

5th June 2024

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

Substitutes: All remaining Members of the Council.

Dear Councillor

You are summoned to attend an extraordinary meeting of the **Policy & Resources Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 29th July 2024 at 7.30pm**. The meeting is open to the press and public and will be streamed via Zoom:

<https://us02web.zoom.us/j/88941446219?pwd=G425PmCoCVgfP3kiXA0n6ChbrG9Ae2.1>

Meeting ID: 889 4144 6219

Passcode: 266855

Yours sincerely,

Liz Manship

Liz Manship
Finance & Corporate Services Manager

AGENDA

- 1. Chairperson and Vice-Chairperson**
 - 1.1. To appoint** a chairperson to the committee
 - 1.2. To appoint** a vice-chairperson to the committee
- 2. Apologies for absence**

Chairperson
- 3. Declarations of interest and dispensation**

Chairperson

To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 4. Minutes (Appendix 1)**

Chairperson

To approve the minutes of a meeting of the Policy & Resources Committee held on Monday 10th June 2024 (appendix 1).
- 5. Questions and Petitions from members of the public**

Chairperson

6. Members' questions and petitions

Chairperson

All questions for this meeting must be submitted to the RFO by 2.00 pm on Friday 26th July 2024.

7. List of Payments (Appendix 2 & 3)

Chairperson

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

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

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

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

Chairperson

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

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

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

Chairperson

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

10. Financial Regulations (Appendix 6)

Chair of the Audit Working Group

To consider the Financial Regulations reviewed by the RFO and Audit Working Group and make recommendation for the regulations to be considered by Full Council 21st October 2024.

11. Health and Safety (Appendix 7)

Chairperson

To adopt the updated Health & Safety Policy (appendix 7)

12. Grant for Community United

Chairperson

To resolve that £2,027 of the £3,000 grant for Community United, agreed at the Policy & Resources meeting of 10th June 2024, be directed towards their "one community cricket and family day" project number 20333, registered with The Good Exchange.

13. External Audit – Intermediate Review Procedures

Chairperson

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

To note that Newbury Town Council has been selected for intermediate review procedures and all required documentation has been forwarded to the External Auditor.

14. Forward Work Programme for Policy and Resources Committee meetings 2024/25 (Appendix 8)

Chairperson

To note and agree any other items that Members resolve to add to the Forward Work Programme (2024/25 programme attached - Appendix 8).

15. Next meeting:

Chairperson

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

16. Exclusion of the Press and Public

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

17. Internal Auditor

Chairperson

To appoint the Internal Auditor for the financial year 2024-25.

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER,
NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON
MONDAY 10th JUNE 2024 AT 7.30PM.**

PRESENT

Cllrs, Jo Day, Nigel Foot, David Harman, Steve Masters, Vaughan Miller, Andy Moore, Gary Norman (chairperson), Elizabeth O’Keeffe and Meg Thomas.

IN ATTENDANCE

Liz Manship, Finance & Corporate Services Officer

1. APOLOGIES

Cllr Pam Lusby-Taylor.

2. DECLARATIONS OF INTEREST

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

Cllr Nigel Foot, as Chair of the Flood Forum, and Cllr Steve Masters, as Flood Warden, declared a personal interest in agenda item 11.3 ‘To resolve a grant payment to the Flood Forum’.

3. MINUTES

PROPOSED: Cllr Steve Masters

SECONDED: Cllr Andy Moore

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Monday 29th April 2024, be approved, and signed by the Chairperson.

4. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

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

5. MEMBERS’ QUESTIONS AND PETITIONS

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

6. LIST OF PAYMENTS & RECONCILIATION STATEMENTS

6.1 List of Payments

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

PROPOSED: Cllr Nigel Foot

SECONDED: Cllr Jo Day

RESOLVED: To approve the payments made during the period 1st April 2024 to 31st May 2024 as at appendix 2 of the agenda.

6.2 Reconciliation Statements

Members agreed to approve the Reconciliation Statements.

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr David Harman

RESOLVED: To approve the Reconciliation Statements for the period 1st April to 31st May 2024, as at appendix 3 of the agenda.

7. BUDGET MONITORING MONTHS 1 & 2, 2024/25

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

Members discussed the percentage spend for Energy Supply, specifically at the Town Hall, 4415/290 and at the Shaw Cemetery, 4415/305.

PROPOSED: Cllr Elizabeth O’Keeffe

SECONDED: Cllr Andy Moore

RESOLVED:

- a. To approve expenditure against cost centres that are over the annual budget, in accordance with this Council’s financial regulation (4.2).
- b. The RFO to update the Committee on the energy spend investigations at the next meeting. And to approach Cllr Steve Masters if helpful to discuss means of reducing energy expenditure.

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

Members noted there are no debts over £500 outstanding.

Councillor Steve Masters commended the efforts of the RFO and Finance Officer on this recurring achievement.

9. AUDIT WORKING GROUP

Members discussed the current membership.

RESOLVED: Cllr Steve Masters

SECONDED: Cllr Elizabeth O’Keefe

RESOLVED: That the current 5 members continue: Cllrs Alistair Bounds, Nigel Foot, Steve Masters, Andy Moore and Sarah Slack.

10. BANK RECONCILIATION STATEMENTS

Members discussed the proposed amendment to the Financial Regulations, to move responsibility for reconciling the accounts from the Chair of P&R, also a bank signatory, to members of the Audit Working Group.

PROPOSED: Cllr Steve Masters

SECONDED: Cllr Meg Thomas

RESOLVED:

- a. To resolve that the bank reconciliation statements are reviewed monthly against the bank statements, by members of the Audit Working Group on a rotational basis.
- b. The RFO to call a meeting of the working group, where this can be discussed in greater detail, including the reports to be made available for the Audit Working Group & P&R Committee.
- c. To update the Terms of Reference for the Audit Working Group.

11. GRANT PAYMENTS

11.1 Grant Payment Process

Members reviewed the four types of grant funding and the mechanism for allocation.

PROPOSED: Cllr Gary Norman

SECONDED: Cllr David Harman

RESOLVED:

- i. Grants to support Community Projects: Awarded by the Grants Sub-Committee to projects registered with The Good Exchange, enabling matched funding.
- ii. Climate Change grants: Recommended by the Climate Emergency Working Group to the Grants Sub-Committee for approval.
- iii. Grants awarded under contract or SLA e.g. To Berkshire Youth: The CEO to review and update the process for releasing these grants, for P&R Committee consideration.
- iv. Grants allocated by Council within the annual budget for local organisations, in line with the Council's Strategy: A timetable to be drawn up for P&R signoff, with light-touch requirements.

11.2 To review a grant payment to Community United

PROPOSED: Councillor Steve Master

SECONDED: Councillor Vaughan Miller

RESOLVED:

That a grant of £3,000 be awarded to Community United.

11.3 To review a grant payment to The Flood Forum

Whilst recognising the excellent work undertaken by The Flood Forum, members agreed that additional information is required prior to consideration of grant funding.

PROPOSED: Cllr Gary Norman

SECONDED: Cllr Elizabeth O'Keefe

RESOLVED: This item to be deferred to a future meeting.

12. SATURDAY SURGERIES, COFFEE MORNINGS AND SATURDAY WEDDINGS

Members considered proposals to support the Council's programme of Saturday Surgeries, Coffee Mornings and Saturday Weddings, presented within appendix 9 to the agenda.

PROPOSED: Cllr Meg Thomas

SECONDED: Cllr Vaughan Miller

RESOLVED:

- a. Weddings and Coffee Mornings to follow the 'first in the diary' approach.
- b. On the occasion of a Saturday morning wedding, Saturday Surgeries will run from the Town Hall's side entrance. Officers to request the Market Manager widens the gap between market stalls to either side of the drainpipes, as offered. The flags to be available.

13. COUNCIL POLICIES

Members noted the list of key policies, currently being updated, appendix 10 to the agenda.

Members reviewed the Employee Supervision Policy commending the CEO for his work and consultation. It was suggested that reviews might be 4 – 6 weekly, but only if not over-demanding of staff time.

PROPOSED: Cllr Jo Day

SECONDED: Cllr Gary Norman

RESOLVED: The Committee was pleased to approve the Employee Supervision Policy.

14. CLIMATE EMERGENCY WORKING GROUP

The report from the Climate Emergency Working Group was received. Cllr Harman, Chair of the Working Group confirmed he had nothing further to add. The Committee commended the Service Delivery Officer for his full report.

15. HEALTH AND SAFETY REPORT

The minutes from the Health and Safety Forum dated 22nd May 2024 and draft Health and Safety policy were received. The Committee recognised the time invested and thanked the CEO as author. The Committee suggested that the CEO consider a top-level signed front page.

16. FORWARD WORK PROGRAMME

The Forward work programme was received.

PROPOSED: Cllr Gary Norman

SECONDED: Cllr Jo Day

RESOLVED: That 'policies' be added as a standard item for all meetings.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 21:17 HRS

CHAIRPERSON

Signature: _____ Date: _____

12/06/2024

Newbury Town Council Current Year

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List of Purchase Ledger Payments

User: MGG

Linked to Cashbook 1

Entered Month 3
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A41	Auditing Solutions Ltd						
<i>Year End Internal Audit 23-24</i>	23/04/2024	A8421	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 12/06/2024 by Online Payment Ref A41							
A42	Doralda Akulli						
<i>Allot rent refund - DF031a</i>	30/05/2024	RENTREFUND-DF31A	1	56.25	0.00	56.25	0.00
					0.00	56.25	
Above paid on 12/06/2024 by Online Payment Ref A42							
A7	McCarthy Marland (Recycling) Ltd						
<i>Skip - DF Allotments</i>	28/05/2024	IN110028	1	316.50	0.00	316.50	0.00
					0.00	316.50	
Above paid on 12/06/2024 by Online Payment Ref A7							
B1	Biffa Waste Services Ltd						
<i>Wasted Journey Charge 09.05.24</i>	24/05/2024	571C70805	1	4.80	0.00	4.80	0.00
					0.00	4.80	
Above paid on 12/06/2024 by Online Payment Ref N15485*1*5							
B62	Penny Dixon Blake						
<i>Refund overpayment AllotWM67</i>	04/06/2024	OVERPAY - WM67	1	30.63	0.00	30.63	0.00
					0.00	30.63	
Above paid on 12/06/2024 by Online Payment Ref B62							
C59	Canal & River Trust						
<i>Lese Nby Island 24.06-28.09.24</i>	22/05/2024	204600	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 12/06/2024 by Online Payment Ref 8083919							
C71	Miss Dee H Cadle						
<i>Allot key refund - S033c</i>	28/05/2024	KEYREFUND - S33C	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 12/06/2024 by Online Payment Ref C71							

