WBC Business Rates	DD	155.00		M/parlour - 2nd installment
06/05/2021	Vodafone	DDV10-0521	83.10		GMO & Caretaker mobiles
10/05/2021	BACS P/L Pymnt Page 1288	BACS Pymnt	26,341.42		BACS P/L Pymnt Page 1288
12/05/2021	AmazonMktplace	CARD	32.18		Marbel cleaner/spray bottle
12/05/2021	AmazonMarketplace	CARD	-32.18		Incorrect account
13/05/2021	NTC	CARD - HP	390.00		Elisa wedding gift
13/05/2021	NTC	CARD-HP	-390.00		Incorrect account
14/05/2021	Siemens Financial Services Ltd	DD-3rd Qtr	156.00		Franking Machine lease 3rd qtr
17/05/2021	Wilko Retail	CARD - MG	27.75		Batteries/storage items
17/05/2021	Handelsbanken	CHARGES	2.80		Bank charges - May 2021

Continued on Page 2

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## Current Account

## List of Payments made between 01/04/2021 and 30/06/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
17/05/2021	Wilko Retail	CARD-MG	-27.75		Wrong account
17/05/2021	Handelsbanken	CHARGES	-2.80		Wrong account
17/05/2021	Handelsbanken	CHARGES	63.85		Bank Charges-May 21
19/05/2021	BACS P/L Pymnt Page 1292	BACS Pymnt	28,483.46		BACS P/L Pymnt Page 1292
19/05/2021	Crown Gas & Power	DD-C251705	240.88		april resd
19/05/2021	Streamline Merchant Services	DD-S59(1)	30.95		Card charges 01.04-30.04.21
19/05/2021	Streamline Merchant Services	DD-S59(2)	37.79		Trans/Subscrip charges-April21
19/05/2021	Unmetered 501532652	DD-S83	760.06		F/Way(unmeter) 02.01to04.05.21
24/05/2021	Streamline Merchant Services	DD-S59may	11.94		1 Apr 2021 to 30 Apr 2021
24/05/2021	BAND STAND	DD-S82may	20.26		Band stand - 02.03-01.04 add
24/05/2021	SHAW CEMETERY	DD-S79may	101.09		2.4.21-1.5.21
24/05/2021	CLOCK TOWER 380066313	DD-S84may	124.29		2.4.21-1.5.21
24/05/2021	SUITE 4 8325654412	DD-S88may	383.74		Suite4 - 26.01 to 04.05.21
24/05/2021	SUITE 2 TOWN HALL	DD-S89may	206.55		Suite 2 - 26.01 to 04.05.21
25/05/2021	Blackbox Solutions	DD-B25may	34.50		rint Scan Support Charge MAY
26/05/2021	Together Technology Ltd	DD-T23may1	333.00		T-Voice One System rental
26/05/2021	Together Technology Ltd	DD-T23may2	124.68		PSTN Line Rental
27/05/2021	BACS P/L Pymnt Page 1299	BACS Pymnt	7,542.37		BACS P/L Pymnt Page 1299
27/05/2021	Together Technology Ltd	DD-T23may3	160.55		FTTC Business 15 (0163540096)
28/05/2021	Handelsbanken	SALARIES	35,398.40		Salaries & expenses - May 2021
01/06/2021	CF Corporate Finance Ltd	DD-C24Qtr2	290.40		Photocopier lease - 2nd Qtr
01/06/2021	CHANGING CITY REC 2944664416DDrefund		-397.81		jul-feb21 may inv
01/06/2021	WBC Business Rates	DD	561.00		Market PI - 3rd installment
01/06/2021	WBC Business Rates	DD	99.00		Suite 2 - Rates, 3rd Instal
01/06/2021	WBC Business Rates	DD	279.00		Suite12-Rates-3rd install
01/06/2021	WBC Business Rates	DD	106.00		Suite4-Rates 3rd Install
01/06/2021	WBC Business Rates	DD	97.00		Suite3-Rates 3rd Install
01/06/2021	WBC Business Rates	DD	324.00		Chamber Rates-3rd Install
01/06/2021	WBC Business Rates	DD	141.00		S/Cem Rates-3rd Install
01/06/2021	WBC Business Rates	DD	54.00		NTR Cem-Rates 3rd Install
01/06/2021	WBC Business Rates	DD	155.00		M/Parlor-Rates 3rd Install
03/06/2021	Vodafone	DD-V10-Jun	83.10		GMO & Caretaker mob (April-May
07/06/2021	MAYORS SUITE 140664414	DD-S91June	161.14		6 Jan 2021 to 4 May 2021
07/06/2021	NEWTOWN CEMETERY	DD-S81May	2,424.67		8 Jan 2021 to 30 Apr 2021
11/06/2021	BACS P/L Pymnt Page 1309	BACS Pymnt	11,115.78		BACS P/L Pymnt Page 1309
14/06/2021	Handelsbanken	CHARGES	75.10		Bank Charges - June 2021
16/06/2021	Unmetered (Foot Way Lighting)	DD-S83-Jun	647.65		may-jun unmet
16/06/2021	Crown Gas & Power	DD-C25-Jun	136.50		T/Hall Gas (06.05-31.05.21)
21/06/2021	BACS P/L Pymnt Page 1315	BACS Pymnt	67,009.76		BACS P/L Pymnt Page 1315
21/06/2021	Officers Account	Top Up	1,533.21		Top Up of Officer's Account
21/06/2021	MARKET PILLAR 2 5576435313	DD-S92June	120.84		26.1.21 apr mark pill 2
21/06/2021	MARKET PILLAR 1 2231825317	DD-S93June	135.14		Market Pillar 26 Jan21 25.4
21/06/2021	Town Hall Market 621564417	DD-S87June	1,807.65		t hall Jan-ap
21/06/2021	TOWN HALL 155 BART St - 61156	DD-S95June	566.18		6 Jan 2021 to 4 May 2021
21/06/2021	Streamline Merchant Services	DD-S59June	38.89		Transaction charges May 2021
22/06/2021	Streamline Merchant Services	DD-S59May	11.94		ubscription Fees Jun 2021
24/06/2021	Together Technology Ltd	DD-T23June	333.00		T-Voice One System renta

Continued on Page 3

## Current Account

## List of Payments made between 01/04/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/06/2021	Salaries	SALARIES	35,130.98		Salaries & expenses- June 2021
25/06/2021	BAND STAND	DD-S82June	20.26		2 Apr 2021 to 1 May 2021
25/06/2021	CLOCK TOWER 380066313	DD-S84June	63.12		May 2021 to 1 Jun 2021
25/06/2021	Blackbox Solutions	DD-B25Apri	34.50		Printer charges (April 2021)
28/06/2021	Together Technology Ltd	DD-T23-2	160.55		TL Gold Internet Package
28/06/2021	Together Technology Ltd	DD-T23-3	124.68		PSTN Line Rental
29/06/2021	Wash Common changing rms	DD-S86June	246.71		26 Jan 2021 to 31 May 2021
30/06/2021	Frama online	DDR	200.00		Postage download
30/06/2021	St Bartholomew SC	SO	212.50		Lease for Parsons Allotment
<b>Total Payments</b>			<u>284,354.93</u>		

Linked to Cashbook 1						Entered Month 1		
						Pay by BACS/Online File		
Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A7	Hughes & Salvidge t/a Aasvogel Skip Hire							
Skip - Dairy Farm Allots		31/03/2020	266168	1	292.61	0.00	292.61	0.00
						0.00	292.61	
A13	Acclaim Fabrications							
Job welding		13/04/2021	PMM 11	1	50.00	0.00	50.00	0.00
						0.00	50.00	
A14	Ad-vise UK Ltd							
2 YEAR WEDDING ADVERTISING AGR		01/04/2021	7664	1	420.00	0.00	420.00	0.00
						0.00	420.00	
A15	HawkEye Pest Control Ltd							
Victoria Park Recreation Groun		02/04/2021	11022SM49	1	151.20	0.00	151.20	0.00
Newbury Bowling Green		02/04/2021	11022SM50	1	90.00	0.00	90.00	0.00
						0.00	241.20	
A20	A & S Meats							
Market Management - April 2021		08/04/2021	55	1	1,399.20	0.00	1,399.20	0.00
						0.00	1,399.20	
A49	Andrea Pellegram Ltd							
Advice-Neighbourhood Plan		30/03/2021	367	1	450.00	0.00	450.00	0.00
						0.00	450.00	
B3	British Gas a/c 603450991							
16 March 2021 to 6 April 2021		13/04/2021	995417417	1	300.87	0.00	300.87	0.00
						0.00	300.87	
B35	Mrs A J Brooks							
Allt key refund WM41a-Brooks		08/04/2021	REFUNDWM41A	1	10.00	0.00	10.00	0.00
						0.00	10.00	
C16	CT Electrical Newbury Ltd							
light test		06/04/2021	CT7298	1	210.00	0.00	210.00	0.00
						0.00	210.00	

Continued over page

Linked to Cashbook 1						Entered Month 1		Pay by BACS/Online File
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
C26	C & D Security							
W/Mills Alott - Padlock	28/03/2021	1095	1	186.00	0.00	186.00	0.00	
WC Main gate - Padlock	28/03/2021	1096	1	284.40	0.00	284.40	0.00	
Parsons allot-Padlock	28/03/2021	1097	1	96.00	0.00	96.00	0.00	
20 x AL2 keys	28/03/2021	1099	1	240.00	0.00	240.00	0.00	
					0.00	806.40		
D12	DCK Accounting Solutions Ltd							
payroll annual return	14/04/2021	P2338	1	96.58	0.00	96.58	0.00	
					0.00	96.58		
DY	Dynamiq Management Limited							
Video Production services for	17/04/2021	DM-2384	1	600.00	0.00	600.00	0.00	
					0.00	600.00		
E14	Environmental Solutions Ltd							
shredding & recycling ref: Mar	31/03/2021	16362	1	63.41	0.00	63.41	0.00	
					0.00	63.41		
G9	Bunzl-Greenham Safety & Workplace Supply							
PAINT SPARTAN PRO LINE MARKING	31/03/2021	14/774670	1	82.47	0.00	82.47	0.00	
GLOVE NITRILE DISPOSABLE P/F B	09/04/2021	14/774911	1	39.96	0.00	39.96	0.00	
ITTER PICKER 32" TRIGGER TYPE	15/04/2021	14/775256	1	51.17	0.00	51.17	0.00	
					0.00	173.60		
G32	The Greenham and Crookham Common Commiss							
strative Support to Greenham &	01/04/2021	2021-002	1	500.00	0.00	500.00	0.00	
					0.00	500.00		
H11	Healthmatic Ltd							
Public Toilets wharf01/01/2021	31/03/2021	1568 AP	1	3,444.00	0.00	3,444.00	0.00	
					0.00	3,444.00		
I4	ICCM							
memebership	01/04/2021	4269/21/22	1	95.00	0.00	95.00	0.00	
					0.00	95.00		