Continued over page

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
D12	DCK Payroll Solutions						
<i>Salaries - May 2024</i>	31/05/2024	24242	1	171.96	0.00	171.96	0.00
					0.00	171.96	
Above paid on 12/06/2024 by Online Payment Ref P1104							
E14	Environmental Solutions Ltd						
<i>Secure Shredding - May 24</i>	10/05/2024	25773	1	67.84	0.00	67.84	0.00
					0.00	67.84	
Above paid on 12/06/2024 by Online Payment Ref E14							
H1	Hags/SMP						
<i>Curved Slide - VP Mega Tower</i>	31/05/2024	096264	1	2,481.15	0.00	2,481.15	0.00
					0.00	2,481.15	
Above paid on 12/06/2024 by Online Payment Ref H1							
H39	Mr Roger Hunneman						
<i>Expenses 15.11.23 to 23.05.24</i>	30/05/2024	EXPENSES-MAY24	1	56.80	0.00	56.80	0.00
					0.00	56.80	
Above paid on 12/06/2024 by Online Payment Ref H39							
J21	John O'Conner GM Ltd						
<i>City Rec-Remove damaged fence</i>	24/05/2024	109271	1	240.00	0.00	240.00	0.00
					0.00	240.00	
Above paid on 12/06/2024 by Online Payment Ref J21							
K10	Mr S J Kirby						
<i>Allot rent refund - WC012c</i>	23/05/2024	ALLOTREFUND-WC12C	1	35.88	0.00	35.88	0.00
					0.00	35.88	
Above paid on 12/06/2024 by Online Payment Ref K10							
L25	Local Toilet Hire Ltd						
<i>VP - Ongoing Toilet Hire</i>	03/06/2024	165381	1	336.00	0.00	336.00	0.00
					0.00	336.00	
Above paid on 12/06/2024 by Online Payment Ref L25							

Continued over page

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
N20	North Swindon Big Band						
<i>VP B-Stand 26.05.2024</i>	28/05/2024	2024-NEWBURY	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 12/06/2024 by Online Payment Ref N20							
N28	Newbury BID CIC						
<i>NbyBID Rates-WharfToilets24-25</i>	24/05/2024	70026552	1	191.25	0.00	191.25	0.00
<i>NbyBID Rates-TH, Suite12 24-25</i>	24/05/2024	70028220	1	106.50	0.00	106.50	0.00
<i>NbyBID Rates, MarketPlc 24-25</i>	24/05/2024	70029396	1	100.50	0.00	100.50	0.00
					0.00	398.25	
Above paid on 12/06/2024 by Online Payment Ref NbyBIDrate							
N7	Newbury News Ltd						
<i>VP Funday 24 advert</i>	26/05/2024	46022	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 12/06/2024 by Online Payment Ref SIN654247							
S41	Sundog Grounds Maintenance Ltd						
<i>City Rec- Re-concrete Bollards</i>	23/05/2024	4162	1	384.00	0.00	384.00	0.00
<i>WC Footpath - Tarmac Repairs</i>	24/05/2024	4163	1	4,416.00	0.00	4,416.00	0.00
					0.00	4,800.00	
Above paid on 12/06/2024 by Online Payment Ref S41							
T38	The Play Inspection Company Ltd						
<i>Play Inspection Training - JH</i>	24/05/2024	69063	1	415.00	0.00	415.00	0.00
					0.00	415.00	
Above paid on 12/06/2024 by Online Payment Ref T38							
W8	Watership Brass						
<i>Playing VP Funday May 24</i>	29/05/2024	244	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 12/06/2024 by Online Payment Ref W8							
Total Purchase Ledger Payments						0.00	10,801.06

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

Payment date: 07 Jun 2024
Payment currency: GBP British Pounds
Pre booked FX deal: No
Debit amount: 230.00
Debit reference: NTC Funder D Day
Restricted: No

Beneficiary
Beneficiary name: Greenham Trust Ltd
Address:
Account number/IBAN: 63743454

Beneficiary's bank
Payment type: Faster payment
Sort code: 205922
Bank details: BARCLAYS BANK PLC, WEST BERKSHIRE 9

Bank charges: Shared Our charges paid by you, beneficiary charges paid by beneficiary
Charge details: GBP 1.00 CHGS RE: NTC FUNDER D DA
Message to the beneficiary: NTC Funder - D-Day Ref 0442

Created: 07 Jun 2024 12:50 MARGARET GORE
Authorised: 07 Jun 2024 12:52 MARGARET GORE (A)
Authorised: 10 Jun 2024 13:27 ELIZABETH MANSHIP (A)

Status: Executed

Linked to Cashbook 1

Entered Month 3
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
Pest Control WM Allot	01/06/2024	13660SM12	1	125.40	0.00	125.40	0.00
Pest Management Southby Allot	01/06/2024	13660SM17	1	138.60	0.00	138.60	0.00
Pest Control Parsons Allot	01/06/2024	13660SM18	1	92.40	0.00	92.40	0.00
Pest Control OTP Allot	01/06/2024	13660SM19	1	105.60	0.00	105.60	0.00
Pest Control - DF Allot	01/06/2024	13660SM21	1	118.80	0.00	118.80	0.00
Pest Control WC Allotments	01/06/2024	13660SM28	1	92.40	0.00	92.40	0.00
					0.00	673.20	
Above paid on 24/06/2024 by Online Payment Ref A15							
A20 A & S Meats							
Market Management - June 24	13/06/2024	110	1	1,560.00	0.00	1,560.00	0.00
					0.00	1,560.00	
Above paid on 24/06/2024 by Online Payment Ref A20							
A29 Appcentric							
Monthly NTC Support- June 24	03/06/2024	1748	1	522.50	0.00	522.50	0.00
					0.00	522.50	
Above paid on 24/06/2024 by Online Payment Ref A29							
B41 Berkshire Pressure Cleaning							
Wet & Forget - War Memorial	12/06/2024	P6495	1	336.00	0.00	336.00	0.00
					0.00	336.00	
Above paid on 24/06/2024 by Online Payment Ref B41							
B49 Beenham Wind Orchestra							
VP Bandstand 02.06.2024	16/06/2024	36-2024	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 24/06/2024 by Online Payment Ref B49							
C72 Paul Clifford							
Deposit refund - Bouncy Castle	10/06/2024	DEPOSIT REFUND	1	700.00	0.00	700.00	0.00
					0.00	700.00	
Above paid on 24/06/2024 by Online Payment Ref C72							

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Linked to Cashbook 1

Entered Month 3
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
E14 Environmental Solutions Ltd							
Secure Shredding - June 24	07/06/2024	26018	1	67.84	0.00	67.84	0.00
					0.00	67.84	
Above paid on 24/06/2024 by Online Payment Ref E14							
E28 Mr B Everitt							
AllotRent & Key Refund DF9b	17/06/2024	RENT&KEY REFUND-DF9B	1	66.25	0.00	66.25	0.00
					0.00	66.25	
Above paid on 24/06/2024 by Online Payment Ref E28							
H2 Hungerford Town Band							
VP Bandstand 12.05.24	10/06/2024	12052024	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 24/06/2024 by Online Payment Ref H2							
J21 John O'Conner GM Ltd							
GM Schedule 2 variation-April	30/05/2024	109379	1	3,372.79	0.00	3,372.79	0.00
GM Shedule 2 Variation- May24	30/05/2024	109380	1	3,372.79	0.00	3,372.79	0.00
					0.00	6,745.58	
Above paid on 24/06/2024 by Online Payment Ref J21							
K11 Mr richard Kennedy							
Allotrent&Key Refund WM73	07/06/2024	RENT-KEY REFUNDWM73	1	71.25	0.00	71.25	0.00
					0.00	71.25	
Above paid on 24/06/2024 by Online Payment Ref K11							
L13 Link Up Local Mencap							
Bus stop posters - May 24	31/05/2024	218/23	1	51.00	0.00	51.00	0.00
					0.00	51.00	
Above paid on 24/06/2024 by Online Payment Ref L13							
M28 Minster Cleaning Services							
Office Cleaning - June 24	03/06/2024	15128	1	1,937.77	0.00	1,937.77	0.00
					0.00	1,937.77	
Above paid on 24/06/2024 by Online Payment Ref INV29354							

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Linked to Cashbook 1

Entered Month 3
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M61 Microshade Business Consultants Ltd							
Host Service Citrix - June 24	19/06/2024	19467	1	328.84	0.00	328.84	0.00
					<u>0.00</u>	<u>328.84</u>	
Above paid on 24/06/2024 by Online Payment Ref M61							
N7 Newbury News Ltd							
Job Advert-Civic Officer	16/06/2024	49929	1	576.00	0.00	576.00	0.00
Job Advert - CS Officer	16/06/2024	49932	1	576.00	0.00	576.00	0.00
Job Advert - Civic Manager	16/06/2024	49969	1	576.00	0.00	576.00	0.00
					<u>0.00</u>	<u>1,728.00</u>	
Above paid on 24/06/2024 by Online Payment Ref SIN654247							
S18 St Nicolas PCC							
Hire St Nics - Mayor Making 24	12/06/2024	202471	1	333.50	0.00	333.50	0.00
					<u>0.00</u>	<u>333.50</u>	
Above paid on 24/06/2024 by Online Payment Ref Booking01.							
S2 Enerveo Limited							
Lantern-12 Fair Close	14/06/2024	900037084	1	957.06	0.00	957.06	0.00
					<u>0.00</u>	<u>957.06</u>	
Above paid on 24/06/2024 by Online Payment Ref S2							
S62 Star Rubber Environmental Ltd							
Outstanding Balance	01/06/2024	3900A	1	4,821.73	0.00	4,821.73	0.00
					<u>0.00</u>	<u>4,821.73</u>	
Above paid on 24/06/2024 by Online Payment Ref S62							
T30 Cybit Limited							
Monthly Support - June 24	01/06/2024	10041	1	192.00	0.00	192.00	0.00
					<u>0.00</u>	<u>192.00</u>	
Above paid on 24/06/2024 by Online Payment Ref T30							

Linked to Cashbook 1

Entered Month 3
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
T38	The Play Inspection Company Ltd						
Annual Play Inspections	31/05/2024	69349	1	1,339.20	0.00	1,339.20	0.00
					<u>0.00</u>	<u>1,339.20</u>	
Above paid on 24/06/2024 by Online Payment Ref T38							
<hr/>							
W1	West Berkshire District Council						
Busi Rates - 3rd Installment	12/06/2024	15112318 (3)	1	404.00	0.00	404.00	0.00
Busi Rates - 3rd Installment	17/06/2024	15112301 (3)	1	57.00	0.00	57.00	0.00
					<u>0.00</u>	<u>461.00</u>	
Above paid on 24/06/2024 by Online Payment Ref W1							
<hr/>							
W51	Thomas John Willoughby						
Allot Rent&Key refundS47b/c	07/06/2024	REFUND-S47B-C	1	61.24	0.00	61.24	0.00
					<u>0.00</u>	<u>61.24</u>	
Above paid on 24/06/2024 by Online Payment Ref W51							
<hr/>							
W8	Watership Brass						
Annual Retainer 2024-25	12/06/2024	ANNUALRETAINER24-25	1	650.00	0.00	650.00	0.00
Playing at C/Tower for D-Day	12/06/2024	D-DAY 2024	1	75.00	0.00	75.00	0.00
					<u>0.00</u>	<u>725.00</u>	
Above paid on 24/06/2024 by Online Payment Ref W8							
<hr/>							
Total Purchase Ledger Payments						<u>0.00</u>	<u>23,978.96</u>

Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
Gate repairs VP, Hutton Cl	02/07/2024	PMM118	1	185.00	0.00	185.00	0.00
Repairs Various Sites	02/07/2024	PMM119	1	920.00	0.00	920.00	0.00
Repair Zip Wirers VP, City	02/07/2024	PMM120	1	100.00	0.00	100.00	0.00
					0.00	1,205.00	
Above paid on 11/07/2024 by Online Payment Ref A13							
A15 HawkEye Pest Control Ltd							
VP Bowls - Pest control	02/07/2024	13783SM69	1	99.00	0.00	99.00	0.00
Pest Control - V-Park - July24	02/07/2024	13783SM73	1	166.32	0.00	166.32	0.00
					0.00	265.32	
Above paid on 11/07/2024 by Online Payment Ref A15							
A20 A & S Meats							
Market Managment - July 24	05/07/2024	111	1	1,560.00	0.00	1,560.00	0.00
					0.00	1,560.00	
Above paid on 11/07/2024 by Online Payment Ref A20							
A29 Appcentric							
Monthly NTC Support - July 24	03/07/2024	1764	1	522.50	0.00	522.50	0.00
					0.00	522.50	
Above paid on 11/07/2024 by Online Payment Ref A29							
B6 BALC							
Clr Training - N Foot	05/07/2024	INV-6731	1	15.00	0.00	15.00	0.00
					0.00	15.00	
Above paid on 11/07/2024 by Online Payment Ref BALC10305							
F26 Farol Ltd							
Chainsaw Boots JH	28/06/2024	322545	1	240.00	0.00	240.00	0.00
					0.00	240.00	
Above paid on 11/07/2024 by Online Payment Ref F26							

Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
F5	Foxes Tree Services & Son Ltd						
Hire of machinery - VP Works	24/06/2024	5158	1	240.00	0.00	240.00	0.00
					<u>0.00</u>	<u>240.00</u>	
Above paid on 11/07/2024 by Online Payment Ref F5							
G17	Rachel Greaves						
Refund Allotment & keys - OTP	27/06/2024	REFUND - OTPALLOT	1	43.13	0.00	43.13	0.00
					<u>0.00</u>	<u>43.13</u>	
Above paid on 11/07/2024 by Online Payment Ref G17							
H14	Huck Nets (UK) Ltd						
Red steel post caps	10/06/2024	315382	1	71.39	0.00	71.39	0.00
					<u>0.00</u>	<u>71.39</u>	
Above paid on 11/07/2024 by Online Payment Ref H14							
J21	John O'Conner GM Ltd						
GM Contract - June 24	18/06/2024	109919-2	1	42,714.48	0.00	42,714.48	0.00
Strim 3 x allotment sites	30/06/2024	110293	1	792.00	0.00	792.00	0.00
					<u>0.00</u>	<u>43,506.48</u>	
Above paid on 11/07/2024 by Online Payment Ref J21							
L25	Local Toilet Hire Ltd						
Portaloos VP - July 24	01/07/2024	167108	1	336.00	0.00	336.00	0.00
					<u>0.00</u>	<u>336.00</u>	
Above paid on 11/07/2024 by Online Payment Ref L25							
M61	Microshade Business Consultants Ltd						
Host Citrix - July 24	05/07/2024	19601	1	328.84	0.00	328.84	0.00
					<u>0.00</u>	<u>328.84</u>	
Above paid on 11/07/2024 by Online Payment Ref M61							
N7	Newbury News Ltd						
Market Advert - Out & About	17/06/2024	51000	1	102.00	0.00	102.00	0.00
					<u>0.00</u>	<u>102.00</u>	
Above paid on 11/07/2024 by Online Payment Ref SIN654247							

Continued over page

Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P19 Proludic Ltd							
Bodin Gardens - repair parts	26/06/2024	SIN009346	1	1,293.00	0.00	1,293.00	0.00
Replacement Net-Cresswell Rd	26/06/2024	SIN009347	1	1,375.46	0.00	1,375.46	0.00
					0.00	2,668.46	

Above paid on 11/07/2024 by Online Payment Ref P19

R40 R Allen House and Garden Maintenance							
T-Hall - Pump out Cellar	19/06/2024	2278	1	125.00	0.00	125.00	0.00
Remove faulty cellar pump	19/06/2024	2279	1	180.00	0.00	180.00	0.00
T-Hall - Investigate and clear	19/06/2024	2286	1	1,383.00	0.00	1,383.00	0.00
Secure fence- Christie Heights	19/06/2024	2287	1	20.00	0.00	20.00	0.00
Help - VP Funday	19/06/2024	2288	1	120.00	0.00	120.00	0.00
VP - Fit board, block slide	19/06/2024	2289	1	85.00	0.00	85.00	0.00
WC Change Rooms - Stop Cock	19/06/2024	2290	1	620.00	0.00	620.00	0.00
					0.00	2,533.00	

Above paid on 11/07/2024 by Online Payment Ref R40

R42 Mrs J Robinson							
Worked on Health & Safety	27/06/2024	NTC-001-2024	1	1,202.50	0.00	1,202.50	0.00
					0.00	1,202.50	

Above paid on 11/07/2024 by Online Payment Ref R42

R5 Berkshire Pension Fund							
Actuarial Fees 2023	05/07/2024	8000313	1	620.00	0.00	620.00	0.00
					0.00	620.00	

Above paid on 11/07/2024 by Online Payment Ref QL66

S2 Nerveo Limited							
Qtrly Maintain footway lights	27/06/2024	900037594	1	1,495.91	0.00	1,495.91	0.00
					0.00	1,495.91	

Above paid on 11/07/2024 by Online Payment Ref S2

Linked to Cashbook 1

Entered Month 4
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T30 Cybit Limited							
Microsoft renewal LM	27/06/2024	10466	1	728.09	0.00	728.09	0.00
					<u>0.00</u>	<u>728.09</u>	
Above paid on 11/07/2024 by Online Payment Ref T30							
T38 The Play Inspection Company Ltd							
Inspect Post -VP Gym Equipment	21/06/2024	69594	1	360.00	0.00	360.00	0.00
					<u>0.00</u>	<u>360.00</u>	
Above paid on 11/07/2024 by Online Payment Ref T38							
W42 Window Flowers Ltd							
Summer hanging baskets	01/07/2024	63005	1	1,890.00	0.00	1,890.00	0.00
Floral Displays 2024-25	01/07/2024	63006	1	22,259.70	0.00	22,259.70	0.00
					<u>0.00</u>	<u>24,149.70</u>	
Above paid on 11/07/2024 by Online Payment Ref W42							
Total Purchase Ledger Payments					<u>0.00</u>	<u>82,193.32</u>	

Date:01/07/2024

Newbury Town Council Current Year

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Time: 14:11

Bank Reconciliation Statement as at 30/06/2024
for Cashbook 1 - Current Account

User: MGG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/06/2024		34,507.46
			<u>34,507.46</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			34,507.46
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			34,507.46
		Balance per Cash Book is :-	34,507.46
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/06/2024
for Cashbook 4 - Instant Access Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access Account	30/06/2024		256,972.58
			<u>256,972.58</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			256,972.58
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			256,972.58
		Balance per Cash Book is :-	256,972.58
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

03/07/2024

Newbury Town Council Current Year

Page 1

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Detailed Income & Expenditure by Budget Heading 01/07/2024

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>								
1077 Precept Reallocation	0	11,000	22,000	11,000			50.0%	
Staff :- Income	0	11,000	22,000	11,000			50.0%	0
4000 Salaries/NI/PAYE	0	143,093	591,744	448,651		448,651	24.2%	
4005 Agency / Locum Cover	0	(7,500)	15,000	22,500		22,500	(50.0%)	
4010 Misc Staff Expenses	0	905	7,000	6,095		6,095	12.9%	
4045 Salary Reallocation	0	(143,093)	(591,744)	(448,651)		(448,651)	24.2%	
Staff :- Indirect Expenditure	0	(6,595)	22,000	28,595	0	28,595	(30.0%)	0
Net Income over Expenditure	0	17,595	0	(17,595)				
<u>110 Central Services</u>								
1076 Precept Received	0	763,476	1,526,951	763,476			50.0%	
1077 Precept Reallocation	0	(698,408)	(1,396,815)	(698,408)			50.0%	
1090 CCLA Interest	0	4,640	23,000	18,360			20.2%	
1091 Shares/Dividend Income	0	3	0	(3)			0.0%	
1092 Instant Access Ac Interest	0	3,476	4,000	524			86.9%	
1093 Fixed Term Accounts Interest	0	7,734	10,000	2,266			77.3%	
1094 Current Account Interest	0	162	0	(162)			0.0%	
1905 CIL income received	0	39,766	0	(39,766)			0.0%	
Central Services :- Income	0	120,848	167,136	46,288			72.3%	0
4045 Salary Reallocation	0	39,780	164,636	124,856		124,856	24.2%	
4050 Bank & Card Reader Charges	0	455	2,500	2,046		2,046	18.2%	
Central Services :- Indirect Expenditure	0	40,234	167,136	126,902	0	126,902	24.1%	0
Net Income over Expenditure	0	80,614	0	(80,614)				
<u>200 P&R General</u>								
1077 Precept Reallocation	0	23,739	47,478	23,739			50.0%	
P&R General :- Income	0	23,739	47,478	23,739			50.0%	0
4045 Salary Reallocation	0	7,155	29,358	22,203		22,203	24.4%	
4105 Members' travel & subsistence	0	57	800	743		743	7.1%	
4120 Precept Leaflet	0	0	1,000	1,000		1,000	0.0%	
4125 P&R Projects Fund	0	0	2,000	2,000		2,000	0.0%	
4126 P&R Contingencies / Priorities	0	0	14,320	14,320		14,320	0.0%	
P&R General :- Indirect Expenditure	0	7,211	47,478	40,267	0	40,267	15.2%	0
Net Income over Expenditure	0	16,528	0	(16,528)				

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Grants & Contributions</u>								
1077 Precept Reallocation	0	49,250	98,500	49,250			50.0%	
1122 Donations (Misc.)	0	1,400	0	(1,400)			0.0%	
Grants & Contributions :- Income	0	50,650	98,500	47,850			51.4%	0
4150 Grants for Climate Change Proj	0	0	10,000	10,000		10,000	0.0%	
4155 Berkshire Youth; Youth Worker	0	0	25,000	25,000		25,000	0.0%	
4160 Contribution to BID Xmas light	0	0	12,000	12,000		12,000	0.0%	
4165 Greenham Community Youth	0	0	2,500	2,500		2,500	0.0%	
4170 Volunteer Centre	0	0	500	500		500	0.0%	
4180 Grant Sub Committee	0	0	24,500	24,500		24,500	0.0%	
4182 Donations (Misc)	0	580	0	(580)		(580)	0.0%	
4185 CAB Grant	0	0	20,000	20,000		20,000	0.0%	
4213 Diversity & Inclusivity	0	0	3,000	3,000		3,000	0.0%	
4216 Newbury Flood Forum	0	0	1,000	1,000		1,000	0.0%	
Grants & Contributions :- Indirect Expenditure	0	580	98,500	97,920	0	97,920	0.6%	0
Net Income over Expenditure	0	50,070	0	(50,070)				
<u>220 Corporate Services</u>								
1077 Precept Reallocation	0	62,575	125,150	62,575			50.0%	
Corporate Services :- Income	0	62,575	125,150	62,575			50.0%	0
4200 Visitor Information Centre	0	0	500	500		500	0.0%	
4220 Training and Development	0	952	8,000	7,048		7,048	11.9%	
4225 Advertising Recruitment	0	1,440	3,000	1,560		1,560	48.0%	
4230 Telephone	0	2,733	10,250	7,517		7,517	26.7%	
4235 Postage	0	825	2,500	1,675		1,675	33.0%	
4240 Printing/Stationery	0	513	2,000	1,487		1,487	25.7%	
4245 Office Equipment	0	0	2,000	2,000		2,000	0.0%	
4250 IT	0	6,063	35,000	28,937		28,937	17.3%	
4255 Professional Fees	0	4,925	24,000	19,075		19,075	20.5%	
4260 Audit	0	(2,520)	5,000	7,520		7,520	(50.4%)	
4265 Subscriptions	0	3,954	5,900	1,946		1,946	67.0%	
4270 Photocopier Charges	0	749	2,100	1,351		1,351	35.7%	
4275 Advertising General	0	153	1,500	1,347		1,347	10.2%	
4280 Recycling Costs	0	170	1,400	1,230	350	880	37.1%	
4290 Capital exp computers etc	0	26	5,500	5,474		5,474	0.5%	
4420 Insurance	0	7,365	16,500	9,135		9,135	44.6%	
Corporate Services :- Indirect Expenditure	0	27,349	125,150	97,801	350	97,451	22.1%	0
Net Income over Expenditure	0	35,226	0	(35,226)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>290 Town Hall</u>								
1077 Precept Reallocation	0	53,297	106,594	53,297			50.0%	
1270 Suite Lease Income	0	9,178	38,600	29,423			23.8%	
1280 Chamber Hire	0	1,841	11,000	9,159			16.7%	
Town Hall :- Income	0	64,315	156,194	91,879			41.2%	0
4045 Salary Reallocation	0	9,873	40,720	30,847		30,847	24.2%	
4255 Professional Fees	0	0	3,000	3,000		3,000	0.0%	
4315 Topographical Survey	0	0	200	200		200	0.0%	
4316 2023/24 Purchase Orders	0	100	0	(100)		(100)	0.0%	100
4320 Town Hall Refurb	0	0	22,000	22,000		22,000	0.0%	
4402 Letting Agent	0	765	4,000	3,235		3,235	19.1%	
4405 Rates	0	10,714	11,008	294		294	97.3%	
4410 Water	0	1,220	550	(670)		(670)	221.8%	
4415 Energy Supplies	0	10,815	12,000	1,185		1,185	90.1%	
4416 Energy Conservation Projects	0	0	4,000	4,000		4,000	0.0%	
4425 Repairs and Maintenance	0	4,941	20,000	15,059	549	14,510	27.4%	
4428 Health & Safety Compliance	0	682	17,350	16,668	600	16,068	7.4%	
4431 Town Hall cleaning contract	0	4,844	18,166	13,322		13,322	26.7%	
4432 Housekeeping	0	27	1,000	973		973	2.7%	
4440 Fire Extinguishers	0	508	1,000	492		492	50.8%	
4445 Security	0	370	1,200	830		830	30.9%	
Town Hall :- Indirect Expenditure	0	44,859	156,194	111,335	1,149	110,186	29.5%	100
Net Income over Expenditure	0	19,456	0	(19,456)				
6000 plus Transfer from EMR	0	100						
Movement to/(from) Gen Reserve	0	19,556						
<u>295 Weddings</u>								
1077 Precept Reallocation	0	1,777	3,553	1,777			50.0%	
1280 Chamber Hire	0	1,859	3,696	1,837			50.3%	
Weddings :- Income	0	3,636	7,249	3,613			50.2%	0
4045 Salary Reallocation	0	1,145	4,549	3,404		3,404	25.2%	
4275 Advertising General	0	555	1,000	445		445	55.5%	
4340 Weddings expenditure	0	0	400	400		400	0.0%	
4341 Wedding Licence EMR	0	0	1,300	1,300		1,300	0.0%	
Weddings :- Indirect Expenditure	0	1,700	7,249	5,549	0	5,549	23.4%	0
Net Income over Expenditure	0	1,936	0	(1,936)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Newtown Road Cemetery								
1077 Precept Reallocation	0	15,929	52,992	37,064			30.1%	
1300 Cemetery Income	0	331	0	(331)			0.0%	
Newtown Road Cemetery :- Income	0	16,260	52,992	36,732			30.7%	0
4045 Salary Reallocation	0	2,146	8,993	6,847		6,847	23.9%	
4405 Rates	0	175	1,000	825		825	17.5%	
4415 Energy Supplies	0	70	500	430		430	14.0%	
4425 Repairs and Maintenance	0	600	7,000	6,400		6,400	8.6%	
4430 Maint. Contracts	0	8,650	30,549	21,899		21,899	28.3%	
4435 Maint. Contracts Unscheduled	0	0	1,200	1,200		1,200	0.0%	
4436 Headstone Survey	0	0	500	500		500	0.0%	
4440 Fire Extinguishers	0	63	250	187		187	25.2%	
4515 Tree Works	0	0	2,100	2,100		2,100	0.0%	
4540 NRC Composting Toilet (25%)	0	0	400	400		400	0.0%	
4545 Redecoration of Chapel	0	0	500	500		500	0.0%	
Newtown Road Cemetery :- Indirect Expenditure	0	11,704	52,992	41,288	0	41,288	22.1%	0
Net Income over Expenditure	0	4,556	0	(4,556)				
305 Shaw Cemetery								
1077 Precept Reallocation	0	28,662	65,485	36,823			43.8%	
1300 Cemetery Income	0	14,542	68,000	53,458			21.4%	
Shaw Cemetery :- Income	0	43,204	133,485	90,281			32.4%	0
4045 Salary Reallocation	0	5,867	24,151	18,284		18,284	24.3%	
4250 IT	0	1,280	1,923	643		643	66.6%	
4265 Subscriptions	0	265	480	215		215	55.2%	
4316 2023/24 Purchase Orders	0	106	0	(106)		(106)	0.0%	106
4400 Rent Payable	0	667	1,000	333		333	66.7%	
4405 Rates	0	1,214	5,000	3,786		3,786	24.3%	
4410 Water	0	406	4,500	4,094		4,094	9.0%	
4415 Energy Supplies	0	1,191	1,000	(191)		(191)	119.1%	
4425 Repairs and Maintenance	0	75	6,700	6,625	260	6,365	5.0%	
4428 Health & Safety Compliance	0	0	800	800		800	0.0%	
4430 Maint. Contracts	0	23,042	81,381	58,339		58,339	28.3%	
4435 Maint. Contracts Unscheduled	0	0	3,000	3,000		3,000	0.0%	
4440 Fire Extinguishers	0	126	400	274		274	31.5%	
4515 Tree Works	0	0	3,150	3,150		3,150	0.0%	
Shaw Cemetery :- Indirect Expenditure	0	34,240	133,485	99,245	260	98,985	25.8%	106
Net Income over Expenditure	0	8,964	0	(8,964)				
6000 plus Transfer from EMR	0	106						
Movement to/(from) Gen Reserve	0	9,070						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 Markets</u>								
1077 Precept Reallocation	0	887	1,774	887			50.0%	
1320 Market Income	0	9,458	45,000	35,542			21.0%	
Markets :- Income	0	10,345	46,774	36,429			22.1%	0
4045 Salary Reallocation	0	3,291	13,824	10,533		10,533	23.8%	
4265 Subscriptions	0	434	500	66		66	86.8%	
4275 Advertising General	0	204	1,600	1,396	200	1,196	25.3%	
4360 Market Management	0	3,900	17,500	13,600		13,600	22.3%	
4361 Market bank costs	0	61	350	289		289	17.4%	
4405 Rates	0	3,444	3,500	56		56	98.4%	
4415 Energy Supplies	0	302	1,000	698		698	30.2%	
4425 Repairs and Maintenance	0	0	8,500	8,500		8,500	0.0%	
Markets :- Indirect Expenditure	0	11,636	46,774	35,138	200	34,938	25.3%	0
Net Income over Expenditure	0	(1,291)	0	1,291				
<u>315 War Memorial</u>								
1077 Precept Reallocation	0	3,058	6,115	3,058			50.0%	
War Memorial :- Income	0	3,058	6,115	3,058			50.0%	0
4045 Salary Reallocation	0	429	1,815	1,386		1,386	23.7%	
4316 2023/24 Purchase Orders	0	255	0	(255)		(255)	0.0%	255
4425 Repairs and Maintenance	0	280	2,300	2,020		2,020	12.2%	
4850 Sinking Fund	0	0	2,000	2,000		2,000	0.0%	
War Memorial :- Indirect Expenditure	0	964	6,115	5,151	0	5,151	15.8%	255
Net Income over Expenditure	0	2,093	0	(2,093)				
6000 plus Transfer from EMR	0	255						
Movement to/(from) Gen Reserve	0	2,348						
<u>320 Footway Lighting</u>								
1077 Precept Reallocation	0	18,463	36,926	18,463			50.0%	
Footway Lighting :- Income	0	18,463	36,926	18,463			50.0%	0
4045 Salary Reallocation	0	1,145	4,426	3,281		3,281	25.9%	
4316 2023/24 Purchase Orders	0	5,157	0	(5,157)		(5,157)	0.0%	5,157
4415 Energy Supplies	0	(2,238)	7,500	9,738		9,738	(29.8%)	
4425 Repairs and Maintenance	0	2,044	18,000	15,956		15,956	11.4%	
4855 Street Lighting Upgrade	0	0	7,000	7,000		7,000	0.0%	
Footway Lighting :- Indirect Expenditure	0	6,108	36,926	30,818	0	30,818	16.5%	5,157
Net Income over Expenditure	0	12,355	0	(12,355)				
6000 plus Transfer from EMR	0	5,157						
Movement to/(from) Gen Reserve	0	17,512						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>325 Clock House</u>								
1077 Precept Reallocation	0	1,596	3,576	1,980			44.6%	
Clock House :- Income	0	1,596	3,576	1,980			44.6%	0
4045 Salary Reallocation	0	286	1,442	1,156		1,156	19.8%	
4316 2023/24 Purchase Orders	0	250	0	(250)		(250)	0.0%	250
4415 Energy Supplies	0	418	850	432		432	49.2%	
4425 Repairs and Maintenance	0	0	900	900		900	0.0%	
4430 Maint. Contracts	0	109	384	275		275	28.3%	
Clock House :- Indirect Expenditure	0	1,063	3,576	2,513	0	2,513	29.7%	250
Net Income over Expenditure	0	533	0	(533)				
6000 plus Transfer from EMR	0	250						
Movement to/(from) Gen Reserve	0	783						
<u>330 Street Furniture</u>								
1077 Precept Reallocation	0	8,800	17,600	8,800			50.0%	
1605 Clear Channel (INC)	0	0	63,000	63,000			0.0%	
Street Furniture :- Income	0	8,800	80,600	71,800			10.9%	0
4045 Salary Reallocation	0	1,145	5,000	3,855		3,855	22.9%	
4111 Bus Shelter Provision & Maint	0	0	63,000	63,000		63,000	0.0%	
4316 2023/24 Purchase Orders	0	4,001	0	(4,001)		(4,001)	0.0%	4,001
4415 Energy Supplies	0	0	600	600		600	0.0%	
4425 Repairs and Maintenance	0	0	8,000	8,000		8,000	0.0%	
4460 Grit Bins	0	0	4,000	4,000		4,000	0.0%	
Street Furniture :- Indirect Expenditure	0	5,146	80,600	75,454	0	75,454	6.4%	4,001
Net Income over Expenditure	0	3,654	0	(3,654)				
6000 plus Transfer from EMR	0	4,001						
Movement to/(from) Gen Reserve	0	7,655						
<u>335 Recreation Grounds</u>								
1077 Precept Reallocation	0	47,046	95,561	48,516			49.2%	
1355 Income - Pitches	0	77	3,000	2,924			2.5%	
Recreation Grounds :- Income	0	47,122	98,561	51,439			47.8%	0
4591 Green Flag submission	0	0	700	700		700	0.0%	
4861 football pitch management	0	0	2,000	2,000		2,000	0.0%	
Recreation Grounds :- Direct Expenditure	0	0	2,700	2,700	0	2,700	0.0%	0