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## Linked to Cashbook 1

Entered Month 1  
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>L7</b>	<b>Lift &amp; Engineering Services Ltd</b>						
<i>serv con 13.1.21-12.1.22</i>	30/03/2021	238309	1	384.00	0.00	384.00	0.00
					<b>0.00</b>	<b>384.00</b>	
<b>M16</b>	<b>Mint Consultancy</b>						
<i>Monthly website retainer-March</i>	31/03/2021	MI0357	1	500.00	0.00	500.00	0.00
					<b>0.00</b>	<b>500.00</b>	
<b>M18</b>	<b>Carmen Moisa</b>						
<i>Allot key refudn-WM62a-C Moisa</i>	15/04/2021	REFUNDWM62A	1	20.00	0.00	20.00	0.00
					<b>0.00</b>	<b>20.00</b>	
<b>M28</b>	<b>Minster Cleaning Services</b>						
<i>cleaning services for April 20</i>	01/04/2021	8486	1	1,496.69	0.00	1,496.69	0.00
					<b>0.00</b>	<b>1,496.69</b>	
<b>N7</b>	<b>Newbury News Ltd</b>						
<i>Out and About Spring</i>	01/04/2021	SIN677628	1	102.00	0.00	102.00	0.00
					<b>0.00</b>	<b>102.00</b>	
<b>N11</b>	<b>NABMA</b>						
<i>SUBSCRIPT 21/22</i>	01/04/2021	21/13	1	369.00	0.00	369.00	0.00
					<b>0.00</b>	<b>369.00</b>	
<b>P19</b>	<b>Proludic Ltd</b>						
<i>EDPM Handle</i>	25/03/2021	SIN003722	1	37.82	0.00	37.82	0.00
					<b>0.00</b>	<b>37.82</b>	
<b>R2</b>	<b>Rivar Sand &amp; Gravel Ltd</b>						
<i>Play sand poly bags</i>	25/03/2020	N-IN88090	1	22.51	0.00	22.51	0.00
					<b>0.00</b>	<b>22.51</b>	
<b>R20</b>	<b>RBS Software Solutions</b>						
<i>Campbell on Wed 31/03/21</i>	31/03/2021	28598	1	450.00	0.00	450.00	0.00
					<b>0.00</b>	<b>450.00</b>	

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Linked to Cashbook 1						Entered Month 1	
						Pay by BACS/Online File	
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>S13</b>	<b>Mole Country Stores</b>						
GORILLA TAPE gel	17/03/2021	200884854	1	52.91	0.00	52.91	0.00
					<b>0.00</b>	<b>52.91</b>	
<b>S41</b>	<b>Sundog Grounds Maintenance Ltd</b>						
Cut bramble area to the ground	01/03/2021	3168 JAN	1	576.00	0.00	576.00	0.00
					<b>0.00</b>	<b>576.00</b>	
<b>S42</b>	<b>SMS Ltd</b>						
1 x Battery replaced 08.02.21	15/02/2021	18721	1	36.00	0.00	36.00	0.00
					<b>0.00</b>	<b>36.00</b>	
<b>W1</b>	<b>West Berkshire District Council</b>						
Suite 7	06/04/2021	15837553	1	1,646.70	0.00	1,646.70	0.00
id cards	13/04/2021	208787-508674	1	84.00	0.00	84.00	0.00
					<b>0.00</b>	<b>1,730.70</b>	
<b>W29</b>	<b>Waterplay Solutions Ltd</b>						
VP Slash park service/Maint 21	30/03/2021	0434	1	2,634.00	0.00	2,634.00	0.00
					<b>0.00</b>	<b>2,634.00</b>	
Proposed Payment Total					<b>0.00</b>	<b>17,564.50</b>	

Linked to Cashbook 1

Entered Month 2  
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A7 Hughes & Salvidge t/a Aasvogel Skip Hire							
southby	17/04/2021	266922	1	292.61	0.00	292.61	0.00
					0.00	292.61	
A18 Aquaid (Kennet and North Wilts)							
Annual Environment Charge	01/05/2021	81399 AP	1	30.24	0.00	30.24	0.00
					0.00	30.24	
B33 Business Stream Revenue Account							
2 November 2020 – 24 March 21	01/04/2021	062193 / 7	1	904.09	0.00	904.09	0.00
					0.00	904.09	
C26 C & D Security							
westmills allot	05/04/2021	1108	1	96.00	0.00	96.00	0.00
					0.00	96.00	
D12 DCK Accounting Solutions Ltd							
Apr payroll	27/04/2021	P2366	1	366.58	0.00	366.58	0.00
					0.00	366.58	
D18 Document Despatch							
7784 - Consultation Distributi	01/04/2021	34954	1	2,060.51	0.00	2,060.51	0.00
					0.00	2,060.51	
F5 Foxes Tree Services & Son Ltd							
ash die bac culver	04/05/2021	3723	1	3,360.00	0.00	3,360.00	0.00
ree Work at Shaw Cemand walto	05/05/2021	3729	1	720.00	0.00	720.00	0.00
					0.00	4,080.00	
G6 Greentips							
tree work shaw cem	01/04/2021	ETW.0190.IN	1	720.00	0.00	720.00	0.00
Tree works-north&south Part2	22/04/2021	TW.0155.IN	1	2,760.00	0.00	2,760.00	0.00
					0.00	3,480.00	
G9 Bunzl-Greenham Safety & Workplace Supply							
AISTCOAT KEEPSAFE HIVIS YELLOW	16/04/2021	14/775068	1	132.96	0.00	132.96	0.00
LOGO (BACK) UW01004	05/05/2021	14/776517	1	60.00	0.00	60.00	0.00
					0.00	192.96	

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Linked to Cashbook 1

Entered Month 2  
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
J2 JS Maintenance Services							
LOSE COPING STONES	13/04/2021	A5306	1	66.00	0.00	66.00	0.00
REMOVE SHACKLES HA BASKETS	14/04/2021	A5307	1	65.98	0.00	65.98	0.00
teak benches	19/04/2021	A5308	1	80.68	0.00	80.68	0.00
leak behind toilet in chamber	19/04/2021	A5309	1	60.00	0.00	60.00	0.00
trough nr [plot 1	20/04/2021	A5310	1	60.00	0.00	60.00	0.00
Kingsland Grange-bench repair	22/04/2021	A5311	1	48.78	0.00	48.78	0.00
					0.00	381.44	
L28 Local Authority Events Organisers Group							
IAEOG Membership Fees	01/04/2021	01.04/21	1	100.00	0.00	100.00	0.00
					0.00	100.00	
L30 Link Support Services (UK) Ltd							
Workshop	23/04/2021	NV-0211	1	1,890.00	0.00	1,890.00	0.00
					0.00	1,890.00	
M16 Mint Consultancy							
onthly Website / Digital Retai	30/04/2021	MI0364	1	500.00	0.00	500.00	0.00
					0.00	500.00	
M28 Minster Cleaning Services							
clean may	01/05/2021	8661	1	1,496.69	0.00	1,496.69	0.00
					0.00	1,496.69	
R20 RBS Software Solutions							
remote train 11.12.20	01/04/2021	28430 DEC	1	240.00	0.00	240.00	0.00
ear End Online Closedown	22/04/2021	28723	1	672.00	0.00	672.00	0.00
					0.00	912.00	
S7 Sawscape Play Ltd							
bearing roundabout	05/05/2021	1440	1	1,920.00	0.00	1,920.00	0.00
					0.00	1,920.00	
S41 Sundog Grounds Maintenance Ltd							
Sand pit renovation	21/04/2021	3248	1	3,360.00	0.00	3,360.00	0.00

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Linked to Cashbook 1

Entered Month 2

Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ne tree park- turf remova	21/04/2021	3249	1	768.00	0.00	768.00	0.00
ld hospital green memorial gar	21/04/2021	3250	1	1,704.00	0.00	1,704.00	0.00
					<u>0.00</u>	<u>5,832.00</u>	
T38 The Play Inspection Company Ltd							
annual inspectio play val	21/04/2021	46780	1	1,806.30	0.00	1,806.30	0.00
					<u>0.00</u>	<u>1,806.30</u>	
Proposed Payment Total					<u>0.00</u>	<u>26,341.42</u>	

Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
boat lake vic	01/05/2021	PMM 14	1	400.00	0.00	400.00	0.00
					0.00	400.00	
Above paid on 19/05/2021 by Online Payment Ref A13							
A20 A & S Meats							
Market Management - May 2021	18/05/2021	56	1	1,399.20	0.00	1,399.20	0.00
					0.00	1,399.20	
Above paid on 19/05/2021 by Online Payment Ref A20							
B6 BALC							
Berkshire ALC Subscriptions up	04/05/2021	0294	1	3,447.06	0.00	3,447.06	0.00
					0.00	3,447.06	
Above paid on 19/05/2021 by Online Payment Ref BALC10305							
D2 Mr B Digby							
Civic Retainer&2 x cover	10/05/2021	RETAIN21-BD	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 19/05/2021 by Online Payment Ref D2							
E14 Environmental Solutions Ltd							
cure shredding & recycling ref	01/05/2021	16608	1	31.70	0.00	31.70	0.00
					0.00	31.70	
Above paid on 19/05/2021 by Online Payment Ref E14							
H14 Huck Nets (UK) Ltd							
steel post cap	05/05/2021	274210	1	16.06	0.00	16.06	0.00
replace mat trampoli	11/05/2021	274516	1	3,156.00	0.00	3,156.00	0.00
					0.00	3,172.06	
Above paid on 19/05/2021 by Online Payment Ref H14							
H27 Mr Anthony Hewitt							
Civic - annual retainer	10/05/2021	RETAIN21-AH	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 19/05/2021 by Online Payment Ref H27							

Continued over page

Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
J2 JS Maintenance Services							
fix belts on roundabout	01/05/2021	A5312	1	84.87	0.00	84.87	0.00
remove graph on bench	06/05/2021	A5313	1	48.50	0.00	48.50	0.00
bloss fie rope swing	06/05/2021	A5314	1	108.00	0.00	108.00	0.00
Smith is for work at Southby's	11/05/2021	A5315	1	67.53	0.00	67.53	0.00
wharf toilets tap	12/05/2021	A5316	1	157.84	0.00	157.84	0.00
					0.00	466.74	
Above paid on 19/05/2021 by Online Payment Ref J2							
L2 Mrs J Lewis							
Civic- Annual retainer 2021	10/05/2021	RETAIN21-JL	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 19/05/2021 by Online Payment Ref L2							
M19 The Monkey Marsh Bee Initiative							
GSWG - Contribution for 2021	07/05/2021	GSWG-GRANT	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 19/05/2021 by Online Payment Ref M19							
M61 Microshade Business Consultants Ltd							
Hosting Rialtas Suite	19/05/2021	14516	1	280.80	0.00	280.80	0.00
					0.00	280.80	
Above paid on 19/05/2021 by Online Payment Ref M61							
P23 Mr Garry Poulson							
Civic-Annual retainer 2021	10/05/2021	RETAIN21-GP	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 19/05/2021 by Online Payment Ref P23							
R2 Rivar Sand & Gravel Ltd							
pLAY SAND BULK BAG	01/05/2021	N-IN90164 APR	1	795.60	0.00	795.60	0.00
					0.00	795.60	
Above paid on 19/05/2021 by Online Payment Ref R2							

Continued over page

Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R28 Elizabeth Robinson							
Allot&key refund-S50a-Robinson	10/05/2021	ALLOTREFUND	1	95.00	0.00	95.00	0.00
					0.00	95.00	
Above paid on 19/05/2021 by Online Payment Ref R28							
S27 The Society of Local Council Clerks							
leadership in action	07/05/2021	BK202154	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 19/05/2021 by Online Payment Ref S27							
S4 Mr B Sylvester							
Civic-Annual Retainer BS	10/05/2021	RETAIN21-BS	1	350.00	0.00	350.00	0.00
					0.00	350.00	
Above paid on 19/05/2021 by Online Payment Ref S4							
S41 Sundog Grounds Maintenance Ltd							
CARRY WK VIC POND	04/05/2021	3273	1	6,528.00	0.00	6,528.00	0.00
					0.00	6,528.00	
Above paid on 19/05/2021 by Online Payment Ref S41							
T2 Mr R Thomason							
Civic-Annual retainer 2021	10/05/2021	RETAIN21-RT	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 19/05/2021 by Online Payment Ref T2							
W1 West Berkshire District Council							
Rates-W/Toilet 20-21	01/05/2021	W-TOILETRATES	1	6,986.00	0.00	6,986.00	0.00
					0.00	6,986.00	
Above paid on 19/05/2021 by Online Payment Ref W1							
W8 Watership Brass							
Annual retainer -Nby Town Band	10/05/2021	RETAIN21-WB	1	650.00	0.00	650.00	0.00
					0.00	650.00	
Above paid on 19/05/2021 by Online Payment Ref W8							

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19/05/2021

Newbury Town Council Current Year

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List of Purchase Ledger Payments

User: MGG

Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Y2		Yew Tree Garden Centre					
Perennial Plantlavender plants	01/05/2021	5451 AP	1	2,891.30	0.00	2,891.30	0.00
					<u>0.00</u>	<u>2,891.30</u>	
Above paid on 19/05/2021 by Online Payment Ref Y2							
Total Purchase Ledger Payments					<u>0.00</u>	<u>28,483.46</u>	

Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A24 Ash Brook The Funeral Director Ltd							
Duplicate payment - Inv7791	27/05/2021	REFUN-INV7791	1	365.00	0.00	365.00	0.00
					0.00	365.00	
Above paid on 27/05/2021 by Online Payment Ref A24							
A25 Ash Brook Funeral Directors							
Duplicate payment - Inv 7833	27/05/2021	REFUND-INV7833	1	228.00	0.00	228.00	0.00
					0.00	228.00	
Above paid on 27/05/2021 by Online Payment Ref A25							
C10 Crescent Signs Ltd							
KEEP NEWBURY TIDY" STICKERS	20/05/2021	19618	1	338.40	0.00	338.40	0.00
BLUE HERItage plaqu	20/05/2021	19623	1	331.20	0.00	331.20	0.00
					0.00	669.60	
Above paid on 27/05/2021 by Online Payment Ref 17108/1710							
E14 Environmental Solutions Ltd							
Internal collection, shred, re	21/05/2021	16807	1	392.40	0.00	392.40	0.00
					0.00	392.40	
Above paid on 27/05/2021 by Online Payment Ref E14							
F5 Foxes Tree Services & Son Ltd							
Emergency call out at Shaw Cem	19/05/2021	3743	1	96.00	0.00	96.00	0.00
					0.00	96.00	
Above paid on 27/05/2021 by Online Payment Ref F5							
G9 Bunzl-Greenham Safety & Workplace Supply							
ITTER PICKER 32" TRIGGER TYPE	20/05/2021	14/777530	1	179.09	0.00	179.09	0.00
					0.00	179.09	
Above paid on 27/05/2021 by Online Payment Ref N288940							
H14 Huck Nets (UK) Ltd							
white bush for insert	01/05/2021	274109 AP	1	29.03	0.00	29.03	0.00
					0.00	29.03	
Above paid on 27/05/2021 by Online Payment Ref H14							

Continued over page

Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
I10 Izac Ltd							
Wall to Cementry in Old Newtow	20/05/2021	172	1	420.00	0.00	420.00	0.00
					0.00	420.00	
Above paid on 27/05/2021 by Online Payment Ref I10							
M61 Microshade Business Consultants Ltd							
Install, set up, Migrate data	19/04/2021	14415	1	400.80	0.00	400.80	0.00
					0.00	400.80	
Above paid on 27/05/2021 by Online Payment Ref M61							
S15 Safe I. S. Limited							
ut a Fire Risk Assessment	21/05/2021	64423	1	210.60	0.00	210.60	0.00
					0.00	210.60	
Above paid on 27/05/2021 by Online Payment Ref S15							
S41 Sundog Grounds Maintenance Ltd							
s and drain cleara at Greenha	20/05/2021	3277	1	480.00	0.00	480.00	0.00
					0.00	480.00	
Above paid on 27/05/2021 by Online Payment Ref S41							
T17 Thames & Chiltern in Bloom Association							
ENTRY B IN BLOOM	18/05/2021	TC1B87	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 27/05/2021 by Online Payment Ref Newbury							
T30 Technique Limited							
dobe Acrobat DC Teams - Subscr	18/05/2021	54326	1	61.85	0.00	61.85	0.00
					0.00	61.85	
Above paid on 27/05/2021 by Online Payment Ref T30							
T38 The Play Inspection Company Ltd							
Training of Operational Inspe	26/05/2021	47507	1	360.00	0.00	360.00	0.00
					0.00	360.00	
Above paid on 27/05/2021 by Online Payment Ref T38							

Continued over page

Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
W1 West Berkshire District Council							
Overpay rent -T/hall, Suite 7	01/05/2021	RENT REFUND	1	3,600.00	0.00	3,600.00	0.00
					<u>0.00</u>	<u>3,600.00</u>	
Above paid on 27/05/2021 by Online Payment Ref W1							
Total Purchase Ledger Payments					<u>0.00</u>	<u>7,542.37</u>	

Linked to Cashbook 1

Entered Month 3

Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
West Mills Allotment	01/06/2021	11167SM27	1	114.00	0.00	114.00	0.00
Southbys Allotment	01/06/2021	11167SM28	1	126.00	0.00	126.00	0.00
Dairy Farm Allotm	01/06/2021	11167SM29	1	108.00	0.00	108.00	0.00
Wash Common Allot	01/06/2021	11167SM30	1	84.00	0.00	84.00	0.00
One Tree Allotment	01/06/2021	11167SM31	1	96.00	0.00	96.00	0.00
Parsons Allotment	01/06/2021	11167SM32	1	84.00	0.00	84.00	0.00
remove bird	01/06/2021	11188SM8 MAY	1	60.00	0.00	60.00	0.00
					0.00	672.00	
A20 A & S Meats							
Market Management - June 2021	04/06/2021	57	1	1,399.20	0.00	1,399.20	0.00
					0.00	1,399.20	
C10 Crescent Signs Ltd							
LECTERN MIS FROM MAY	01/06/2021	19646B	1	2,010.00	0.00	2,010.00	0.00
					0.00	2,010.00	
C16 CT Electrical Newbury Ltd							
REPAI SHAW CEMEN	23/05/2021	CT 7302	1	110.82	0.00	110.82	0.00
hugh convec heater	01/06/2021	CT305	1	176.71	0.00	176.71	0.00
t ha emer light exit sign	03/06/2021	CT7308	1	384.00	0.00	384.00	0.00
					0.00	671.53	
C26 C & D Security							
Gate greenham House	28/05/2021	1139	1	186.00	0.00	186.00	0.00
West Mills Allotmen padlock	28/05/2021	1140	1	96.00	0.00	96.00	0.00
Fariday Allotmen cylinder	28/05/2021	1141	1	146.40	0.00	146.40	0.00
ALL GREENHAM PADLO CH	01/06/2021	1135 A	1	96.00	0.00	96.00	0.00
supp anker keys	01/06/2021	1136	1	240.00	0.00	240.00	0.00
wash c all padlock	01/06/2021	1138	1	146.40	0.00	146.40	0.00
					0.00	910.80	
D12 DCK Accounting Solutions Ltd							
may payroll	27/05/2021	P2434	1	156.58	0.00	156.58	0.00
					0.00	156.58	

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Linked to Cashbook 1

Entered Month 3

Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
E14 Environmental Solutions Ltd							
SHRED MAY	31/05/2021	16854	1	31.70	0.00	31.70	0.00
					0.00	31.70	
J2 JS Maintenance Services							
shaw windows	01/06/2021	A5318	1	61.12	0.00	61.12	0.00
relea wind in off shelvesd	02/06/2021	A5319	1	607.11	0.00	607.11	0.00
pars allot break fence	03/06/2021	A5320	1	108.00	0.00	108.00	0.00
					0.00	776.23	
M16 Mint Consultancy							
web design	28/05/2021	MI0376	1	500.00	0.00	500.00	0.00
					0.00	500.00	
M28 Minster Cleaning Services							
JUNE CLEAN4430	01/06/2021	8873	1	1,496.69	0.00	1,496.69	0.00
					0.00	1,496.69	
M61 Microshade Business Consultants Ltd							
Hosted Application Service	19/06/2021	14644	1	280.80	0.00	280.80	0.00
					0.00	280.80	
N7 Newbury News Ltd							
town cent feature	23/05/2021	12671	1	270.00	0.00	270.00	0.00
					0.00	270.00	
N28 Newbury BID CIC							
1.6.21-31.5.22	24/05/2021	MEET HALL	1	97.50	0.00	97.50	0.00
ju 21 may22	24/05/2021	NEW TOWN CEN	1	168.75	0.00	168.75	0.00
1.6.21-31.5.22	24/05/2021	PC WHARF	1	210.00	0.00	210.00	0.00
1.6.21-31.5.22	24/05/2021	SUITE 12	1	84.00	0.00	84.00	0.00
					0.00	560.25	
P15 David Pawley Clock & Sundial maker							
jul-sep 20	01/05/2021	96662	1	270.00	0.00	270.00	0.00
broadw jul-sep 20	01/05/2021	96663	1	270.00	0.00	270.00	0.00
					0.00	540.00	

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Linked to Cashbook 1

Entered Month 3

Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S4 Mr B Sylvester							
Additional retainer payment	01/06/2021	RETAIN -2	1	50.00	0.00	50.00	0.00
					0.00	50.00	
S7 Sawscape Play Ltd							
Reapirs to Roundabout	19/04/2021	INV 1426	1	540.00	0.00	540.00	0.00
Repairs to zip wire	24/05/2021	1451	1	240.00	0.00	240.00	0.00
					0.00	780.00	
W36 Peter John White							
Key refund-Southbys 39a-White	03/06/2021	KEYREFUND	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Proposed Payment Total					0.00	11,115.78	