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Salary Reallocation	0	5,151	21,195	16,044		16,044	24.3%	
4316 2023/24 Purchase Orders	0	620	0	(620)		(620)	0.0%	620
4410 Water	0	238	682	444		444	34.9%	
4415 Energy Supplies	0	692	3,150	2,458		2,458	22.0%	
4425 Repairs and Maintenance	0	4,260	7,350	3,091		3,091	58.0%	2,600
4428 Health & Safety Compliance	0	0	650	650		650	0.0%	
4430 Maint. Contracts	0	15,063	56,034	40,971		40,971	26.9%	
4435 Maint. Contracts Unscheduled	0	200	2,600	2,400		2,400	7.7%	
4515 Tree Works	0	0	4,200	4,200		4,200	0.0%	
Recreation Grounds :- Indirect Expenditure	0	26,224	95,861	69,637	0	69,637	27.4%	3,220
Net Income over Expenditure	0	20,898	0	(20,898)				
6000 plus Transfer from EMR	0	3,220						
Movement to/(from) Gen Reserve	0	24,118						
<u>340 Play Areas</u>								
1077 Precept Reallocation	0	49,435	107,018	57,584			46.2%	
Play Areas :- Income	0	49,435	107,018	57,584			46.2%	0
4045 Salary Reallocation	0	9,873	40,673	30,800		30,800	24.3%	
4316 2023/24 Purchase Orders	0	27,292	0	(27,292)		(27,292)	0.0%	27,292
4425 Repairs and Maintenance	0	2,889	29,985	27,096	3,800	23,296	22.3%	
4430 Maint. Contracts	0	10,012	35,360	25,348		25,348	28.3%	
4435 Maint. Contracts Unscheduled	0	0	1,000	1,000		1,000	0.0%	
4515 Tree Works	0	250	0	(250)		(250)	0.0%	
Play Areas :- Indirect Expenditure	0	50,317	107,018	56,701	3,800	52,901	50.6%	27,292
Net Income over Expenditure	0	(882)	0	882				
6000 plus Transfer from EMR	0	27,292						
Movement to/(from) Gen Reserve	0	26,410						
<u>345 Victoria Park</u>								
1077 Precept Reallocation	0	113,254	219,528	106,274			51.6%	
1360 Income - Tennis Courts	0	1,650	6,000	4,350			27.5%	
1380 Income - Bowling Club	0	0	900	900			0.0%	
1385 Income - Kiosk/Cafe	0	0	4,000	4,000			0.0%	
1390 Income - Victoria Park Hire	0	5,860	3,000	(2,860)			195.3%	
1391 Income - Mini Golf	0	0	5,000	5,000			0.0%	
Victoria Park :- Income	0	120,764	238,428	117,664			50.7%	0

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4517 Lime Trees - Pollard	0	0	25,000	25,000		25,000	0.0%	
4518 Lime Tree Avenue Lighting Upgr	0	6,756	1,430	(5,326)		(5,326)	472.4%	5,326
4541 Repairs to Victoria and Lions	0	0	500	500		500	0.0%	
4543 Splashpark	0	3,270	4,000	730		730	81.8%	
4591 Green Flag submission	0	0	850	850		850	0.0%	
Victoria Park :- Direct Expenditure	0	10,026	31,780	21,754	0	21,754	31.5%	5,326
4045 Salary Reallocation	0	12,306	50,678	38,372		38,372	24.3%	
4355 Toilet Hire	0	840	5,000	4,160		4,160	16.8%	
4410 Water	0	305	10,000	9,695		9,695	3.1%	
4415 Energy Supplies	0	813	4,000	3,187		3,187	20.3%	
4425 Repairs and Maintenance	0	1,094	29,000	27,906	470	27,436	5.4%	
4428 Health & Safety Compliance	0	0	1,000	1,000		1,000	0.0%	
4430 Maint. Contracts	0	24,176	87,770	63,594		63,594	27.5%	
4435 Maint. Contracts Unscheduled	0	0	6,000	6,000		6,000	0.0%	
4440 Fire Extinguishers	0	125	500	375		375	25.0%	
4445 Security	0	127	500	373		373	25.4%	
4465 Tennis Courts Maintenance Fund	0	0	3,600	3,600	4,896	(1,296)	136.0%	
4480 Music at the Bandstand	0	600	3,000	2,400		2,400	20.0%	
4490 VP Fun Day	0	3,271	3,500	229		229	93.5%	
4515 Tree Works	0	0	2,100	2,100		2,100	0.0%	
Victoria Park :- Indirect Expenditure	0	43,657	206,648	162,991	5,366	157,625	23.7%	0
Net Income over Expenditure	0	67,081	0	(67,081)				
6000 plus Transfer from EMR	0	5,326						
Movement to/(from) Gen Reserve	0	72,407						
<u>350 Open Spaces</u>								
1077 Precept Reallocation	0	60,180	118,310	58,131			50.9%	
Open Spaces :- Income	0	60,180	118,310	58,131			50.9%	0
4774 Additional Dog Bin Collections	0	0	1,750	1,750		1,750	0.0%	
4775 Additional Land Maintenance	0	0	8,000	8,000		8,000	0.0%	
Open Spaces :- Direct Expenditure	0	0	9,750	9,750	0	9,750	0.0%	0
4045 Salary Reallocation	0	4,007	16,699	12,692		12,692	24.0%	
4400 Rent Payable	0	500	1,300	800		800	38.5%	
4410 Water	0	29	110	81		81	26.7%	
4425 Repairs and Maintenance	0	200	4,000	3,800	310	3,490	12.8%	
4430 Maint. Contracts	0	22,818	80,589	57,771		57,771	28.3%	
4435 Maint. Contracts Unscheduled	0	0	2,100	2,100		2,100	0.0%	
4515 Tree Works	0	0	2,262	2,262		2,262	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4760 Litter Picking Equipment	0	0	500	500		500	0.0%	
4770 Biodiversity Survey	0	0	1,000	1,000		1,000	0.0%	
Open Spaces :- Indirect Expenditure	0	27,554	108,560	81,006	310	80,696	25.7%	0
Net Income over Expenditure	0	32,625	0	(32,625)				
<u>355 Floral Displays and Trees</u>								
1077 Precept Reallocation	0	40,624	53,947	13,324			75.3%	
1990 Miscellaneous Income	0	1,575	1,500	(75)			105.0%	
Floral Displays and Trees :- Income	0	42,199	55,447	13,249			76.1%	0
4045 Salary Reallocation	0	2,289	9,347	7,058		7,058	24.5%	
4435 Maint. Contracts Unscheduled	0	0	1,500	1,500		1,500	0.0%	
4471 Tree Surveys	0	0	20,000	20,000		20,000	0.0%	
4500 Tree planting	0	0	3,150	3,150		3,150	0.0%	
4505 Edible Crops	0	0	450	450		450	0.0%	
4510 Additional Floral Displays NIB	0	0	21,000	21,000	18,550	2,450	88.3%	
4512 Floral Baskets - Businesses	0	0	0	0	1,575	(1,575)	0.0%	
Floral Displays and Trees :- Indirect Expenditure	0	2,289	55,447	53,158	20,125	33,033	40.4%	0
Net Income over Expenditure	0	39,909	0	(39,909)				
<u>360 Britain & Newbury In Bloom</u>								
1077 Precept Reallocation	0	6,826	13,652	6,826			50.0%	
1600 Sponsorship	0	0	500	500			0.0%	
Britain & Newbury In Bloom :- Income	0	6,826	14,152	7,326			48.2%	0
4045 Salary Reallocation	0	2,289	9,652	7,363		7,363	23.7%	
4710 Newbury In Bloom	0	36	4,500	4,464		4,464	0.8%	
Britain & Newbury In Bloom :- Indirect Expenditure	0	2,325	14,152	11,827	0	11,827	16.4%	0
Net Income over Expenditure	0	4,501	0	(4,501)				
<u>420 Wash Common Allotment</u>								
1077 Precept Reallocation	0	4,539	7,240	2,701			62.7%	
1400 Allotment Income	0	4,665	4,274	(391)			109.1%	
Wash Common Allotment :- Income	0	9,204	11,514	2,310			79.9%	0
4045 Salary Reallocation	0	1,288	5,256	3,968		3,968	24.5%	
4410 Water	0	45	1,600	1,555		1,555	2.8%	
4425 Repairs and Maintenance	0	226	1,500	1,274	100	1,174	21.7%	
4430 Maint. Contracts	0	328	1,158	830		830	28.3%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4435 Maint. Contracts Unscheduled	0	0	1,000	1,000		1,000	0.0%	
4515 Tree Works	0	0	1,000	1,000		1,000	0.0%	
Wash Common Allotment :- Indirect Expenditure	0	1,886	11,514	9,628	100	9,528	17.2%	0
Net Income over Expenditure	0	7,317	0	(7,317)				
<u>421 Allotments (except Wash Common</u>								
1077 Precept Reallocation	0	16,101	30,184	14,083			53.3%	
1400 Allotment Income	0	25,046	23,000	(2,046)			108.9%	
Allotments (except Wash Common :- Income	0	41,147	53,184	12,037			77.4%	0
4045 Salary Reallocation	0	6,296	26,283	19,987		19,987	24.0%	
4250 IT	0	192	249	57		57	77.1%	
4400 Rent Payable	0	213	945	733		733	22.5%	
4410 Water	0	201	4,200	3,999		3,999	4.8%	
4425 Repairs and Maintenance	0	807	4,367	3,560	280	3,280	24.9%	
4430 Maint. Contracts	0	2,588	9,140	6,552		6,552	28.3%	
4435 Maint. Contracts Unscheduled	0	660	5,000	4,340		4,340	13.2%	
4515 Tree Works	0	0	3,000	3,000		3,000	0.0%	
Allotments (except Wash Common :- Indirect Expenditure	0	10,956	53,184	42,228	280	41,948	21.1%	0
Net Income over Expenditure	0	30,191	0	(30,191)				
<u>430 Wharf Toilets</u>								
1077 Precept Reallocation	0	11,579	23,157	11,579			50.0%	
Wharf Toilets :- Income	0	11,579	23,157	11,579			50.0%	0
4045 Salary Reallocation	0	1,288	5,157	3,869		3,869	25.0%	
4195 Wharf Toilets Contract	0	3,025	15,750	12,725		12,725	19.2%	
4405 Rates	0	191	250	59		59	76.5%	
4425 Repairs and Maintenance	0	0	2,000	2,000		2,000	0.0%	
Wharf Toilets :- Indirect Expenditure	0	4,504	23,157	18,653	0	18,653	19.5%	0
Net Income over Expenditure	0	7,074	0	(7,074)				
<u>435 Community Services - General</u>								
1077 Precept Reallocation	0	4,887	10,660	5,773			45.8%	
Community Services - General :- Income	0	4,887	10,660	5,773			45.8%	0
4550 Grounds Maintenance Vehicle	0	0	9,774	9,774		9,774	0.0%	
4555 Equipment	0	877	886	9		9	99.0%	
Community Services - General :- Indirect Expenditure	0	877	10,660	9,783	0	9,783	8.2%	0
Net Income over Expenditure	0	4,010	0	(4,010)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>500 CP,A&L General</u>								
1077 Precept Reallocation	0	17,884	35,768	17,884			50.0%	
CP,A&L General :- Income	0	17,884	35,768	17,884			50.0%	0
4045 Salary Reallocation	0	7,870	32,743	24,873		24,873	24.0%	
4600 CPA&L Committee Fund	0	118	1,500	1,382		1,382	7.8%	
4625 Art Trail	0	0	750	750		750	0.0%	
4637 Local Democracy WG	0	0	250	250		250	0.0%	
4639 Art on the Park	0	500	525	25		25	95.2%	
CP,A&L General :- Indirect Expenditure	0	8,488	35,768	27,280	0	27,280	23.7%	0
Net Income over Expenditure	0	9,396	0	(9,396)				
<u>505 Civic Responsibility</u>								
1077 Precept Reallocation	0	33,805	67,609	33,805			50.0%	
Civic Responsibility :- Income	0	33,805	67,609	33,805			50.0%	0
4045 Salary Reallocation	0	12,735	52,709	39,974		39,974	24.2%	
4650 Mayors Allowance	0	105	1,000	895		895	10.5%	
4655 Honorarium	0	340	3,500	3,160		3,160	9.7%	
4660 Mayor Making	0	2,404	2,500	96		96	96.2%	
4665 Remembrance	0	50	2,500	2,450		2,450	2.0%	
4670 Regalia and Robes	0	431	2,000	1,569		1,569	21.5%	
4680 Civic Hospitality & Events	0	175	1,500	1,325		1,325	11.7%	
4690 Twin Towns	0	30	250	220		220	12.1%	
4700 Civic Award Scheme	0	16	1,000	984		984	1.6%	
4705 Watership Brass	0	650	650	0		0	100.0%	
Civic Responsibility :- Indirect Expenditure	0	16,937	67,609	50,672	0	50,672	25.1%	0
Net Income over Expenditure	0	16,868	0	(16,868)				
<u>600 Planning & Highways</u>								
1077 Precept Reallocation	0	13,219	26,438	13,219			50.0%	
1120 Grants Received (NDP)	0	0	15,000	15,000			0.0%	
Planning & Highways :- Income	0	13,219	41,438	28,219			31.9%	0
4045 Salary Reallocation	0	5,438	22,438	17,000		17,000	24.2%	
4800 P & H Committee Fund	0	0	1,000	1,000		1,000	0.0%	
4805 Heritage Working Group	0	0	1,000	1,000		1,000	0.0%	
4810 Neighbourhood Development Plan	0	0	15,000	15,000		15,000	0.0%	
4815 Signage	0	0	2,000	2,000		2,000	0.0%	
Planning & Highways :- Indirect Expenditure	0	5,438	41,438	36,000	0	36,000	13.1%	0
Net Income over Expenditure	0	7,781	0	(7,781)				