Linked to Cashbook 1

Entered Month 3  
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A4 Ab-Fab Loos Limited							
DISABLED ACCESS PORTABLE TOIL	01/06/2021	29738	1	83.81	0.00	83.81	0.00
					0.00	83.81	
C10 Crescent Signs Ltd							
SUPPLY 2NO. VICTORIA PARK FAMI	11/06/2021	19661	1	102.00	0.00	102.00	0.00
					0.00	102.00	
F7 First Response Training							
ritchi traininghazar subs	10/06/2021	280087/4121	1	53.82	0.00	53.82	0.00
					0.00	53.82	
G6 Greentips							
. Greenlands Road & NEWTOW CED	01/06/2021	TW.0035.IN	1	960.00	0.00	960.00	0.00
					0.00	960.00	
G9 Bunzl-Greenham Safety & Workplace Supply							
litter pick spartan	01/06/2021	14/775711	1	110.45	0.00	110.45	0.00
					0.00	110.45	
H11 Healthmatic Ltd							
wharf ouncils Public Toilets	08/06/2021	10902	1	3,444.00	0.00	3,444.00	0.00
					0.00	3,444.00	
J2 JS Maintenance Services							
w mill water leak and fence re	07/06/2021	A5321	1	159.37	0.00	159.37	0.00
MAINN gat to allot southb	09/06/2021	A5324	1	36.00	0.00	36.00	0.00
					0.00	195.37	
P31 Mr Bogden Adrian Pop							
Refund-rent & keydep WC34&34a	15/06/2021	REFUNDWC34/34A	1	71.15	0.00	71.15	0.00
					0.00	71.15	
R20 RBS Software Solutions							
4.6.21 ray	08/06/2021	28996	1	450.00	0.00	450.00	0.00
					0.00	450.00	

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Linked to Cashbook 1

Entered Month 3  
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S2 SSE Contracting Ltd							
J 0 1 S P E N C E R R O A D	08/06/2021	9 3 4 3 8	1	523.84	0.00	523.84	0.00
C 0 0 1 S P E N C E R R O A D	08/06/2021	0 9 3 4 3 7	1	1,056.97	0.00	1,056.97	0.00
N E W 5 M C O L U M N A N D A	15/06/2021	9 3 8 6 7	1	988.57	0.00	988.57	0.00
R A N S F E R S I N G L E P H	15/06/2021	9 3 8 6 8	1	523.84	0.00	523.84	0.00
					0.00	3,093.22	
T25 Miss Lisa Townsend							
Refund DF2a Allotrent & 2xkeys	10/06/2021	REFUND-DF2A+KEYS	1	58.54	0.00	58.54	0.00
					0.00	58.54	
T30 Technique Limited							
Hosting & Sharepoint Online	16/06/2021	54624	1	2,742.24	0.00	2,742.24	0.00
					0.00	2,742.24	
W1 West Berkshire District Council							
cont gd works AP 21	01/06/2021	208787 512319	1	27,672.58	0.00	27,672.58	0.00
MAY GDS4430	01/06/2021	208787 512321	1	27,672.58	0.00	27,672.58	0.00
gds main	11/06/2021	208787 512322	1	90.00	0.00	90.00	0.00
tree water	11/06/2021	208787-512320	1	210.00	0.00	210.00	0.00
					0.00	55,645.16	
Proposed Payment Total					0.00	67,009.76	

## List of Payments made between 01/04/2020 and 30/06/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2020	Amazon	AMAZON	27.90		Stationery
08/04/2020	Currys	CURRYS	59.99		Printer
16/04/2020	Handelsbanken	CHARGES	7.60		Handelsbanken Charges
28/04/2020	Current Account	Medisave	73.18		Medisave - Face Masks
15/05/2020	Handelsbanken	CHARGES	1.20		Handelsbanken Charges Officers
15/05/2020	Amazon	CARD	37.93		Amazon - Market
18/05/2020	Amazon	CARD	20.46		Amazon - Office Supplies
27/05/2020	Microsoft	CARD	79.99		Microsoft
12/06/2020	Handelsbanken	CHARGES	1.20		Officers Bank Charges June
30/06/2020	No 2/Petty Cash Account	Card Paymn	781.51		Incorrect cashbook
Total Payments			<u>1,090.96</u>		

08/07/2021

Newbury Town Council 2021-22

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Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>								
4000 Salaries/NI/PAYE	34,788	104,273	420,066	315,793		315,793	24.8%	
4010 Misc Staff Expenses	327	1,088	2,575	1,487		1,487	42.3%	
4045 Salary Reallocation	(34,788)	(104,273)	(420,066)	(315,793)		(315,793)	24.8%	
Staff :- Indirect Expenditure	327	1,088	2,575	1,487	0	1,487	42.3%	0
Net Expenditure	(327)	(1,088)	(2,575)	(1,487)				
<u>110 Central Services</u>								
1076 Precept Received	0	567,624	1,135,249	567,625			50.0%	
1090 Interest Received	7	17	2,500	2,483			0.7%	
1091 Shares/Dividend Income	0	1	0	(1)			0.0%	
1905 CIL income received	0	3,136	0	(3,136)			0.0%	
Central Services :- Income	7	570,777	1,137,749	566,972			50.2%	0
4045 Salary Reallocation	2,057	6,270	25,962	19,692		19,692	24.2%	
4050 Bank Charges	224	638	2,060	1,422		1,422	31.0%	
4055 Election Expenses	0	0	6,500	6,500		6,500	0.0%	
Central Services :- Indirect Expenditure	2,282	6,908	34,522	27,614	0	27,614	20.0%	0
Net Income over Expenditure	(2,275)	563,870	1,103,227	539,357				
<u>200 P&amp;R General</u>								
4045 Salary Reallocation	3,111	9,240	36,695	27,455		27,455	25.2%	
4105 Members' travel & subsistence	0	0	750	750		750	0.0%	
4110 Bus Shelter Advertising	0	0	800	800		800	0.0%	
4120 Precept Leaflet	0	0	1,200	1,200		1,200	0.0%	
4125 P&R Projects Fund	0	0	5,000	5,000		5,000	0.0%	
P&R General :- Indirect Expenditure	3,111	9,240	44,445	35,205	0	35,205	20.8%	0
Net Expenditure	(3,111)	(9,240)	(44,445)	(35,205)				
<u>210 Grants &amp; Contributions</u>								
4150 Grants for Climate Change Proj	0	0	10,000	10,000		10,000	0.0%	
4155 Berkshire Youth; Youth Worker	0	0	25,000	25,000		25,000	0.0%	
4160 Contribution to BID Xmas light	0	0	12,000	12,000		12,000	0.0%	
4165 Greenham Community Youth	0	0	2,500	2,500		2,500	0.0%	
4170 Volunteer Centre	0	0	500	500		500	0.0%	
4180 Grant Sub Committee	795	795	24,500	23,705		23,705	3.2%	
4185 CAB Grant	0	0	20,000	20,000		20,000	0.0%	
4190 CCTV	0	0	12,000	12,000		12,000	0.0%	

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4205 WBC - contribution to library	0	0	10,000	10,000		10,000	0.0%	
4210 Defibs	0	0	4,000	4,000	3,132	868	78.3%	
4211 Riverside Centre	0	0	2,500	2,500		2,500	0.0%	
4212 Greenham & Crookham Common	0	500	500	0		0	100.0%	
Grants & Contributions :- Indirect Expenditure	795	1,295	123,500	122,205	3,132	119,073	3.6%	0
Net Expenditure	(795)	(1,295)	(123,500)	(122,205)				
<u>220 Corporate Services</u>								
1990 Miscellaneous Income	0	0	100	100			0.0%	
Corporate Services :- Income	0	0	100	100			0.0%	0
4200 Visitor Information Centre	0	0	1,500	1,500		1,500	0.0%	
4220 Training and Development	(433)	1,417	5,000	3,583	900	2,683	46.3%	
4225 Advertising Recruitment	0	0	1,000	1,000		1,000	0.0%	
4230 Telephone	639	1,741	5,650	3,909		3,909	30.8%	
4235 Postage	200	535	1,500	965		965	35.7%	
4240 Printing/Stationery	8	75	1,500	1,425		1,425	5.0%	
4245 Office Equipment	0	13	2,000	1,987		1,987	0.7%	
4250 IT	4,336	7,208	22,000	14,792		14,792	32.8%	
4255 Professional Fees	468	904	15,000	14,096		14,096	6.0%	
4260 Audit	230	(2,215)	3,800	6,015		6,015	(58.3%)	
4265 Subscriptions	132	3,738	4,400	662	100	562	87.2%	
4270 Photocopier Charges	271	300	2,000	1,701		1,701	15.0%	
4275 Advertising General	0	113	1,200	1,088	145	943	21.4%	
4280 Recycling Costs	26	406	900	494		494	45.1%	
4285 GM contract admin fee (WBC)	0	0	2,700	2,700		2,700	0.0%	
4290 DNU- Capital exp computers etc	0	0	6,000	6,000		6,000	0.0%	
4420 Insurance	0	6,469	13,000	6,531		6,531	49.8%	
Corporate Services :- Indirect Expenditure	5,878	20,704	89,150	68,446	1,145	67,302	24.5%	0
Net Income over Expenditure	(5,878)	(20,704)	(89,050)	(68,346)				
<u>290 Town Hall</u>								
1270 Suite Lease Income	2,423	2,397	32,000	29,603			7.5%	
1275 Solar Panel Income	0	0	400	400			0.0%	
1280 Chamber Hire	367	817	6,000	5,183			13.6%	
Town Hall :- Income	2,790	3,214	38,400	35,186			8.4%	0
4045 Salary Reallocation	3,807	11,273	47,325	36,052		36,052	23.8%	
4310 Reconnect Drinking Fountain	0	0	1,850	1,850		1,850	0.0%	
4315 Topographical Survey	0	0	11,650	11,650		11,650	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4320 Town Hall Refurb	0	0	10,000	10,000		10,000	0.0%	
4345 Replacement Solar Panel Invert	0	0	1,500	1,500		1,500	0.0%	
4405 Rates	1,060	5,012	11,094	6,082		6,082	45.2%	
4410 Water	23	66	1,000	934		934	6.6%	
4415 Energy Supplies	1,634	3,049	10,300	7,251		7,251	29.6%	
4416 Energy Conservation Projects	0	0	5,000	5,000	4,906	94	98.1%	
4425 Repairs and Maintenance	1,389	2,654	74,000	71,346	5,530	65,816	11.1%	
4430 Maint. Contracts	1,247	5,021	14,588	9,567		9,567	34.4%	
4440 Fire Extinguishers	(232)	195	1,500	1,305		1,305	13.0%	
4445 Security	0	338	800	463		463	42.2%	
Town Hall :- Indirect Expenditure	8,928	27,607	190,607	163,000	10,436	152,564	20.0%	0
Net Income over Expenditure	(6,138)	(24,393)	(152,207)	(127,814)				
<u>295 Weddings</u>								
1280 Chamber Hire	0	0	2,500	2,500			0.0%	
Weddings :- Income	0	0	2,500	2,500			0.0%	0
4045 Salary Reallocation	338	964	3,429	2,465		2,465	28.1%	
4340 Weddings expenditure	0	350	1,000	650		650	35.0%	
Weddings :- Indirect Expenditure	338	1,314	4,429	3,115	0	3,115	29.7%	0
Net Income over Expenditure	(338)	(1,314)	(1,929)	(615)				
<u>300 Newtown Road Cemetery</u>								
4045 Salary Reallocation	348	883	2,348	1,465		1,465	37.6%	
4355 Toilet Hire NRC	70	70	1,300	1,230	792	438	66.3%	
4405 Rates	54	164	389	225		225	42.1%	
4415 Energy Supplies	0	2,021	400	(1,621)		(1,621)	505.1%	
4416 Energy Conservation Projects	0	0	1,000	1,000		1,000	0.0%	
4425 Repairs and Maintenance	0	350	7,500	7,150		7,150	4.7%	
4430 Maint. Contracts	1,827	1,827	12,250	10,423		10,423	14.9%	
4435 Maint. Contracts Unscheduled	0	0	1,200	1,200		1,200	0.0%	
4436 Headstone Survey	0	0	2,000	2,000		2,000	0.0%	
4440 Fire Extinguishers	0	46	100	54		54	46.0%	
4515 Tree Surveys & Works	0	0	800	800		800	0.0%	
4540 NRC Composting Toilet (25%)	0	0	2,563	2,563		2,563	0.0%	
4545 Redecoration of Chapel	0	0	1,200	1,200		1,200	0.0%	
Newtown Road Cemetery :- Indirect Expenditure	2,299	5,361	33,050	27,689	792	26,897	18.6%	0
Net Expenditure	(2,299)	(5,361)	(33,050)	(27,689)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>305 Shaw Cemetery</u>								
1300 Cemetery Income	9,335	21,950	35,000	13,050			62.7%	
Shaw Cemetery :- Income	9,335	21,950	35,000	13,050			62.7%	0
4045 Salary Reallocation	1,709	5,179	21,149	15,970		15,970	24.5%	
4250 IT	0	642	1,100	458		458	58.3%	
4265 Subscriptions	0	95	95	0		0	100.0%	
4400 Rent Payable	0	0	1,000	1,000		1,000	0.0%	
4405 Rates	141	423	280	(143)		(143)	151.2%	
4410 Water	(106)	95	3,000	2,905		2,905	3.2%	
4415 Energy Supplies	0	96	1,000	904		904	9.6%	
4416 Energy Conservation Projects	1,860	1,860	1,860	0		0	100.0%	
4425 Repairs and Maintenance	979	1,071	13,560	12,489	401	12,088	10.9%	
4430 Maint. Contracts	9,883	9,883	63,500	53,617		53,617	15.6%	
4435 Maint. Contracts Unscheduled	0	0	2,200	2,200		2,200	0.0%	
4440 Fire Extinguishers	0	115	250	135		135	46.0%	
4515 Tree Surveys & Works	0	680	2,885	2,205		2,205	23.6%	
Shaw Cemetery :- Indirect Expenditure	14,466	20,139	111,879	91,740	401	91,340	18.4%	0
Net Income over Expenditure	(5,130)	1,812	(76,879)	(78,691)				
<u>310 Markets</u>								
1320 Market Income	2,606	19,297	39,000	19,703			49.5%	
Markets :- Income	2,606	19,297	39,000	19,703			49.5%	0
4045 Salary Reallocation	1,709	5,343	23,094	17,751		17,751	23.1%	
4265 Subscriptions	0	369	370	1		1	99.7%	
4275 Advertising General	0	198	1,500	1,303	230	1,073	28.5%	
4360 Market Management	1,166	3,498	14,000	10,502		10,502	25.0%	
4405 Rates	561	1,856	5,725	3,870		3,870	32.4%	
4415 Energy Supplies	115	115	1,000	885		885	11.5%	
4425 Repairs and Maintenance	0	0	2,865	2,865		2,865	0.0%	
Markets :- Indirect Expenditure	3,551	11,378	48,554	37,176	230	36,946	23.9%	0
Net Income over Expenditure	(946)	7,919	(9,554)	(17,473)				
<u>315 War Memorial</u>								
4045 Salary Reallocation	336	986	3,708	2,722		2,722	26.6%	
4425 Repairs and Maintenance	0	0	700	700		700	0.0%	
4850 Sinking Fund	0	0	2,000	2,000		2,000	0.0%	
War Memorial :- Indirect Expenditure	336	986	6,408	5,422	0	5,422	15.4%	0
Net Expenditure	(336)	(986)	(6,408)	(5,422)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>320 Footway Lighting</b>								
4045 Salary Reallocation	336	986	3,708	2,722		2,722	26.6%	
4415 Energy Supplies	546	1,791	7,313	5,522		5,522	24.5%	
4425 Repairs and Maintenance	4,317	4,317	13,000	8,683	6,979	1,704	86.9%	
4855 Street Lighting Upgrade	0	0	2,530	2,530		2,530	0.0%	
Footway Lighting :- Indirect Expenditure	5,199	7,094	26,551	19,457	6,979	12,478	53.0%	0
Net Expenditure	(5,199)	(7,094)	(26,551)	(19,457)				
<b>325 Clock House</b>								
4045 Salary Reallocation	336	986	3,708	2,722		2,722	26.6%	
4415 Energy Supplies	60	179	750	572		572	23.8%	
4425 Repairs and Maintenance	540	765	4,840	4,075		4,075	15.8%	
Clock House :- Indirect Expenditure	936	1,929	9,298	7,369	0	7,369	20.7%	0
Net Expenditure	(936)	(1,929)	(9,298)	(7,369)				
<b>330 Street Furniture</b>								
4045 Salary Reallocation	346	996	3,709	2,713		2,713	26.9%	
4415 Energy Supplies	0	0	220	220		220	0.0%	
4425 Repairs and Maintenance	0	49	5,500	5,451	7,430	(1,979)	136.0%	
4435 Maint. Contracts Unscheduled	0	0	500	500		500	0.0%	
4460 Grit Bins	0	0	4,635	4,635		4,635	0.0%	
4860 Move of Bus Stop	0	0	5,800	5,800		5,800	0.0%	
Street Furniture :- Indirect Expenditure	346	1,045	20,364	19,319	7,430	11,889	41.6%	0
Net Expenditure	(346)	(1,045)	(20,364)	(19,319)				
<b>335 Recreation Grounds</b>								
1355 Income - Pitches	321	961	2,266	1,305			42.4%	
Recreation Grounds :- Income	321	961	2,266	1,305			42.4%	0
4045 Salary Reallocation	1,352	3,984	15,218	11,234		11,234	26.2%	
4410 Water	(143)	(29)	600	629		629	(4.8%)	
4415 Energy Supplies	382	707	2,060	1,353		1,353	34.3%	
4423 Upgrading	0	0	2,250	2,250		2,250	0.0%	
4425 Repairs and Maintenance	0	71	4,600	4,530		4,530	1.5%	
4430 Maint. Contracts	4,427	4,427	29,800	25,373		25,373	14.9%	
4435 Maint. Contracts Unscheduled	0	0	9,650	9,650		9,650	0.0%	
4470 Tree Maintenance	0	0	0	0	5,650	(5,650)	0.0%	
4515 Tree Surveys & Works	0	0	5,460	5,460		5,460	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4580 PPE	0	0	1,000	1,000		1,000	0.0%	
4585 Drinking Water Tap	0	0	1,220	1,220		1,220	0.0%	
4590 Consultation	0	0	1,000	1,000		1,000	0.0%	
Recreation Grounds :- Indirect Expenditure	6,018	9,159	72,858	63,699	5,650	58,049	20.3%	0
Net Income over Expenditure	(5,697)	(8,198)	(70,592)	(62,394)				
<u>336 City Recreation Ground</u>								
4415 Energy Supplies	(379)	(379)	0	379		379	0.0%	
4423 Upgrading	0	0	14,000	14,000		14,000	0.0%	
4585 Drinking Water Tap	0	0	1,220	1,220		1,220	0.0%	
City Recreation Ground :- Indirect Expenditure	(379)	(379)	15,220	15,599	0	15,599	(2.5%)	0
Net Expenditure	379	379	(15,220)	(15,599)				
<u>340 Play Areas</u>								
4045 Salary Reallocation	1,352	4,240	18,258	14,018		14,018	23.2%	
4423 Upgrading	0	0	5,800	5,800		5,800	0.0%	
4425 Repairs and Maintenance	1,012	8,398	14,000	5,602	8,094	(2,492)	117.8%	
4430 Maint. Contracts	3,495	3,495	23,240	19,745		19,745	15.0%	
4435 Maint. Contracts Unscheduled	0	0	9,600	9,600		9,600	0.0%	
4470 Tree Maintenance	0	0	0	0	450	(450)	0.0%	
Play Areas :- Indirect Expenditure	5,858	16,133	70,898	54,765	8,544	46,222	34.8%	0
Net Expenditure	(5,858)	(16,133)	(70,898)	(54,765)				
<u>345 Victoria Park</u>								
1360 Income - Tennis Courts	2,391	6,828	12,000	5,172			56.9%	
1380 Income - Bowling Club	0	0	927	927			0.0%	
1385 Income - Kiosk/Cafe	0	2,850	1,600	(1,250)			178.1%	
1390 Income - Victoria Park Hire	0	2,060	0	(2,060)			0.0%	
1500 Other open spaces income	0	0	2,000	2,000			0.0%	
1990 Miscellaneous Income	24	44	1,000	956			4.4%	
Victoria Park :- Income	2,415	11,781	17,527	5,746			67.2%	0
4045 Salary Reallocation	2,740	8,181	32,530	24,349		24,349	25.1%	
4325 PWLB Loan Interest	0	0	10,000	10,000		10,000	0.0%	
4355 Toilet Hire NRC	0	0	700	700		700	0.0%	
4410 Water	114	326	4,350	4,024		4,024	7.5%	
4415 Energy Supplies	57	681	4,000	3,319		3,319	17.0%	
4425 Repairs and Maintenance	107	9,797	13,450	3,653		3,653	72.8%	