Detailed Income & Expenditure by Budget Heading 01/07/2024

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	0	896,736	1,859,421	962,685			48.2%	
Expenditure	0	397,677	1,859,421	1,461,744	31,939	1,429,804	23.1%	
Net Income over Expenditure	<u>0</u>	<u>499,059</u>	<u>0</u>	<u>(499,059)</u>				
plus Transfer from EMR	0	45,708						
Movement to/(from) Gen Reserve	<u>0</u>	<u>544,767</u>						

Newbury Town Council

Policy and Resources Committee

5th June 2024

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

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

Months 1 & 2

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

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

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

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

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



Financial Regulations

Date Issued: July 2024	Date Reviewed: July 2024
Effective Date:	Review Date

These Financial Regulations were adopted by the Council at its meeting held on [enter date].

NEWBURY TOWN COUNCIL – FINANCIAL REGULATIONS

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	Appendix 1 - Tender process	Error! Bookmark not defined.

1 General

- 1.1. These Financial Regulations govern the financial management of the Council and shall only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the Council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in The Practitioners' Guide
 - Practitioners' Guide refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and bold text refer to a statutory obligation the Council cannot change.
 - 'Shall' refers to a non-statutory instruction by the Council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Council. The RFO:
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and control systems;
 - ensures the accounting control systems are observed;

- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of Council resources; and
- produces financial management information as required by the Council.

1.6. The Council must not delegate any decision regarding:

- setting the final budget or the precept (Council tax requirement);
- the outcome of a review of the effectiveness of its internal controls
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations from the internal or external auditors

1.7. In addition:

1.7.1. the Policy & Resources Committee, on behalf of the Council shall determine and regularly review the bank mandate for all Council bank accounts

1.7.2. the Policy & Resources Committee, with the Grants Sub-committee shall authorise all grants on behalf of the Council.

2 Risk management and internal control

2.1. The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The CEO, with the RFO, shall prepare, for discussion with the Audit Working Group and approval by the Policy & Resources Committee, a risk management policy covering all activities of the Council. This policy and consequential risk management arrangements shall be reviewed by the Policy & Resources Committee at least annually.

2.3. When considering any new activity, the Lead Manager, with the CEO, shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Policy & Resources Committee.

2.4. At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. The accounting control systems determined by the RFO must include measures to:

- ensure that risk is appropriately managed
- ensure the prompt, accurate recording of financial transactions
- that provide for the safe and efficient safeguarding of public money
- prevent and detect inaccuracy or fraud, and
- allow the reconstitution of any lost records
- identify the duties of officers dealing with transactions, and
- ensure division of responsibilities.

2.6. On a monthly basis, and at each financial year end, a member of the Audit Working Group other than the Chair of Council, the Chair of the Policy & Resources Committee, or a bank signatory shall, on a rotational basis, verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to the Policy & Resources Committee, which shall approve the bank reconciliations on a quarterly basis and at year-end.

2.7. Regular back-up copies shall be made of the records on any Council computer and stored either online or in a separate location from the computer. The Council shall put measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason.

3 Accounts and audit

3.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:

- day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate;
- a record of the assets and liabilities of the Council;

- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the Policy & Resources Committee, for recommendation to Full Council for approval, within the timescales required by the Accounts and Audit Regulations.
- 3.5. The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.
- 3.6. Any officer or member of the Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary.
- 3.7. The internal auditor shall be appointed by the Policy & Resources Committee and shall carry out their work to evaluate the effectiveness of the Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The Policy & Resources Committee shall ensure that the internal auditor:
 - 3.8.1. is competent and independent of the financial operations of the Council;
 - 3.8.2. reports to Council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - 3.8.3. can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - 3.8.4. has no involvement in the management or control of the Council
- 3.9. Internal or external auditors shall not under any circumstances:
 - 3.9.1. perform any operational duties for the Council;
 - 3.9.2. initiate or approve accounting transactions;

- 3.9.3. provide financial, legal or other advice including in relation to any future transactions; or
 - 3.9.4. direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
 - 3.10. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as described in The Practitioners Guide.
 - 3.11. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
 - 3.12. The RFO and CEO shall, without undue delay, bring to the attention of all Councillors via the Policy & Resources and full Council meetings respectively, any report from the internal or external auditors.
 - 3.13. Further to receipt of the internal and external auditor’s reports, the RFO shall, if considered helpful, make arrangements to discuss matters raised with the Audit Working Group, prior to taking recommendations to the Policy & Resources Committee.
- 4 Budget and precept
- 4.1. Before setting a precept, the Council must calculate its Council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.
 - 4.2. The RFO shall write to members, beginning October, inviting suggestions for the budget in line with the Strategy, for consideration by the Committees. To be received by the end of October, the RFO to include in the draft budget.
 - 4.3. The RFO shall meet with Officers in October to discuss the demands on the budget for ‘lights-on’, asset management and capital expenditure for planned projects. The RFO to include in the draft budget.
 - 4.4. Budgets for salaries and wages, including employer contributions and the salary reallocation hours by cost centre, shall be reviewed by the Staff Sub-Committee at least annually; in October/beginning November, further to the annual appraisals. The schedule agreed by committee shall inform the budget for the following financial year. The RFO shall inform committees of the

- implications of any salary commitments and associated officer allocated hours, before they consider their draft their budgets.
- 4.5. No later than middle November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, along with a forecast for the following four financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
 - 4.6. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects shall only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full Council.
 - 4.7. Each committee shall review its draft budget and submit any proposed amendments for Council consideration to the RFO, no later than the end of November each year.
 - 4.8. The Strategy Working Group shall consider committee proposals beginning December and make recommendations. The RFO to incorporate in the draft budget.
 - 4.9. The RFO by end December shall update the draft budget, with the recommendations of the Strategy Working Group, to include a four-year forecast, and any recommendations for the use or accumulation of reserves, for consideration by the Policy & Resources Committee in January.
 - 4.10. The Council shall consider annual budget proposals in relation to the Council's four-year forecast of revenue and capital receipts and payments, including recommendations for the use of reserves and sources of funding, and update the forecast accordingly.
 - 4.11. Having considered the proposed budget and four-year forecast, the Council shall determine its Council tax requirement by setting a budget. The Council shall set a precept for this amount no later than the end of January for the ensuing financial year.
 - 4.12. Any member with Council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.
 - 4.13. The RFO shall issue the precept to the billing authority no later than the end of February, or the date requested by the billing authority, whichever is

- earliest, and supply each member and officer with a copy of the agreed annual budget.
- 4.14. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.15. Any addition to, or withdrawal from, any earmarked reserve during the financial year, other than expenditure for the purpose agreed, shall be approved by the Policy & Resources Committee. This to support the management of the budget and the material direction of the Council's Strategy.
- 4.16. The RFO shall coordinate the annual budget & precept information leaflet to residents.
- 4.17. The sum total of the general reserves shall always be a minimum of three months' annual net revenue expenditure. Ear-marked Reserves, set aside to support specific areas of Council work, shall not be taken into consideration when calculating the General Reserves. The Council's general reserves shall be held with a financial institution other than the Council's day to day bankers with understood minimum risk. They shall not be committed or used to cover any expenditure unless an emergency and all other financial avenues have been explored.