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4430 Maint. Contracts	9,883	9,883	66,450	56,567		56,567	14.9%	
4435 Maint. Contracts Unscheduled	0	0	4,850	4,850		4,850	0.0%	
4437 Wild Flower Meadow VP	0	0	4,000	4,000		4,000	0.0%	
4440 Fire Extinguishers	0	92	200	108		108	46.0%	
4445 Security	0	109	500	391		391	21.8%	
4465 Tennis Courts Maintenance Fund	0	0	3,600	3,600		3,600	0.0%	
4475 VP LTA Registration Fee	0	0	350	350		350	0.0%	
4480 Music at the Bandstand	0	0	3,000	3,000		3,000	0.0%	
4485 VP tennis court promotion	0	0	1,500	1,500		1,500	0.0%	
4490 VP Fun Day	120	120	2,500	2,380	2,433	(53)	102.1%	
4515 Tree Surveys & Works	0	0	2,300	2,300		2,300	0.0%	
4525 Fees	3,750	3,750	35,000	31,250		31,250	10.7%	
4530 Community Cafe	50	50	399,000	398,950	185	398,766	0.1%	
4535 Hoist	0	0	12,000	12,000		12,000	0.0%	
4590 Consultation	0	0	1,000	1,000		1,000	0.0%	
Victoria Park :- Indirect Expenditure	16,821	32,989	601,280	568,291	2,617	565,674	5.9%	0
Net Income over Expenditure	(14,406)	(21,208)	(583,753)	(562,545)				
<b>350 Open Spaces</b>								
1395 Wayleave Income	0	0	25	25			0.0%	
Open Spaces :- Income	0	0	25	25			0.0%	0
4045 Salary Reallocation	2,066	6,253	25,658	19,405		19,405	24.4%	
4400 Rent Payable	0	0	180	180		180	0.0%	
4410 Water	7	22	100	78		78	22.2%	
4425 Repairs and Maintenance	105	2,414	5,000	2,586	570	2,016	59.7%	
4430 Maint. Contracts	11,728	11,728	72,994	61,266		61,266	16.1%	
4435 Maint. Contracts Unscheduled	175	175	4,000	3,825	108	3,717	7.1%	
4515 Tree Surveys & Works	0	0	7,650	7,650		7,650	0.0%	
4750 Greenham House Gdns	0	0	9,450	9,450		9,450	0.0%	
4755 Blossoms Field Tree Works	0	0	3,500	3,500		3,500	0.0%	
4760 Litter Picking Equipment	92	92	500	408		408	18.4%	
4765 Speen Moor Friends Group	0	199	500	301	301	0	100.0%	
4770 Biodiversity Survey	0	0	2,000	2,000		2,000	0.0%	
Open Spaces :- Indirect Expenditure	14,173	20,883	131,532	110,649	979	109,670	16.6%	0
Net Income over Expenditure	(14,173)	(20,883)	(131,507)	(110,624)				
<b>355 Floral Displays and Trees</b>								
1990 Miscellaneous Income	0	0	2,000	2,000			0.0%	
Floral Displays and Trees :- Income	0	0	2,000	2,000			0.0%	0

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Salary Reallocation	336	1,188	6,111	4,923		4,923	19.4%	
4425 Repairs and Maintenance	0	0	850	850		850	0.0%	
4430 Maint. Contracts	3,483	3,483	21,896	18,413		18,413	15.9%	
4470 Tree Maintenance	700	1,300	5,000	3,700		3,700	26.0%	
4500 Tree planting	0	0	4,850	4,850		4,850	0.0%	
4505 Edible Crops	0	0	300	300		300	0.0%	
4510 Additional Floral Displays NIB	0	1,500	1,500	0		0	100.0%	
4590 Consultation	0	0	1,000	1,000		1,000	0.0%	
Floral Displays and Trees :- Indirect Expenditure	4,519	7,472	41,507	34,035	0	34,035	18.0%	0
Net Income over Expenditure	(4,519)	(7,472)	(39,507)	(32,035)				
<u>360 Britain &amp; Newbury In Bloom</u>								
1600 Sponsorship	0	500	0	(500)			0.0%	500
Britain & Newbury In Bloom :- Income	0	500	0	(500)				500
4045 Salary Reallocation	1,392	4,284	18,307	14,023		14,023	23.4%	
4425 Repairs and Maintenance	279	1,675	0	(1,675)		(1,675)	0.0%	500
4710 Newbury In Bloom	0	2,537	7,000	4,463	58	4,405	37.1%	
Britain & Newbury In Bloom :- Indirect Expenditure	1,671	8,496	25,307	16,811	58	16,753	33.8%	500
Net Income over Expenditure	(1,671)	(7,996)	(25,307)	(17,311)				
6000 plus Transfer from EMR	0	500						
6001 less Transfer to EMR	0	500						
Movement to/(from) Gen Reserve	(1,671)	(7,996)						
<u>420 Wash Common Allotment</u>								
1400 Allotment Income	3,191	3,412	3,300	(112)			103.4%	
Wash Common Allotment :- Income	3,191	3,412	3,300	(112)			103.4%	0
4045 Salary Reallocation	348	1,174	5,801	4,627		4,627	20.2%	
4410 Water	(47)	64	700	636		636	9.1%	
4425 Repairs and Maintenance	(8)	92	2,250	2,158	200	1,958	13.0%	
4430 Maint. Contracts	242	242	1,440	1,198		1,198	16.8%	
4435 Maint. Contracts Unscheduled	0	0	2,000	2,000		2,000	0.0%	
4450 Extra security measures	0	0	2,300	2,300		2,300	0.0%	
4515 Tree Surveys & Works	0	0	800	800		800	0.0%	
Wash Common Allotment :- Indirect Expenditure	534	1,571	15,291	13,720	200	13,520	11.6%	0
Net Income over Expenditure	2,657	1,841	(11,991)	(13,832)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>421 Allotments (except Wash Common</u>								
1400 Allotment Income	18,523	19,716	19,570	(146)			100.7%	
Allotments (except Wash Common :- Income	18,523	19,716	19,570	(146)			100.7%	0
4045 Salary Reallocation	2,430	7,237	29,007	21,770		21,770	24.9%	
4255 Professional Fees	0	0	2,500	2,500		2,500	0.0%	
4400 Rent Payable	213	213	876	664		664	24.3%	
4410 Water	91	(983)	4,000	4,983		4,983	(24.6%)	
4425 Repairs and Maintenance	1,289	3,082	16,500	13,418	588	12,830	22.2%	
4430 Maint. Contracts	1,154	1,154	7,192	6,038		6,038	16.0%	
4435 Maint. Contracts Unscheduled	0	0	1,500	1,500		1,500	0.0%	
4450 Extra security measures	0	0	5,540	5,540	173	5,368	3.1%	
4515 Tree Surveys & Works	0	0	500	500		500	0.0%	
Allotments (except Wash Common :- Indirect Expenditure	5,177	10,703	67,615	56,912	761	56,151	17.0%	0
Net Income over Expenditure	13,346	9,013	(48,045)	(57,058)				
<u>430 Wharf Toilets</u>								
4045 Salary Reallocation	691	1,907	6,424	4,517		4,517	29.7%	
4195 Wharf Toilets Contract	2,870	2,870	11,845	8,975		8,975	24.2%	
4405 Rates	0	7,196	7,309	113		113	98.5%	
4425 Repairs and Maintenance	0	158	3,650	3,492		3,492	4.3%	
Wharf Toilets :- Indirect Expenditure	3,561	12,131	29,228	17,097	0	17,097	41.5%	0
Net Expenditure	(3,561)	(12,131)	(29,228)	(17,097)				
<u>500 CP,A&amp;L General</u>								
4045 Salary Reallocation	2,431	7,161	28,081	20,920		20,920	25.5%	
4600 CPA&L Committee Fund	0	0	500	500		500	0.0%	
4620 Music in the Market Place	0	0	1,000	1,000		1,000	0.0%	
4625 Art Trail	0	0	1,000	1,000		1,000	0.0%	
4637 Local Democracy WG	0	0	600	600		600	0.0%	
4638 Youth Voice Event	0	0	5,000	5,000		5,000	0.0%	
4639 Art on the Park	0	0	500	500		500	0.0%	
CP,A&L General :- Indirect Expenditure	2,431	7,161	36,681	29,520	0	29,520	19.5%	0
Net Expenditure	(2,431)	(7,161)	(36,681)	(29,520)				
<u>505 Civic Responsibility</u>								
4045 Salary Reallocation	2,435	7,366	30,469	23,103		23,103	24.2%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4650 Mayors Allowance	0	0	1,000	1,000		1,000	0.0%	
4655 Honorarium	50	1,200	4,000	2,800		2,800	30.0%	
4660 Mayor Making	81	81	2,500	2,419		2,419	3.2%	
4665 Remembrance	0	0	4,000	4,000		4,000	0.0%	
4670 Regalia and Robes	0	0	3,000	3,000		3,000	0.0%	
4680 Civic Hospitality & Events	0	0	1,500	1,500		1,500	0.0%	
4690 Twin Towns	0	0	250	250		250	0.0%	
4700 Civic Award Scheme	0	500	1,000	500		500	50.0%	
4705 Watership Brass	0	650	650	0		0	100.0%	
Civic Responsibility :- Indirect Expenditure	2,566	9,797	48,369	38,572	0	38,572	20.3%	0
Net Expenditure	(2,566)	(9,797)	(48,369)	(38,572)				
<u>600 Planning &amp; Highways</u>								
1120 Grants & Donations Received	0	0	100	100			0.0%	
Planning & Highways :- Income	0	0	100	100			0.0%	0
4045 Salary Reallocation	2,783	8,192	32,142	23,950		23,950	25.5%	
4800 P & H Committee Fund	0	0	1,000	1,000		1,000	0.0%	
4805 Heritage Working Group	0	276	3,000	2,724		2,724	9.2%	
4810 Town Design St. & Town Plan	400	400	7,000	6,600		6,600	5.7%	
4815 Signage	0	0	10,000	10,000		10,000	0.0%	
4820 Canal Corridor	0	0	10,000	10,000		10,000	0.0%	
Planning & Highways :- Indirect Expenditure	3,183	8,868	63,142	54,274	0	54,274	14.0%	0
Net Income over Expenditure	(3,183)	(8,868)	(63,042)	(54,174)				
<u>900 DNU -Capital &amp; Projects</u>								
9040 CAPEX Tree Maintenance Reserve	0	4,800	0	(4,800)	300	(5,100)	0.0%	
DNU -Capital & Projects :- Indirect Expenditure	0	4,800	0	(4,800)	300	(5,100)		0
Net Expenditure	0	(4,800)	0	4,800				
Grand Totals:- Income	39,188	651,608	1,297,537	645,929			50.2%	
Expenditure	114,924	265,871	1,964,260	1,698,389	49,652	1,648,737	16.1%	
Net Income over Expenditure	(75,737)	385,737	(666,723)	(1,052,460)				
plus Transfer from EMR	0	500						
less Transfer to EMR	0	500						
Movement to/(from) Gen Reserve	(75,737)	385,737						

# Newbury Town Council

Policy and Resources Committee

July 2021

## Item 9: In Year Budget Monitoring 2021/22

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

### Overspent budget lines

Cost Centre	Code	Description	Reason
300	4415	Energy Supply	NTR Cemetery – Heater left on over winter. Meter needs to be read regularly
305	4405	Rates Shaw Cemetery	2021/22 - Budget only set at £280.00.
330	4425	R&M	Clear Channel – Relocation of bus shelter - Ear marked to cover expenditure (EMR – Move bus stop)
335	4470	Tree maintenance Fund	Community Services Committee - <b>Tree Budget RESOLVED:</b> To approve an additional £5,000 in contingency funding for 2020/21 trees works from the Councils unallocated reserves budget.
340	4425	R&M	Various committed expenditure will take us over budget by more than 15%
340	4470	Tree Maintenance Fund	No budget – PO 2016 Fifth Rd play area emergency tree works – take from an EMR code
360	4425	R&M Britain & NIBloom	No budget – wrong code
900	9040	DNU (do not use) Capex Tree Maintenance	No budget – wrong code



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## **Newbury Town Council**

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

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*Stuart J Pollard*

*Director  
Auditing Solutions Ltd*

## Background

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

This report sets out the work undertaken in relation to the 2020-21 financial year, during our three separate reviews of the Council's records for the year, all of which have been undertaken remotely due to the Covid-19 situation and restrictions, in January, March and this final review on 7<sup>th</sup> May 2021. We wish to thank the CEO and his staff for assisting the process, providing all necessary documentation in electronic format to facilitate our review for the year.