5 Procurement

- 5.1. Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or works shall ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. Where an officer is aware they have or may have a personal or prejudicial interest with a current or potential supplier, they must declare it to their line manager and the CEO at the earliest opportunity. Appropriate arrangements shall be agreed to ensure these interests do not affect procurement decisions. A register shall be kept to record the interests and steps taken.
- 5.3. Every contract shall comply with the Council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. For a contract for the supply of goods, services or works where the estimated value exceeds the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

- 5.5. Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in paragraph 5.7) obtain prices as follows:
- 5.5.1. Where the value is between £100 and £999 excluding VAT, the Lead Officer shall strive to obtain 3 estimates, which might include evidence of online prices, or recent prices from regular suppliers, unless a specialist or single source supply is necessary. For smaller purchases, the Lead Officer shall seek to achieve value for money.
- 5.5.2. For contracts between £1,000 and £30,000 including VAT the Lead Officer shall obtain 3 written quotations detailing priced descriptions of the proposed supply unless a specialist or single source support is necessary. If it is not possible to obtain 3 quotes, approval may be given by the RFO.
- 5.5.3. For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.
- 5.5.3.1. Tenders shall be invited in accordance with the Council's procurement policy.
- 5.5.4. For contracts estimated to be over the following thresholds, the Council must comply with the procurement procedures as specified within the Public Contracts Regulations 2015
- 5.5.4.1. Public Works Contracts: £5,372,609 including VAT
- 5.5.4.2. Public Service Contracts: £ 214,904 including VAT
- 5.5.4.3. Public Supply Contracts: £ 214,904 including VAT
- 5.6. Contracts must not be split into smaller lots to avoid compliance with these rules.
- 5.7. Quotations and Estimates received, together with the evidence of those sought, are to be filed centrally for audit and follow-up purposes.
- 5.8. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- 5.8.1. specialist services, such as legal professionals acting in disputes;

¹ The Regulations require Councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- 5.8.2. repairs to, or parts for, existing machinery or equipment;
 - 5.8.3. works, goods or services that constitute an extension of an existing contract;
 - 5.8.4. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.9. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason shall be set out in a recommendation to the relevant committee. Avoidance of competition is not a valid reason.
- 5.10. The Council, its committees or delegated officers, as appropriate, shall not be obliged to accept the lowest of any tender, quote or estimate, but must have a valid reason for not doing so.
- 5.11. The Council supports and commits to consider social value in its procurement procedures. Preference will be given to local suppliers, preferably independent, provided value for money, quality, time efficient goods and services are offered.
- 5.12. The Council may contract with preferred suppliers. These opportunities shall be advertised in consideration of the legislation, depending on value.
- 5.12.1. A contract shall usually be agreed for two years, with the opportunity to extend for one further year.
 - 5.12.2. The agreement of an hourly rate, day rate or job rate must be a condition of contract, which may be increased by CPI as from 1st April; the year to be specified dependent on start date.
 - 5.12.3. A break clause must be agreed in consideration of both the Council and the contractor.
- 5.13. The Council may open business trade accounts to support the purchase of routine everyday items e.g. materials, tools and stationery.
- 5.13.1. Any trade card account opened by the Council shall be restricted to named officers, recommended by the manager and agreed by the CEO in discussion with the RFO. Any balance shall be paid in full each month.
- 5.14. Authorisation of Expenditure – Revenue expenditure agreed by Council at its annual budget meeting, usually January, or by the Policy & Resources committee within the financial year.

5.14.1. Other than in an emergency, expenditure shall only be authorised by the 'Lead Officer' with responsibility for the budget line (nominal code), under delegated authority, subject to:

5.14.1.1. The level of their spending authority.

- Expenditure above a Lead Officer's spending authority must additionally be agreed by their line manager and/or the CEO and RFO, with the appropriate spending authority. Delegated spending authority levels are as follows:
 - Officers authorised by their manager – spending authority up to £500 (ex VAT) as agreed on an individual basis.
 - Line manager to recommend, CEO, in discussion with RFO, to agree.
 - A manager of the Council – spending authority up to £1,500 (ex VAT)
 - The CEO and RFO together – spending authority up to £25,000 (ex VAT)
 - The RFO to confirm sufficiency of funds.
 - The CEO to confirm the expenditure is within the Council Strategy.
 - Full Council for expenditure over £25,000 (ex VAT).
 - The usual process is via the appropriate (lead) committee and the Policy & Resources committee, who require an overview of the financial situation. In exceptional circumstances, once a project is established and funding agreed, full Council may resolve that the lead committee shall make their recommendation direct. If this is agreed, the financial overview must be made available to the Policy & Resources Committee for their quarterly meeting.

5.14.1.2. There being sufficient remaining in the budget line (nominal code) for all planned expenditure over the remainder of the financial year.

5.14.1.3. That the spend does not cause the budget for the nominal code to be exceeded.

- If funds within a nominal code are insufficient, at the request of the Lead Officer, the RFO may via funds from another nominal code,

subject to the agreement of the Lead Officer for both nominal codes, their managers, the CEO and RFO.

5.14.1.4. Where capital expenditure has been approved by Council for general improvements / projects e.g. play areas, the expenditure is in line with the committee's recorded priorities, previously resolved by the appropriate committee and recorded in the minutes.

5.15. Requested expenditure that has arisen since the agreement of the budget by Council, for which there is no allocated budget, must be approved by the Policy & Resources Committee.

5.15.1. Any such agreement of the Policy & Resources committee must be in consideration of from where the funding is to be vired. Such authorisation must be supported by a minute.

5.16. No individual member, or informal group of members shall issue an official order unless instructed to do so in advance by a resolution of the Council, or make any contract on behalf of the Council

5.17. No expenditure shall be authorised that shall exceed the budget for that type of expenditure other than by resolution of the Council, or by the Policy & Resources Committee, except in an emergency.

5.18. The RFO shall provide the Policy & Resources committee with a statement of receipts and payments to date under each budget line (nominal code), comparing actual expenditure to that expected for the time of year. These statements are to be prepared at least at the end of each financial quarter and show explanations of material variances, both over and under, for both income and expenditure. For this purpose, "material" shall be over or under £1,000 or 15%.

5.19. No committee, individual councillor or officer, shall request, encourage or pressurise any officer of the Council to spend, where there are no pre-agreed funds.

5.20. In cases of serious risk to the delivery of Council services or to public safety on Council premises, the CEO may authorise expenditure of up to £25,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The CEO shall report such action to the Chair of the Policy & Resources Committee as soon as possible and to Policy & Resources Committee as soon as practicable thereafter.

- 5.21. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.22. A Purchase Order shall be issued for all work, goods and services unless a formal contract is to be prepared for which a Standing Order or Direct Debit is required, or where expenditure falls within one of the categories for which an Officer's debit card may be used. See section 12 entitled "Payments requiring a payment card".
- 5.23. Whilst recognising that most deliveries are left on the doorstep, with the driver often taking a photograph, when asked to sign that the goods have been received, officers shall sign "unchecked" alongside their signature. This shall usually be on an electronic handheld device. On the rare occasion this is on carbonated slip, a copy to be kept until the goods have been checked and the delivery confirmed correct.
- 5.24. Copies of orders shall be retained until checked against the delivery note by the appropriate officer and confirmed correct.
- 5.25. Any ordering system can be misused and access to them shall be controlled by the RFO.

6 Grants

- 6.1. A budget for grants is agreed at the annual budget meeting, usually January. Grants shall be released during the financial year, as follows, in accordance with the Council's policy statement:
- 6.1.1. Grants to mitigate against the Climate Emergency:
- 6.1.1.1. These shall be considered by the Climate Emergency Working Group and referred to the Grants Sub-Committee for agreement.
- 6.1.2. Grants for Specific Organisations and Purposes:
- 6.1.2.1. These shall be named and included as part of the annual budget with an indicative budget and released by the Policy & Resources committee throughout the year.
- 6.1.3. Small Grants to individual organisations.
- 6.1.3.1. These shall be allocated by the Grants Sub-Committee, to organisations with a project listed with "The Good Exchange".

- 6.2. The Grants Sub-Committee shall resolve grants up to £10,000 and shall make recommendation to the Policy & Resources committee for grants over £10,000. The Policy & Resources committee shall resolve grants up to £25,000. Any grant over £25,000 must only be agreed by full Council.
 - 6.3. A copy of the Grants Policy and eligibility criteria shall be available on the website.
 - 6.4. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when grants are discussed and voted on in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
 - 6.5. Once authorised, grants shall be paid by BACS within the next supplier payments run.
 - 6.6. Any collections organised by the Council for charitable purposes, are to be authorised and managed by the appropriate committee.
- 7 Payment of salaries and allowances
- 7.1. As an employer, the Council must make arrangements to comply with the statutory requirements of PAYE legislation.
 - 7.2. Councillors' allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.
 - 7.3. Salary rates shall be agreed by the Council, or the Staff Sub-Committee, dependent on post, in consideration of National Joint Council (NJC) for Local Government Services agreed salary framework. The Staff Sub-Committee shall review these annually, further to the annual appraisals and publication of the annual Local Government Services Pay Agreement.
 - 7.4. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Council or Staff Sub-Committee.
 - 7.5. Agreed overtime payments, mileage and any other agreed staff expenses shall, on a monthly basis, be authorised by the officer's line manager, coordinated for payroll by the Senior Finance Officer (or the RFO) and checked by the RFO (or the CEO), thus ensuring no break in the payment of salaries through sickness or annual leave.
 - 7.6. Payment of salaries by BACS shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

- 7.7. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 7.8. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.
- 7.9. Any termination payments shall be supported by a report to the Council, setting out a clear business case. Termination payments shall only be authorised by the full Council.
- 7.10. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) shall be summarised to avoid disclosing any personal information.
- 7.11. Engaging interim staff, whether employed, contracted or agency, shall be agreed by the CEO or appropriate manager, under delegated authority, subject to the completion of a business case (prepared prior to the engagement for committee) and providing sufficiency within the budget line for the time period likely required.
- 7.11.1. If contracted, further to confirmation from the RFO regarding funding sufficiency, a purchase order, with the agreed budget line, shall be completed
- 7.11.2. If employed, confirmation in writing from the RFO regarding funding sufficiency, with the agreed budget line, is required.
- 7.11.3. If funds within a nominal code are insufficient, with the agreement of the CEO, the RFO shall via funds from another nominal code, subject to the agreement of the Manager for both nominal codes, the CEO and RFO.
- 7.11.4. If any of the above parties has concerns, the Business Case must be taken to the Policy & Resources committee for consideration.
- 7.11.5. If no concerns, the CEO shall advise the chair of the Staff Sub-committee at the earliest opportunity and provide the RFO with a copy of the Business Case for the information of the Policy & Resources committee at their next meeting.

8 Banking Arrangements

- 8.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the Policy & Resources Committee. The

RFO is the Council's Service Administrator. The bank mandate shall include member and officer signatories as agreed by Council. The arrangements shall be reviewed annually for security and efficiency.

- 8.2. The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error.
- 8.3. The Council shall endeavour to use electronic payments for all transactions. The Council has no petty-cash facility for payments. Cheques shall be used if the only payment method available. The Policy & Resources Committee shall review these arrangements annually.
- 8.4. The annual review of these Financial Regulations is to be considered as a resolution of Council for the continuance of electronic banking, e.g. BACS, CHAPS, direct debits, standing orders and faster payments.

9 Banking Security

- 9.1. No employee or member shall disclose any PIN or password, relevant to the Council or its banking, to anyone not authorised in writing by the Council or a duly delegated committee.
- 9.2. Members and officers shall ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 9.3. Remembered password facilities shall not be used on any computer used for Council banking.
- 9.4. Account details for suppliers shall only be changed upon written notification by the supplier verified by the Senior Finance Officer and the RFO. This is a potential area for fraud and the individuals involved shall ensure that any change is genuine. Data held must be checked with suppliers a minimum of every two years.