## Internal Audit Approach

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

## Overall Conclusions

We are pleased to advise that, based on the work undertaken this year, officers continue to maintain adequate and effective internal control arrangements with a few issues identified requiring attention at our earlier visits. Detail of those issues is set out in the following detailed report with any resultant recommendations further summarised in the appended Action Plan, together with responses received / detail of action taken to address them. An additional issue has been identified during this final review in relation to the asset value recorded in the AGAR as presented for our examination, which differs from the value recorded in the Fixed Asset Register for 2020-21. A consistent value should be recorded in both documents with the AGAR requiring amendment at Section 2, Box 9 to reflect the same value as recorded in the Asset Register as at 31<sup>st</sup> March 2021.

We have duly completed and signed the 'Internal Audit (IA) Certificate' in the year's AGAR assigning positive assurances in each relevant area. We do, however, wish to draw the CEO's attention to the guidance notes in the preface to the year's AGAR in relation to the documentation that must be displayed on the Council's website together with the need to ensure compliance with the timing requirements for publication of the Notice of Public Rights to examine the Council's documentation for the financial year.

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

# Detailed Report

## Review of Accounting Arrangements & Bank Reconciliations

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

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

- Verified the accurate carry forward of the 2019-20 closing balances in Omega to the current year opening Trial Balance;
- Ensured that an appropriate Cost and Nominal Account coding structure remains in place;
- Reviewed four months transactions (April and November 2020, plus February & March 2021) on both the Current and Officers’ accounts cashbooks agreeing detail to supporting bank statements;
- Verified the year’s PSDF transactions by reference to the underlying monthly advice notices of interest earned; and
- Checked and agreed the software based bank reconciliations as at 30<sup>th</sup> April and November 2020, plus 28<sup>th</sup> February & 31<sup>st</sup> March 2021 noting that there are no long-standing, uncleared items or other anomalous entries existing at the year-end; and ensured the accurate disclosure of the combined cash and bank balances in the AGAR at Section 2, Box 8 for the financial year.

### Conclusions

*We are pleased to record that no issues have been identified in this area warranting formal comment or recommendation.*

## Review of Corporate Governance

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

We have continued our examination of the minutes of Full Council and its extant Committee meetings (with the exception of Planning & Highways) for the year and to date in 2021-22 as posted on the Council’s website with no issues identified.

We recorded in our first report for the year that the Council’s extant SOs and Financial Regulations (FRs) were the subject of periodic review and re-adoption: our examination of the year’s minutes identified that the SOs were amended to reflect Government’s advice as regards



holding meetings remotely in relation to the Covid situation with a minor revision to the approved FRs in relation to the Reserves Policy, which was approved at the October 2020 Policy & Resources (P&R) Committee meeting.

Whilst the FRs are in line with the latest NALC model document, including appropriate reference to the Public Contracts Regulations with a tender limit of £25,000 in place, the SOs are not in line with the latest 2018 NALC model document (Section 18 refers) making only passing reference to the FRs and contracting arrangements.

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

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

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

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

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

## **Review of Expenditure and VAT**

Our aim here is to ensure that: -

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

We have reviewed the procedures in relation to the processing of physical payments noting that, due to the Covid situation, revised arrangements have, of necessity, been implemented: As advised in our interim report, we have reviewed detail of those procedures, as provided by the Corporate Services Officer (CSO), and consider them appropriate given the ongoing situation.

We have selected an extended sample of payments processed in the year to check for compliance with the above criteria including all those payments individually in excess of £4,000, together with a more random selection of every 40<sup>th</sup> cashbook transaction (irrespective of value). Our test sample now includes 65 individual payments plus the 3 Non Domestic Rates annual bills totalling £879,100 and equating to 65% by value of all non-pay expenditure for the year. We are pleased to report that no issues have been identified in this respect with all payments meeting the above criteria.

We note that VAT returns continue to be prepared and submitted to HMRC electronically each quarter and have verified repayments received covering the final 2019-20 reclaim and those for the first three quarters in 2020-21 agreeing detail to the Omega nominal control account. The final 2020-21 quarters reclaim is correctly identified as a debtor in the year's Accounts.

### **Conclusions**

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

## **Assessment and Management of Risk**

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

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

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

### **Conclusions**

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

## **Precept Determination and Budgetary Control**

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

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

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

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

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

We note that Total Reserves as at 31<sup>st</sup> March 2021 have reduced to £1,136,100 (£1,302,400 as at 31<sup>st</sup> March 2020) comprising specific Earmarked Reserves (EMRs) totalling £544,500 (£773,000 at the prior year-end) with a residual General Fund balance of £591,600 (£529,000 previously): the latter represents approximately five months expenditure at current levels.

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

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

- R2. ***Expenditure incurred should only be reallocated from one budget heading to another where a genuine miscoding has occurred in processing the original entry. Where such overspends do arise, members will be made aware of the reasons for such overspends and approve them. Unless a genuine miscoding has occurred, the original posting should stand unamended. At year end, Members may approve an appropriate virement of funds from an underspending budget heading if considered appropriate.***
- R3. ***In accordance with the requirements of the Governance and Accountability Manual – The Practitioner's Guide – 2020 edition, only the cost of staff employed and paid through the Council's payroll should be charged against staff cost codes in the AGAR at Section 2 Box 4. Noted and will be actioned accordingly.***

## Review of Income

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

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

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

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

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

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

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

**Unpaid debts:** finally, in relation to income, we have also examined the extent of unpaid debt, noting, perhaps not surprisingly, that most of the outstanding debt relates to the rental of office space at the Council's offices, the oldest debt dating back to February 2020. Total debt as at 31<sup>st</sup> March 2021 stands at £39,036. We understand that consideration is being given currently to the approach to be taken with regard to these debts and will check the position again at future reviews. We are aware that issues with debt recovery have existed for several years in relation to certain tenants.

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

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

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

## **Petty Cash Account**

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

We have examined detail of the year's transactions (10 in all, including the refund of allotment key deposits to five tenants) by reference to the control record maintained and supporting till receipts / signed receipt acknowledgements. Whilst no significant concerns have been identified, we noted that two of the remaining five transactions included VAT, which had not been identified on the control record. We discussed this with the CSO, who maintains the records at our previous review, but it unfortunately appears to have been overlooked prior to closure of the year's Accounts. Whilst the amount involved is minimal £5.95, care should be taken in future to ensure that, where an invoice or till receipts identify a valid VAT Registration Number, the VAT may be reclaimed.

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

***Whilst no significant issues have been identified in this area, care should be taken to ensure that any VAT incurred on these purchases is identified and coded accordingly for recovery.***

*R5. Care should be taken to ensure that all recoverable VAT is identified and coded accordingly when entering data on petty cash expenditure in the cashbooks.*

## **Review of Staff Salaries**

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

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

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

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

### **Conclusions and recommendation**

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

- R6. *The Council should determine whether the percentage contribution for the one highlighted employee should be amended in future months with, potentially, reimbursement made for over-deducted contributions in earlier months of the year. This has been referred to the Council's payroll consultants for determination and any reimbursements due will be paid to the relevant employee.*

## **Fixed Asset Registers**

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

An appropriate formal fixed asset register continues to be in place: we have reviewed its content and consider that it fully meets the needs of a Council the size of Newbury. In reviewing the value of assets recorded in the 2020-21 AGAR Section 2, Box 9 detail as provided to us as part of the backed-up Omega accounts, we noted that the Section 2, Box 9 value, as recorded currently in that section of the Omega accounts at 31<sup>st</sup> March 2021 provided records a value of £6,012,370 compared with the value recorded in the asset register at the year-end of £5,999,557 taking account of asset changes in the year. We have discussed the position with the Clerk who has agreed to ensure the necessary adjustments are made to bring the AGAR value and asset register into synch.

### **Conclusions and recommendation**

***Apart from the apparent anomaly between the asset value shown in the draft AGAR detail in the closed down Omega accounts for the year and that recorded in the Asset Register as at 31<sup>st</sup> March 2021, no other issues arise this year.***

*R7. The apparent variance in asset value as shown on the closed down Omega accounts AGAR detail for 2020-21 and that in the Asset Register should be examined to ensure both documents record the correct value, which we anticipate should be that on the Asset Register. The asset value in the AGAR has now been amended to reflect the value in the asset register as at 31<sup>st</sup> March 2021.*

## **Investments and Loans**

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

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

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

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

### **Conclusions**

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

## **Statement of Accounts and AGAR**

Our objective here is to ensure that the Statement of Accounts, prepared this year by external accounting contractors (Rialtas, the software provider) and the AGAR Section 2 data is consistent with the accounting records maintained by the Council and complies with current legislation on local government accounting as it applies to a Council of this size.

### **Conclusions**

*No matters arise from our work in this area and, based on the satisfactory conclusions drawn from our work programme during the year, we have duly signed off the IA Certificate in the Council’s AGAR assigning positive assurances in all relevant areas.*

*The external auditors have highlighted a number of deficiencies at several councils, not Newbury, across the country in their 2019-20 certificates relating to the timing of website publication of, inter alia, Notices of Public Rights to inspect the council’s records and various*

*required documentation in accordance with the Accounts and Audit Regulations. Consequently, we draw the Clerk and Council's attention to the disclosure requirements as set out in the preface to the year's AGAR and urge that care is taken to ensure compliance.*

### **Conclusions**

*We are pleased to report that there are no issues arising in this area to warrant formal comment or recommendation.*



Rec. No.	Recommendation	Response
<b>Review of Corporate Governance</b>		
R1	Consideration should be given to aligning the Council's Standing Orders more closely to the NALC model document including appropriate and detailed reference to the Council's formal contracting arrangements.	<i>This will be addressed at the annual review of Standing Orders.</i>
<b>Budgetary Control and Reserves</b>		
R2	Expenditure incurred should only be reallocated from one budget heading to another where a genuine miscoding has occurred in processing the original entry.	<i>Where such overspends do arise, members will be made aware of the reasons for such overspends and approve them. Unless a genuine miscoding has occurred, the original posting should stand unamended. At year end, Members may approve an appropriate virement of funds from an underspending budget heading if considered appropriate.</i>
R3	In accordance with the requirements of the Governance and Accountability Manual – The Practitioner's Guide – 2020 edition, only the cost of staff employed and paid through the Council's payroll should be charged against staff cost codes in the AGAR at Section 2 Box 4.	<i>Only the cost of staff employed and paid through the Council's payroll will be charged against staff cost codes.</i>
<b>Review of Income</b>		
R4	The Council should determine an appropriate approach to the recovery of all long-standing debts, including pursuing recovery through the courts if deemed appropriate.	<i>All debts over £500 are reported quarterly to the Committee and will, if deemed appropriate, be pursued through the courts.</i>
<b>Petty Cash Account VAT</b>		
R5	Care should be taken to ensure that all recoverable VAT is identified and coded accordingly when entering data on petty cash expenditure in the cashbooks.	
<b>Review of Staff Salaries</b>		
R6	The Council should determine whether the percentage contribution for the one highlighted employee should be amended in future months with, potentially, reimbursement made for over-deducted contributions in earlier months of the year.	<i>This has been referred to our Payroll consultants, DCK, for determination and any reimbursements due will be paid to the relevant employee.</i>

Rec. No.	Recommendation	Response
<b>Fixed Asset Register</b>		
R7	The apparent variance in asset value as shown on the closed down Omega accounts AGAR detail for 2020-21 and that in the Asset Register should be examined to ensure both documents record the correct value, which we anticipate should be that on the Asset Register.	<i>The Clerk has agreed to ensure that the records are in synch.</i>

**Minutes of a meeting of the Grants Sub-Committee of Newbury Town Council held at 7.30 pm on Wednesday 23 June 2021 in the Council Chamber, Town Hall, Newbury.**

**Present:** Councillors Gary Norman (Chairperson); David Marsh; Olivia Lewis; Martin Colston, and Stuart Gourley.

**In Attendance:** Hugh Peacocke, Chief Executive Officer

**9. Apologies for absence**

Councillor Martha Vickers (Councillor Stuart Gourley, substitute) and Billy Drummond.

**10. Declarations of interest and dispensations**

The Chief Executive Officer declared that Councillor David Marsh was a member of West Berkshire council and that he had a general dispensation to discuss any matters relating to their business.

Councillor Gary Norman declared interests as a close associate of Newbury Football Club, as a trustee of Eight bells for Mental Health and that he had received representations from Readibus and Greenham Control Tower.

**11. Minutes**

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor David Marsh

**Resolved:** That the minutes of the meeting of the Grants Sub-Committee held on 28 January 2021 be approved as a correct record and signed by the Chairperson.

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

There were none.

**13. Members' questions and petitions**

There were none.

**14. Award of Grant Aid**

Members noted that the Council had provided £24,500 in this year's budgets for grants towards projects registered on the Good Exchange and a further £10,000 towards grant aid for Climate change projects.

The subcommittee reviewed the applications registered on the Good Exchange from the 17 January 2021. It was agreed that it was preferable to award grant aid towards projects rather than running costs of an organisation.

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 communities in Newbury,

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor David Marsh

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

<b>Application ID No.</b>	<b>Organisation</b>	<b>Amount of Grant (£)</b>
18917	Time to Talk West Berkshire	750
18873	Bangladesh Welfare Centre	750
18773	Newbury Pride	750
18816	St George's Church	180
18744	Eight Bells for Mental Health	750
18708	British Red Cross	900
18781	Parkinson's UK, Newbury	620
18792	Fair Close Centre (Age Concern, Newbury & District)	750
18742	Newbury Family Counselling Service	750
18723	Community Youth Project	750
18787	The Newbury Community Resource Centre Limited	775
18700	Dingley's Promise (Dingley Family and Specialist Early Years Centres)	750
18706	Berkshire Vision (new working title of Berkshire County Blind Society)	750
18655	Friends of Young Carers (West Berks)	750
18666	West Berkshire Muslim Centre	750
18548	iCollege	750
18513	Home-Start West Berkshire	750
18484	4th Newbury Scout Group	170
18946	Readibus	1,000
	<b>TOTAL</b>	<b>13,395</b>

Regarding projects 18304, 1<sup>st</sup> Newbury Scout group and 18545, Newbury Community Apple Day, the applicants would be invited to apply for grant aid for Climate Change projects.

**There being no further business the Chairperson declared the meeting closed at 8.35 pm.**

**Chairperson:**

**Date:**

**Audit Working Group**

**Name: Audit Working Group**

**Members:**

- Four Councillors, to be appointed by the Policy and Resources Committee
- RFO or any member of the Council's management team as a substitute
- Cllr Substitutes: one from each political party

**Members 2020-21:** Councillor Stephen Masters (chair), Councillor Martin Colston, Councillor Vaughan Miller and Councillor Gary Norman.

**Substitutes:** Councillors Tony Vickers and David Marsh.

**Quorum:** 3 members

**Audit Working Group Terms of Reference**

**Goals:**

1. To support the RFO in maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with regulation 5 of the Accounts and Audit Regulations 2003 and subsequent codes of practice
2. To receive reports from internal and external auditors and ensure that any recommendations are acted upon
3. To monitor risk management across the Council
4. To consider the Council's investment strategy

**Deliverables**

To ensure that the annual Financial Statements and Annual Return are appropriately completed and signed off.

To review the effectiveness of internal audit on an annual basis.

**Scope / Jurisdiction**

Any activity which impacts on the Council's financial and risk management.

**Guidance from the Council / Parent Committee**

The Group will report at least annually to the Policy and Resources Committee.

## **Resources and Budget**

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

## **Governance**

The Working Party will discuss proposals proposed by members and decide through consensus, 2/3 majority vote or chair's authority to decide what should be taken forward for action or for consideration by the Policy and Resources Committee.

## **Additional Notes**

- The Group reports on an ad hoc basis to its parent Policy and Resources Committee.
- 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 Meeting shall take place quarterly and on an ad hoc basis when deemed 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.

**Newbury Town Council**

**Strategy Working Group**

**Members:** Cllrs Martin Colston, Jo Day, Chris Foster, Roger Hunneman and Erik Pattenden. (Subs: Martha Vickers and Olivia Lewis)

**Purpose:** To review the Council's Strategy and make recommendations to the Policy and Resources Committee at the budget meeting each year.

**Newbury Town Council**

**Climate Emergency Working Group**

**Membership:**

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

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

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

Administration support is provided, initially by the Community Services Manager

Quorum is 3 Councilors and 1 Officer

**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 Change strategy & actions needed together with outline budget implications.
  - ii) To recommend next phases for implementation of the action plan subject to funding.
  - iii) To update Policy & Resources Committee on progress both annually by independently verified body and interim Report in Climate Change actions taken & Carbon reduction achieved.
  - iv) To update Policy & Resources on Plans for and outcome of the Climate Emergency Workshops and action events approved.
  - v) To update Policy & Resources on Grants awarded & feedback from the recipients as to project progress.
- Resources and Budget  
Uses Town Council meeting rooms, administration resources and officer time as required.
- Governance  
Decisions agreed by a majority vote of those present, with Chairperson's casting vote if necessary. The Chairperson must be an elected Councilor.



- **Additional information:**

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

These Terms of Reference may be reviewed and changed as necessary by authorisation by the parent Committee.

**Signed:** David W Ingram, Community Services Manager

**Date:** 10<sup>th</sup> June 2021

**The Mayor of Newbury's Benevolent Fund**

**Summary of Year 2020-2021**

The summary of income and expenditure for the year is attached.

Some key points from this year's fundraising include:

- £560.00 donated as Christmas Gifts to those who are in financial need. With the closure of the Town Hall throughout November, forms were available for download online as well as being available from local partners including Citizens Advice, Sovereign Housing and West Berkshire Social Services. We received only half of the requests for financial help compared to that of 2019/20, although the financial need for families was greater this year.
- Donations from local organisations have been less in the quality of organisations, but of a higher quantity of funds donated. We had some very generous donations from Sovereign Housing (£1000.00) and Newbury Building Society (£500.00) in Autumn 2020 to help contribute towards the Mayor's Fund and those in financial need.
- Due to the Coronavirus Pandemic, there has only been one in-person fundraising event this year which was the Mayor's Treasure Hunt around the Town. This saw 8 teams take part and £113.50 raised.
- The fund also launched the Christmas Charity Raffle which was a great success, raising £335.00. This was the first time we explored using online fundraising platform RallyUp which worked very well.
- Donations were made to the Mayor's Charities Time to Talk West Berkshire, and Berkshire Women's Aid of £800.00 and £400.00 respectively. A gift of the Mayor was donated to West Berkshire Community Baby Bank of £250.00.
- The Civic Manager has undertaken Treasurer Training to further improve her knowledge of managing the finances of the Mayor's Benevolent Fund. She has also successfully moved the charity to online banking, meaning that finances can be more easily managed and providing the public a more accessible means for donating to the charity.
- The Mayor's Benevolent Fund usually sponsors the running of the Mayor's Drive and Tea Party. This event did not run in 2020 and will not be running in 2021 following a decision from the event organisers. The Mayor is keen to run an event later this year to support the elderly residents of the town using the Fund to support the event.

Elisa Adams, Civic Manager

17 05 2021

**Newbury Town Council**

**Public Report**

**To:** Policy and Resources Committee

**Date of meeting:** 13 July 2021.

**Agenda item No. 14: Newbury Town Council- Planning Ahead**

**Decision Required:** To authorise the Council's Strategy Review Working Group to consider proposals for the longer-term Strategy, which may include all existing service provision and any additional services that the Council might wish to deliver.

**Background/ Introduction:**

At the moment the Council Strategy covers 2019 to 2024, the period to the next election. The Council is starting to face some serious issues which require longer-term planning.

Our playgrounds need major investment. The Town Hall needs the same. Shaw cemetery will soon run out of space. The ongoing management of our allotments. Do we keep the public toilets at The Wharf? What is the future for our markets?

All of these issues present different options but decisions need to be taken now in order to plan for the future.

Some options which might be considered:

- The Town Hall- invest or divest?
- Shaw Cemetery will run out of space- do we need to buy more land or just discontinue?
- Playgrounds- investment needed urgently- could be funded by selling some land?
- Our allotments are valuable - should we review allocations, numbers and management structures
- The future of the markets?
- Any services we might wish to discontinue?
- Any additional services we might take on?

The Council needs to plan for the longer-term future and provide the finances to support those plans.

When Covid restrictions are relaxed, we might consider a public consultation/ engagement programme in the autumn to get the views of the public and other stakeholders in these important matters.

**Conclusion and Recommendations**

Full council considered this matter on 22 June and recommended that the Policy and Resources Committee should authorise the Council's Strategy Review Working Group to consider proposals for the longer-term Strategy, which may include all existing service provision and any additional services that the Council might wish to deliver.

The Working Group should carry out any consultation or research necessary to progress this work and report back to the Policy and Resources Committee as soon as possible. This recommendation should be added to any Terms of Reference already approved for the Working Group.

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

**Date: 12 July 2021.**

## Newbury Town Council

## Work Programme for Policy and Resources Committee Meetings

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

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

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