10 Payments to Suppliers – Invoices requiring payment

- 10.1. All invoices for payment shall be:
 - 10.1.1. matched to the Purchase Order (Senior Finance Officer)
 - 10.1.2. examined for arithmetical accuracy (Senior Finance Officer and Lead Officer)
 - 10.1.2.1. Invoices shall be accepted up to 15% over their quotation or estimate, with the agreement of the Lead Officer.
 - 10.1.3. checked to ensure logged to the appropriate expenditure heading (Senior Finance Officer & RFO)

- 10.1.4. added to a schedule of payments requiring authorisation (Senior Finance Officer)
 - 10.1.5. verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Council (Lead Officer & Manager)
 - 10.1.6. approved by the appropriate manager, and if over £1,500, reviewed by the RFO and authorised by the CEO. Then,
 - 10.1.7. The invoices and purchase orders are to be forwarded by the Senior Finance officer to the Chair and Vice-Chair of Council and of the following committees: Policy & Resources, Community Services, Civic Pride Arts & Culture and Planning & Highways; requesting the authorisation in writing by two members for the release of the online payments.
 - 10.1.8. Evidence shall be retained showing which members authorised the online payment.
- 10.2. All invoices for payment require dual online authorisation, or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the Council's bank.
 - 10.3. Prior to setting up or authorising any payment, responsible officers, usually the Senior Finance Officer and RFO, shall ensure sufficiency of funds within the current account to cover authorised payments. The RFO, or the Senior Finance Officer in their absence shall transfer funds from the Instant Access Account as required, allowing approximately £20,000 to cover direct debits and debit card payments.
 - 10.4. The Council's usual practice shall be to arrange two payment runs per month for the supplier payments, which shall be paid by BACS. Faster payments or CHAPS may be made by exception, at the discretion of the RFO.
 - 10.5. The Council shall make a payment by cheque only as a last resort. However, if the only method of payment available, in addition to 10.1.1 to 10.1.17, the following regulations apply.
 - 10.5.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two signatories.
 - 10.5.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under any circumstances, be a signatory to that payment.

- 10.5.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 10.6. The Policy & Resources committee shall, at each quarterly meeting, receive and ratify the list of supplier payments paid against the invoice over the preceding three months, which shall then be appended to the minutes.
- 10.7. Any payment necessary to comply with contractual terms, to enable late invoices to be paid prior to year-end, or to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998, shall, provided there is no dispute or other reason to delay payment, be authorised by the RFO and a payment made by faster payments. A list of such payments shall be submitted to the next appropriate meeting of the Policy & Resources committee.
- 11 Payments to Suppliers – Requiring payment by direct debit or standing order
- 11.1. For each financial year the RFO shall draw up a schedule of regular payments paid by either direct debit or standing order, to include agreed start and finish dates, that are due in relation to a continuing contract or obligation (such rent, rates, utilities, regular maintenance contracts and similar items). The Policy & Resources Committee shall ratify these payments as part of the budget planning process.
- 11.2. New or extended contracts shall be agreed by a manager, under delegated authority, providing sufficiency within the budget line for the remainder of the financial year, and within the new financial year, subject to the budget having already been agreed.
- 11.2.1. If funds within a nominal code are insufficient, at the request of the Manager, the RFO shall via funds from another nominal code, subject to the agreement of the Lead Officer for both nominal codes, the CEO and RFO.
- 11.3. In cases of serious risk to the delivery of Council services or to public safety on Council premises, the CEO shall authorise a contract requiring direct debit or standing order arrangements, up to a total annual spend of £25,000 excluding VAT, whether or not there is any budget for such expenditure. The CEO shall report such action to the Chair of the Policy & Resources Committee as soon as possible and to Policy & Resources Committee as soon as practicable thereafter.
- 11.4. Regular and variable direct debits and standing orders shall be checked for reasonableness as part of the reconciliation process, by the Senior Finance

Officer, who shall report any concerns to the RFO. The RFO, further to investigation, shall advise the Policy & Resources committee of any concerns.

11.5. A member of the audit working group shall confirm the direct debit and standing order payments against the bank statement as part of the reconciliation process.

12 Purchases requiring a payment card

12.1. For the majority of purchases, officers with delegated authority to spend must issue a Purchase Order. To support the day to day running of the Council, where a purchase order is not feasible, expenditure falls within one of the following categories, there is sufficient in the budget and the lead officer for the budget line is in agreement, an officer may use their debit card:

12.1.1. Tools and materials for the purpose of day-to-day repairs and maintenance.

12.1.2. Personal protective equipment and clothing.

12.1.3. Office and staff expenses.

12.1.4. Subscriptions

12.1.5. Other expenditure with the agreement of the CEO and RFO

12.2. The release of any debit card to any individual officer requires:

12.2.1. A recommendation from the line manager

12.2.2. Agreement from the CEO further to discussion with the RFO

12.2.3. A resolution by the Policy & Resources Committee

12.2.4. A bank mandate signed by the Chair of the Policy & Resources committee.

12.3. With the resolution of the Policy & Resources Committee and signed bank mandate, the RFO shall process the application.

12.4. Delegated spending authority levels for a single transaction are as follows:

12.4.1. Any officer of the Council – spending authority between £100 and £500 (ex VAT) as recommended by their line manager and agreed by the CEO in consideration of need.

12.4.2. Any senior manager of the Council – spending authority up to £1,000 (ex VAT)

12.4.3. The CEO and RFO – spending authority up to £1,500 (ex VAT).

12.5. It is anticipated that the need for a debit card payment, rather than purchase order and invoice, over £500 is rare. If required, the manager shall e-mail the details to the CEO and RFO. The RFO shall record the reason to support future reviews.

12.6. Council debit cards are not to be used for items that in consideration of Council policy, are to be claimed as personal expenses, e.g. eye tests.

12.7. Personal credit or debit cards shall not be used under any circumstances for the purchase of goods and services for the Council.

12.8. Any purchase on behalf of the Council by a member, shall be by exception, where it is not practical for an officer to make the purchase. E.g. Flowers for agreed arrangements. Such agreement requires the authorisation of the Policy & Resources committee.

12.9. Any corporate credit card opened by the Council shall be specifically restricted to use by the CEO and RFO and any balance shall be paid in full each month.

13 Contracts with stage payments e.g. payments under contracts for building or other construction works

13.1. Where contracts provide for payment by instalments the Services Manager and RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

13.2. Any variation of, addition to or omission from a contract must be authorised by Services Manager / CEO to the contractor in writing, with the Council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14 VAT

14.1. The RFO shall ensure that VAT is correctly recorded in the Council's accounting software and that any VAT Return required is submitted from the software by the due date.

15 Loans and investments

15.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full Council and recorded in the minutes. All borrowing shall be in the name of the Council, after obtaining any necessary approval.

- 15.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full Council, following a written report on the value for money of the proposed transaction.
- 15.3. The Council shall consider the requirement for an Investment Strategy and Policy in accordance with “Statutory Guidance on Local Government Investments”, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 15.4. All investment of money under the control of the Council shall be in the name of the Council.
- 15.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 15.6. The opening and closing and transfer of funds to fixed term interest accounts in the same bank or branch, to support the Council’s investment strategy, shall be made by the RFO after consulting the CEO. The Policy & Resources committee is to be briefed at their next ordinary meeting. Two signatories to the bank are required.

16 Income

- 16.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 16.2. The Policy & Resources Committee shall approve all fees and charges for work undertaken, services provided, or goods sold at least annually as part of the budget-setting process, following a review and recommendation of the respective committees. The RFO shall be responsible for the collection of all amounts due to the Council, supported by the Lead Officer for the budget area and the Senior Finance Officer.
- 16.3. All payees are to be asked to settle invoices by electronic banking, such as BACS, CHAPS, faster payment, direct debit, standing order or card machine. Cheques shall also be accepted but are discouraged if an alternative payment method available.
- 16.4. The Council shall not maintain any form of cash float.
- 16.5. If there is no other payment method available to the payee e.g. the occasional allotment resident, cash may be accepted, but only alongside an invoice, and a receipt from the receipt book must be given, with the carbon copy kept. The

Officer in receipt of the cash is to report the occurrence, and reason, to their line manager and the Senior Finance Officer, as soon as reasonably possible. Cash must be paid into the Council bank account via the post office. This is a position of last resort.

- 16.6. All late payments shall be followed up by the Senior Finance Officer in conjunction with the Lead Officer, and late payments over 3 months reported to the Policy & Resources committee.
- 16.7. Sums found to be irrecoverable and any bad debts shall be reported to the Policy & Resources Committee by the RFO and shall be written off for accounting purposes after exploring all possible avenues. The Committee's approval shall be shown in the accounting records.
- 16.8. The Council may, with the agreement of the Policy & Resources committee, contract agents to manage its assets and/or collect any associated income. The means of income collection and fees shall be agreed on an individual basis.

17 Stores and equipment

- 17.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 17.2 Goods must be checked as to order and quality at the time delivery is made.
- 17.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 17.4 The Lead Officer shall be responsible for periodic checks of stocks and stores, at least annually.

18. Assets, properties and estates

- 18.1 The CEO shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Council.
- 18.2 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 18.3 The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

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

18.5 When undertaking land or asset management, disposal or installation, any agreements required from West Berkshire Council and/or the Oxford Diocese shall be obtained prior to the activity being undertaken. Procedures required by both organisations in an emergency shall be included within the risk assessments and followed.

18.6 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the relevant committee or Lead Officer and appropriate manager by delegated authority, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written business case shall be provided to the Lead and Policy & Resources committees at their next meetings, with a copy provided to the RFO to enable the adjustment of the asset register.

19. Insurance

19.1 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Council's review of risk management.

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

19.3 The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the Council] at the next available meeting. The RFO shall negotiate all claims on the Council's insurers in consultation with the CEO.

19.4 Appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the Council, or duly delegated committee.

20. Charities

20.1 Where the Council is sole managing trustee of a charitable body and there is no Memorandum of Understanding in place, the CEO and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The CEO and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

20.2 Any income that is the property of a charitable trust shall be paid into a charitable bank account. Subject to a Memorandum of Understanding instructing otherwise, instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) shall be given by the Managing Trustees of the charity meeting separately from any Council meeting.

20.3 Where a Memorandum of Understanding between the Council and a charitable trust is in place the agreements contained within must be followed.

21. Suspension and revision of Financial Regulations

21.1 The Council shall review these Financial Regulations annually, The CEO and RFO shall monitor changes in legislation or proper practices and advise the Council of any need to amend these Financial Regulations.

21.2 The Council may, by resolution duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the Council to act unlawfully.

21.3 The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.



Health and Safety Policy

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

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1. Introduction

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

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

2. Scope

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

3.0 Health and Safety Culture

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

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

4.0 Objectives

4.1 The objectives of this policy are:

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

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

5. Organisation & Responsibilities

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

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

6.0 The Chief Executive Officers' responsibilities:

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

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

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

7.0 Designated Health & Safety Lead's Responsibilities:

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

8.0 Delegated Responsibility within the Council:

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

incorporating regulations, approved codes of practice and other relevant legislation.

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

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

9.0 Health and Safety Forum:

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

9.2 The Forum will seek to:

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

10. Fire safety

10.1 The Health and Safety Lead has responsibility for complying with the Regulatory Reform (Fire Safety) Order 2005 rests with the 'Responsible Person'. In non-domestic properties that are workplaces, this is NTC as employer together with any other person who may have control of any part

of the premises e.g. another occupier or the building owner (if not NTC). In non-domestic premises that are not workplaces, the Responsible Person is the person or people in control of the premises, e.g. local managers. Details of how NTC allocates other responsibilities in respect of Fire Safety are set out within the Fire Safety Policy.

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

11.0 Legionella

The Health and Safety Lead has the following responsibilities:

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

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

12.0 First Aid

Health Safety Lead is responsibility:

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

First Aiders:

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

13.0 Employee consultation

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

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

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

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

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

- Augmented by the additional duties of:

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

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

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

15.0 Responsibilities of all Employees

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

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

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

16.0 References

POLICY	Section
Health.and.Safety.Procedure	

Newbury Town Council

Work Programme for Policy and Resources Committee Meetings 2024-2025

Standing Items on each (ordinary meeting) agenda:

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

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